

NEW HAMPSHIRE
DEPARTMENT OF STATE

135A



William M. Gardner
Secretary of State

Robert P. Ambrose
Senior Deputy Secretary of State

David M. Scanlan
Deputy Secretary of State

June 12, 2019

Requested Action

That approval be, and it hereby is given to the Secretary of State's appointment of Denise M. Gonyer of Gilford, as **State Registrar** of Vital Records effective July 13, 2019.

Your Excellency and Members of the Executive Council:

I am pleased to offer for your consideration the appointment of Denise M. Gonyer of Gilford as the State Registrar of Vital Records. She has a distinguished record of working for the town of Gilford for over 30 years, 14 years of which has been as the Town Clerk Tax Collector for Gilford. Denise served as the President of the NH Town and City Clerks Association in 2013-14.

As directed by RSA 5-C:2, I request your approval of this appointment. Given Ms. Gonyer's experience and qualifications she will be starting at Grade EE Step 2.

Respectfully yours,

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State



DENISE M. GONYER, CMC

PROFILE

- Town Clerk – Tax Collector (Elected)
- Department Manager
- Records Management
- Budget Preparation & Management
- Enjoys New Challenges
- Welcomes Change
- Forward Thinker
- Team Player & Leader
- Successful Achiever.
- Justice of the Peace
- Notary Public
- Bonded Official

CONTACT INFORMATION

CELL PHONE:
603-393-5218

ADDRESS:
14 SLEEPER HILL RD.
GILFORD, NH 03249

EMAIL:
dgonyer@ymail.com

HOBBIES

Spending Time with Family
Photography
Beach/Ocean
Traveling
Reading
Quilting

EDUCATION

Belmont High School, Belmont, NH,
1983 Graduated - Diploma
Focus on Business Courses and Accounting

Antloch NE Institute of the Antloch New England Graduate School & Property Liability Trust of the Local Government Center, Concord, NH
2005 – 2006 Level I & II Leadership Program - Certificate

NHTCA/NHCTCA Joint Certification Program
2003 – 2006 Graduated - Certificates
Recertified Every 4 Years Subsequently

NEMCI&A/IIMC/Certified Municipal Clerk Program, CMC
2007 – 2009 St. Michael's College, Colchester, VT & PSU, Plymouth, NH
Class President, Graduated – CMC Designee

IIMC/ Master Municipal Clerk Program, MMC
2010 – Current Application in Process

WORK EXPERIENCE

Misc. Jobs in Clerical and Production Environments
6/1983 – 8/1987

Town of Gilford, Assistant Town Clerk – Tax Collector
8/1987 – 5/2003

Town of Gilford, Appointed Deputy Town Clerk – Tax Collector
5/2003 – 3/2005

Town of Gilford, Elected Town Clerk – Tax Collector
3/2005 – Current

ORGANIZATIONS AND COMMITTEES

NHCTCA – NH City & Town Clerk's Assoc.
Executive Board Member Approx. 10 years.

- Served as Secretary, Regional Co-Chair for Lakes Region, 2nd Vice President, President/Legislative Committee Chair, Past President, New Clerk's Workshop Instructor, Nominating Committee and Conference Committee. Worked Directly with Secretary of State's Office Regarding Elections, Vital Records and with the DMV.

NEACTC – New England Association of City and Town Clerk's

- Board of Directors, 3rd, 4th & 5th Vice President

Denise M. Gonyer, CMC

ORGANIZATIONS AND COMMITTEES (CON'T)

IIMC – International Institute Municipal Clerks

Completed Certified Municipal Clerk Designee (CMC)

Currently Enrolled in Master Municipal Clerk (MMC) program

NHTCA – New Hampshire Tax Collector's Association

Spring Workshop Round Table Expert/Speaker

SKILLS

- **Leadership**
 - Manage & Administer 6 (fulltime and part-time) Staff Members
 - Hiring, Counseling, Mentoring, Training, Scheduling and Terminating Employees
- **Budget Management & Administration**
 - Develop, Manage and Implement Budget Expenditures and Justification to Elected Board of Selectmen and Elected Budget Committee of Annual Department Combined Budgets of \$381,000
 - Town Clerk – Tax Collector's Department Budget
 - Election Budget
- **Collecting Revenue**
 - **Town Tax Collector**
 - Manage, Administer and Collect, Liens, Deed Property Tax, Sewer, Water and Other Misc. Types of Taxes for the Town, School and County Totaling 32 Million Dollars Annually
 - Independent Audit Annually
 - **State of New Hampshire Municipal Agent & Boat Agent**
 - Manage and Administer Collecting and ACH Payments to DMV for 11,000 Motor Vehicle Registrations and Titles totaling \$641,000 in State Revenue in 2018
 - State Audit Annually
- **Elections**
 - Manage and Administer Preparation of Polling Place. Preparation of Municipal Ballots for Elections. Preparing and Using AccuVote Tally Machine, Familiar and Current in New Hampshire State Laws Pertaining to the Voting Process, Responsible for Tallying and Reporting Official Results to State Agencies.
- **Record Management, Retention and Restoration projects**
 - Restored all Volumes of Vital Records from 1800's
 - Restored Many Current and Historical Town Records, Documents and Minutes
 - Project Manager for Adding Moveable Shelving and Reorganized Two Vaults
 - Proficient in NH Record Retention Laws
- **Customized Software**
 - NHVRIN – State of NH/Vital Records Software
 - SOS/HAVA – Election Software
 - Town Clerk's Software: Interware/Clerkworks – DMV Software
 - 2005-Current Changed Software Vendor's Three Times

Denise M. Gonyer, CMC

- **Customized Software (CON'T)**
 - Tax Collector's Software: BMSI V-10
 - 2018 Successfully Managed the Tax Computer Conversion of 7,000 Tax, Sewer and Water Accounts
- **General Office Software/IT and Hardware Knowledge**
 - Comfortable with Microsoft Office and Most General Software Applications
 - Able to Identify and Analyze Problems
- **Public Service**
 - Working with the Public, Attorneys, Lienholders, Taxpayers, Public, Legislators and State Various State Agencies.
 - Served on Special Legislative Committees as Invited

REFERENCES

- Upon Request