



Date: October 16, 2019

To: Robert Pontbriand – Town Manager

From: Susan Copeland – Town Clerk

RE: Department Head Monthly Report September 2019

Special Town Meeting on October 28th 2019. The warrant contains 15 articles of which 11 articles upon approval will require Attorney General Submissions. I am staying ahead of the potential materials to send for approval.

Special Town Election was called for Tuesday December 3rd, 2019. Nomination papers were available the day after the BOS called the election. Full preparation for the election has begun in the Clerk's office.

This has proven to be a busy time with residents and nonresidents coming to the office for personal and professional research: vital records (family research), planning and zoning board filings and approvals, just to name a few.

Town Census forms for 2020 have begun and dog tags for 2020 have been ordered.

Election materials and schedules for the 2020 Presidential Election are already being sent into the office.

A combined training for election workers with the Town of Pepperell, surrounding towns, and the State Elections Office is being planned for November.