

Date: August 20, 2015

To: Robert Pontbriand – Town Administrator

From: Susan Copeland – Town Clerk and Tax Collector

RE: Department Head Monthly Report – August 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

Working with Police Chief and ACO to streamline process of dog license. Following up on unlicensed dogs with ACO making contact either by phone or going to residence.

Working with Cindy and Carly on Boards and Committees

Tax Collector:

Tax title and Subsequent Tax process started

Procedures Manual (A to Z)

Clearing previous years (before my term) excise, personal property, and real estate residuals (Balances \$10 or less)

Verifying accounts with Kelley and Ryan (deputy collector) are accurate from previous years