

**New Hampshire City & Town Clerks Association
Executive Board Meeting Minutes
July 14, 2009**

Attendance: Kathy Seaver, Deb Clark, Sue McKinnon, Rita Eigenbrode, Tricia Piecuch, Kathleen Valliere, Kimberly Johnson, Pat Waterman, Deb Cornett, Judy White, Theresa Upton, Phyllis Thompson, Lori Holmes and Linda Hardy. Absent from the meeting were Jeanette Vinton, Jean Oleson, Susan Wagoner, and Judy Rogers. Guest present was Sandy Rowe.

In the absent of the President Deb Clark called the meeting to order at 9:40 and the President arrived shortly thereafter.

Secretary's Report

A motion was made by Pat to accept the June 2009 minutes. Duly seconded by Rita. There being none opposed, the motion carried. Sue McKinnon, Lori Holmes and Linda Hardy abstained.

Treasurer's Report

Rita presented the Treasurer's report, reporting that the Association currently has \$21,820.62. Motion by Sue to accept the Treasurer's report as submitted. Duly seconded by Kathy V. There being none opposed, the motion carried.

Legislative Report

There was no report this month.

Office of Information Technology

There was no report this month

Registrations

Kathleen Dymont was next to address the Board.

Agents no longer need to write online on their daily work envelopes. They do need to write the town/city name on the left hand corner of the green envelopes sent to the Business Office.

Please make sure customers are aware of when the MA fee is being charged, particularly if you are completing a CTA but not a reg. Customers have been visiting substations unaware that they did not have to have the CTA completed at the MA office and didn't have to pay the MA fee.

Plate releases are not done by the MA Help Desk. They are approved, but each clerk needs to release the plate into his/her own inventory. Be sure to follow the instructions so the plate is released correctly and able to be re-used. We are still having many issues with this. If they continue we may need to look into limiting what is allowed for plate releases.

Veteran plates can be kept by the surviving partner for a year after the veteran's death per RSA 261:87-b Special Number Plates for Veterans.

When asking for a replacement stamp, clerks need to include in the request what the problem is with the old stamp. When the new stamp is delivered the broken stamp must be returned. You may not return a different stamp. A separate replacement request needs to be made.

On lost registrations(s) and/or plate(s) , our policy is they must be lost in the mail for 30 days and it is after that they may be replaced free of charge. This is a rare instance and shouldn't inconvenience many people. This must be done at a State office.

Please do not give out the MA Help Desk phone numbers to the public. Those numbers are for Municipal Agent use only and if the phone lines are tied up with customers the less we can help you. Customers and all others may call 271-2251.

Legislative Plates – first set must be issued from Concord DMV when the official's term begins, but Municipal Agents can do renewals and transfers. (Attached to the minutes, please find the example provided by DMV).

Municipal Agents are not allowed to do change of usage plate changes (mid stream) if the plate change involves a change in registration fees. For instance, going from an AGRI to a PASS or a PASS to FARM. These transactions must be completed at a substation or the Concord DMV.

Currently, in order to decrease weight, customers must have proof that the weight on the registration is not correct. This proof or a copy must be placed in the document pile. The GVW may then be lowered. After August 1st, customers will need to take this proof with them to the State to have the GVW lowered as Municipal Agents will no longer be able to decrease GVW. This is for several reasons:

- a. With the surcharge going into effect, customers will be trying to lower weight to pay less
- b. Sometimes it is suggested to the customers that they lower the weight on their registration to avoid having to go to a State office
- c. On those vehicles where the weight is over 8500 (no longer OBD required), when the weight is lowered in the system, OBD picks that up and it is causing inspection issues
- d. It sets the stage for us to be able to move ahead with agents being able to register up to 54,999

Must use credit memos if possible. ACH agents must use entire credit as they cannot cut credit for remainder. If it is a mail transaction, it may be necessary to bypass as check will be wrong, but all effort should be made to use the credits.

We will be forwarding the new fee schedules as soon as they are completed.

Pat asked if people were doing early renewals, was the State going to go after them and Kathy replied no.

Title Bureau

Denise Bodwell was next to address the Board.

