

Request to appear before the Board of Sele

Item #2

Unless the issue is an emergency, all requests need to be furnished to the Town Administrator no later than noon on the Thursday prior to the Board Meeting.

Name: IRENE BAUDREAU

Date: JUNE 13, 2013

Phone Number: x-131

Email: i.baudreau@newbostonnh.gov

ACTION DESIRED: Please specify what action you desire the Board of Selectmen to take as a result of your presentation. Please be as specific as possible.

UPDATE SELECTMEN REGARDING TOWN CLERK'S OFFICE
PLEASE SEE ATTACHED

PREVIOUS STEPS TAKEN: Please indicate any attempts that you have made to resolve this issue prior to asking to appear before the Board of Selectmen. If current procedures require that you place your request elsewhere prior to possible action by the Board of Selectmen, the Town Administrator shall inform you at the time you complete this form.

TOWN CLERK'S OFFICE

1. Town Clerk's revenue, as of June 13, is \$431,501. We still have two weeks of June with the end of the month ahead.
2. There is a new active duty plate available. Person must present active duty military card each year, or notice from commanding officer, and be a New Hampshire resident. Cost is same for regular passenger plates. New plates are obtained at Concord DMV. Renewals can be done at DMV or any municipality.
3. Park plates are picking up as more people become aware of them. Cost is \$85.00 per year in addition to registration fees. These are also available in Conservation and Vanity with additional fees applied.
4. Our office has been granted permission to release plates for reissuing without having to first call a MAAP Help Agent. This may appear to be a simple procedure on paper but, when there is a lobby full of people, having to wait for a Help Agent can add 10-15 minutes to a transaction.
5. Owners can now change their plate mid-registration, instead of having to wait until renewal time. There are additional fees if they want a specialty plate, as well as paying the \$8.00 fee for the new plate.
6. Regarding the bill allowing auto dealers to register vehicles, we were informed that no vendor wanted to bid on the program. There were many restrictions placed on the bids. The vendors believed they would lose money in the venture. The DMV was facing additional workload to issue these plates because auto dealers were not going to have the plates in inventory.
7. We are now registering boats using the Avitar program. These has made boat registration easier because in the past, we had to:
 - a. Log out of the program in the Town computer.
 - b. Log into the program on the State computer.
 - c. Process the boat registration.
 - d. Log out of the State computer.
 - e. Log back into the Town computer.
 - f. Process any additional registrations
 - g. Remember to add the boat registration to any amounts due.

- h. Manually enter the boat registration into the Avitar program.
- i. Balance the State revenue at the end of the day, manually adding the boat transactions to the balance.
- j. Manually alter the State deposit check to reflect the boats.

Also with this program, we can quote a boat registration, transfer decals to another boat, issue registration notices, and issue lost decals as well as certified copies.

As with the dog program, a boat icon appears at the bottom of the fee settlement screen to indicate the person had registered a boat in the past. We can then ask the person if they wish to now register their boat. Since boats can be registered at marinas, the registration may not appear in the system until the DMV Boat Agent keys it in. The end result is that registrations will be handled by either the DMV or municipal agents, phasing out any other agent.

- 8. State inventory will be at the end of this month. We have to submit a report of all plates and decals in our possession by end of June 29th, and have all deposits in.
- 9. Vital Statistics (marriages, births, deaths) will be introducing a new program. This will require one clerk to attend training, returning to train the other clerk. The program will streamline the process.
- 10. This year we had only one Town Election. In 2014, we will have three: Town Election, State Primary and State General Election. The voter registration bill is still being worked out in the Legislature. We should have a better idea of what IDs we can accept by the next election.
- 11. Little People's Depot can no longer prepare the morning and noon meals for the election staff. We are now looking into another source for the noon meal. We believe we can supply the morning meal ourselves with a continental breakfast of rolls, fruit and drinks. We welcome any suggestions.
- 12. As of June 13th, we have 292 unlicensed dogs. We will be submitting the unlicensed dog warrant to the Board of Selectmen on Friday, June 21st for signature, and advice as to when to levy the warrant fine of \$25.00 per dog. We are now charging \$1.00 late fee, which is increase each month by an additional \$1.00.
- 13. Next step is to put the Town Clerk's office on a single-check system (both Town and State together). This is the first step to bringing registrations on-line. I will be working with the bookkeeper soon.

