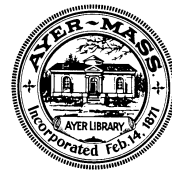


Town of Ayer

Treasurer/Tax Collectors Office



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

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Date: December 20, 2023

To: Robert Pontbriand, Town Manager

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

Re: Report of activities during November

The month of November included wrapping up November real estate and personal property collections. Natalie is the key person for processing payments. Motor Vehicle commitment 5 bills were issued along with commitment 3 and 4 going to next collection steps.

The Accountant, Assessor and I collaborated and completed the Department of Revenue required reporting during November. This included the Treasurer cash and receivables reconciliation reports; statement of indebtedness; DE-1; levy limit; tax recap; overlay and CPA calculations. Once the tax rate hearing takes place on December 5th, the tax recap will be submitted for approval of our tax rate.

This is the first time I am taking the lead in the billing process. As of November, the Assessor has successfully transferred the data into our billing software. I have performed all steps leading up to the data transfer and will work on the next steps in December after the tax rate is approved.

The advertisement for tax taking has been sent to our tax title attorney to be vetted. Once verified it will go into the Nashoba Voice for December 8th with a payment deadline of December 22nd.

I attended the Executive Bi-board and Capital Planning committee meetings. The updated financial policies were voted on and are ready for Select Board approval next month. The capital requests were reviewed. We will vote on the capital items in December.

With rates increasing, I have directed the town's investments toward purchasing treasurer bonds.

I attended a stormwater workgroup and participated in the Minute Man Nashoba Health Group,(MNHG),meeting. Due to the number of member decisions to leave the group, there will be another meeting held in December regarding the dissolution of the group.

The month of September is reconciled to cash.

Thank You