

New Hampshire Tax Collectors' Association  
Executive Board Meeting  
Plodzick & Sanderson  
January 8, 2015  
9:30 am

**Executive Board Members Present:** 2<sup>nd</sup> Vice President Melinda "Min" Kennett, CTC, Treasurer Joyce McGee, CTC, Secretary Charity Blanchette, CTC, Education Committee Chair Diane Trippett, CTC, Director of Public Relations Kathy Seaver, CTC, Conference Coordinator Terri Briand, CTC, Member at Large Kathleen Sylvia, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC, Education Committee Member Dawn Enwright, CTC

Absent: President Raymah Simpson, CTC, 1<sup>st</sup> Vice President Kellie Skeehan, CTC, Legislative Chair David Fredette, CTC

Guest – Cate DeVasto and Jamie Dow, DRA

Meeting called to order by Min at 9:40am.

Jamie introduced Cate as the new supervisor in their department. Jeanne's position was filled by Stephanie Desrochers, she comes from the equalization bureau. They will be redistributing towns shortly. They will be doing it slowly and will let everyone know. Steph's ext. 230-5955 and email is [Stephanie.derosier@dra.nh.gov](mailto:Stephanie.derosier@dra.nh.gov). Cate's line is 230-5953 and email is [Catherine.DeVasto@dra.nh.gov](mailto:Catherine.DeVasto@dra.nh.gov).

Jamie spoke about the new tax rate setting software. Right now they are in the process of warrant article pre-reviews. She mentioned tax collectors should ask to have the administrator of the new software add them to the system. Diane asked if DRA would like to do a little segment at the Spring Workshops to make collectors aware of the new software.

Joyce asked if DRA is contacted by new collectors if they could pass that info along to Charity and she can get it out to Brenda LaPointe to add to the google group.

Cate mentioned they are doing a lot of review on procedures along with reviewing the website. DRA has their own YouTube channel to post tutorials. The YouTube channel is NH DRAMS it can be found by putting NH DRAMS in the search field. They also have webinars available.

Kathy asked if DRA is automatically looking at what is being entered into the new tax rate software. Jamie said it needs to be submitted to DRA and they will get a notification that it has been submitted and they will go on and review it.

On the new tax software if entering warrant articles make sure you use 2 digit numbers. EX - 01, 02. Also, make sure you always hit "save & next." When exporting files make sure you export to word & excel so that you can edit.

Min asked how people are handling noticing tax payers for liening & deeding. Some software companies only put the 1<sup>st</sup> name in the address field and the 2<sup>nd</sup> name is listed in the description. Min just went to court and the Judge's decision was the Town did not notice properly because the wife's name was not in the address section of the notice. It is definitely something that requires discussion with the software companies. The group felt it was necessary to make sure that the lien & deed

notices show both the 1<sup>st</sup> & 2<sup>nd</sup> owner, if in the same household, in the address portion of the envelope.

**Secretary Report** – Charity distributed the dues report and told the board the status of the remaining towns unpaid. **Joyce made motion to accept the minutes of the November 13, 2014, meeting. Seconded by Diane. All in favor. Motion carried.**

**Correspondence** – None

**Treasurer Report** – Joyce reported that very little has happened since last meeting. The PDIP is not doing well at this time. Kathy mentioned that there is something in the legislation that is proposed to allow municipalities to use credit unions. Joyce also mentioned we could go with a money market. **Diane made motion to accept the Treasurer’s Report. Seconded by Pessy. All in favor. Motion carried.**

**Workshop Coordinator Report** – The March 28<sup>th</sup> workshop in Marlborough has been confirmed at the Community House. The April 8<sup>th</sup> workshop at the Bektash in Concord has been confirmed. Pessy contacted the Common Man to do the catering. She is also going to check on bringing our own water. The April 22<sup>nd</sup> workshop in Hampton has also been confirmed and we can bring water and it will be a bigger space than last year. It is at the Gally Hatch. Pessy is going to review the menu choices and pricing with them.

Pessy will contact the church in Littleton for the April 29<sup>th</sup> workshop. They don’t want to do it. Ray at the church said they are unable to do it there as they are busy that month. Pessy then contacted the VFW and her previous contact is no longer there, so she left a message for Ernie Messier who is the post commander. She is going to get the Topic of the Town as a tentative caterer. Another option is the Opera House but would like to lean more toward the VFW. Several other location options were mentioned, Hampton Inn and the Elks Club in Littleton and also the Mountain View Grand in Whitefield. Pessy is going to look into all these options.

**Certification & Public Relations Report** – Kathy mentioned they are looking to change some of the classes.

**Legislative Committee** – No Report, however Min asked if everyone receive the emails from Dave a month ago. Everyone did.

**Conference Coordinator** – Nothing to report at this time.

**Education Committee** – The dates for New Collectors workshop at the Department of Motor Vehicles are Thursdays, March 26<sup>th</sup> for the 1<sup>st</sup> session and April 2<sup>nd</sup> for the 2<sup>nd</sup> session. Workshop discussion will be certification, DRA, and Bernie will cover a couple deeding issues, a bankruptcy issue and mobile homes which will be followed up with a round table. Diane is going to let all of the education committee members know what is going on and coordinate which members of the committee will be at which workshop. Diane is going to let Pessy know of any accessories that may be needed for the spring workshops. New Collectors’ registrations will be sent out immediately

following town elections. It will be key for County Coordinators to get new collectors information to Kelly Skeehan, the 1<sup>st</sup> Vice President for her to distribute to the appropriate members.

**Old Business** – There was discussion about having another work session to finish updating the last several job descriptions (Education Chair, Secretary, Treasurer, & Legislative Chair). Several thought it would be good to extend the February 12<sup>th</sup> meeting into the afternoon to finish them up. Everyone agreed.

**New Business** – Diane brought up an issue she is having with a condo unit on leased land. The new assessor started billing the land owner the land value instead of putting the land value in the building value of the condo owner. The land owner came in very upset as he wasn't expecting to be billed and brought suit on the town. The town settled with the land owner and the condo owners were requested to sign a tax payer consent form and have been made responsible for the land tax separately. Now, the condo development with multiple units is subject to lien and the map & lots are fictitious because it is in fact one lot as a whole. Diane is not sure how that is going to work out.

**Pessy made a motion to adjourn. Seconded by Kathleen. All in favor. Motion carried.**

Meeting adjourned at 11:50am.

Respectfully submitted,

Charity M. Blanchette  
Secretary