



Date: March 11, 2020
To: Robert Pontbriand – Town Manager
From: Susan Copeland – Town Clerk
RE: Department Head Monthly Report February 2020

The Groundhog saw his shadow.

February 2020 was consumed with preparing for the Presidential Primary and the Special State Primary with

The election on March 3rd was a lot of firsts for this clerk to balance a Presidential and Special State Primary (for only precinct 2) coupled with Early Voting. It was challenging and a lot of lessons learned for improvements procedurally in the back office but overall the early voting and election was smooth and successful.

Completed deadlines for General Code, Budget Book and Town Report with not a second to spare.....

The status of the new State Computers is still pending as they are contracting third party vendors to do installation. I am really looking forward to an upgraded computer for all state related work!!!!

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

Revisiting of list of tasks and updates to work on for the rest of FY 20 and for office goals for FY 21.