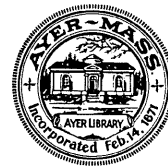


Town of Ayer

Treasurer/Tax Collectors Office



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

Tel: (978) 772-8220 ext. 152
Fax: (978) 772-3017

Memorandum

Date: February 20, 2022

To: Robert Pontbriand, Town Manager

From: Barbara Tierney, Treasurer/Tax Collector

Subject: Monthly Report – January

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

- February and May 2022 Real Estate and Personal Property bills mailed
- Completed the cash reconciliation for December 2021
- Began work on the town's annual disclosure, a requirement for going out for BANs or Bonds
- Mailed first set of letters for delinquent taxes in preparation for a spring Tax Taking
- Busy with collections for the February 1st due Real Estate and Personal Property bills
- Worked on a bill presentment feature which will begin with the May 2nd due real estate and personal property bills. This will allow residents to set up for automatic payment of bills.
- Sent motor vehicle 2021 commitments 3 and 4 to service, which means a hand delivered letter that they are past due.

Sincerely,

Barbara M Tierney, CMMT, CMMC
Treasurer/Tax Collector