



Date: August 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 available

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

Continued work with General Code on Bylaws and Ordinance reviews

Fall Town Meeting Warrant is open. Last day to register to vote is October 13<sup>th</sup> and Last Day for Citizen's Petitions filed in Clerk's office October 6<sup>th</sup>.

Tax Collector:

1<sup>st</sup> Quarter Real Estate Collection for FY '18

Delinquent Letters mailed. Demands to be posted September 1<sup>st</sup> on outstanding balances and tax title moved forward.

Treasurer:

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