

## End of Year Dog Licensing Reconciliation Process

1. The Town Clerk is requested to submit a complete detailed list of all known unlicensed dogs to the Police Chief by June 8, 2018.

*Town Clerk and Chief Pratt agreed that TC will produce the Forfeiture Notices and deliver to Chief Pratt by June 8, 2018 at which time he would Arrange for delivery of each notice to be complete by June 13, 2018*

2. Based on the information presented to the Police Chief, the Warrant will be issued, signed by the Board of Selectmen and copies presented to the Police Chief and the Town Clerk on June 13, 2018. The Board's expectation is that upon the signing and presentation of the Warrant anyone appearing on the list that compiles the Warrant is in violation of RSA 466:1 and is subject to payment in full of all fees and penalties without exception.

*The Board was satisfied with the arrangement made by Chief Pratt and the Town Clerk and agreed to sign the Warrant on June 13, 2013 Directing Chief Pratt to take further action if necessary.*

3. By this time the Police Chief is to have completed all Notices of Civil Forfeiture and be prepared to hand deliver same to the owner's residence immediately on June 13, 2018. *See agreed change above*

4. By July 3, 2018 the Town Clerk is requested to provide the Police Chief with a complete list of all dog owners who remain in violation so that he may take further legal action.

5. By July 11, 2018 the Police Chief is requested to report to the Board of Selectmen on the Status of any pending legal actions regarding dog owners who remained in violation.

6. By August 30, 2018 the Town Clerk is requested to submit, to the Police Chief and Board of Selectmen, an itemized list detailing the status of all collections relating to the Dog Warrant dated June 13, 2018.