

**New Hampshire City & Town Clerks Association
Executive Board Meeting Minutes
January 20, 2010**

Attendance: Deb Clark, Tricia Piecuch, Kathy Seaver, Pat Waterman, Deb Cornett, Stephanie Glidden, Kimberly Johnson, Susan Wagoner, Theresa Upton, Marjorie Roy, Sue McKinnon, Linda Hardy, Jeanette Vinton, Phyllis Thompson, Maryellen Pelletier, and Lori Holmes

Absent: Judith White, Sandi Allard, and Rita Eigenbrode

President Clark called the meeting to order at 9:30 AM and introduced members of the DMV Business Office, Steve Kinder, Linda Lance, and Donna LeBlanc. They were at the meeting to introduce the new “Greenie” (DSAD 3) Forms which will be distributed to Town Clerks for their use beginning March 1, 2010. Business Office members will be invited to the New Clerk Workshop and Regional meetings to explain the process and the new forms will be sent to all clerks with detailed instructions. Donna LeBlanc can be reached at 271-3927.

No Treasurer’s report was submitted due to Rita’s absence. Tricia Piecuch collected all bills and mileage reports to be mailed to the Treasurer.

In the minutes of the November 18, 2009 meeting, Jeanette Vinton’s name was misspelled. Jeanette moved to approve the minutes with the correction and Pat Waterman seconded. Minutes were approved.

The Seacoast Regional report was given Phyllis Thompson and Lori Holmes. They sent an email to Clerks in their region and received two favorable emails in reply. Phyllis and Lori informed the Board of the imminent retirement of Doris Gagnon of Raymond. Her retirement date is January 29. Deb Cornett will send a card on behalf of the Association.

Jeanette Vinton sent an email to all Clerks in the Merrimack Region. She and Kim Johnson received two responses thanking them for “sending out feelers.” All longevity awards for the region have been delivered. Kim and Jeanette are seeking suggestions for a venue for the Spring Regional meeting.

President Clark thanked all the Regional Co-chairs for their efforts and asked everyone to continue to reach out to the general membership. Also, she would like the Board to be as up-to-date as possible regarding retirements, Clerks not seeking re-election, and other changes in Clerks’ offices.

Maryellen Pelletier presented a Legislative Update report to the Executive Board. At this point, the Association’s Legislative Committee has a WATCH position for most House Bills.

OLD BUSINESS:

Regarding the proposed new website, Sue McKinnon, Jeanette Vinton, Kathy Seaver and Rita Eigenbrode need to contact Audrey Bentley at LGC to work out details.

Rita Eigenbrode has received the additional binders and the Handbook contents have been sent to her electronically by Kathy Seaver. Clerks can order from Rita for a cost of \$20, which is remitted to the Treasurer. They will also be available at all regional meetings and incorporated into the price of the New Clerk's Workshop.

Rita had emailed Executive Board members regarding the increased price of NHCTCA name tags. It was noted that the most recent tags were pins instead of magnets, and it was requested that future tags be magnetic. It was moved by Pat Waterman, with multiple seconds, to set the new price for name tags at \$10.00. Motion passed unanimously.

The new mileage rate for 2010, set by the IRS, is \$.50/mile.

NEW BUSINESS:

The new MAAP User Group is to hold its first meeting at 1:30 PM on Wednesday, January 20, 2010 following the NHCTCA Executive Board meeting. There will be 15 members and 2 alternates. This first meeting will be largely organizational and future meetings will focus on changes needed or problems encountered. Anyone with suggestions for items to be worked on should contact their Regional Co-chairperson who can relay them to President Clark.

Correspondence was read from Diane Trippett, Town Clerk from Merrimack, regarding her office being downsized; and from Joan Porter, newly retired Tax Collector from Manchester. Joan had worked closely with the Town Clerks on Motor Vehicle issues, and the Association presented her with a vase at her retirement.

Department of Safety:

Sue Smith was present from the Title Bureau. She said that at this time, dealer title applications are being processed in their office in 3 days, and Town Clerk applications are being processed in 6 days. Sue told us that the Title Bureau is conducting internal classes for their own employees, which are yielding good results.

Sue asked us to please be sure that when calling Title Bureau regarding a title, we have looked on the system to see what it shows. Those answering phones have been instructed to ask, "What shows on the system?"

We were reminded not to charge the Municipal Agent Fee when doing Title Only. The Town's fee is the \$2.00 title fee.

And another reminder: Do not register a vehicle with any different name(s) than what is shown on the blue copy of the Title Application. It is OK to do an address change if that shows incorrectly on the blue copy.

The Title Bureau has a goal of having the Handbook on the website in 2010.

Office of Information Technology:

Dennis Roffman told us that all Towns but 12 (soon to be 11) are online. The newest addition, Bath, will be a VPN pilot program. This involves connection to the State server by internet provider as opposed to the leased lines used now by Browser Towns. Temple is to be involved in a LAN to LAN pilot program, for Vendor Towns. An eventual transfer over to VPN or LAN to LAN is DOIT's goal.

MAAP:

Karen Patterson clarified that regarding Towns' Disaster Preparedness Plans, it is still necessary to go through the Director's Office to obtain permissions which allow a Town Clerk to perform MA functions in another town. Plans for work and personnel need to be thoroughly outlined.

Towns which use other clerks for Municipal Agent work need to update their insurance bond to reflect that, regardless of number of hours worked.

A legitimate resident of a Town cannot be denied vehicle registration if they are not in compliance with a Town code or ordinance. Denial is only for residency purposes.

Karen reminded us that the bar code must be clear on each registration. If it is not, we need to change the ink cartridge as the bar code is part of the legal registration and must be readable by law enforcement.

Check mailing and legal addresses for accuracy at time of registration; obtain a signed Record Change Request Form if a customer does change an address.

The new Boat system is being tested and training for existing Boat Agents is projected to be held in February. There will be a couple of weeks in March when all Boat Agents will need to process registrations offline so that the new system can be implemented.

The Boat Desk is being integrated into the MA Help Desk and all personnel from both will be cross-trained.

The MA Help Desk fax number is now 271-1189, their old fax number!

Vital Records:

Steve Wurtz reported that as of Wednesday, January 20, there were 383 marriages reported in New Hampshire. Of these, 199 were same gender marriages, mostly Civil Union conversions.

New training dates have been posted on the NHVRIN website for both beginner and refresher classes. These classes are good for all clerks.

Births are now available on NHVRIN beginning with 1986; deaths are still beginning with 1990, and marriages with 1989.

Elections:

Anthony Stevens spoke to us about a preview of the absentee ballot changes that are in the works for the 2010 election cycle, due to federal changes. In the coming weeks, the Legislature will be taking up bills that would carry out this federal law.

President Clark drew the letter “N” as the beginning letter for the alphabetical listing of candidates on all State ballots for 2010. Towns and cities may choose to follow suit for their ballots.

The following dates have been set for Spring Workshops:

Monadnock Region	May 5, 2010
Seacoast Region	May 19, 2010
Lakes Region & White Mountain Region	June 18, 2010

More details and other regional dates will be forthcoming.

The next NHCTCA Executive Board meeting will be held February 17, 2010, 9:30 AM, at the HAVA building.

Motion was made by Pat Waterman, and seconded by several Board members, to adjourn. Meeting was adjourned at 1:05 PM

Respectfully submitted,

Linda M. Hardy,
Secretary