

Date: December 22, 2015

To: Robert Pontbriand – Town Administrator

From: Susan Copeland – Town Clerk and Tax Collector

RE: Department Head Monthly Report – December 2015

Town Clerk:

2016 Dog Tags available

Census 2016 mailed January 4th

Tax Collector:

RE and PP 3rd and 4th quarters are to be mailed 12/31/2015.

Overall:

FY 2017 budget to accountant