



Date: February 15, 2018

To: Robert Pontbriand – Town Administrator

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

RE: Department Head Monthly Report

Town Clerk:

Continued LUCA 2020 training

Continued work with General Code on Bylaws and Ordinance reviews

Dog tags for 2018 available!

Census for 2018 mailed and being processed

Review of Acts and Amendments

Approved Streets Listing Clean Up

Testing of new election machines for purchase (upon approval for FY 19 budget)

Tax Collector:

3rd and 4th quarter Real Estate Bills collection

Continued collection of delinquent balances on property.

Treasurer:

Cash Book monthly reconciliation