

Town of Ayer

Treasurer/Tax Collectors Office



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

Date: December 17, 2019
To: Town Manager Robert Pontbriand
From: Barbara Tierney
Subject: Monthly Report – November

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

- Cross training with payroll.
- Cross training internally with a variety of routine functions
- Working with our Lockbox to have the features ready for the 2/1 due date and forward.
- General business in November was busy mainly due to collections for the 11/1/2019 due date.
- Working on performing a tailing after the holiday season
- Starting to research and look into performing a Land of Low Value Taking for the spring

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector