

Date: May 20, 2016

To: Robert Pontbriand – Town Administrator

From: Susan Copeland – Town Clerk, Tax Collector, Treasurer

RE: Department Head Monthly Report – May 2016

Town Clerk:

2016 Street Listing sent to Printer

Town Meeting completed

VRIS training and updated manual for office (online Vital Records and State )

Tax Collector:

Tax Title and Subsequent Taxes

Water and Sewer Liens being collected

Excise commitments continue with collection

Treasurer:

Transition into office

Established in office scanning of checks to Eastern Bank

Set up more EFT and wire payments with vendors

Set up back on accounts and review of policies

Ongoing:

Continued clearing of Vault and re-organizing of records.

Continued work with Master Plan Committee

Procedure manuals for each office including back up trained