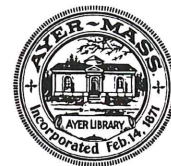


# Town of Ayer

## 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:** January 18, 2019

**To:** Town Manager Robert Pontbriand

**From:** Barbara Tierney

**Subject:** Monthly Report – December

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

- On-going review of files in the office to become familiar and know where things are.
- Performed Tax Title Taking through Fiscal 2015. Finished the Munis process and the Vadar process.
- Continuing to work on organization
- Reconciled August and Septembers Cashbook and will start October during January.
- Normal MVX collections, gearing up for January which will be a very busy collections month.
- Working on the merging, cross training and implementing procedures for the office. This will be an on-going project over the next year.
- Have a plan to work with Payroll on cross training during January and February.
- As of the end of December, Building Department and Fire Department are now set up to accept online payments through Unipay.

Sincerely,

Barbara M Tierney  
Treasurer/Tax Collector