



Date: November 16, 2020
To: Robert Pontbriand – Town Manager
From: Susan Copeland – Town Clerk
RE: Department Head Monthly Report September and October 2020

Vital Records processed in September and October:

Marriage Intentions: 10

Vital Records by appointment, mail or drop box and online: 225

Dog Tags: 10

Notary: 6

Raffle Permits: 1

Business Certificates: 11

Oil Storage Permits: 0

The office has been mainly focused on the Elections for September and November. During the weeks of Early Voting I halted most services for marriage intentions, notaries, and special circumstances to meet people outside for assistance. Even still our office is constantly busy processing requests from the public. The online option for folks to request and pay for vital records has proven most essential during the COVID closure. The drop box located at each entrance has also become an asset in helping residents with their requests.

In October I placed the order for 2021 Dog Tags and 2021 Census.

Town Meeting was also held on October 26th and although there are no Attorney General submissions there are still some certified letters that need to be completed.