



Date: February 15, 2019

To: Robert Pontbriand – Town Manager

From: Susan Copeland – Town Clerk

RE: Department Head Monthly Report January 2018

Continued work with General Code edits with the working group for the Town of Ayer By Laws, Ordinances, and Traffic Regulations. Sent out requests to other departments to verify updates are acceptable. We will submit our edits accordingly.

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

Nomination papers are available for the April 2019 Town Election. Very slow for participation!

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.

The new requirements for renewing licenses at the RMV has increased our vital records

Ongoing projects:

- Continued LUCA 2020 training and updating of materials for Town of Ayer
- 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 4<sup>th</sup> straight year!
- Continued out reach for vacant Board and Committees