

Date: August 23, 2016

To: Robert Pontbriand – Town Administrator

From: Susan Copeland – Town Clerk, Tax Collector, Treasurer

RE: Department Head Monthly Report

Town Clerk:

September Primary Preparation

Tax Collector:

Excise commitments continue with collection

Collected Q1 FY 17 Taxes

Treasurer:

Cash book completion to Accounting

Meeting with Commissioner of Trust Funds

Ongoing:

Continued clearing of Vault and re-organizing of records.

Continued work with Master Plan Committee

Procedure manuals for each office including back up trained