



Date: June 14, 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.

Preliminary work for 2020 Census (yes.....we've begun working on this!)

Tax Collector:

1st Quarter Real Estate Collection for FY '18

Treasurer:

Payroll Conversion continues.

Cash Book / end of FY 17 reconciliation

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
Book Binding for Vital Records