

MEETING MINUTES

ADMIN MEETING

Date: December 11, 2024

Time: 9:30am

Meeting called to order by: Joan Dargie

MEMBERS PRESENT

Joan Dargie, Belinda Yeaton, Ken Story, Lee Dufort, Andrea Kohler, Sherry Farrell, Linda Guyette, Joshua Boone, Daniel Healey, Julia Marchand

MEMBERS ABSENT

Susan Wall, Tammy Bakie, Deborah Bakie, Judy Welch, Kerri Ann Parker

CALL TO ORDER

NHCTCA President Joan Dargie called the minute to order at 9:41am

PARTNERS

Vitals: Kristin Martino stated new marriage intention forms are being sent out to towns for use starting 1/1/25. Vitals will be down 12/31/24-1/2/25 for update. Starting 1/1/25 you can suppress SS# on death certificates. Will need to update request forms. Training environments should be back in place by fall. New Age Waiver might return for 17-year-olds going into active military. Fetal Death: allowing hospital to key it in. Please pass along any topics you'd like to see at the conference.

Chris: some clerks are seeing error messages with expiration dates, easy fix, just call or email Vitals to confirm employment.

Elections:

Tricia: Thank you for giving us the use of the room at conference, worked out great. We realize you've had issues with "black Banners" in the new SVRS system, please let us know so they can be addressed. Conditional approval of Poll pads was for voter check-in only. Reminding all that we need to add elections into SVRS and must be open the Friday before

from 3-5pm On the last day of Declaration of Candidacy. Dan Healy questioned what would happen if new registrations are not in by 12/31/24. Tricia says you must be completed.

Joan Dargie told of the meeting she had with DMV: Vet and Antique plates and new boat decals should be received by all town clerks by January 1, 2025.

Would like to have a monthly Town Clerk Newsletter. Titles, email address that the town clerks use is also used by the public. Hopefully they will have one just for the clerks. They receive over 400 per day.

Sherry Farrell stated that her staff emails Audit and generally gets a quick response.

Clerks should be able to contact other clerks with general questions instead of staying on hold.

Joan needs to write a letter to John M to request that they seriously look into a new phone system.

Dan Scanlan came in to say Happy Holidays and thanks for what you do.

Committee Updates:

Legislative Committee: 100 LSR's without wording.

Dan Healy will be going up to testify on one of the dog bills. Would like to have the email and phone number added from the vet.

Discussion was had about Poll Books.

Secretary's Report: Minimal minutes since we didn't have a quorum. Haven't received the Business Meeting Minutes from Josie yet.

Treasurer Report: Andie spoke on the Longevity by-laws and Town Clerk Dues and how to improve our membership. Will hand out delinquent Clerk list to the regional co-chairs. Need to update all forms on the website.

Ken made a motion to accept the Treasurers Report it was seconded by Linda. All in favor. Dan Healy abstained.

Sherry made a motion to accept the Secretary's report and Andie seconded it. All in Favor
Joan would like to send out a "Save the Date" for the conference.

Will hand out By-Laws at the regionals and email the out to all clerks in May.

Combining Regionals to 3 groups

Merrimack/Seacoast

Dartmouth- Lake Sunapee/Monadnock

Lakes Region/White Mountain

NEXT MEETING

Next meeting will be held at the DMV on January 15th.

Motion to adjourn was made at 11:51am by Joan seconded by Belinda all in favor