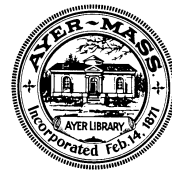


Town of Ayer

Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts – 01432

Barbara Tierney, CMMT, CMMC Finance Manager -Treasurer/Tax Collector

Natalie Goodwin, Asst. Treasurer/Tax Collector

Michelle Bishara, Finance Assistant

Tel: (978) 772-8220 EXT 152

Fax: (978) 772-3017

Date: February 20, 2024

To: Robert Pontbriand, Town Manager

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

Re: Report of activities during January

BMT

During the month of January Real Estate and Personal Property tax collections commenced. With a due date of February 1, 2024, most processing happens during the month of January. This is also a high call and email time of year with information requests.

I worked with the Town Manager on the first draft of the Fiscal 2025 budget. This includes meeting with the department heads to review and begin scrubbing the budget. Some things we look for are redundancies, calculation errors, possible reductions and increases. The first draft was presented at a public budget forum on January 24, 2024.

With the Tax Taking completed in December, we performed the internal administration functions during January. This includes performing the process in our main financial software and then entering the new and subsequent tax title accounts into our tax title software. We then prepared the legal documents to record at Mass Land Records, also known as the Registry of Deeds. The legal documents were submitted for recording on January 31, 2024.

I Participated in various meetings including the rate review meeting, budget meetings, and health insurance meeting.

The Annual Disclosure process started on January 11, 2024, and is due for submission at the end of March. This is an extensive document that must be filed annually on a platform called E.M.M.A., (Electronic, Municipal, Market Access). This is where potential investors can review the document and decide whether to place a bid when we present a bond issue. The disclosure is a team effort of the town departments.

Cash is reconciled through the month of December.

Thank You