Tender Summary

New Boston Drawer	Tender	Amount
	CASH	\$34,277.89
	CHECKS (2,402)	\$397,759.11
	TRAVELER'S CHECKS	\$0.00
Deposit Total:		\$432,037.00

CREDIT APPLIED	\$1.00
CREDIT ISSUED	\$-169.33
RETURNED CHECK	\$-429.00
SHORT SLIP ISSUED	\$6,479.00
SHORT SLIP PAYMENT	\$-6,417.00
DEPOSIT TOTAL	\$432,037.00
Grand Total:	\$431,501.67

State of NH Drawer	Tender	Amount
	CASH	\$18,792.68
	CHECKS (1,927)	\$148,158.81
	TRAVELER'S CHECKS	\$0.00
Deposit Total:		\$166,951.49

BYPASS	\$0.41
CREDIT ISSUED	\$-12.00
SHORT SLIP ISSUED	\$2,753.00
SHORT SLIP PAYMENT	\$-2,712.60
DEPOSIT TOTAL	\$166,951.49
Grand Total:	\$166,980.30

Activity Summary

BOAT	Count	State Amt	Municipal Amt
NEW	1	\$37.50	\$5.00
RENEWAL	9	\$431.50	\$142.76
TRANSFER	2	\$28.00	\$34.40
Sub Total:	12	\$497.00	\$182.16

CHECK REFUND	Count	State Amt	Municipal Amt
ADMIN	1	\$0.00	\$0.00
Sub Total:	1	\$0.00	\$0.00

MOTOR VEHICLE	Count	State Amt	Municipal Amt
BOAT - NEW	9	\$0.00	\$137.08
BOAT - RENEWAL	84	\$0.00	\$1,267.32
CERT-COPY LOST	39	\$585.00	\$117.00
DECAL-REPL DAMAGED	1	\$1.00	\$3.00
DECAL-REPL LOST	14	\$14.00	\$33.00
NEW	460	\$21,467.54	\$67,711.00
PLATE-REPL DAMAGED	2	\$12.00	\$3.00
PLATE-REPL LOST	10	\$292.43	\$30.00
PLATE-REPL REORDER-1	3	\$12.00	\$9.00
PLATE-REPL REORDER-2	3	\$24.00	\$9.00
REGISTRATION MAINTENAN	17	\$0.00	\$0.00
RENEWAL	2,767	\$137,282.18	\$326,408.00
SHORT SLIP DUE	3	\$0.00	\$0.00
STATE-ONLY RENEWAL	1	\$12.00	\$3.00
STATE-ONLY TITLE ONLY	1	\$25.00	\$0.00
TITLE - AP	232	\$0.00	\$0.00
TITLE - EX	1	\$25.00	\$2.00
TITLE - PS	145	\$3,375.00	\$284.00
TITLE ONLY	34	\$650.00	\$64.00
TITLE ONLY - ANTIQUE	2	\$50.00	\$4.00
TRANSFER	187	\$2,774.35	\$24,751.00
VOID - RETURNED CHECK	4	\$0.00	\$-429.00
VOID - SAME DAY/TELLER	3	\$-118.20	\$-329.00
Sub Total:	4,022	\$166,483.30	\$420,077.40

DOG LICENSES	Count	State Amt	Municipal Amt
LICENSE NEW	77	\$0.00	\$609.00
LICENSE RENEWAL	1,054	\$0.00	\$8,088.00
Sub Total:	1,131	\$0.00	\$8,697.00

