

Town of Ayer

Treasurer/Tax Collectors Office



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

Date: February 20, 2020

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.

- Successfully implemented new Lockbox features to minimize manual data entry in the office.
- Sent out Tailings list internally. Preparing for sending payroll tailings internally.
- Have been focusing on land court this month, will continue it for February
- Researching performing a Land of Low Value Taking for the spring.
- January is a high-volume collection month for the February 1 due Real Estate taxes
- Sold Transfer station stickers on Tuesday evenings through end of Month.
- Cross training with Asst. Treasurer/Tax Collector throughout next few months.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector