



Date: February 22, 2021
To: Robert Pontbriand – Town Manager
From: Susan Copeland – Town Clerk
RE: Department Head Monthly Report January 2021

New Year! January starts off busy in the Clerk's office every year with Census, Dog Tags, and requests for Nomination Papers for the local election in May 2011.

January Vital Records Request:

Birth, Death and Marriage: 137

Business Certificates: 8

Dog Tags: 170

For anyone interested in licensing their dog or needing a vital record please see the website at:

<https://www.ayer.ma.us/town-clerk/pages/birth-marriage-death-certificates>

The Census is rolling in and we have found that residents are suddenly using M/D for MARRIED and DIVORCED where that line is for MOVED or DECEASED. It has caused some alarm when folks receive a letter that we have removed them from the Street Listing.

For anyone interested in learning more about the Census please see:

<https://www.ayer.ma.us/town-clerk/pages/2021-local-census>

We have been busy with posting applications, plans and decisions for Planning, Zoning and Conservation. The information is available on the website for each board or committee.

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.

The new phone system for the town hall has been a learning curve and has slowly made its way to being a great asset to our office! Especially on the snowy and ice days I can check the voicemails quicker and/or have calls forwarded to my cell phone until road conditions improve and I am able to get into the office.

Nomination Papers are available for the May 11, 2021 Town Election.

The last day to request nomination papers is Friday, March 19th, 2021, at 12:00 PM.

The last day to submit nomination papers is Monday, March 22nd, 2021, at 4:00 PM.

The following offices will be on the ballot:

Assessor	(1)	3 year term (no papers pulled)
	(1)	2 year term (no papers pulled)
Board of Health	(1)	3 year term (no papers pulled)
Commissioner of Trust Funds	(1)	3 year term (no papers pulled)
Constable	(1)	3 year term (papers pulled)
Housing Authority	(1)	5 year term (no papers pulled)
Library Trustee	(1)	3 year term (no papers pulled)

Park Commissioner	(2)	3 year term (1 seat pulled)
Planning Board	(2)	3 year term (2 seats pulled)
Regional School District Committee	(1)	3 year term (papers pulled)
Select Board	(1)	3 year term (papers pulled)
Moderator	(1)	1 year term (papers pulled)

Please contact Susan Copeland at the Clerk's office to pull papers ASAP!

The last day to submit Citizen's Petitions to the Clerk's office is Friday, April 2nd, 2021 at 12pm. Please call the Clerk's office 978-772-8220 ext. 153 or email clerk@ayer.ma.us to make an appointment so that it is stamped received in a timely manner.