TOWN CLERK SERVICES	Count	State Amt	Municipal Amt
MARRIAGE LICENSE	9	\$0.00	\$405.00
MV REVENUE	3	\$0.00	\$429.00
ORDINANCE VIOLATION	11	\$0.00	\$700.00
RETURNED PAYMENT	1	\$0.00	\$31.11
UCC FILING	1	\$0.00	\$255.00
VITAL STATISTICS	33	\$0.00	\$725.00

Fees Summary

Fee	Count	Amount
AGENT FEE	3,402	\$10,209.00
APPLICATION FEE	446	\$892.00
BOAT AGENT FEE	104	\$520.00
BOAT FEE	63	\$1,044.56
BOAT MAIL-IN FEE	17	\$17.00
BOAT TAX COLL FEE	5	\$5.00
CLERK FEE	3,405	\$3,406.00
DMV MAIL-IN FEE	2,763	\$2,764.00
DOG CIVIL FORFEITURE - COST OF SE	7	\$35.00
DOG CIVIL FORFEITURE FEE	6	\$150.00
DOG LATE FEE	31	\$122.00
DOG LICENSE FEE GROUP	13	\$247.00
DOG LICENSE FEE PUPPY	9	\$45.00
DOG LICENSE FEE SENIOR	99	\$247.50
DOG LICENSE FEE SPAYED/NEUTERE	939	\$4,695.00
DOG LICENSE FEE UNALTERED	71	\$532.50
DOG OVERPOPULATION FEE	1,032	\$2,064.00
DOG STATE LICENSE FEE	1,118	\$559.00
MARRIAGE LICENSE - STATE	9	\$342.00
MARRIAGE LICENSE - TOWN	9	\$63.00
ORDINANCE VIOLATION	11	\$700.00
PERMIT FEE	3,377	\$400,901.00
RETURNED PAYMENT	1	\$31.11
TRANSFER FEE	186	\$930.00
UCC FILING FEE	1	\$255.00
VITAL STATISTICS - STATE - ADDL COI	23	\$115.00
VITAL STATISTICS - STATE - FIRST COI	33	\$264.00
VITAL STATISTICS - STATE GF - ADDL (23	\$46.00
VITAL STATISTICS - STATE GF - FIRST (33	\$99.00
VITAL STATISTICS - TOWN - ADDL COF	23	\$69.00
VITAL STATISTICS - TOWN - FIRST COP	33	\$132.00
Grand Total:	17,292	\$431,501.67

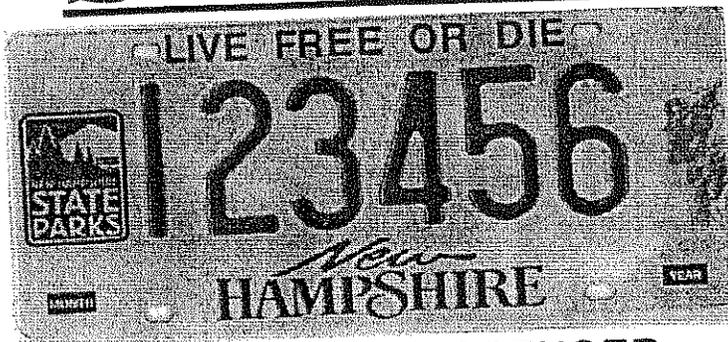
NEW PLATE TYPE

Active Duty Military

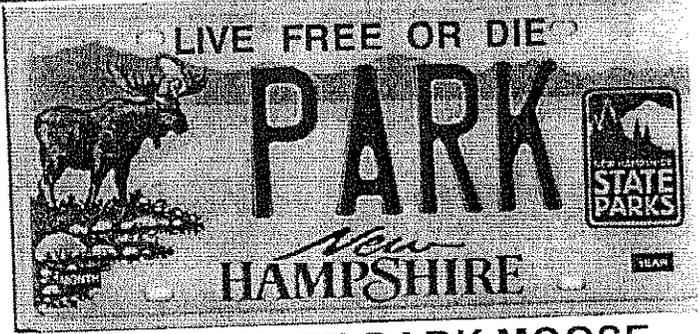


Plate Codes: ADAF/IADAF

STATE PARK PLATES



STATE PARK PASSENGER



INITIAL STATE PARK MOOSE

1. Plates will be available as Passenger plates or as Conservation plates at this time. The following rules apply:
 - a. Plate numbers cannot be issued for the same plate types- ex. PASS, HPASS, SPPAS, and SPCPS
 - b. All Initial plate types must conform to the Initial Plate standards
 - c. Controlled plate numbers are SPPAS 1-9999 and SPCPS 1A-99Z

