



Date: February 21, 2020
To: Robert Pontbriand – Town Manager
From: Susan Copeland – Town Clerk
RE: Department Head Monthly Report January 2020

January 2020 has been a very busy and hectic month. We start every year with dog tags, census and town election work from Day 1. Our Senior Tax Worker is here for her 4th year to help with the Town Census and we would be a sinking ship if it wasn't for her!

The Presidential Primary and Early Voting coupled with the Special State Primary and Election has proven to be a balancing act.

Every and all deadline is happening all at once for General Code, Budget Book and Town Report, and Department Head Monthly Reports.

Vital Records with the State has had some 'upgrades and improvements' that have caused some headaches in learning a few new processes, but we have managed.

We were also notified that we will be receiving new State Computers for the Election and Voter Registration programs. We do not have a date when this is to happen, but fingers crossed it is not during Early Voting or on an Election Day.

Continued projects are on hold until the Election(s) are completed and certified.