

New Hampshire Tax Collectors Association
Executive Board Meeting
Plodzick & Sanderson
May 8, 2014
9:30 A.M.

Executive Board Members Present: President Kathleen Sylvia, Treasurer Joyce McGee, CTC, First Vice President Raymah Simpson, CTC, Education Committee Chair Diane Trippett, CTC, Director of Public Relations Kathy Seaver, CTC, Conference Coordinator Theresa Briand, CTC, Workshop Coordinator Pessy Gaudette, CDTC, Legislative Chairman Dave Fredette, CTC.

Absent: Second Vice President Kelly Skehan, CTC, Secretary Holly Burbank, CTC, Director at Large Deb Clark, CTC,

President Kathleen Sylvia called the meeting to order at 9:33 am.

Correspondence: A thank you letter from Pat Tucker in Ashland was received regarding the donation to the Lakes Region Community Services "Miles for Smiles" program made in memory of her daughter.

A letter from Secretary Burbank was received informing the board of her resignation from the Secretary position effective immediately.

DRA Representative: Jamie Dow reported that Sandra Champagne resigned her position with the DRA and returned to her previous position as an auditor at road toll.

The upcoming joint meeting with the Assessors' Association was discussed. July 8th has been set as a tentative date for this meeting and board members discussed possible topics to bring forward for the meeting. Diane mentioned she recently attended a user meeting with her software vendor, Avitar, and learned that their program is being upgraded to accommodate additional owner addresses for billing and delinquent notifications to comply with state statutes and court rulings on notifications. It is understood that assessing departments will be responsible for maintaining all of the additional owner information. Questions arose as to whether other software vendors will be making these changes and how this will affect their operations. Kathy Seaver mentioned assessment dates for miscellaneous taxes should be reviewed as well.

Jamie asked if anyone was doing their MS61 monthly and using the new format. She mentioned that there may be an issue with credit balances. One town reported they used the format for a one month period and thought that the credit balances weren't being subtracted. Kathy Seaver and Joyce volunteered to test it and will report back to Jamie. If there is an issue it will be reported to T2 to be fixed.

Dave asked Jamie if the passage of SB300, as amended, will help the DRA set tax rates in a timelier manner. Jamie indicated that the issue is due to the way the Department of Education collects its data as it is real time. DRA is trying to have the Department of Education work with T2 for a quicker turn around. DRA's goal is to start setting tax rates as soon as possible.

Legislative Update: Dave updated the board on the following bills:

HB1195, establishing a commission to study the impact of property taxes on residents, businesses, municipalities, and the economy was ITL'd.

HB1196, allowing municipalities to waive a portion of interest in special or extraordinary cases passed the full Senate. This bill clarifies a BTLA rule.

HB1333, relative to elderly tax exemptions was ITL'd by the Senate.

SB223, authorizing municipalities to enter into contracts for private funding and repayment of construction of sewer systems was signed into law.

SB233, relative to property tax exemptions for district fire mutual aid systems passed the committee. It will now go before the full Senate.

SB300, originally allowed for municipalities to calculate and set their own tax rate. This bill was drastically changed and now deals with getting information to DRA for tax rate setting. This bill passed both the House and Senate.

SB286, relative to abatements for prior years' property taxes was sent to a study committee.

The board discussed adding instructional information to the website on how to navigate the law book, RSA's, and look for and track bills. Dave will work with Brenda LaPointe to get this information on the website.

Secretary Report: Joyce made a motion to accept the March 13, 2014 meeting minutes. Terri seconded the motion, all in favor, motion carried. Discussion centered on appointing an interim secretary until the fall conference, fall conference preparations, and coordinating and gathering the secretarial materials to be given to the new secretary. President Sylvia will send a thank you letter to Holly for serving as the Association secretary. Diane will contact Cheryl Bolouk regarding her experiences and the list of conference items she had put together for a past conference. Terri mentioned she had spoken with Charity Blanchette regarding her interest in serving as interim secretary until conference. Charity was interested and the board contacted her during the meeting and she agreed to accept the position. Discussion centered on posting of minutes to the website. It was decided that draft minutes will be posted on the website until approved. Once approved, the approved minutes will be posted.

