

# Andover Town Clerk

By Marj Roy

## Andover Town Clerk & Tax Collector

While most people are familiar with the fact that the Town Clerk is responsible for motor 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 statutes and administrative rules. They also require direct interaction with many of the Town's departments, boards, and commissions. The following is a partial listing of the Town Clerk's responsibilities:

- Issue motor vehicle registrations
- Issue dog licenses

- Issue marriage licenses
- Record and provide certified copy of vital records (birth, death, and marriage) through the State of New Hampshire Vital Records Database.
- Record and preserve public records of the Town
- Record and certify minutes of Town Meeting
- Accept filings for local and state elected positions
- Prepare ballots for local elections
- Accept voter registrations to be forwarded to Supervisors of the Checklist
- Accept application for absentee ballots for residents who are away or serving in the military.
- Disseminate absentee ballots, adhering to state and federal law
- Coordinate federal, state, and local elections
- Maintain all Andover voter records via the state database, ElectioNet
- Administer the Oath of Office to all elected and appointed officials
- Record Articles of Agreement
- Review Dredge and Fill Applications, process the applications, and submit them to the Department of Environmental Services
- Review, process and record Pole Licenses

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### Town Clerk Holiday Hours

#### November 11

Veterans Day – Closed

#### November 21

Open 9 AM to 11 AM

#### November 26

Thanksgiving: Closed

#### November 28: Closed

#### December 19

Open 9 AM to 11 AM

#### December 24

Christmas Eve: Open 9 AM to 2 PM

#### December 25

Christmas: Closed

#### December 26: Closed

#### December 31

New Year's Eve: Open 9 AM to 2 PM



Fire crews from Andover, East Andover, Salisbury, and Wilmot – supported by the Andover Rescue Squad – had a training exercise on October 4, burning a structure at Ragged Mountain Fish and Game Club. Photo: Meghan Barton

## East Andover Fire Department

By Chief Rene LeFebvre  
East Andover Fire Department

A few weeks ago we were able to conduct live burn training at the Ragged Mountain Fish and Game Club. An old building was being razed to make way for a new home. The state requires that environmental professionals conduct an asbestos and mercury survey prior to any training. After that is completed we must prove training value and work with a state certified instructor.

At times it seems like a lot of hoops to maneuver, but all the steps assure clean air compliance and a safe drill. The training was excellent, as some evolutions went as planned and some, well, were less than successful.

Fortunately we don't go to real structure fires often, so this type of training is good for everyone. New firefighters gain valuable experience that only tremendous heat and blinding smoke can teach you. For the more seasoned firemen, the training helps clear the cobwebs and reinforce the confidence we need to command a safe scene.

Though they are as safe as controlled training can allow, it is still very spooky in a burning building. Most people want to flee and should. Firemen with the proper gear, training, and support system develop a trust and confidence that allow them to work safely in a building fire.

Andover Rescue provided rehab support and made sure we were all medically within safe limits. It is always a comfort at a fire to look over and see the ambulance ready if needed.

A great meal was provided by people from the Club after the drill. The food was well appreciated by the firefighters and rescue team.

I love the electricity, energy, and enthusiasm of firefighters. To manage such a motivated team working to achieve a common goal is an honor.

### Take Inventory

Should we be called to your home to deal with a fire, the first thing we are

going to do is rescue operations. Finding you and your loved ones is Job One. Saving your home is a close second, but still second.

During fire suppression operations we also conduct salvage and overhaul to protect your possessions from unnecessary damage during the emergency. But even a minor room and contents fire is surprisingly expensive. Getting your family back home to an undamaged house can take some doing.

One of the questions I will ask in order to make out my incident report is about insurance. I am usually contacted by your insurance company within 12 hours of the fire. As your fire chief, I will make out all the required reports quickly to prevent any delays with your insurance claim.

You can help yourself by having a video or pictures of each room in your home with an accurate inventory of your possessions. Having to prove a point after a fire is a whole lot easier when you have a picture. That "thousand words" saying is very true.

Remember to keep your pictures and inventory in a safe place. Off-site is best, but they make fire-resistant file cabinets that, speaking from experience, do work very well.

### Christmas Tree Sale

The firemen will be selling Christmas trees on Saturday, December 5. We will be at the East Andover Fire Station from 8 AM until all the trees are gone.

From many years of casual observation selling trees, I will safely state that most trees are selected by the lady of the home. Most men, I have also observed, will patiently hold out each tree for careful inspection by the boss. For me it's nice to see, because I think most people want the perfect tree as one of the symbols for a very special time of the year.

We will have goodies to eat and hot coffee, and, as always, we will deliver your tree free of charge. Hope to see you then and there.



## POINSETTIA SALE

to benefit the Andover Fire Department

**Saturday, December 5**  
**Andover Fire House • 8 AM**

Arrive early for the best choice of sizes, colors, and prices!

## CHRISTMAS TREE SALE

to benefit the East Andover Fire Department

**Saturday, December 5**  
**East Andover Fire House • 8 AM**

To reserve a tree, call Ed Becker at Lake Farm Realty 735-5444



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