

**AN OVERVIEW OF THE POSITION, DUTIES, AND RESPONSIBILITIES OF
NEW HAMPSHIRE TOWN CLERKS**

All Town Clerks are elected (City Clerks are appointed by City Council) and must live within the town in which they serve. The Town Clerk appoints the Deputy Town Clerk and the appointment is subject to approval of the Selectmen. The Deputy must also be a resident of the town and able to perform all the duties of the Town Clerk.

While most people are familiar with the fact that the Town Clerk is responsible for vehicle registration, there are other duties and functions that are not as well known. These responsibilities are many and varied and are governed by State of New Hampshire RSA's and Administrative Rules. They also require direct interaction with many of the Town's Departments, Boards, and Commissions. The following is a partial listing:

- Issue motor vehicle registrations
- Issue dog licenses
- Issue marriage licenses
- Record and provide certified copies of vital records (birth, death, and marriage)
- Record and preserve public records of the Town
- Record and certify minutes of Town Meetings
- Accept voter registrations to be forwarded to Supervisors of the Checklist
- Assist in conducting and coordinating Federal, State, and Local Elections
- Administer Oath of Office to all elected and appointed officials
- Receives service of writs of actions against the town
- Record Federal Tax Liens
- Record Articles of Agreement
- Review and process Dredge and Fill Applications
- Review, process and record Pole Licenses
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In addition to the above responsibilities mandated by State Statute, the Dunbarton Town Clerk's Office:

- Issues decals for registration permits (within limits permitted by the State of NH)
- Issues license plates (within limits permitted by the State of NH)
- Provides Notary Public/JP Services
- Pursues payment for checks returned by financial institutions for non-sufficient funds, etc.
- Issues transfer station permits
- Aids the public in performing genealogy searches
- Responds to inquiries from the general public

Town Clerk's are governed by the following State and Federal Agencies:

- NH Department of Safety (Motor Vehicle Division)
 - Bureau of Registration
 - Bureau of Title and Anti-Theft
 - Bureau of Financial Responsibility
- NH Department of Agriculture (Animal Industry Division)
- NH Secretary of State
 - Division of Vital Records Administration
 - Division of Archives and Records Management
 - Election Division

- US compliance with HAVA and ADA requirements
 - UCC Division
 - NH Department of Environmental Services (Wetlands Bureau)
 - NH Office of Information Technology
 - NH Department of Revenue Administration

Accounts of the Town Clerk are audited by the Town's Auditors and various State Auditors.

The money collected by the Clerk is deposited into the town account. Money collected on behalf of the DMV is deposited by the Clerk into the State DMV account. All other State fees collected are first paid to the Dunbarton Town Treasurer, and then the forwarded to the various state departments along with their corresponding report.

The State of New Hampshire provides many workshops during the course of the year in order to keep Town Clerks up-to-date with the ever-changing requirements of local, State, and Federal agencies. Most are mandatory in order for Clerk's to maintain certification. Some are a result of new government programs. In addition to these workshops, the New Hampshire City and Town Clerk's Association provides clerks with an informative monthly newsletter.

In addition to the day-to-day operation of the department, there are ongoing projects involving several members of the community. Thanks to Donna Dunn, Marion Crosby, and Nancy Frost, many of the Town's historical collections are being cataloged and preserved. These ladies meet once a week at the office to work on these treasures. From time to time, additional Dunbarton residents contribute their historical knowledge and lend their preservation expertise to this (and many other) projects.

Clerks can be compensated in the form of statutory fees collected, or a set salary in lieu of fees collected, or a combination of both. (Examples of statutory fees are: \$1 per registration; \$1 per dog license, etc.) Like all town departments, the Town Clerk's budget is submitted to the Selectman each year for review, approval, and inclusion in the Town Warrant. *Note: The line item containing that figure is not limited to the Town Clerk and Deputy Clerk's salary. It also contains other costs such as election expenses, fees due to the State of NH, etc.* Currently, the Dunbarton Town Clerk is compensated in with a salary; the Deputy Clerk receives an hourly rate. In order to change the method of compensation for a Town Clerk, that change must be voted on at the annual meeting in a specific Warrant Article.

Space does not permit a more in-depth overview of the position, however, I invite you to contact me if you have any questions or require further information.

Linda Landry
 Certified Town Clerk
 Dunbarton, NH

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| Office Hours: Monday AND Wednesday: | 7:30AM – 3:30PM |
| Tuesday AND Thursday: | 11:00AM – 7:00PM |

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