



Date: June 20, 2018

To: Robert Pontbriand – Manager

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

RE: Department Head Monthly Report

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Town Clerk:

Continued LUCA 2020 training Deadline of materials June 28, 2018 completed for Town of Ayer!

Continued work with General Code on Bylaws and Ordinance reviews

2018 Street Listings available

Preparations for September and November elections with early voting

Tax Collector:

Delinquent Real Estate Notifications mailed

Treasurer:

Cash Book monthly reconciliation

End of Year reconciliation preparation and anticipation of changing of titles

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.

Sat on Search Committee for new Treasurer/Tax Collector to be starting on July 30, 2018.