If title and registration doesn't match usually what happens is the dealer does the application in one name and the customer wants it in two. It may get registered in two names, so when you come to renew the registration you will find it's only in one name as title will only issue it in one name. To see this you can look at the view title screen. If you don't understand then give us a call and we will walk you through it.

If you would like a list of your VOIDS Krista can either print them out or mail them or they can be emailed to you. If it says that the title does not exist, that means its a void and it could be a simple fix, like a missing signature on the application or could be an assignment issue. Notices and second notices have been sent out to the customer to get this corrected and they are told it can't be re-registered, so they are aware. You can request this report on a monthly basis. If you find that it doesn't exist, DO NOT dummy on a title to get around it as the point is to stop that person from registering their vehicle. Another type of void you may see is when the spouse was deceased and the surviving spouse never re-titled it.

Duplicate titles cannot be done in your office; they can only be done in Concord.

Vital Records Administration

Steve Wurtz was next to address the Board.

Discussion ensued about the same sex marriage bill that passed and Steve stated it would be similar to when the civil union bill passed and was implemented. They are going to look at it in different phases. Phase I deals with the programming and getting a new form developed so that by October 1st people could apply for the license so that they could be married on January 1st. Phase II deals with the issuance of new marriage licenses after January 1st if the couple wishes to convert their civil union into a marriage in lieu of waiting to January 1, 2011 or in lieu of getting a marriage license. If they decide to get married, it would then dissolve the civil union. Phase III is after January 1, 2011 where the couple has not entered into a marriage or requested it be changed to a marriage then it will automatically transfer to a marriage.

At this stage it is still tentative as they are meeting with the Attorney General and hope to have a fact sheet out by September.

Kathy S. asked if they thought about the search criteria and how we would search for these going forward and Steve replied it is something they are working on.

Tricia asked what documentation will be required as she had a transgender that wants to get married as of January 1st as a same sex couple, but the birth certificate was not amended, so now will we be required to ask for a birth certificate. Steve replied that the new form will have male/female on it as with the new law it does not allow for an age waiver(s) on same sex marriages, only traditional marriages.

Elections

Dave Scanlan and Anthony Stevens were next to address the Board.

Dave stated a study committee has been formed on the electronic voting devices, which Anthony has been working with and that this group would be looking at the next generation. There could also be some legislation to come out of this committee for the next session.

Anthony stated there is some federal legislation that will be coming forward regarding elections and one of them deals with absentee ballots which could be a huge change. He will continue to update us, once more comes out.

Kathy S. asked about the retention schedule and Anthony replied that it will probably be introduced again next year and would let us know before it came up.

Kathy V. asked about the stimulus RSA as it is very confusing. Dave stated it is hard to understand and it will be over by the end of the year and if there is a town going through a town meeting for stimulus funds, they should contact either him or Jim Kennedy for further information or advice. This came about per SB 39-FN-LOCAL

President's Discussion

Kathy S. stated so far they have up to 150 people attending the graduation luncheon for Certification and they hope to have up to 200. It looks like the Governor will be attending

The Board discussed the 25-year clocks and decided to continue the tradition.

Conference

Pat said Ginny found out that the water will not be able to be donated this year due to the economy and Kathy V. said she would check with Monadnock Water. Pat thanked Rita for the gift certificate to Eastman Golf Links and has received confirmation from some of the state speakers. Reminder to regional co-chairs not to forget your baskets.

Tricia stated she had not received many pictures and wanted to remind people to email your city hall or office staff pictures to piecuchp@nashuanh.gov.

At the conference we are hosting a "If You Are a Clerk and You Are New – This Session Is For You" on Wednesday at 9:00 AM and on Thursday at 8:00 AM and if you would like to volunteer to help at this session, please contact Sue McKinnon at suemckinnon@newfieldsnh.gov or 772-5070

Motion by Sue to make Pam Goodell an Honorary Member of the Association. Duly seconded by Pat Waterman. There being none opposed, the motion carried.

Motion by Pat to adjourn. Duly seconded by Deb Cornett. There being none opposed the motion carried.

Meeting adjourned at 12:15 PM.

The next regularly scheduled meeting will be Wednesday August, 19, 2009 at 9:30am at the Department of Motor Vehicles (Auditorium) 23 Hazen Drive.

Respectfully submitted,

Tricia Piecuch