



Date: May 21, 2018

To: Robert Pontbriand – Manager

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

2018 Street Listings available

Nomination Papers for 2018 Primary and General Elections processed

Completed 2018 Annual Town Meeting AG and DOR paperwork for approval

Tax Collector:

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

Excise Bills Demands for Commitment 1 sent

Continued collection of delinquent balances on property.

Treasurer:

Cash Book monthly reconciliation

Medicare training on new laws and retiree contributions.

With the posting of the Treasurer/Tax Collector position being active, supporting facilities and IT with transferring of offices and anticipating the change of roles in the next month.