

**New Hampshire City & Town Clerks Association
Executive Board Meeting Minutes
March 18, 2009**

Attendance: Kathy Seaver, Deb Clark, Sue McKinnon, Rita Eigenbrode, Kimberly Johnson, Phyllis Thompson, Jeanette Vinton, Deb Comett, Susan Wagoner, Lori Holmes, Jean Oleson, Absent from the meeting were Pat Waterman, Linda Hardy, Judy White, Tricia Piecuch and Judy Rogers. Kathy Valliere arrived shortly after the meeting began.

President Seaver called the meeting to order at 9:35am.

Secretary's Report

A motion was made by Jeanette and seconded by Kim to approve the January minutes as amended. All were in favor and the motion carried.

Treasurer's Report

The balance of the checking and savings account as of March 17, 2009 was \$24,540.22. There was no discussion. A motion was made by Lori and seconded by Jean to approve the Treasurer's Report. The motion carried and the report was accepted.

Legislative Report

Denis Parker and Mary Ellen Pelletier were present and addressed the Board. Denis stated that our phone calls to Senators and attendance at hearings has paid off with regard to SB110, the appointment of town clerks and SB99, allowing dealerships to process registrations. Both bills were voted inexpedient to legislate. He gave a special thank you to Becky Benvenuti from Newmarket who did an excellent job testifying before the Senate committees. Denis added that we have an excellent relationship with the Secretary of State and our Association is well respected among legislators, which is important.

The cross over date for bills is April 9th. This means that house bills go before the Senate and vice versa. Most bills are currently being monitored.

Kathy S. mentioned that the concept of allowing dealers to process registrations is still out there. The bill will probably return with refinements and modifications. We need to make the dealers understand the complexity of allowing them to process registrations.

After the hearing on SB99, Commissioner Sweeney emailed Kathy S. to commend Becky Benvenuti on her testimony. Great job Becky!

Denis will look into setting up the Legislative Day in April. This is a day for town and city clerks to meet with Senators and Representatives over coffee and muffins.

Mary Ellen commented that we may want to take a look at HB2 pertaining to increasing millage rates. Deb Clark explained that HB2 is a trailer bill which was added on to the

governor's budget bill. When an item cannot be included in the budget it may be attached as a trailer bill and that is what this is. The proposal is to increase the millage rate for new vehicles (model year 2009-2010) from 18 to 20 and to make the lowest millage rate 6. Vehicles 2004 and older at the 3 millage rate would be grandfathered for four years. The governor's proposal to eliminate revenue sharing will create a shortfall for most communities and this would be a positive move in increasing revenues.

Judy Silva from NHMA presented the proposal to the finance committee and there didn't seem to be

overwhelming support according to Denis. The NHMA has adopted increasing vehicle registration fees as an action item. It would generate 82 million dollars across the State.

Kathy S. commented that this bill could be costly for towns because of software changes that would need to be made. In her town more people are registering older vehicles so she doesn't see the benefit. She added that towns are losing revenue sharing and instead it is going to the schools. This means that the money is still going towards the tax rate.

President of the Tax Collector's Association, Cindy Torsey said that the rooms and meals tax distributions have been restored.

Deb Clark added that any shortfalls will be made up by the taxpayers/property owners.

Deb asked about mileage reimbursement for clerks who attend and testify at legislative hearings. In the past mileage has been paid. Kathy S. says the by-laws allow for mileage but we may want to limit it to board and committee members. Deb will review past minutes to see if any vote was ever taken in regards to this issue.

Kathy S. received another invoice for the 25-year pins that were made incorrectly. The company wants to address her concerns and she will keep us posted.

Office of Information Technology

Dennis Roffman and Rick Sheldon from OIT were next to address the Board. There are several user agreements that have not been returned to OIT. Please make sure that your town has returned this important document.

Nashua is going on-line April 14th and Freedom is the only town remaining off-line.

User testing will begin April 15th for the Ezpass project and it will be implemented into production middle to late May. This means we will be notified through MAAP when a person owes money for Ezpass and they will only be allowed to process the town portion of their registration. They will need to go to the State to pay their fines and finish the registration.

Dennis mentioned the email he sent out for the purchase of the Lexmark cartridges through Computer Hut. The discounted price is \$219.80 and they are comparable in

quality. Changing the density settings on the printers is not feasible because it deteriorates the quality of the print.

Another project that OIT is working on is CASS. This is software that will certify a postal address when it is entered into the system. The software database will let us know if a street is compatible within a specific town. It is up to us what we do with the information or how we interact with the customer if the address comes up invalid.

Dennis said this is just another check for DMV and clerks to have. The software will allow us to identify non-streets, alleys, class 6 roads, parking lots, etc.

Title Bureau

Denise Bodwell was next on the agenda. She said that several title applications have been coming through with light print type. Please change your printer ribbon if you notice the print is not dark. These important documents are microfilmed and the type needs to be dark for that reason.

Please make sure title documents are stapled. The title application should be on top and stapled to supporting documents.

Copies of death certificates need to be sent in with work regardless of survivorship rights.

When registering and titling a leased vehicle to a company or business, make sure the address of the company is in your town. The registration should be processed in the town in which the business is located.

Daimler Trust formerly known as DCFS, USA etc. has merged all their names into one-Diamler Trust. If a runner comes to your town and has a title under one of the former names you may prepare a title application as a name change with no fee. The titles don't have to be changed over to the new name but if they wish to change it they may.

