

# Town of Ayer

## Treasurer/Tax Collectors Office



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

**Date:** August 20, 2020  
**To:** Town Manager Robert Pontbriand  
**From:** Barbara Tierney  
**Subject:** Monthly Report – July

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

- Processing RE collections. August 3, 2020 due date.
- Heavy inquiries for re-finances, purchases, sales
- Reconciled the month of May and started June
- Cleaning up and reviewing collections for March April and May
- Working on Procedures for working remotely in the event of a quarantine at Town Hall
- Normal collection methods have resumed as of July 1, 2020
- Preparing for RE and PP demand bills to be mailed out in August

Sincerely,

Barbara M Tierney  
Treasurer/Tax Collector