

Town of Ayer

Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts - 01432
Barbara Tierney, Treasurer/Tax Collector
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Memorandum

Date: August 17, 2018
To: Town Manager Robert Pontbriand
From: Barbara Tierney
Subject: Monthly Report – August 2018

I have been employed with the Town of Ayer for three weeks. Most of my activities so far have been setting myself up and getting acquainted with the various items in the office as follows:

- Moving signage of bank accounts over to myself and the Assistant Treasurer
- Beginning the process of ensuring all bank accounts/Investment accounts for the Town of Ayer are in my custody per MGL Ch41 Sec 35
- Setting up online access to bank accounts
- Setting up of various software used in the normal course of business
- Making contact with the companies and persons for normal business activity
- Working with the Benefits and Payroll Manager on moving to Time and attendance, (electronic time cards).
- Going through the files in the office to become familiar and know where things are
- Organizing and purchasing supplies for the office. Because it is a brand new office there is a need to move things around as well as purchase the basics to function.
- Getting to know my immediate co-workers as well as those throughout the Town of Ayer

I am so happy to be here.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector