

TOWN CLERK/TAX COLLECTOR REPORT 2015

The office of the Town Clerk/Tax Collector is responsible for planning, organizing and directing the daily combination of two official functions of Town Government. It is our goal to provide citizens with accurate and vital information, as well as an accurate accounting of the revenues collected for both offices.

This office is responsible to the Town as well as the following state agencies: Department of Motor Vehicles, Title Bureau, and Financial Responsibility. We are also accountable and responsible for processing records to the Vital Records Bureau, Secretary of State's Office, Attorney General's Office, Department of Revenue Administration and the New Hampshire Municipal Association.

The Town Clerk's busiest function is that of registering and titling motor vehicles. In 2015 we processed approximately 1415 vehicle registrations and realized approximately \$218,555 for motor vehicles revenue. Credit Card usage increased in 2015, an added service online for motor vehicles and property taxes. Online usage enables taxpayers to pay their taxes by ACH (direct payment via your checking or savings account) or by Credit Card (Credit card fees are passed on to the user).

Our office has been online with the Department of Safety, Division of Motor Vehicles MAAP program for a number of years. Being online enables our office to process vehicles up to 26,000 GVWR, renew late vehicles (more than 90 days past due) as well as issue Conservation Plates and State Park Plates. Duplicate registrations, 30-day permits and 48-hour permits for uninspected motor vehicles are also processed through the Clerk's office. As on-line agents we can process plate transfers, including leased vehicles and surviving spouses. All registrants receive a *courtesy* renewal letter which can be used to process renewals electronically, by mail, or if you choose to come in for your annual visit to the Clerk's office! Whichever method you choose, we strive to process your transaction in a timely and courteous manner enabling us to make it more convenient in the processing of residents' vehicles, motorcycles, trailers, etc.

The Town Clerk serves as custodian of town records and their preservation. Jackson vital records go back to 1850. This office also records and prepares data and documentation for marriage licenses and in the event of the occasional home birth, the Clerk prepares the birth certificate. We are using the Office of the Secretary of State, Vital Records Bureau Internet program, NHVRIN. We provide the service of printing certified copies of certificates for Birth, Marriage and Death

from (1850 – present). This is an important function, provided in the Clerk's office. We are responsible for preparation, certification, issuance and filing of vital statistics copies (marriage, births and deaths) in accordance with state law. This system also supplies us with our end of year vital reports.

The Clerk recordings include Articles of Agreement (filings for non-profit), Oaths of Office and Appointments, IRS and other lien attachments, and State of New Hampshire Wetlands Applications. The Town Clerk is also responsible for the planning, organizing and directing of all Town, State and Federal Elections; including accepting filings for town and state office, in addition to preparing and arranging the printing of town ballots (containing Town elected officials, any zoning/planning questions and petitioned articles specifically directed by RSA to be on the official ballot). The Clerk serves as an election official at the polls; preparing and handling absentee ballots; assisting the Moderator with official election tallying and official election results; and the recording and reporting of the same with the Secretary of State's Office and the local and AP networks. Our office also provides Notary service to our residents.

We thank all of those with dogs for remembering to annually license their dog(s). Dog licenses are required by April 30th of every year. I try to get the new tags in by January and post notices when the new tags are available. *If your dog(s) rabies shots are current*, come in and register your dog(s), or you may renew by mail! Please remember that in accordance with RSA 466:1, you must have your dog(s) registered on an annual basis by April 30th. As per RSA 466:7 & RSA 466:13-14, fines will accrue as of June 1st. Civil Forfeitures are issued in July. Suggestion to help remember: place a picture of your dog(s) on your calendar in the month of April as a reminder!

The Tax Collector is responsible for accepting warrants and collecting revenue for property, yield tax (timber), excavation gravel taxes, and current use (land use change) penalties. Records for the collection of taxes are kept in a format set by the Department of Revenue and are remitted to the Town Treasurer on a weekly basis, for all taxes due and all revenues collected, abated and refunded. We also report uncollected taxes, manage the process of setting the dates for carrying out the tax lien and tax deed processes and making the proper recordings with the Registry of Deeds as required by RSA's in the tax procedure laws. Our work requires interoffice communication with the Assessing Department in regard to property changes as well as the Board of Selectmen in regard to tax deeding procedure. Other duties include responding to inquiries

from banks, tax service companies, mortgage companies, attorney's offices and the general public.

Annual workshops and conferences, sponsored by NHTCA and the NHCTCA (New Hampshire Tax Collectors & City and Town Clerks Association) and DRA (Department of Revenue) as well as NHMA (New Hampshire Municipal Association), allow the Town Clerk/Tax Collector to learn the town clerk and tax collecting processes and to stay current with any changes in laws and procedures. Attending such conferences, classes and workshops is important, not only for learning changes and modifications to laws and procedures and receiving legislative updates in maintaining our certification, but also for networking with collectors and clerks from other cities and towns, who then become part of our "support system".

You can find current information for all town departments, boards, committees, minutes, agendas, organizations, community events, etc. on the Town's website: www.jackson-nh.org. If you have any questions, suggestions, or comments, please let us know.

This office strives to provide all services to the residents and taxpayers of our community in an efficient, caring, professional and courteous manner.

Respectfully Submitted,

Karen E. Burton
Town Clerk & Tax Collector