



Date: May 9, 2019

To: Robert Pontbriand – Town Manager

From: Susan Copeland – Town Clerk

RE: Department Head Monthly Report March and April 2019

The Town Election, with a low turnout than hoped for, did bring some excitement with the first use of our newly acquired Voting Machines and Poll Booths. Both were well received and bring lots of enhancements that allow the poll workers a quicker turnaround for results. We look forward to using these in the upcoming 2020 Election season.

The Clerk's office is busy getting ready for Town Meeting and as well as preparing for the Special Town Meeting slated for June 10, 2019.

Continued work with General Code edits with the working group for the Town of Ayer By Laws, Ordinances, and Traffic Regulations. This project has come along and I'm excited for the upcoming drafts!

The new requirements for renewing licenses at the RMV has increased our vital records requests and research for folks looking to trace their birth records and marriage records. It has at times consumed an entire day for one of us to keep up.

Continuing work on the LUCA 2020 Census along with local MRPC requests that I have included the office of Economic and Community Development and the Assessors. The Town is looking to increase population and with an increase in housing since 2010 we are looking at creating more census blocks for tracking. Very exciting for our little town and we will report our results accordingly. I do not see this being a potential of adding an additional precinct but we will certainly be very close.

The 2019 Dog Tags are completed and working with the Animal Control Officer to ensure any late registrations are taken care of with proof of vaccination documented with the Town. I appreciate the ACO and her diligence on keeping the Town up to date!

The 2019 Street Listing is completed and should be available any time now. Special thanks for our Senior Tax Write off Worker for assisting us in her 4<sup>th</sup> year in her efforts. It is greatly appreciated!

I continue to reach out for vacancies of various Boards and Committees in hopes of 100% participation.

I work with various community and school groups or boards to keep communication between the Town Hall and residents to be open.

Finally, I have 'celebrated' my five years with the Town of Ayer and am grateful for the opportunity and support in accomplishing more success for our town.