



Date: December 13, 2019  
To: Robert Pontbriand – Town Manager  
From: Susan Copeland – Town Clerk  
RE: Department Head Monthly Report November 2019

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. The November 2020 ballot could potentially have a number of questions for voters.

There were a total of 4 evenings where the Clerk's office was to be open late for various Secretary of State deadlines in the month of November.

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.