Treasurers Report: Joyce reported there are still two towns with outstanding dues; Harts Location and Marlow. 2014 dues notices will be sent shortly and will be due by June 30th. Joyce reported expenses for workshops have been paid and she has obtained pricing for liability insurance. A general liability coverage policy through Peerless Insurance will cost \$500.00 per year. Darlene Oaks, Dorchester, was the recipient of the "new collector scholarship" which was randomly drawn.

Workshop Coordinator: Pessy thanked Joyce and Diane for their help with the workshops. She reported she has been developing a handbook of all of the details and duties involved of the workshop coordinator that could be passed along to the next person who might be in the position. She stated that the workshops appeared to go smoothly with plenty of good food at all locations. She is reviewing all of the bills to see if there are areas where we can save money. She noted that at most locations we can bring in our own bottled water and the savings is substantial over what is being charged. Diane mentioned that it would be beneficial for the association to purchase a portable screen and a microphone system. She will look into the pricing of these and bring some proposals back to the board for consideration. Pessy

mentioned that the Concord workshop was the most expensive in all areas and she would look at another venue that might be more cost effective. Kathy Seaver mentioned that the DRA could host up to 100 for a Concord location if needed and they had audio/visual equipment available.

Old Business: Gifts at convention and buy back of service years were discussed. A motion was made by Raymah and seconded by Terri to offer members an opportunity this year to buy back any number of years they are eligible for. Going forward, the buy back will be offered in three year increments, and members will only be eligible to buy back the past three years of service. In 2017 members will be able to buy back eligible service from 2014 to 2017; in 2020 members will be able to buy back from 2017 to 2020, and so forth. The motion passed.

It was decided to make no changes to the gifts given for longevity at convention. A motion was made by Kathy Seaver, seconded by Terri, that the certificates be framed. The motion passed.

Changes to the policy handbook were discussed. Page 3 regarding dues will be updated to reflect the dues/longevity buy back program. Page 1 – Badges – change to reflect these will be ordered by the Treasurer. Page 1 – Contracts – change to reflect a copy of the contract will be sent to the “incoming” President for negotiation. Page 3 – law books – remove this reference as law books are no longer being sold.

Public Relations/Certification: Kathy Seaver reported that certification registration forms have been issued. A list of those requiring re-certification this year will be sent shortly. All plans are in place and the anniversary vest sales have been going well.

Convention: Terri stated that everything is moving ahead for the convention. Packets and information for the conference are being worked on. Menus have been given to President Sylvia for meal selections. Other items to be determined are the entertainment, master of ceremonies, and the gift. Terri has been approached by Sullivan Auctioneers who have expressed interest in sponsoring a conference event.

Education: Diane reported that spring workshops went well. The “Dealing with Strong Emotions in the Workplace” session was very highly rated. The MS61 session was also well received however comments were made indicating that not enough time was spent on this portion of the workshop and several people mentioned it was not what they were expecting. Evaluations showed that members would like to see liening, deeding, and bankruptcy covered at the fall conference. The education committee is planning to present these topics, and plans to offer an MS61 “how to” class which would also cover the new MS61 format. The committee would also like to offer a professional development class. The education committee will be meeting later in the month to discuss conference plans in more detail.

County Coordinators: Raymah reported all is quiet with the county coordinators. She will be contacting them to discuss their plans for their county meetings which need to be held prior to the annual conference.

There being no further business to come before the board Joyce made a motion to adjourn, Pessy seconded the motion, with all in favor. The meeting adjourned at 1:01 pm.

Respectfully Submitted,

Acting Secretary
Diane Trippett