

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

Attendance: Deb Clark, Tricia Piecuch, Rita Eigenbrode, Kathy Seaver, Pat Waterman, Deb Cornett, Judith White, Stephanie Glidden, Kimberly Johnson, Susan Wagoner, Theresa Upton, Sandi Allard and Marjorie Roy

Absent: Sue McKinnon, Linda Hardy, Jeanette Vinton, Phyllis Thompson and Lori Holmes

Guests: Rhoda Quint, Jane Cypher and Susan Buchanan

President Clark called the meeting to order at 9:32 AM and introduced Rhoda Quint, President of the Tax Collectors Association, who would be attending our monthly meetings.

On motion from Pat, duly seconded by Tricia, it was voted to accept the minutes of the October 21, 2009 Executive Board Meeting. There being none opposed, the motion carried. Kim abstained.

Rita presented the Treasurer's Report but noted that she wanted to amend last month's report on the description of 09 lanyards that should have read 09 gift binders. She then reported the Association's balance was \$20,571.34. On motion by Pat, duly seconded by Judy, it was voted to accept the Treasurer's Report as submitted. There being none opposed, the motion carried.

The following Regional Reports were given:

Dartmouth/Lake Sunapee Region – Sandi was putting together a page for their region explaining a little about them and how to get in touch with them and offered to do it for the entire Executive Board.

Lakes Region – Pat had contacted clerks in her region that did not attend the annual conference to find out the reason and discussed those reasons. She suggested to some of them about attending at least one day of the conference noting how beneficial it was for the clerks especially since all state agencies were represented at the conference. She was working with Deb on getting a letter out to find out what they could do for them and to provide them with updates.

Merrimack Valley Region – Nothing to report, but Kim will work with Jeanette to get in touch with those that did not attend the conference and to introduce themselves to the region.

Monadnock Region – Sue stated they split the list and contacted those that did not attend the conference and spoke to the reasons. Theresa visited towns to deliver the longevity awards for those unable to attend the conference. She discovered a new clerk so she and Sue are working with her to get settled. They also have a town interested in going on-line with MAAP and have been working with that clerk as well.

Seacoast Region – No report presented

White Mountain Region – Stephanie and Judy both went out and delivered longevity awards for those that were unable to attend the conference and will be working on getting out information to

clerks this coming month. They were made aware of a new clerk in their region and have been reaching out to him to help him get settled.

Rita noted that the Lebanon substation closed for a week permanently and that they were looking for a new location. She also noted that she was sending out the dues and would include a copy of the RSA stating that the town has to pay the dues. Discussion ensued about collecting the fees at the regional or sending out reminder notices with the regional notices.

Rita brought up for discussion the clerk binders that were given out at the conference noting that she had obtained pricing from vendors. Motion by Pat, duly seconded by Susan, it was voted to purchase the binders and to set a cost of \$20 for those that wish to purchase additional binders, to have them available at all regional meetings and to incorporate the price into the New Clerk's Workshop for all new clerks.

Deb Cornett noted that she had a problem with a permit by notification wetland application and upon discussion it was decided to invite Sandy Crystall from the Wetlands Bureau to one of our meetings.

Department of Safety - Registrations

Karen Patterson stated she had a New Hampshire fact, that the first potato planted was in Londonderry, New Hampshire. Since the update that was sent to all clerks last week she did not have much to report. Compass didn't start in October due to some budget cuts in IT and due to some law changes that made IT focus on updating the motor vehicle system, so it was currently on hold. A reminder if looking at doing the single payment system and working with a third party vendor, please include them in the planning stages.

Deb Cornett questioned whether the emancipated form will apply to civil unions as in New Hampshire they have to be 18 years of age to enter into the civil union, but does it impact civil union from other states. Karen replied she would get clarification.

Karen noted that Titles would not be able to make it today, but she would be happy to bring back any questions the Board had.

Office of Information Technology

Dennis Roffman stated they were working on a new 8 ½ x 11 title and hope to have that out before February, so it indirectly effects the clerks as it's the actual title and not the CTA. They are also working on legislation changes dealing with RSA 361:52 that needs to be in place by January 1, 2010. They are hoping that boats could be in place by February.

Susan asked if a town wanted to go on MAAP as a browser, what type of hardware would they need to buy and the approximate cost. Dennis stated it would be approximately \$2,000 without the line cost, but if the town had a vital record's computer the cost would be less. Currently he did not have monies in his department for any equipment costs.

