



Date: September 15, 2017

To: Robert Pontbriand – Town Administrator

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

RE: Department Head Monthly Report

Town Clerk:

Registered for LUCA training for 2020 Census!!!!!!!!!!

Continued work with General Code on Bylaws and Ordinance reviews

Fall Town Meeting Warrant is open. Last day to register to vote is October 13th and Last Day for Citizen's Petitions filed in Clerk's office is 12PM NOON!!!! On September 29th, 2017!!!!!!

Tax Collector:

1st Quarter Real Estate Collection for FY '18

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

Treasurer:

Cash Book / end of FY 17 reconciliation

Ongoing:

Procedure manuals for each office including back up trained

Training for all office staff on modernization of department procedures AND cross training!!!!!!!!!!