Registrations

Linda Lance and Karen Patterson were next to address the Board. Linda works in the business office and talked about the one check system. The system seems to be working out very well. If you wish to go with the single check system you must check with your bank's local branch first. Some of the smaller banks are charging extra fees for ACH transfers and those fees would have to be picked up by the town. Towns need to make a request in writing and get approval before beginning the one check system. It takes a couple of weeks for OIT to do the change over. The business office needs to be notified at least two weeks prior.

Kathy S. commented that she is very pleased with the one check system. Most of the bugs have been fixed and it is very easy. It requires one daily deposit and one daily ACH transfer. Towns that do not deposit daily cannot do the one check system. It is a mandatory requirement. Also, renewal notices for browser towns doing ACH transfers have been put on hold. Vendor towns can still do renewal notices. In order for a town to

accept credit cards they must go to the one check system.

Karen is still working on resolving the bug which charges the incorrect months and millage rate. She believes it happens when doing a transfer. Deb Clark suggested that she look at a transaction that may have been done with the town one month and finished with the state the next month.

We no longer need supervisor overrides to increase weights.

Renewal mailers will no longer have perforations. Customers will have to cut them. Moped renewal notices will no longer be sent out.

Boat agents will be seeing new forms in the future for hull identification numbers (HIN #'s). The forms are available on-line and using them will cut down on incorrect hull numbers.

Please send Karen a list of topics you want covered at the spring workshops.

The change of address card is for a new resident and should be sent in with your work. If the organ donor box has been checked the customer would need to go to driver licensing. In this case, make a photocopy of the card to put in your document pile. It is their responsibility to get the card to Driver Licensing if they want to be an organ donor. Someone moving within your town does not need the card.

If you see a duplicate name in the system please call the MA Desk so that they can merge them.

Secretary of State

Deputy Secretary of State Dave Scanlan addressed the Board. He informed us that SB157 may change the way in which the order of names are placed on the ballot. We may want to take a stand on the bill. It would give the role of determining the order of names to the individual clerk which may require more of our time. It may be a more involved process. Doing it at the state level like it is done now, takes the clerk out of the process. State and federal elections would still be the responsibility of the Secretary of State but local elections would be for the clerk to determine. We may want to weigh in on the bill.

Secretary of State William Gardner was in attendance and talked about the legislation for the appointment of town clerks. The bill was voted inexpedient to legislate and the vote by the Senate was unanimous. He informed us that this legislation has been introduced six times and he gave us a little history on how the bill originated with a town manager. He believes we left a strong message with the Senate and hopefully we won't see this legislation come back for years.

Bill also added that they are looking into upgrading the NHVRIN system in a way that doesn't require an increase in vital record fees.

Sue thanked Bill for supporting our Association in opposition of SB110. Without his support we may not have received a unanimous vote from the Senate.

Vital Records Administration

Steve Wurtz was next on the agenda. He commented on HB436 which would allow same sex marriage. The bill has come out of the Senate with a tie vote (10-10) which means it will go before the House without a recommendation. There is a fiscal note attached to the bill. If it passes it would have a significant impact on the Division because system upgrades would be necessary. The Division recently modified NHVRIN to accommodate the civil union bill and if this bill passes all those changes would need to be changed again. Please contact your State Representatives if you wish to oppose HB436.

Changes have been made to NHVRIN to accommodate the invoicing software. All clerks are now receiving their monthly invoices directly from Vital Records.

The new clerk's vital records workshop for newly elected clerks will be May 7, 2009. This class is non-automated and will cover the basics on vital records.

Steve reported that vital records fees were discussed at the last VRIF Committee Meeting. A sub-committee has been formed to look at the cost of replacing or upgrading the NHVRIN system.

Per our request, Steve will discuss the invoicing system at the regional meetings.

Deb Cornett asked about the harvesting of vital records that towns put into the database years ago. Steve said that converting harvested records into the NHVRIN system has not been completed. It seems that it may take more effort to convert the records than to do straight data entry which the two data entry personnel have been doing. They would like to find an efficient way to convert the records.

Dog Licensing

The Board discussed the animal population fee form that we receive from the State every year. The form is misleading. Apparently, several clerks have been paying in the \$2.00 on every dog registered. This is giving the State more money than collected. Remember the \$2.00 fee is not paid on senior citizen dog licenses.

Deb Clark said that she spoke with State Veterinarian Dr. Crawford about the certificate of exemption from rabies form. The vets are supposed to provide these forms to veterinarians. It is not the responsibility of the town clerk.

Conference

Kathy S. is working on finalizing the meal choices for the conference. We discussed options for the Wednesday night entertainment and gifts.

Jeanette received the prices ranging from \$250-\$550 to purchase a new video camera.

We discussed the accessories that we wanted her to buy. A motion was made by Kathy V. and seconded by Lori to spend up to \$500.00 on a camera and tripod. All were in favor and the motion carried. Jeanette will try to get the camera for the new clerk workshop.

New Clerk Workshop

The workshop is scheduled for April 6 & 13 at the Local Government Center. Registration will begin at 8:30am. For those of you that need directions go to www.nhlgc.org under contacts. Sue reported that there are currently 18 clerks and deputies registered to attend. If you need more information please contact Sue at suemckinnon@newfieldsnh.gov or 772-5070.

Deb Clark noted that guest Cindy Torsey has been attending our monthly meetings since the beginning of the year. The purpose of her attendance is to keep the lines of communication open between the Tax Collectors and Town Clerks. Cindy serves as President of the Tax Collectors Association.

A motion was made and seconded to adjourn. All were in favor and the meeting adjourned at 12:40pm.

The next regularly scheduled meeting will be Wednesday April 15, 2009 at 9:30am at the HAVA Conference Room, 71 South Fruit Street.

Respectfully submitted,

Sue McKinnon