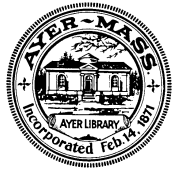


Town of Ayer

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

Tel: (978) 772-8220 EXT 152
Fax: (978) 772-3017

Date: June 20, 2021

To: Robert Pontbriand, Town Manager

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

Re: Report of activities during May

Real Estate and Personal Property bills were due on May 1, 2023. Real Estate and Personal Property collections are processed as received. Once collections slow down, we will work toward issuing demand bills for June. 2023 Excise commitment 3 bills and commitment 2 demand bills were mailed.

During May, we researched stale dated uncashed checks, re-issued checks to any known employees, shared the list internally to identify any known persons and issued replacements. We prepared the tailing advertisement which will appear in the local paper on June 16, 2023. The lists will also be posted at Town Hall, Town Library, and the Town's website. .

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

Michelle Bishara has been an important asset to the department and continues to grow her position.

The MUNIS upgrade occurred on May 4, 2023. This was a required upgrade and all the work put in prior to the upgrade helped it go smoothly. We are now learning the new version and working with department needs as things come up.

The Town had a successful Bond Anticipation Note,(BAN), sale for \$6,095,803. The winning bid was submitted by Jefferies LLC offering a premium of \$23,407.89. The Net Interest Cost is 3.4909%.

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

Thank You