



Date: January 22, 2019

To: Robert Pontbriand – Town Manager

From: Susan Copeland – Town Clerk

RE: Department Head Monthly Report December 2018

General Code has submitted a draft of edits to the working group for the Town of Ayer By Laws, Ordinances, and Traffic Regulations. We will submit our edits accordingly.

New voting machines have been ordered and we will start with training staff in January. The new machines will be in use for the April 2019 Town Election.

Nomination papers are available for the April 2019 Town Election.

I will be sitting in the working groups on the Master Plan and the Marijuana By Laws to assist with moving forward with fellow Department Heads.

Ongoing projects:

- Continued LUCA 2020 training and updating of materials for Town of Ayer
- 2018 Street Listings available
- Dog Tags for 2019 are available
- Census 2019 is being returned and worked on in the office. Our Senior Tax Worker is back in the office for the 4th straight year!
- Continued out reach for vacant Board and Committees