

Date: September 22, 2015

To: Robert Pontbriand – Town Administrator

From: Susan Copeland – Town Clerk and Tax Collector

RE: Department Head Monthly Report – September 2015

Town Clerk:

Cleaning out office for Carpet Replacement. Cleaned out significant waste.

Unlicensed Dogs continue. Large amount of residents receiving phone calls and coming in to register dogs.

Tax Collector:

Tax title and Subsequent Tax continued.

Moved Demands and Warrants within 30 days

Updated Web pages with new material. Will be posting 2016 Election and Meeting Schedule.