



Date: September 19, 2018

To: Robert Pontbriand – Manager

From: Susan Copeland – Town Clerk

RE: Department Head Monthly Report (June – September)

It has been a very hectic summer and fall is continuing the trend for the office of the Town Clerk.

I last left off with beginning the search for the New Tax Collector/ Treasurer for the Town of Ayer.

We have found the right fit with Barbara Tierney. Since starting in July we've been working closely together to work with the transition of offices. This has been the long time goal of myself in reorganizing of the town's government and providing a more efficient and professional municipal team. It's been a pleasure working with Barbara and continuing to support the finance team with achieving more goals and successes. She has already brought a fresh approach and positive attitude in our strong established team.

I submitted for approval the appointment of 2 new Board of Registrars at the September 11th, Board of Selectmen's meeting. Kathleen O'Connor and Carolyn McCreary were approved unanimously.

The Election 'season' has been exceptionally busy this year. The State Primary was held on Tuesday, September 4th with a 22% voter turnout. All the while, ASRSD called a Special Election for Saturday, October 6th looking for approval on an Athletic Field Project at the ASRHS. Prepping for both elections was hectic and we were ALSO notified that a recount of the 3rd Congressional District.

The Town of Ayer, with the supervision of Town Counsel, had a recount on Monday, September 17th at the Great Hall. The Recount was ran without incident and after a methodical hand counting of the ballots proved to have the same numbers as initially reported on Election Day. I'm grateful for the support of the Board of Registrars, Elections Workers, Town Counsel, Town Manager, Assistant Town Manager, Employees in Town Hall Employees and Residents as we tackled this important Recount.

As I type, we are tending to a steady stream of inquiries for the upcoming Special Election being held on Saturday, October 6th including absentee ballot requests.

We also have the deadline for Citizens' Petitions on Friday, September 28th at noon for the upcoming Fall Town Meeting on Monday October 22nd. Last day to register for the Town Meeting (if not already registered is Friday, October 12th until 8pm.

I will be attending the Clerk's Conference September 26th - 28th in efforts to complete my courses to test for the Mass Clerks Certification in 2019.

The General Election is to be held Tuesday, November 6th, 2018 from 7am – 8pm in the Great Hall. We will be offering Early Voting again for the General Election. Early Voting will be held in at the Clerk's office during regular business hours starting Monday, October 22nd until Friday November 2nd until noon time. In addition to those hours, we will be providing Early Voting hours on Saturday, October 27th from 9am – 1pm.

At the May 14th 2018 Town Meeting I had a Capital request for new Voting Machines. This was approved! (Thank you voters) I have the quotes from 2 companies and will be ordering new machines this fall. I have received several inquiries on where the machines are.....The machines will not be used until 2019. Per the State Elections office, any new machines to be used for the Primary and General Election in 2018 had to receive approval by May 7th, 2018. The Town of Ayer didn't vote the approval until May 14th with the money being available July 1st. We were unable to meet the deadline for this year to use any new machines with Town Meeting being after May 7th. We will be ready for 2019 and beyond. As always.....any question or concerns can be addressed to me.

Ongoing projects:

- Continued LUCA 2020 training and updating of materials for Town of Ayer
- Continued work with General Code on Bylaws and Ordinance reviews
- 2018 Street Listings available
- Dog Tags for 2019 have been ordered!
- Census Proofs for 2019 have been started!
- Continued out reach for vacant Board and Committees