



Date: February 1, 2023  
To: Robert Pontbriand – Town Manager  
From: Susan Copeland – Town Clerk  
RE: Department Head Monthly Report – January 2023

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Dog Tags continue to come into the office for 2023 by mail, in person, and online. The deadline for dog tags is March 31<sup>st</sup>, 2023.

Census 2023 has arrived in homes and returns are being made steadily to the Clerk's office.

FY '24 Budget cycle is in full swing with requests for the Town Clerk's office to be in attendance for Budget Forums and Board meetings.

Participated in the Cable License Public Forum on Wednesday, January 18<sup>th</sup> at the ASRHS auditorium.

The Clerk's office has taken an active role with communications to the public with making of slides to be used on social media, Town Website, and in person when applicable. Also, taking a lead on communicating Town Hall closures to the public based on the Holiday Schedule.

We have had to move to an appointment schedule for notaries and marriage intentions due to multiple requests at the same time for off street foot traffic. There is an increased volume of non-residents using these and other services from our office.

An overview of our fee schedule will be reviewed in 2023 to ensure the costs of our services are covering any expenses.