

Date: November 20, 2015

To: Robert Pontbriand – Town Administrator

From: Susan Copeland – Town Clerk and Tax Collector

RE: Department Head Monthly Report – November 2015

Town Clerk:

2016 Dog Tags will be ready for December 1.

Census 2016 Extract to company for week of January 1 mailing.

Updated spreadsheets for elected officials, appointed officials, street listings and acceptances.

10/26/2015 Town Meeting sent to Attorney General's office for acceptance 11/3/2015.

Letter to Election workers to verify 2016 schedule and training

Tax Collector:

Tax title and Subsequent Tax continued. 2013 and 2014 updated.

Moved Demands and Warrants within 30 days

Completed printing and filing commitments for tax years 2011, 2012, 2013, 2014 for vault.

Overall:

Updated Web pages with new material.

Updating various lists into spreadsheets and onto shared drives

FY 2017 budget

Senior Tax Write off worker, Pat Lyons, has completed hours for this year and look forward to her starting in January!!!!