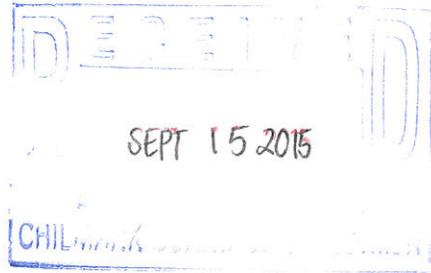


15 September 2015

Town of Chilmark
Board of Selectmen
401 Middle Road
Chilmark, MA 02535



Honorable Selectmen:

As my summer Beach Sticker Clerk position comes to an abrupt close, I would like to thank you for the opportunity to experience being an employee of the Town of Chilmark. Thank you for your confidence, encouragement and support over the summer.

After our learning curve, it was much easier to accomplish the necessary work the position entails. Those first two weeks were questionable. My co-worker and I were very discouraged to say the least.

We had to learn the registration system which still has many quirks and challenges but we resolved to deal with them. There still remain a few inaccuracies and inconsistencies in the recording of information, i.e. total walk-on passes sold (although the amount of money is always accurate), the transfers to first and second reissues are not recorded properly in the system or not at all, and on occasion the computer defaults to a different day. There are still many glitches in the registration computer.

If one reviews the Daily Summary log books, one will find that we were able to complete each transaction on an average of five minutes. The time is recorded on the Beach Sticker invoice as well. We register the information on one computer as quickly as possible and then create an invoice and/or credit card transaction on the other computer. The keyboard on the registration side is rather slow.

Most frequently, the applicant has not correctly completed the application. Tenants continuously ask whose name goes on the homeowner line. Most often, applicants do not have their correct license plate information and forget their registrations with the information.

Personally, I was responsible for and may account for every dollar that I dealt with in all transactions. All application cards are filed alphabetically. Daily summary reports are filed chronologically in binders.

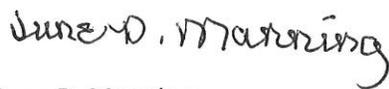
My weaknesses are in the technological side of the office, i.e. changing the ribbons on various printers and any computer issues. I never mastered the email program nor Harper's.

Tim Carroll has been the most responsive in assisting with every aspect of the office. I appreciate his overwhelming support and daily direction. He is certainly one of the most professional administrators that I have met in a long time. His vast knowledge is invaluable.

You have a phenomenal Staff at the Chilmark Town Hall. Each and every employee has been kind, courteous, resourceful, and professional each day. They are the best! The office atmosphere has been a pleasure to be a part of and is definitely the most professional in my experience.

I have immensely enjoyed my Beach Sticker Clerk position over the summer. It has been wonderful renewing friendships, meeting newcomers, and connecting names with faces. You have a great community and it was my pleasure to be a part of it during the summer of 2015. Thank you.

Respectfully,

A handwritten signature in black ink that reads "June D. Manning". The signature is written in a cursive style with a large, looping 'M' at the end.

June D. Manning