

**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator  
Randi Gallivan, Town Clerk

DATE: June 6, 2019

RE: Code Enforcement- Website

**BACKGROUND:**

Staff receives several code complaints by telephone and email. These complaints are passed on to Code Enforcement to look into.

**DISCUSSION:**

The new website will allow some greater capabilities than our current website. Would the Board be interested in putting a form on the new website for residents to fill in for possible code violations? Staff feels the more we can provide the Code Enforcement Officer with specific issues and locations to look into, the more effective his limited time in the Town will be at addressing current code violations.