



Date: January 18, 2021
To: Robert Pontbriand – Town Manager
From: Susan Copeland – Town Clerk
RE: Department Head Monthly Report December 2020

December 2020 was focused on cleaning up and storing the files from Elections of 2020. Is it finally over? Let us hope!

The updating of Election files and reviewing with workers what worked and what did not work has been ongoing. I have worked on the updating of manuals and have hopes that a training can be completed (in person) in 2021 for all the changes we will be following going forward.

The Town Hall building is still closed to the public which does give a sense of security that we can safely work in the office without a concern for possibility of coming down with any health issues. We continue to accommodate requests and make appointments as needed.

Dog tags are the latest to start up with requests coming into the office. Also, with several state grant programs for small businesses we have had an increase of businesses looking to obtain a business certificate, renew an expired business certificate or receive a copy. Dog Tag count was 65 at the end of December.

We are looking forward to an upgraded phone system for town hall!