

New Hampshire Tax Collectors' Association  
Executive Board Meeting  
NH Department of Revenue Administration  
May 14, 2015  
9:30 am

**Executive Board Members Present:** President Raymah Simpson, CTC, 1<sup>st</sup> Vice President Kellie Skehan, CTC, 2<sup>nd</sup> Vice President Melinda "Min" Kennett, CTC, Secretary Charity Blanchette, CTC, Treasurer Joyce McGee, CTC, Director of Public Relations Kathy Seaver, CTC, Education Committee Chair Diane Trippett, CTC, Conference Coordinator Terri Briand, CTC, Education Committee Member Dawn Enwright

**Absent:** Legislative Chair David Fredette, CTC, Director at Large Kathleen Sylvia, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, DCTC

**County Coordinators Present:** Hannah Joyce – Grafton County, Sharon Teel – Carroll County, Gail Stout & Gail Lavallee – Hillsborough County, Linda Fecteau– Rockingham County, Lindsey Allen – Belknap County, Erica Anthony & Dawn Blackwell – Merrimack County

**Guests:** DRA – Jamie Dow, Michelle Clark & Shelly Gerlarneau - DRA

Shelly asked if we are all aware of the new software. The group responded that we were aware of it. Michelle mentioned that the tax bill documents that are required by DRA each billing cycle should be uploaded in the new software instead of faxing them. Joyce asked, how are the towns that don't have a way to scan them supposed to get the documents to them. Shelly said they can still fax, however, they encourage the collectors to have their town get a scanner.

**Correspondence** – A thank you letter was received from the Strafford County Riverside Rest Home thanking the Association for the donation on behalf of Rich Parshley (Kathy Seaver's dad).

A thank you card was received from Kathy & Mark Seaver for the plant and donation made by the Association in memory of her dad.

Joyce received an email from Notchnet, the people that do our website letting us know that Google has announced new requirements for Mobile Sites. It was suggested that we contact Brenda to discuss with her as she maintains our website.

Joyce shared a letter from Liberty Mutual, our Insurance Carrier, letting us know that the Terrorism Risk Insurance Act was scheduled to expire on December 31, 2014. However on January 12, 2015 the Program was reauthorized and extended through December 31, 2020.

**Secretary's Report** – Dues notices went out via the google group. Dues money starting to come in.

**Terri made motion to accept the minutes of the March 12, 2015, meeting. Seconded by Min. All in favor except Joyce & Kathy abstained. Motion carried.**

**Treasurer's Report** – Money is coming in from New Collectors' & Spring Workshops. Joyce distributed the Treasurer's Report. There was no discussion.

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

There was discussion at the March meeting regarding the retirement of Anne in Alton. At that meeting the Board was unsure what was done in the past for those retiring and to wait for Joyce to discuss it at this meeting. Joyce reviewed what had been done in the past for those that were active in the Association. She found that in the past \$50 was given. Anne was an active member and served as County Coordinator.

**Joyce made a motion to give \$50 as a retirement gift. Seconded by Kathy. All in favor. Motion carried.**

**Workshop Coordinator** – No Report, however Joyce mentioned that the Littleton Spring Workshop went great. Diane mentioned there was a suggestion to set the room up the opposite direction that way people didn't have to walk to the front of the meeting to go to the restroom.

**Public Relations & Certification** – Kathy reported they are close to finalizing the recertification session. Recertification is not going to be the week of certification. It will probably be in early September. The organization she is working with does a scavenger hunt which is a team building exercise. They give you a GPS and a list of locations you need to find and visit and take pictures doing what is requested on the scavenger hunt list. The registration forms will be going out tonight or tomorrow.

**Legislative** – No report. Dave has been keeping the board up to date via email.

**Conference Coordinator** – Terri needs a check from Joyce as she is going to see April on Saturday. Terri and Raymah found some good ideas in Connecticut. Terri suggested having a continental breakfast on Thursday and the big breakfast on Friday morning where we don't have lunch on Friday it will help hold us until we get home. There was discussion regarding meal ideas. There were several that really would like to keep a full breakfast as part of the meal plan. It was decided to give the option to have either.

Terri & Raymah saw a speaker in Connecticut that they thought would be a great speaker for our group, not as our entertainment but as part of the agenda. His cost is \$2,995. She will give contact information to Diane to see if it is something that can be included in the agenda. The entertainment still needs to be discussed.

