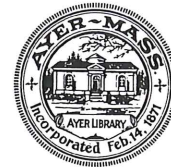


# Town of Ayer

## 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:** January 20, 2021

**To:** Town Manager Robert Pontbriand

**From:** Barbara Tierney

**Subject:** Monthly Report – December

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

- Started the reconciliation of the month of November.
- Real Estate, Personal Property Third and Fourth Quarter bills were mailed.
- Preparing for Next Steps for Collection of Motor Vehicle Excise Commitment 4 and Commitment 5 and 6.
- Continue to Monitor Tax collections.
- Continue to Monitor the change in online payments versus this time prior year.
- Initial deadline for potential tax taking letters has passed and we are now reviewing and updating the Intent to Advertise letters. I have pushed back the planned date to mail them. I estimate mailing them the beginning of February.
- Sent Bond Counsel requirements for the Mass Clean Water Trust loan awarded for the Grove Pond PFAS, Next steps will happen after the Green Light/approval letter is received.
- Annual Report Disclosure. Coordinating the collection of information from various departments as well as compiling my portion of the report. Report is due in February.

Sincerely,

Barbara M Tierney  
Treasurer/Tax Collector