



Date: November 11, 2019

To: Robert Pontbriand – Town Manager

From: Susan Copeland – Town Clerk

RE: Department Head Monthly Report October 2019

Special Town Meeting was held on October 28<sup>th</sup> 2019. There were 13 approved articles out of 15. I am close to having all submissions to DLR/DOR, State DPW, and Attorney General offices accordingly.

Full preparation for the Special Election for December, Tuesday 3<sup>rd</sup> is still progressing. Absentee ballots are available.

Nomination Papers and Petition Paperwork has started for the 2020 and 2022 November Elections.

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

Election materials and schedules for the 2020 Presidential Election are already being sent into the office. Looking to set up a training for January for Election workers to be updated on newest procedures.

The office has been busy with the Town Meeting, Election and ongoing daily transactions. We continue to balance our deadlines with constant counter traffic with ease and patience.