Joyce said, Kathleen mentioned that when the GFOA had their conference, someone in the hotel did a yoga session. Joyce asked Terri if she would ask April if we could take advantage of that where it will be darker and cooler in the mornings in October.

The County Coordinator lunch will be served in a separate location than the main dining as we did last year. Also, we would like to have Coordinators participate with Conference more.

**Education Committee** – Evaluations for Spring Workshop, for the most part, were positive. There were positive remarks about DRA's session and having the opportunity to see the software. There were suggestions to have sessions on the liening & deeding process and also how to handle trusts. There were several comments about having more round table discussions. Terri mentioned setting up a question box at the sign in table for those who come with question. All the locations received very positive remarks on the food and the sound system. There were a couple of comments that at some of the locations they couldn't see the screen and Diane is working on getting a portable screen.

**Kathy made a motion to have Diane purchase the projector she has been researching which is priced around \$700. Seconded by Terri. All in favor. Motion carried.**

**County Coordinators** – Kellie thanked everyone for coming. Carroll County's meeting is going to be with a local postmaster to learn the post office's process. Meeting to be held June 17 @ 6:30pm at Effingham Town Hall and they are also going to discuss return service.

Coos County's meeting will be held August 20<sup>th</sup> @ 10am at Lancaster Town Hall and Cate from DRA is going to discuss the Portal software.

Grafton County's meeting will be held June 17<sup>th</sup> @ 6pm at the Campton Municipal Building. The topics will be Safety in the Workplace.

Hillsborough, Merrimack, Belknap and Rockingham Counties have not set a date yet.

No report from Cheshire, Strafford or Sullivan Counties.

Gail Stout mentioned that she has been getting many inquiries about deeding & liening from their county's new collectors, so she felt it was good to hear the Education Committee is looking at those topics for upcoming sessions.

She also mentioned she had an attorney ask what amount is to be put in the deed and she said she told him she only puts the deed noticing year amount. Kathy mentioned her system puts the amount.

Dawn Blackwell sent out an email to her collectors letting them know that she was coming to this meeting and asked what they would like her to bring to the meeting to discuss. She did receive an email requesting more discussion on campers in campgrounds and taxing them.

**Old Business** – Joyce mentioned the charm that is received when a member reaches 25 years. Joyce would like to discuss doing something different. Terri said that Frank from Harris trophy was able to find a smaller charm, however, the logo may be too small. It was discussed and decided that a charm is still what the group wants as the 25 year gift. Terri & Charity will work with Frank at Harris Trophy to order the charms.

There was discussion regarding the Conference gift. **Kathy made a motion to spend up to \$1000 to have the logo added to the Conference gift. Seconded by Min. All in favor. Motion carried.**

Joyce was looking at the bylaws and she noticed that Article 3 Section 3 says, “no more than 4 members” and it should say “no fewer than 4 members.”

Article 4 Section 1 (Mailing) – “be sent by mail” needs to be removed and substituted with “distributed.”

Article 5 Section 1 – Replace “Individual Member” with “Associate Individual Member.”

It was discussed that changes/corrections to the bylaws will be brought to the Bylaws Committee for their review and to prepare a proposal for changes at the Annual Meeting.

**New business** – Diane suggested that we may want to consider offering Bernie a stipend to help cover his gas as he does so much for us. He goes to all of the Spring Workshops, Conference and New Collectors’ Workshop. **Kathy made a motion to give Bernie a stipend of \$500 to compensate for his travel expenses to workshops. Seconded by Terri. All in favor. Motion carried.**

Lori Radke from Bedford mentioned they are having trouble as their tax collector who was also the finance director left and the other person doing taxes also left. They have done their liens and asked Diane to go in and take a look at their lien and make sure they processed things correctly. Shelly from DRA mentioned she was aware of the situation and she is going to reach out to Bedford again and will assist them at this time.

Raymah received an email from Ashley from NH Municipal Association regarding their conference and wanted to know if we wanted to have a table at their conference November 19-20<sup>th</sup>. Diane mentioned that the last couple of years they have charged a significant amount and when they attended previously there was not as much traffic to the table as they had hoped. The group decided not to participate.

Next meeting is June 11<sup>th</sup> at 9:30am at Plodzik & Sanderson

**Joyce made a motion to adjourn. Seconded by Min. All in favor. Motion carried.**

Respectfully submitted,

Charity M. Blanchette, Secretary