



Date: June 16, 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 completed.
Completed Reports for General Code
Submitted articles to Attorney General from Town Meeting
Prepping vital records for book binding

Tax Collector:

Excise commitments continue with collection
Assistant Tax Collector transition continues

Worked with Assessor's office to review and approve FY18 re and pp bills

Treasurer:

Finance Assistant training continues with Accounting, Treasurer, and Collector
Provided assistance with Eastern Bank and Munis updates for Payroll Conversion

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