

Date: February 10, 2016

To: Robert Pontbriand – Town Administrator

From: Susan Copeland – Town Clerk and Tax Collector

RE: Department Head Monthly Report – February 2016

Town Clerk:

2016 Dog Tags available

Census 2016 mailed and due!

Nomination Papers are available for the April Town Elections

Last Day to Register or change party affiliation for Primary Election is 3/1/2016

Tax Collector:

Tax Title and Subsequent Taxes

Water and Sewer Liens being collected