

Date: July 16, 2015

To: Robert Pontbriand – Town Administrator

From: Susan Copeland – Town Clerk and Tax Collector

RE: Department Head Monthly Report – July 2015

Town Clerk:

Continued work with clearing vault/ secretary of state vital records

Procedures manual (A to Z)

Election Letters to workers for training and updating information for 2016

Tax Collector:

Munis training for tax purposes

Tax title and Subsequent Tax process started

Procedures Manual (A to Z)