



Date: January 21, 2020

To: Robert Pontbriand – Town Manager

From: Susan Copeland – Town Clerk

RE: Department Head Monthly Report December 2019

Special Election for December, Tuesday 3rd completed. Even with a snowstorm!

Preparation for Town Census is complete and mailed in January.

Dog Tags for 2020 are available.

Special Election to be called for the vacancy for the 37th Middlesex District due to Jen Benson's vacancy.

(Spoiler Alert it's in combination of the Primary on March 3rd with the Special Election on March 31st)

Work on General Code is near completing.

Work on Census 2020 is still ongoing.

AVR is proving to be a headache with constant glitches with the RMV.

FY '21 Budget has been completed and submitted.

Capital Plan request for FY '22 is in the works in hopes of obtaining an updated vault. No leaks, No drafts, no smells. Fingers crossed.

Work on a Resident Letter is ongoing.

Work on Town Report/Budget Book started.