

# Town of Ayer

## Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts – 01432  
**Barbara Tierney, CMMT, CMMC Treasurer/Tax Collector**  
**Christina Roberts, Asst. Treasurer/Tax Collector**  
**Michelle Bishara, Finance Assistant**

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Date: May 20, 2023

To: Robert Pontbriand, Town Manager

From: Barbara Tierney, Finance Manager -Treasurer/Tax Collector

Re: Report of activities during April

Motor Vehicle excise commitment two was mailed on April 21, 2022. Real Estate and Personal Property bills are due on May 1, 2023. Collections are underway. 2022 Excise commitment 6 and 7 will move to the next steps,(demand and warrant),in May, with a due date of 06/20/2023 and 06/01/2023 respectively.

I completed the annual ARPA reporting requirements with the assistance of our consultant. Confirmed that all funds must be obligated by 12/31/2024 and spent by 12/31/2026

The Fiscal 2024 budget was presented, voted on, and approved at the Annual Town Meeting. This is my first budget cycle as Finance Manager.

Natalie Goodwin continues to do well in her first year as the Assistant Treasurer/Tax Collector. It takes a full year to experience all the different tasks her position performs.

Michelle Bishara is an important part of this department and has taken a role in helping Natalie while her job is also expanding.

The MUNIS upgrade preparations continue with a planned upgrade into our Live environment on May 4, 2023. This is a required upgrade and I think all the work put in up to now will help make this transition smooth.

I am preparing for a May Bond Anticipation Note issuance along with making some structural changes to better fund new projects anticipated in the next Fiscal Year.

June is quickly approaching, and preparations are underway for our Fiscal Year End.

Thank You