2. The plate types are:

PLATE TYPE	PLATE NAME	NUMBER OF DIGITS	NUMBER SEQUENCE	LOCATION OF ISSUE
60SPP	60 Day Park Plate			State Office
60ISP	60 Day Initial Park Plate			State Office
60SPC	60 Day Moose Park Plate			State Office
60ISC	60 Day Initial Moose Park Plate			State Office
SPPAS	Passenger Park Plate	Up to 6	10001-999999	Municipal Agent or State Office
ISPPS	Initial Passenger Park Plate	Up to 6		Municipal Agent or State Office
SPCPS	Moose Park Plate	Up to 4	100A-999Z	Municipal Agent or State Office
ISPCP	Initial Moose Park Plate	Up to 4		Municipal Agent or State Office

3. The plates can be issued:
 - Beginning May 2nd, 2011 at any **State Office**
 - Beginning May 31st, 2011 at any **Municipal Agent**

4. The cost of the plates is \$85 per year in addition to all other plate and registration fees.

New Hampshire State Park Plate

Frequently Asked Questions

When is the NH State Parks license plate available for purchase?

Starting May 2, 2011 the plate will be available at Division of Motor Vehicles and its sub-stations. By the end of May, Town Clerk Offices will have the plate available.

Where can I get the NH State Parks license plate?

The plate is available at Division of Motor Vehicles and its sub-stations. By the end of May, Town Clerk offices will also have the plate available for purchase by state residents.

What is the cost of the NH State Parks license plate?

The annual fee for the NH State Park license plate is \$85.00 in addition to normal registration fees, plus a one-time new plate fee of \$8.00.

What are the benefits of purchasing the NH State Parks license plate?

Free admission is granted to cars that have a valid State Park license plate on the car. The holder of a State Parks license plate will receive free admission for the registered vehicle and its passengers to day-use parks including:

Bear Brook State Park
Clough State Park
Echo Lake State Park
Echo Lake Beach in
Franconia Notch State Park
Ellacoya State Park
Forest Lake State Park
Greenfield State Park
Hampton Beach State Park
(non-metered parking areas)

Kingston State Park
Miller State Park
Mollidgewock State Park
Monadnock State Park
Moose Brook State Park
Mount Sunapee State Park
Pawtuckaway State Park
Pillsbury State Park
Rollins State Park
Odiorne Point State Park

Rye Harbor State Park
Silver Lake State Park
Umbagog Lake State Park
Wadleigh State Park
Wallis Sands State Park
Weeks State Park
Wellington State Park
Wentworth State Park
Winslow State Park
White Lake State Park

What are the restrictions?

The NH State Parks license plate does not include free or reduced fees for camping, parking meters, Cannon Mountain Aerial tramway, Flume Gorge, or the Mt. Washington Auto Road. Also, there is no discount to state employees for the purchase of the plate.

How does the NH State Parks license plate benefit state parks?

All revenues earned from the purchase of the NH State Parks license plate will be credited to the State Park Fund which supports the daily operations of the NH State Parks system.

I have a Conservation License Plate (also known as the "Moose Plate"). Is it possible to still help conserve New Hampshire's natural, historical and cultural heritage and support New Hampshire State Parks with my license plate purchase?

You can do both! You can get a combination plate that will have both the Moose Plate and the State Park plate logos on it. The annual cost would be \$85.00 for the State Park fee and \$30.00 for Moose Plate fee in addition to normal registration fees, plus a one-time new plate fee of \$8.00.

nhstateparks.org

