



Date: January 17, 2017

To: Robert Pontbriand – Town Administrator

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

RE: Department Head Monthly Report

The Office is pleased to announce the upgraded ability to accept credit card payments in office. We are also able to accept requests for dog tags, vital records online.

Town Clerk:

Dog Tags are available in office and online

2017 Census has been mailed

Nomination Papers for the Town Election on Monday, April 24th, 2017 available

Tax Collector:

Excise commitments continue with collection

FY 2017 Q3 & Q4 Bills mailed December 30th, 2016

Treasurer:

Finance Assistant training continues with Accounting, Treasurer, Collector

Online payments updated

Training set up with Vadar – Tax Title software company to train all departments: Accounting, Treasurer, Collector's offices. Update procedures and streamline processes with both Munis and Vadar systems. Moving forward with a more cost-effective approach as well.

Ongoing:

Continued clearing of Vault and re-organizing of records.

Procedure manuals for each office including back up trained