Discussion – Helping Other Towns. Jane Cypher, Town Clerk of Hampton and Sue Buchanan, Town Clerk of North Hampton were next to present. Jane thanked the Board for the opportunity to speak. She stated that she, Sue, and six other town clerks in the Seacoast were approached by town managers concerned with what would happen if something catastrophic would happen in

their area, would others in the area be able to help out other towns. They met and decided they should bring it to the Board before moving forward knowing that they will also need special permission from the Department of Safety, Motor Vehicles. They wanted to know if the Board would have any objections and also would it be something that could be looked at initiating statewide if needed. They were concerned with what obstacles they would face with the State. Karen Patterson said with any catastrophic situation it would be done on a case by case basis. In an emergency the local part could be done and then the customer could go elsewhere to complete the state portion. It was difficult as it would involve more than one agency being involved in the process as currently the Director of Motor Vehicles has to sign off on everything before OIT can do anything. Jane mentioned they would like to provide the information now and have it done in advance so they were prepared if something happened. Karen said they would love to have a different process but currently their hands were tied. She also mentioned that clerks have to have the same permissions they currently have in their town if they were to go to another town. Also, as a reminder there could only be three supervisors in one location or everyone would be locked out. Sue asked if they could have a person who was on loan to them and Karen replied that they would have to know that from an audit standpoint. Rita asked whether the 30 day extension if MAAP was down could be used if you had to close your office because of something catastrophic. Karen replied that she thought that law stated it had to be a statewide emergency. Jane said another idea that came up in the meeting was the possibility of sending the customer to another town to do their work. Karen said the law states they must go to the town or city where they reside. Theresa stated that the Selectmen would have to agree to pay the person coming in and Jane replied that as far as her office was concerned it would be considered mutual aid. Some clerks disagreed. It was decided to wait to hear back from Karen as it needed to be discussed with Kelly.

Old Business:

Lobbyist Contract – President Clark noted she had spoken with the Association’s new lobbyist who was willing to accept the negotiated offer. Currently the contract was being finalized between Patti Little, Lori Radke and Mary Ellen Pelletier.

Website - President Clark stated that Sue had emailed her an outline dealing with the website and was waiting on additional information from another member. Rita provided us with information regarding website information based off her town site. Kathy mentioned that LGC currently does the Tax Collector’s Association site and they have had no problems. After discussion Rita will contact Sue to discuss the options the Association has.

New Business:

Legislative Committee Update – The next meeting will be on December 9th.

Correspondence

President Clark stated that she asked Pat Tucker to continue to serve on the New Hampshire Municipal Records Board. She provided a report of the committee which met on November 5, 2009 as follows:

- It was decided that RSA 33 item CXIII and CXXXIV are the same thing – tax maps but any changes have to go through the Legislative process
- Retention of DRA MS forms – no decision was made, it will be researched further
- Assistant Secretary of State Stevens spoke about the bill being introduced regarding

election records retention (this was initiated by the Town Clerk's Association).

- Reviewed what the retention should be of A9 and A12 forms (Charitable Organization Tax Exemption) – no action at this time.

Next was a letter sent from Concord Hospital Trust to Karen Patterson thanking the employees of the Division of Motor Vehicles for the \$624 they raised to support the Payson Center for Cancer Care.

Next was a card from Jean Oleson thanking the Association for the bouquet of flowers she had received.

Lastly was a letter from the American Cancer Society thanking the Association for the \$669 donated for breast cancer awareness from the table-to-table fundraiser done at the Annual Conference.

Vital Records Improvement Fund Advisory Committee (VRIFAC) Update – President Clark advised that a deadline was placed on the grants requested and awarded from the state of June 30, 2010. Letters will be mailed out by the Secretary of State's Office to those towns or cities that still have funds available, so make sure that your town use the monies or they will be lost.

Tricia mentioned that Sandy York's husband passed away last night. Sandy is the clerk of Dalton.

Interesting New Hampshire Facts:

- It takes approximately 40 gallons of sap to make approximately one gallon of maple syrup.
- The Mount Washington auto road is New Hampshire's oldest manmade tourist attraction.
- Cannon Aerial Tramway is the first aerial passenger tramway in North America.
- The profile of the "Old Man of the Mountain was one of the most famous natural landmarks in the state.
- The naming of Wolfeboro occurred 250 years ago and is considered the oldest summer resort in America.
- Freedom got its name from people in Maine settling in and when it was broken in two, one area was called Effingham and the other one call Freedom.
- New Hampshire adopted the first legal lottery in the twentieth century in 1963.

Discussion ensued regarding the December 16th Executive Board Meeting. On motion by Rita, duly seconded by Pat it was decided to cancel the December 16th meeting. The next meeting will be held on January 20, 2010.

On motion by President Clark, duly seconded by Pat, it was voted to adjourn. There being none opposed the motion carried and the meeting was adjourned at 12:10 PM.

Respectfully submitted,

Tricia Picuch