

**New Hampshire Tax Collectors' Association
Executive Board Meeting
Plodzik & Sanderson
November 28, 2012
9:30 a.m.**

Executive Board Members Present: President Debra Clark, CTC; Second Vice President Raymah Simpson, CTC; Secretary Holly Burbank, CTC; Treasurer Joyce McGee, CTC; Workshop Coordinator Joseph Wiggett, CTC; Education Committee Chair Diane Trippett, CTC; Legislative Chairman David Fredette, CTC

Absent: First Vice President Kathleen Sylvia, CTC; Director of Public Relations Kathy Seaver, CTC; Director at Large Cheryl-Ann Bolouk, CTC; Convention Coordinator Theresa Briand, CTC.

Guests: DRA Commissioner Kevin Clougherty, Stephan Hamilton, Property Appraisal Director

Call to Order

President Clark called the meeting to order at 9:37 a.m.

Correspondence

Deb Clark received an e-mail from Nancy Cowen from Deering letting her know that former Tax Collector Eleanor Patrick passed away. Deb also noted that we need to make sure a resolution is done for Eleanor at the NH Tax Collector's Conference in 2013.

Deb noted that she heard from seventeen different towns thanking her for her e-mail wishing each Town best of luck with their upcoming tax season. Some were towns we do not hear from very often. They were very appreciative of the contact.

Deb received a call from Ben in Canterbury, and wanted to know what access Towns/Collectors have in regards to Bernie Campbell. After a brief discussion, the Board agreed that they should call and speak with their Town Counsel or Local Government Center Counsel for discussions.

DRA Update

Commissioner Kevin Clougherty and Steve Hamilton gave the Board an update on DRA happenings. Commissioner Clougherty noted that Barbara Robinson has retired from DRA.

DRA is currently looking at budgets, and are looking at adding ten to twelve positions. These positions will be "line positions", and not auditors. These "line positions" would be used to complete administrative tasks such as data entry and opening mail, allowing the auditors to do their work. Commissioner Clougherty also mentioned that they are looking at adding a legal counsel position.

Steve Hamilton was next to speak. He noted that he is extremely proud of the Municipal Services team at DRA. They were challenged this past year, and they all stepped up to the challenge of not only Barbara Robinson retiring, but working with the new MS-61 reporting system.

DRA is currently waiting for information from ten communities. Tax rates should be coming out very soon for all communities.

DRA will be continuing to update and streamline the new computer software and continue to improve processes as they move along. Kevin Clougherty gave a brief update regarding the GIS Software that they are currently using.

Steve Hamilton and Kevin Clougherty spoke briefly about potential legislation coming out surrounding changing the Tax Cap Law. They also noted that the Commissioners have a legislative group that follows these laws, and will act upon them as needed.

Joyce McGee spoke to the Commissioner and Board regarding correspondence from Bernie Campbell regarding the Town of Moultonborough being sued by a taxpayer stating that the 15% penalty assessed during a buyback of tax deeded property violates State and Federal Constitutions. Joyce asked the Commissioner if he had heard about this lawsuit, and they noted that they had not. A copy of the lawsuit was provided to them so they could look into it. The argument is that the description of the property had changed since they purchased the property, and when they received notices, because of the property description change, they didn't realize it was their property. Therefore, they feel they were improperly noticed. Steve Hamilton mentioned that the new GIS Software through DRA could help alleviate this problem moving forward.

Reports

Secretary Report

Secretary Burbank handed out contact information sheets to the Board. She will forward contact sheets to the Board members that are absent.

The Board reviewed the October 11, 2012 minutes. Joe Wiggett made a motion to accept the minutes as presented. All were in favor. **Motion Passes.**

Treasurer Report

Joyce distributed the monthly Treasurer's Report showing the total cash on hand of \$32,638.74. She noted that money comes in slow now until our spring workshops and trainings.

