



Date: March 20, 2019

To: Robert Pontbriand – Town Manager

From: Susan Copeland – Town Clerk

RE: Department Head Monthly Report February 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.

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

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

Attended MTCA Conference held in Devens, MA for continued training and class certification.

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.
- Continued out reach for vacant Board and Committees