



Date: April 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 passed due and late charges being collected

2018 Census completed

2018 Street Listings should be arriving any day now

2018 Annual Town Election Completed

Nomination Papers for 2018 Primary and General Elections deadline is May 1.

Completed all 2017 Town Meeting approved articles for AG

Completed 2018 Special Town Meeting AG paperwork for approval

Tax Collector:

4<sup>th</sup> quarter Real Estate Bills collection

Excise Bills Commitment 1 moved to Demand status and Commitment 2 mailed

Continued collection of delinquent balances on property.

Treasurer:

Cash Book monthly reconciliation

Completed all 2017 Town Meeting approved articles