

**AGENDA  
LEBANON CITY COUNCIL  
May 20, 2020**

**9. NEW BUSINESS:**

**9.A – DISCUSSION: APPOINTMENT OF NEW MUNICIPAL AGENT  
FOR MOTOR VEHICLE REGISTRATIONS**

**BACKGROUND**

Each municipality in the State of New Hampshire that processes motor vehicle registrations is required to have a designated Municipal Agent. The Municipal Agent is responsible for all motor vehicle related inventory, including but not limited to, official stamps, decals, registration materials, license plates, etc. The Municipal Agent is also the point of contact for audits conducted by the State of New Hampshire, and is charged with ensuring compliance, integrity, and confidentiality of all motor vehicle transactions performed within the City of Lebanon.

The process for appointing a Municipal Agent is found in NH State RSA 261:74, which reads as follows:

**261:74-a Agents Appointed.** – With the approval of the governing body of a city or town and subject to the direction and approval of the commissioner, the director may appoint municipal officials as agents to issue, renew or transfer motor vehicle registrations. The director shall determine the optimum number of registration agents that the division can reasonably accommodate. The appointment of any municipal official as a registration agent for the purposes of this subdivision shall continue while the agent holds his office or employment with the municipality, except as provided in RSA 261:74-b and 261:74-f.

The Clerk's department is charged with motor vehicle registrations for the City of Lebanon. As such, City Clerk Sandra Allard was previously appointed as is the Municipal Agent for the City. The role of Municipal Agent is not inherent to the position of City Clerk, and as stated in RSA 261:74-a requires approval of the governing body before the State Commissioner can appoint.

Ms. Allard is retiring effective May 31, 2020. Deputy City Clerk, Kristin Kenniston has been appointed by City Manager Shaun Mulholland to fill the position upon Ms. Allard's retirement. City Manager Mulholland is requesting that the City Council support and approve the appointment of Ms. Kenniston as the City's next Municipal Agent for Motor Vehicle Registrations.

**ACTION**

*The following motion is offered for City Council consideration:*

***MOVED, that the Lebanon City Council hereby supports and approves the appointment of Kristin Kenniston as Municipal Registration Agent for the City of Lebanon to be effective May 31, 2020.***

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