

Date: October 19, 2016

To: Robert Pontbriand – Town Administrator

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

RE: Department Head Monthly Report

Town Clerk:

November 8<sup>th</sup> Election preparation!

Absentee ballots are currently available.

Early voting starts 10/24/2016

Census proof was started for 2017

Dog Tags for 2017 have been ordered

Tax Collector:

Excise commitments continue with collection

Q2 Tax bills due November 1<sup>st</sup>, 2016

Treasurer:

Finance Assistant began October 11<sup>th</sup>, 2016

Online payments updated

In office credit card payments set up

Ongoing:

Continued clearing of Vault and re-organizing of records.

Procedure manuals for each office including back up trained