

MONTHLY REPORT

*To: Tony Plante, Town Manager
Town Council*

*From: Judith M Heggeman
Tax Collection / Motor Vehicle/ Inland Fisheries*

Date: May 16, 2014

Re: Monthly Report for April

Listed below are the transactions that were done by this department during the month of April.

<i>ATV</i>	<i>4</i>
<i>Boats</i>	<i>102</i>
<i>Collection Payments</i>	<i>1</i>
<i>Compost Bins</i>	<i>1</i>
<i>Concealed Weapons</i>	<i>1</i>
<i>Discharges for Liens</i>	<i>7</i>
<i>Dog Licenses</i>	<i>11</i>
<i>Fax Fees</i>	<i>6</i>
<i>Hunting/Fishing License</i>	<i>61</i>
<i>Library Receipts</i>	<i>2</i>
<i>Milfoil Sticker</i>	<i>5</i>
<i>Notary</i>	<i>5</i>
<i>Passports</i>	<i>51</i>
<i>Passport photos</i>	<i>61</i>
<i>Quitclaims</i>	<i>0</i>
<i>Recycle Bins</i>	<i>2</i>
<i>Rescue Payments</i>	<i>2</i>
<i>Sewer Payments</i>	<i>7</i>
<i>Snowmobiles</i>	<i>0</i>
<i>Tax Payments</i>	<i>1611</i>
<i>Tax Reports</i>	<i>2</i>
<i>Trash Bags</i>	<i>7</i>
<i>Vehicle Registrations</i>	<i>1281</i>

April continued to be a busy month for entering tax payments.

As I was on sick leave during the fire extinguisher training I completed the course online through MMA trainings.

On average we completed 180 transactions a day at the counter. Telephone calls per day average 60-125 calls per da.

Training will continue in May for Passport Certification on a yearly basis. We will also be attending Motor Vehicle trainings during the months of June and July.

We are still processing a lot of passport applications. Our passport hours are 8:30 to 3:00 p.m., during the hours that we have a full crew. On Fridays any passport applications that we process have to be brought to the Post Office, as we are not allowed to keep any applications over the weekend.