



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

December 10, 2024

The Clerk's / Finance report reflects updates provided by individual Staff members.

Hannah

- I have been working with the Police Department and school to find a more effective way to track when officers are at the schools for SRO. We have come up with a pretty good system so far!

Allison

- I have been busy finishing projects and getting final details worked out for the Mayor's Tree Lighting. We should have a wonderful event this year and we are all very excited for it. A lot of work goes into the preparation, but it is all worth it when you see how happy it makes the members of our community.

Harmony

- I have been busy making preparations for year-end items. The turnover of the year is a busy time for boxing up and/or scanning the year's paperwork and preparing files for the new year.
- Holiday office hours are usually pretty quiet. I have utilized the time to clean out a couple more boxes of records to be scanned and/or destroyed. It always feels great to dispose of old musty/dirty files.
- I spent some time with the water department in Public Works training and showing them our long-term records repository, Laserfiche. They have started utilizing the program in storing their records. By having these records in an electronic format, it will make it much easier to search for and find items as needed rather than digging through binders and boxes.

Michelle

- I would like to thank the outgoing board for their years of service, dedication, work, and accomplishments over the last few years.
- I would like to welcome and applaud the incoming board for stepping up to serve the citizens and the town.
- I have been working to keep the outgoing and incoming board members up to date and keep the lines of communication open.
- Last-minute details are being worked on for the upcoming Mayor's Tree Lighting. It appears that the weather is once again going to be beautiful and dry.
- A schedule of regular board meetings has been included with the manager's report.



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- Staff is looking forward to their Christmas party on December 13th.