



**TOWN OF ACTON**

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FINANCE DEPARTMENT  
STEPHEN G. BARRETT, CPA, DIRECTOR

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TO: Don P. Johnson

FROM: Stephen G. Barrett CPA

*(SGB)*

DATE: July 15, 2005

RE: Evaluation of Eva Bowen, Town Clerk

Ms. Eva Bowen has functioned in the role of Acton Town Clerk since her temporary appointment on December 1, 2004. Since that time, Eva has participated in the following activities deemed mission critical to the Town Clerk Department :

- 1) The Annual Town Meeting of April 2005 and the Special Town Meeting of June 2005 were completed.
- 2) The Annual Town Election was held in March 2005.
- 3) Approximately 7800 census requests were processed.
- 4) Approximately 1700 dog licenses were processed.
- 5) The FY 2005 Town Clerk budget was managed within budget.
- 6) The FY 2006 Town Clerk and Elections budgets were developed and accepted.

Her performance has been outstanding in these areas.

In addition to these Town Clerk Departmental responsibilities, Ms. Bowen has also participated in other Finance Department projects such as the implementation of the MUNIS Utility Billing module and the maintenance of Sewer betterment customers in the MUNIS system. She also participated in the Town bond sale. She is a great asset to the Finance Department and I look forward to working with her.