



Date: July 16, 2019

To: Robert Pontbriand – Town Manager

From: Susan Copeland – Town Clerk

RE: Department Head Monthly Report June 2019

The Special Town Meeting had a turnout of 100 voters. Both articles passed and have been submitted to the Attorney General's office for final approval.

The 2020 Census is gaining momentum and I am in the process of creating a team in Ayer for a successful Census. More information in the fall with a plan of action in getting as close to 100% participation for our town.

Continued work with the Animal Control Officer in getting dogs licensed in our town.

This is our first year as a single department office. In the past month especially with a lighter foot traffic we have been able to really tackle a lot of projects in the Clerk's office. A long time goal of mine is to make access to records in the Clerk's office easier to research. Some updates that are in process are:

- Tracking of various Boards and Committees submissions (Planning, Zoning, Board of Health) for easier research.
- Putting minutes into binders by department, and date. (seems obvious but mostly just in piles in the vault)
- Street Listing! This is the big summer project to have a spreadsheet of all streets in town with a definitive date of acceptance. Over the 147+ years of the Town not all Clerks kept the records the same.
- Track of all Acceptances and Approvals of Attorney General for the Town of Ayer
- Website Updates – making sure residents are able to access what is available from the Clerk's office

I am also looking into having a map of the town made for new residents as well as the long sought after Resident Letter for a quick fact reference.