



Date: December 19, 2017

To: Robert Pontbriand – Town Administrator

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

RE: Department Head Monthly Report

Town Clerk:

Attended LUCA 2020 training

Continued work with General Code on Bylaws and Ordinance reviews

Fall Town Meeting completed. Filed AG forms for the 4 articles to re-organize the town government as passed.

Filed AG Forms for the 2 articles in respect to Recreational Marijuana.

Ran Special Town Election for Ballot Question on Recreational Marijuana. Question passed and filed appropriate information to AG office.

Dog tags ordered for 2018

Census completed for 2018

Tax Collector:

3rd and 4th quarter Real Estate Bills committed for FY '18 from Assessors

Continued collection of delinquent balances on property.

Treasurer:

Cash Book / end of FY 17 reconciliation

Continued efforts in receiving competitive rates on accounts for the Town.

Concluded annual meeting with Commissioners of Trust Funds and awarded amounts for scholarships at the High School