

Date: December 17, 2021
To: Robert Pontbriand – Town Manager
From: Susan Copeland – Town Clerk
RE: Department Head Monthly Report
November and December 2021

Lauri Fritz, Assistant Town Clerk for 20+ years retired in November and the interview process had been completed by Thanksgiving.

Christina Zoller, of Ayer Library -Children's Room fame, was selected out of 5 candidates to fill the position of Assistant Town Clerk for the Town of Ayer.

Christina started on December 6th and has quickly proven to be the right fit.

Final updates on Census blocks continue and waiting for any potential redistricting changes from the Legislature to be finalized on December 31, 2021.

Dog Tag applications have slowly started to come into the office for 2022.

A new posting board for outside has been purchased and depending on weather will be installed. The previous posting board has served the Town well but was in need of replacement.

FY 23 Budget requests for the Town Clerk's office were submitted to the Town Manager and Finance Manager on December 30, 2021. Increases in the budget are based on anticipated Early Voting for both the Primary and General Elections in the Fall of 2023. Also, the Capital request for Poll Pads was well received by the Capital Committee.

2021 has shown another year of adjustments and delays but we continue to look forward to successful, healthy, and happy 2022.