

VII. MISCELLANEOUS

Various other functions are performed by the Town Clerk/ Tax Collector's Office, including, but not limited to:

ARTICLES OF AGREEMENT:

Non-profit organizations of five or more persons of legal age can associate and form a corporation by filing Articles of Agreement with the New Hampshire Secretary of State and the town or city where the mailing address for the corporation is located. It is recommended that you have 3 original copies of the articles of agreement that are all signed and executed by the members (one for the State, one for the town, and one for the corporation's records). With the fully executed Articles of Agreement, you will do the following:

- First, file the Articles of Agreement with the Secretary of State. The fee for this filing will be \$25.00.
- Second, file another original copy of the Articles of Agreement with the Town Clerk. The fee for this filing is \$5.00 per NH RSA 292:4.
- Retain one original copy for the corporation's records.
- Please note that the corporation will have to re-file a report with the New Hampshire Secretary of State's Office in order to remain in good standing approximately every five years.

The Town Clerk will, for posterity, place the Articles of Agreement on permanent file with the official Town Clerk records.

WETLAND APPLICATIONS

Many wetland permit applications are initially filed with the Town Clerk, as there are signature requirements, fees, and information on the application that needs to be verified. Applications, forms, and requirements can be obtained from the State of New Hampshire's Department of Environmental Services Wetland's Bureau website at <http://des.nh.gov/organization/divisions/water/wetlands/index.htm>

The Town fee for filing a Standard Dredge & Fill Application is \$10.00 plus the cost of certified, return receipt postage. Please contact the Wetland Bureau directly for any questions regarding state fees at 603-271-2147.