

# Town of Ayer

## Treasurer/Tax Collectors Office



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

**Date:** October 20, 2020

**To:** Town Manager Robert Pontbriand

**From:** Barbara Tierney

**Subject:** Monthly Report – September

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

- Submitted information for Land of Low value tax taking to the Department of Revenue. Waiting for approval to complete next steps.
- Completed the reconciliation of the month of August.
- Real Estate, Personal Property and Motor Vehicle Commitment 5, Tax collections for 11/2/2020 due date.
- Worked with Unipay on behalf of DPW to create online matching files to prove residency for the purchase of transfer station stickers online
- Successfully uploaded second quarter Real Estate and Personal Property bills to Century Lockbox. This will allow them to look up bills when no coupon is sent in along with the check. Currently working on a solution to do the same for Motor Vehicle Excise Tax.
- Implemented online bill presentment for Real Estate and Personal Property bills. Bills can now be looked up using the owner name or street name. A PDF of the actual bill can also be viewed and printed.
- Next Steps for Commitment 1 Excise Tax have been completed along with demand bills for Commitments 2 and 3

Sincerely,

Barbara M Tierney  
Treasurer/Tax Collector