



Date: January 20, 2023
To: Robert Pontbriand – Town Manager
From: Susan Copeland – Town Clerk
RE: Department Head Monthly Report – December 2022

Dog Tags arrived in office and applications have slowly started to come into the office for 2023. The deadline for dog tags is March 31st, 2023.

FY '24 Budget requests for the Town Clerk's office were submitted to the Town Manager and Finance Manager on December 30, 2022. Decreases in the budget are based on anticipated slower Election season.

The Fall Town Meeting was held on Monday, October 24th, 2022 at the ASRHS Auditorium. There was no submission to send to the Attorney General's office.

All the while, handling vital records requests, notary, posting minutes and agendas, filing marriage intentions, and working with residents in general.