Joyce noted that she did the scholarship reimbursement on the behalf of the Town of Bethlehem, and opened the new collector's scholarship fund on behalf of Cheryl Bolouk and her husband in the amount of \$500.00.

Joyce also noted that all badges that were requested at Conference have been printed and mailed.

Joe Wiggett mentioned that he had spoken with representatives from Passumpsic Bank, and they stated that we could get a better rate through them than PDIP. Joyce noted that at a previous Board meeting, it was decided to stay with PDIP. After a brief discussion, it was decided to discuss again at the next Board meeting.

Receipts and Invoices were reviewed and approved by President Clark and Secretary Burbank.

Joyce next mentioned that her Town has two laptops that the Executive Board can use once we take over the database from the Local Government Center.

With no further discussion, David Fredette made a motion to accept the Treasurer's Report. Joseph Wiggett Seconded the Motion. All were in favor. **Motion Passes.**

Workshops

Joseph Wiggett mentioned that the Spring Workshop schedules for workshops in January.

Joe also mentioned that last year when they held the workshop in Brentwood the food vendor, Paul's Catering owes a refund, of which has not yet been received. Paul's Catering sent an e-mail stating that they would have a check cut to them before the end of December.

PR & Certification

Joyce McGee noted that the Certification Committee usually meets in December. She also mentioned that they usually give Plodzik and Sanderson a Christmas gift. Joyce thought a basket from up north would be nice to be given on behalf of the Association. She will take care of putting together the basket. The Board agreed that this would be a nice gift and approved Joyce getting that together.

Legislative

Dave Fredette gave a brief update on legislation currently being proposed. There was a discussion about who was on the Legislative Committee. Deb Clark will follow up with Dave to let him know who the members are. Dave will let Deb Clark know who these members are.

Convention Coordinator

There were no updates from the Convention Coordinator

Education Committee

Diane Trippett noted that the Education Committee has not met yet, but will be looking for suggestions for topics at the Spring Workshops. Some suggestions are unveiling the new manual, and also having a refresher course. When Diane went through the Conference evaluations, the number one suggestion was a refresher course.

Another subject important to Tax Collectors is the question and answer and roundtable sessions.

There were also discussions on having a well-being, health, etc type of workshop or group settings as well.

County Coordinator Reports

There were no updates from County Coordinators.

Old Business

Job Descriptions

The Board will review job descriptions at their January meeting.

Meeting Schedule

President Clark distributed the 2013 Executive Board Meeting Schedule.

New Business

Website Decision

The Board reviewed website proposals, and after discussion, Joyce McGee made a motion to go with Notch net for Website Hosting. Diane Trippett seconded the motion. All were in favor. **Motion Passes.**

Barbara Robinson

The Board briefly discussed Barbara Robinson's retirement, and possibly sending her a card. Deb Clark will look into finding her address.

Google Group Questions

President Clark had a question regarding the Google group. When a Tax Collector sends her a question for the association, she is wondering how or if the responses can go directly to the Collector with the question? Diane Trippett thought there was a way to do this, but was unsure exactly how and would look into it.

White vs. Moultonboro

The Board continued their discussion regarding a lawsuit in the Town of Moultonboro. Bernie Campbell, NHTCA Legal Counsel sent an e-mail to President Clark asking if the NH Tax Collector's Association would like to get involved in this particular case by having Bernie file a Memorandum of Law on the constitutionality of the 15% penalty. There is also a second issue regarding property descriptions.

Deb Clark made a motion to have Bernie Campbell look into the White vs. Moultonboro lawsuit and file on the Board's behalf, a Memorandum of Law on the constitutionality of the penalty. Seconded by Diane Trippett. All were in Favor. **Motion Passes.**

Next Meeting

The next meeting of the Tax Collectors' Association Executive Board will be January 10, 2013, at 9:30 a.m.

The meeting adjourned at 12:13 p.m. on a unanimous voice vote.

Respectfully Submitted,

Holly A. Burbank
Secretary