



Date: June 21, 2023
To: Robert Pontbriand – Town Manager
From: Susan Copeland – Town Clerk
RE: Department Head Monthly Report – May 2023

Dog Tags continue to come into the office for 2023 by mail, in person, and online. The deadline for dog tags was March 31st, 2023. Would like to discuss the opportunity to change the deadline in the near future to better align with the Annual Town Census.

The 2023 Street Listing is available for residents and the public.

The Clerk's office continues to take 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.

Notary service and marriage intentions continue to be a busy service!

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

The General Code project finally came to full closure and is live on our Town's Website. Several years in the making but relieved to have this available for any and all to utilize as a strong reference tool for the town.