

New Hampshire Tax Collectors' Association
Executive Board Meeting
Plodzik & Sanderson
March 12, 2015
9:30 am

Executive Board Members Present: President Raymah Simpson, CTC, 1st Vice President Kellie Skehan, CTC, 2nd Vice President Melinda "Min" Kennett, CTC, Secretary Charity Blanchette, CTC, Director at Large Kathleen Sylvia, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, DCTC, Education Committee Chair Diane Trippett, CTC, Conference Coordinator Terri Briand, CTC, Education Committee Member Dawn Enwright

Absent: Treasurer Joyce McGee, CTC, Director of Public Relations Kathy Seaver, CTC, Legislative Chair David Fredette, CTC

Guest: Jamie Dow, NHDRA

Min asked about the minutes from Town Meeting being sent to DRA in the portal. Jamie said all signed copies of municipal forms and election forms need to be uploaded in the portal. The signed copies of the minutes can also be uploaded into the system. All forms to be uploaded, she believes, can be uploaded by the Administrator or a User. If a USER can't upload, then they will have to get a signed copy to Administrator for them to upload into the portal. The MS61 also needs to have an actual signature and be uploaded into the portal. Just checking the box on the automated MS61 form is not enough.

Jamie and Cate will be attending the New Collectors' Workshop. Cate will be at all of the Spring Workshops. Stephanie will be going to Marlborough, Michelle to Concord, Jamie to Hampton, and Shelley to Littleton.

Correspondence: Joyce asked Charity to ask about the email sent regarding Anne Kroeger's retirement party. Joyce was inquiring what should be sent on behalf of the Association as a gift. It was decided by the board to wait for Joyce's return to research what had been done for a gift in the past as the policy handbook says it will be held on a case by case basis.

Joyce also had Charity read a thank you letter she received from Mildred Piper's daughter Carol Walters.

Charity also discussed a letter Joyce received from the NHPDIP explaining that Cutwater Investor Services Corp. is exercising their right under the NHPDIP Program Administrative Agreement to resign as the Program Administrator for NHPDIP, effective August 10, 2015. The letter also indicated that the NHPDIP is in the process of determining the best course of action which includes the process of securing the services of another program administrator. In the meantime, Cutwater will continue to process our transactions as usual as it prepares for a transition.

Joyce also included with the packet she gave Charity email correspondence with BMSI regarding both owners' names being listed on notices in the address field. BMSI stated they have not been advised by the NHTCA Executive Board or DRA with their view of this issue. There was discussion regarding how to advance on this matter. It was expressed until the matter is settled in court it is difficult to make a firm decision, however, we can advise the Association membership that at this time, they need to be sure to have both names in the address field and one notice can be sent as long as the owners live at the same mailing address. If they live at different mailing addresses then separate notices should be sent. Raymah is going to send an email on the google group to the entire membership.

Charity spoke with Pittsburg's new Tax Collector during her annual review of collectors for Coos County and learned that Norma Covill, the longtime tax collector for Pittsburg retired December 31, 2014. Raymah is going to send a card thanking Norma for her many years of service as tax collector.

Secretary Report – Charity distributed the current dues report. Cornish is the only town still left unpaid for the 2014-2015 membership dues.

Diane made a motion to accept the minutes of the February 12, 2015, meeting. Seconded by Terri. All in favor. Motion carried.

Treasurer's Report – Charity distributed the Treasurer's Report on Joyce's behalf. There was no discussion.

Pessy made a motion to accept the Treasurer's Report. Seconded by Diane. All in favor. Motion carried.

Workshop Coordinator – Pessy reported that mostly what is left is touching base with Charity regarding head count once registration forms start coming in. The head count for Marlborough is needed by Wednesday, March 25th. Pessy is going to pick up water for each of the locations. Parking at the building in Marlborough is limited so the municipal parking lot across the street will need to be used. Diane will make mention of this in her email reminders of the meetings.

The Common Man Restaurant for the Concord workshop will need their head count on April 3rd. The food has not yet been decided for Hampton. Pessy is still working out those details. The head count for Hampton is needed on April 13th.

Public Relations & Certification – No Report

Legislative Committee – The board has been receiving updates via email from Dave.

Conference Coordinator – Terri spoke to April from the North Conway Grand. She and Terri will have a phone conversation again on Monday at 2 to go over menu changes and other preliminary items. She may go meet with April in May.

Education Committee – Diane emailed all of us about supplies and equipment she is researching to purchase. She also let us know that she bought the projection screen, however, it is 8 feet long so transporting it is going to be an issue. So, Diane feels that it needs to be returned and we can use walls to project onto. Charity has a screen in her office and she will bring to the Concord workshop to see if that size screen will work before we make another purchase.

The other items were the projectors and the sound system. She found both the projectors and the sound system at Staples. The board reviewed the details of the sound system.

Kathleen made a motion to authorize Diane to spend up to \$300 to purchase a sound system. Seconded by Pessy. All in favor. Motion carried.

Diane is going to look into projectors a little more.

County Coordinator – Gail Lavalley from Hillsborough County has reported to Kellie the updated collectors for her county. Kellie is going to get out an email to the other Coordinators requesting them to reach out to all their towns to verify the collectors for each town and also let the coordinators now about the Executive Board meeting in May. Also, she will include in the email that at the May meeting we will be discussing county meeting topics and dates.

Charity asked Kellie to provide her with an updated list of County Coordinators. Also, she asked Raymah if she would get her an updated list of committee members. Raymah stated she will contact the committee members to confirm whether they would like continue on their respective committee.

Old Business – No report

Next meeting is a work session on Executive Board job descriptions on April 16th @ 9:30 at Plodzik & Sanderson.

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

Meeting adjourned at 11:28 a.m.

Respectfully submitted,

Charity M. Blanchette
Secretary