

Date: April 20, 2016

To: Robert Pontbriand – Town Administrator

From: Susan Copeland – Town Clerk and Tax Collector

RE: Department Head Monthly Report – April 2016

Town Clerk:

Completing Census for Street Listing

Election preparation for Town Election

Town Meeting preparation

VRIS training and updated manual for office (online Vital Records and State )

Procedure Manual for all items of Town Clerks office ongoing

Tax Collector:

Tax Title and Subsequent Taxes

Water and Sewer Liens being collected

Second commitments for Excise mailed

Worked with streamlining statement copies through Munis

Continued clearing of Vault and re-organizing of records.

Continued work with Master Plan Committee