

TNFD Clerk's responsibilities
Revised January 29, 2008

Financial remuneration: \$1,000.00

Busiest time would run from December until end of April just dealing with the Budget process, public hearings, annual district meeting and elections. These duties would include but not be limited to:

Assist secretary to department to get annual report paperwork to both towns in a timely manner.

Officiate any paperwork on behalf of the Fire District that requires the Clerk's signature.

Perform all duties related to Special District meetings (which would require the duties under "Public Hearings" and "Annual District Meeting").

Work with Moderator in preparation and running of the Annual District Business meeting and any Special District meeting.

Verifying with DRA and the Sec. of State's office that all procedures, timelines and forms are being done accurately and according to pertinent RSA's.

Performing related duties for every aspect of:

Public Hearings (all these dates depend on date of Annual Business Meeting and RSA's)

- a. Determine open window of dates to hold public hearings on: the warrants; any bond article(s); any petition warrant article(s) that may need their own public hearing(s); and the budget committee's public hearing and present to commissioners. Also identify any other public hearings being held by School District, Water District or Towns of Tilton or Northfield so we don't conflict.
- b. Determine cut off date for petition warrant articles to be submitted.
- c. Determine location and actual date(s) of public hearings after commissioners and Budget Committee decide.
- d. Determine date to put ad(s) in the newspapers and to post around both towns.
- e. Create the ads for newspaper(s) and for posting and submit ad(s) and post notices.
- f. Verify signatures of any petition warrant article submitted with Town Clerks for voter registration.
- g. Get finalized budget and warrants from secretary and make copies for public hearings along with any other Power Point handouts or explanatory documents for warrants.
- h. Arrange to have public hearing location set up with tables, chairs, extension cords, projection screens, etc.
- i. Take minutes and transcribe them for each public hearing, other than the Budget Committee. To be submitted to the commissioners for review and approval within 5 business days of the hearing.

Annual Business District meeting.

- a. Once Commissioners determine actual date, verify location is available and complete forms to reserve location, student helper with mics/taping, and set up instructions.

- b. Contact Moderator to confirm availability.
- c. Contact the supervisors of the checklists for both towns to verify their availability for that date.
- d. Verify with supervisors of the checklist if they will need to hold a special session for residents to be able to register to vote at District meeting.
 - 1) If yes, need to determine date notice has to go into paper for both towns to notify residents of this session.
 - 2) Create notice for newspapers and for supervisors to post in both towns and submit to newspapers and supervisors.
- e. Contact Tilton Highway Garage to arrange for voting booths.
- f. Request ballot boxes from WRMS.
- g. Determine date that Final Warrants and MS 37 have to be posted in both towns and web site (according to RSAs)
- h. Determine date notice of Annual Business meeting has to go in to newspapers (RSA).
- i. Create notice of meeting and submit to papers.
- j. Get final copies of Warrants and MS-37 from secretary and make copies to post in both towns, extra copies in library, etc. by the posting date.
- k. Set up refreshments for meeting (usually asking the TNFD RED Company (auxiliary)).
- l. Be sure sufficient number of annual reports for both towns will be available for meeting. If not, make 200 copies of final signed warrant articles, MS-37, final Budget spreadsheet and Treasurer's Report for prior year. Also, make copies of any backup documentation for warrants, PowerPoint presentations and Moderator's Rules (if provided by Moderator).
- m. Create Voter cards listing all warrant articles by number to be used as punch cards and voter ID.
- n. Create paper ballots for each warrant article in differing colors in case a paper ballot vote is requested or is required.
- o. Gather all supplies for supervisors of checklists and taping: pencils, hole punches, rubber bands, at least 3 90-minute cassette tapes.
- p. If PowerPoint presentation, bring extra laptop, projector and CD/memory stick with presentation.
- q. Bring the minutes from prior years and a laptop or notepad to take minutes at meeting.
- r. Have duty crew bring over TNFD podium.
- s. Take minutes at meeting and transcribe. To be submitted to the commissioners for review and approval within 5 business days (earlier if bond articles are involved).

Elections

- a. Determine open period to file declarations of candidacy per RSA's
- b. Determine date to put ad in newspapers and post around towns
- c. Create the ad for newspaper(s) and for posting and submit ad(s) and post notices
- d. Create the Declaration forms and maintain list of runners
- e. Availability until 5:00PM each day of filing period
- f. Confirm with each candidate's town that they are a registered voter
- g. Creation of paper ballot used to vote: absentee ballot packets, sample ballots and official ballots (600 minimum official ballots to each town), copying of each type of ballot and distribute to both town clerks.

- h. Must post a notice on the web site and in both towns that an official counting of all the ballots (before distribution to the towns) will be done at what time and where and by whom. Counting can be done anytime before Election Day. (RSA 658:31)
- i. Be sure sample ballots are placed at the polling places on Election Day with bottom no higher than 48" from floor.
- j. Hire 2 to 3 people to assist with counting in Tilton.
- k. Be present at the voting location in Tilton entire day of voting. (Town Clerk in Northfield can be deputized to cover voting and counting in Northfield) Verify counts of ballots handed out and number remaining; monitor placement in ballot box.
- l. Assist in doing the counts after polls close on voting day. Get numbers from Northfield Town Hall and then give to Moderator to announce winners.
- m. Perform recounts if asked by candidates(s)
- n. Notify the newspapers of the winners of each race by fax.
- o. Submit bill to TNFD for counters' time to be paid.

After completion of the Annual District Meeting and elections, submit the MS-21 and minutes of the Annual Business meeting, including results of the elections, to the secretary of the department for submission to DRA.