

New Hampshire Tax Collectors' Association  
Executive Board Meeting  
Plodzick & Sanderson  
February 11, 2016  
9:30 am

**Executive Committee Members Present:** President Kellie Skehan, CTC, Secretary Charity Blanchette, CTC, Treasurer Joyce McGee, CTC, Conference Coordinator Terri Briand, CTC, Education Committee Chair Dawn Enwright, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC

**Absent:** 1st Vice President Melinda "Min" Kennett, CTC, 2nd Vice President Charles "Chuck" Gangel, CTC, Director of Public Relations Kathy Seaver, CTC, Legislative Committee Chair David Fredette, CTC, Director at Large Raymah Simpson, CTC

**Guest:** Cate DeVasto, DRA and Lee-Ann Urquhart

Cate introduced Lee-Ann Urquhart. She is the new representative.

Cate announced she will be retiring on April 1<sup>st</sup>. She was planning on working much longer, however on her and her husband's trip to Florida last month they decided to retire and move to Florida.

Joyce mentioned that not all tax collectors have access to the portal so she asked that a notice about the MS61 being submitted to DRA and the deadline go out on the google group.

**Correspondence** - Charity mentioned the email regarding the passing of Nancy Watson. **Terri made a motion to send a \$50 donation on Nancy's behalf. Seconded by Pessy. All in favor. Motion carried.** Joyce will send the donation once we receive information on arrangements.

Charity had email from Kathleen Sylvia regarding Eva Lunnie, former tax collector from Auburn, passing on January 7, 2016.

**Dawn made a motion to send a \$25 donation to Longmeadow Congregational Church on Eva's behalf. Seconded by Terri. All in favor. Motion carried.**

Charity mentioned the email from Gail Stout regarding Gail Lavalley's surprise retirement party. The party is Feb 13<sup>th</sup>. Kellie mentioned the location has changed to Sawyer's in Goffstown. Gail has dedicated many years as County Coordinator and has also served on the Finance committee. Kellie said she will be attending the party.

**Joyce made a motion to give a \$100 gift card for Gail's retirement gift. Seconded by Terri. All in favor. Motion carried.**

Kellie received correspondence from a lady that owned property in Jaffrey and she felt that she had paid too much for taxes at the time of the closing of her home and felt that we as the Tax Association should be able to call the Town of Jaffrey and tell them they charged too much. The resident said she has not been able to get a breakdown. Kellie mentioned to her that she will need to talk with the closing agent. Cate also gave Kellie a card to pass on to the lady so she can discuss the situation with someone at DRA. Joyce suggested giving the tax collector in Jaffrey a call and let her know the Executive Committee had been contacted so she would not be blindsided.

Kellie received an invite to the Conference in Connecticut. It is from March 16-18. She will be attending.

**Secretary Report – Joyce made a motion to accept the minutes of the January 14, 2016, meeting. Seconded by Pessy. All in favor. Motion carried.**

**Treasurer Report –** Joyce distributed the Treasurer's report and mentioned that not much has changed since last month. There is no income at this time.

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

**Workshop Coordinator Report –** Pessy said workshops were set up well in advance. Marlborough is all set. For some reason she has not heard back from Concord and they have not sent signed contracts. She is going to stay on contacting them.

Hampton has undergone staff changes at the Best Western and also with the caterer. Pessy and Terri are going to go and check out the site and make sure both site and caterer are all set with how things need to be set up. She also wanted to discuss other food choices.

Registration forms need to be in on time or the person signing up after the deadline will need to bring their own lunch or go to one of the other workshops. Charity said she will call people directly if she receives forms after the deadline to let them know they need to bring their own lunch or attend another workshop. We will also try getting the registration forms out a couple weeks earlier so attendees can get it to their finance department.

Pessy asked if we still want to purchase bottled water. The group would like to purchase bottled water. Terri will take care of water for the Concord and Hampton locations.

**Public Relations & Certification Report** – Joyce mentioned the Certification Committee will be meeting next Thursday the 18<sup>th</sup>.

**Legislative Committee Report** – Dave was unable to attend. Dawn mentioned HB1683 was voted ITL. She has not heard about HB1168 at this point.

**Conference Coordinator Report** – Terri sent out an email to all the vendors to give them a heads up on the dates and what we could use help with. TD Bank is going to do lanyards and they still are going to do their usual sponsorship.

Terri also mentioned to the vendors that she would like someone to provide bags to use for the scavenger hunt. Jane Sanders said she will supply us with her pink bags.

Citizens Bank is going to sponsor the entertainment for Wednesday night.

Carrie Cunningham from Wells Fargo sent out a survey and Terri said she made a comment on hers that it is important that a representative come to conference. Terri encouraged anyone that received the survey to do the same.

Terri suggested making an on site meeting at the North Conway Grand Hotel to go over the details and also do a run through of the scavenger hunt on August 12<sup>th</sup>. Kellie will send an email to the committee to see if that date will work.

**Education Committee Report** – Dawn confirmed dates for the New Collectors' Workshop, March 24<sup>th</sup> & 31<sup>st</sup>. She is meeting tomorrow with the Education Committee at DRA to iron out details and also who will be presenting.

She will send out a draft registration form to the committee to review before sending out on the google group.

Dawn sent the feedback information from Conference out to the Education Committee members. She also sent out a list of possible topics for Spring Workshops and they replied with their thoughts. They feel the "Probate of Estates & Transfers of Land on Death" and also "Compensation of Tax Collectors" would be good topics.

Spring Workshops – The tentative agenda was reviewed. There was much discussion on giving enough time for each topic and what to have for topics. It was decided to go with “Records Retention” and “All Things Deputies” which is an overview of the position of a deputy, the legal requirements and responsibilities.

Dawn is going to send out all the materials for the committee to review before sending it out on the google group.

She then asked the committee for ideas on topics for conference so she can start looking at presenters. Two topics mentioned were “Probate of Estates & Locating Property Owners” and also “Bankruptcy” and to possibly bringing in a bankruptcy court representative to help present.

**County Coordinator – No Report**

**Director at Large – No Report**

**Old Business** – Charity mentioned she will have the Executive Committee binders for next meeting.

**New Business** – Kellie distributed the most recent handbook revised 2011 and Joyce had one that had been updated in 2013. Joyce shared copy with Charity so she can get the 2013 updates added to the 2011 version that she has in the Secretary records and then resend to Kellie for the committee to start updating.

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

Meeting adjourned 11:43 a.m.

Respectfully submitted,

Charity M. Blanchette  
Secretary