

Date: July 19, 2016

To: Robert Pontbriand – Town Administrator

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

RE: Department Head Monthly Report –

Town Clerk:

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

2<sup>nd</sup> round of census followups sent and inactive notifications sent

Working on early voting for October

Setting up training for election workers with State

Recruiting for new and additional workers for upcoming elections

Tax Collector:

Tax Title and Subsequent Taxes

Water and Sewer Liens being collected

Excise commitments continue with collection

Treasurer:

Transition into office

Set up more EFT and wire payments with vendors

Set up back on accounts and review of policies

Working with auditors of transition of cash book

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