



Date: April 21, 2017

To: Robert Pontbriand – Town Administrator

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

RE: Department Head Monthly Report

Town Clerk:

2017 Street Listing is in draft phase with edits to be completed this week.

Town Election will be held at the Town Hall on Monday, April 24th.

Town Meeting is Tuesday, April 4th, 2017.

There were no citizens petitions posted in this office.

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 1st.

Interviews for Assistant Tax Collector position start Friday, April 21, 2017

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