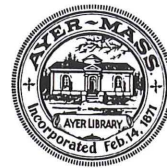


Town of Ayer

Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts - 01432
Barbara Tierney, Treasurer/Tax Collector
Christina Roberts, Assistant Tax Collector

Tel: (978) 772-8209
Fax: (978) 772-3017

Memorandum

Date: May 20, 2021

To: Town Manager Robert Pontbriand

From: Barbara Tierney

Subject: Monthly Report – April

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

- Completed reconciliation of February and March.
- Bond Counsel requirements for upcoming bond issue completed.
- Intent to Advertise letters completed and ready to be printed and mailed May 12, 2021 with a payment due date to avoid the Tax Title process of June 11, 2021.
- Completed preparations and uploads to Unipay for 4th Quarter Real Estate and Personal Property collections.
- Demand bills for Commitment 1 Excise taxes mailed.
- 4th Quarter Real Estate and Personal Property collections for the May 3, 2021 due date.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector