

Date: March 22, 2016

To: Robert Pontbriand – Town Administrator

From: Susan Copeland – Town Clerk and Tax Collector

RE: Department Head Monthly Report – March 2016

Town Clerk:

2016 Dog Tags until 3/31/2016 to avoid late fee on 4/1/2016

Absentee Ballots are available for the April Town Election

Last Day to Register for Town Election or Town Meeting is Tuesday, April 5th 2016

Census follow ups completed

Tax Collector:

Tax Title and Subsequent Taxes

Water and Sewer Liens being collected

Excise bills due 3/23/2016

Town Report information completed