



Date: April 16, 2020
To: Robert Pontbriand – Town Manager
From: Susan Copeland – Town Clerk
RE: Department Head Monthly Report March 2020

Starting March 16th with multiple holds and delays the month had a shift in operations due to the COVID-19 pandemic.

The Special State Election and Town Election were postponed to be held on June 2, 2020.

The office was closed to the public, along with town hall, and it has altered the workflow. However, with phone and email capabilities we have continued to provide services to the residents and departments without too much inconvenience.

The Assistant Town Clerk and I have been working opposite work schedules to best practice social distancing in the workplace.

The status of the new State Computers is on hold: COVID-19.