



Date: March 20, 2017

To: Robert Pontbriand – Town Administrator

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

RE: Department Head Monthly Report

Town Clerk:

Dog Tags are available in office and online. Very slow with online orders but should catch on with upcoming years.

2017 Census is almost complete. 2<sup>nd</sup> notifications have been sent to residents.

Nomination Papers turned into the office for the upcoming Town Election have been certified. Town Election will be held at the Town Hall on Monday, April 24<sup>th</sup>. Last day to register for Town Election and Town Meeting is Tuesday, April 4<sup>th</sup>, 2017.

Assisting departments on research of bylaws and acceptances in the Town for various projects.

Continued work in by laws assessable online in a user friendly format.

Tax Collector:

Excise commitments continue with collection

FY 2017 Q4 Bills are due May 1<sup>st</sup>.

Treasurer:

Finance Assistant training continues with Accounting, Treasurer, and Collector

Online payments updated to Unipay Gold

In house training with Vadar Systems to streamline Tax Title Process

Ongoing:

Continued clearing of Vault and re-organizing of records.

Procedure manuals for each office including back up trained

Continued Cross training of offices for better resident assistance