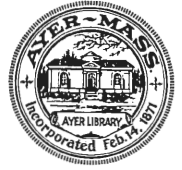


Town of Ayer

Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts - 01432
Barbara Tierney, Treasurer/Tax Collector
Christina Roberts, Assistant Tax Collector

Tel: (978) 772-8209
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Memorandum

Date: October 22, 2018
To: Town Manager Robert Pontbriand
From: Barbara Tierney
Subject: Monthly Report – October

Following is a bullet listing of the activities for the Treasurer/Tax Collectors office.

- Moving signage of bank accounts over to myself and the Assistant Treasurer
- Continue the process of ensuring all bank accounts/Investment accounts for the Town of Ayer are in my custody per MGL Ch41 Sec 35
- Going through the files in the office to become familiar and know where things are.
- Applied to State for additional destruction of old records. Approval received. Items have been sent to the shredder.
- Sent demand bills up through Fiscal 2018. Starting Tax Title next step of performing subsequent takings.
- Office clean-up has been successful. Now working on storage solutions and organization.
- Met with Scholarship committee and received approval for upcoming scholarship payouts.
- Working on the Month of July in the Cashbook.
- Implementing Time attendance for Town Hall employees with the Benefits and Payroll manager.
- October is a busy processing month as the November 1 due date quickly approaches.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector