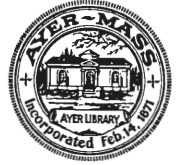


Town of Ayer

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: February 20, 2019
To: Town Manager Robert Pontbriand
From: Barbara Tierney
Subject: Monthly Report – January

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.
- 2 Tax Titles were paid off in January
- Continuing to work on organization and office set up.
- Reconciled October Cashbook to bank statements. Started November.
- 2/1/19 was a RE due date. Office has been busy processing and answering information requests for taxes.
- Working on the merging, cross training and implementing procedures for the office. This will be an on-going project over the next year.
- 2019 First Motor Vehicle Excise tax commitment is set to mail 2/28/2019 with a due date of 4/1/2019
- Working on the tax title with Munis and Vadar to make it a smoother process.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector