

New Hampshire Tax Collectors' Association
Executive Board Meeting
NH Department of Revenue Administration
May 12, 2016
9:30 am

Executive Committee Members Present: President Kellie Skehan, CTC, 1st Vice President Melinda "Min" Kennett, CTC, Secretary Charity Blanchette, CTC, Treasurer Joyce McGee, CTC, Education Committee Chair Dawn Enwright, CTC, Conference Coordinator Terri Briand, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC, Legislative Committee Chair David Fredette, CTC, Director at Large Raymah Simpson, CTC

Absent: 2nd Vice President Charles "Chuck" Gangel, CTC, Director of Public Relations Kathy Seaver, CTC

Guests: Belknap County Coordinator Cynthia DeRoy, CTC, Grafton County Coordinator Hannah Joyce, CTC, Rockingham County Coordinator Linda Fecteau, CDTC, DRA Municipal Supervisor Bruce Kneuer, DRA Representative Jamie Dow, DRA Representative Michelle Clark

Bruce Kneuer introduced himself as the new Municipal Bureau Supervisor. Kellie asked everyone to introduce themselves to Mr. Kneuer.

Kellie welcomed the County Coordinators. There were several in attendance.

The Coordinators present mentioned they are working on their county meetings and will get the information to Min so she can get it out on the google group, that way if the topic is something other collectors are interested in participating in, they can go to any that are offered.

Mr. Kneuer mentioned RSA 53F Energy Efficiency and Clean Energy Districts. Becky Benvenuti sent an email to the Executive Committee regarding C-PACE. It sounds like there are many questions. The RSA became effective last year. Towns/cities need to adopt it. DRA has noticed one community has added an article to their warrant to adopt it.

Becky's email said there is a meeting on May 19th of assessors and tax collectors to brainstorm and discuss the proposed C-PACE program. She requested the Executive Committee to ask Bernie to review and provide valuable input.

Joyce made a motion to hire Bernie to review RSA 53F. Seconded Pessy. All in favor. Motion carried.

Joyce also asked if someone from DRA will be attending the joint meeting on the 19th. They will try to send a representative.

Joyce asked DRA about an email that went out on the google group about mortgage searches and if DRA wants to be notified of liening and deeding if there is a rooms & meals lien. Several communities do not notice DRA as it is not required. It was mentioned that DRA's collections department wants to be noticed. It has been put out to the google group and Joyce stated that it should be mentioned at the Annual Education Conference.

Correspondence – Kellie read Charles' resignation as 2nd Vice President of the Executive Committee. **Dave made a motion to accept his resignation. Seconded by Raymah. All in favor. Motion carried.**

Kellie is going to let the nominating committee know of his resignation and see if they have names from the previous election to appoint someone to fill the position.

Kellie read an email from Diane Trippett. Diane expressed disappointment and concern about the laptop that was purchased jointly between the Certification Committee and the Education Committee as it was unavailable to be used at one of the workshops. They ended up borrowing one. Joyce is going to research what the cost was for the jointly purchased laptop and request that the Certification Committee pay the portion that was covered by the Education Committee and it will be the Certification Committee's laptop moving forward. Dawn will research pricing to purchase a laptop for Education Committee.

The Board received notification of the deaths of Joanne Coburn, Tax Collector in Lyme and Doris Gagnon, former Town Clerk/Tax Collector of Raymond. **Joyce made a motion to send \$25 in memory of Joanne Coburn & Doris Gagnon. Seconded by Terri. All in favor. Motion carried.**

Jamie mentioned that there is a situation going on in Dummer and right now Cindy Woodward from Milan is filling in. Min also mentioned she received an email regarding the situation and has reached out to them to provide any assistance necessary.

Joyce received a thank you card for the donation in memory of Madeleine Roberts.

She also received a letter from Lahey Center for Oncology & Hematology thanking the Association for the donation on behalf of Nancy Watson and also a thank you card from Nancy's husband.

Charity received a dues form requesting Associate membership for Kellie Van der Veer from BMSI. Associate members are required to be voted on by the Executive Committee.

Joyce made a motion to accept Kelly from BMSI as an Associate Member. Seconded by Kellie. All in favor. Motion carried.

Secretary Report – Charity distributed the minutes from the March 10th meeting. **Joyce made a motion to accept the minutes of the March 10, 2016, meeting. Seconded by Dawn. All in favor. Motion carried.**

Treasurer – Joyce reported that New Collectors and Spring Workshops have come to an end and all monies have been collected. The dues forms have been distributed and that money has started coming in.

The biggest expense since the last meeting has been mileage due to travel to workshops. Other expenses paid were insurance and new equipment for the Education Committee. The New Collectors' Scholarship went to the Collector from the Town of Groton.

\$389.50 was raised from 50/50 at the various workshops.

Workshop Coordinator – The workshops were set up really well with the exception of Littleton. We are outgrowing our space. The Collector in Randolph mentioned there is a new meeting space in their town hall. Pessy thinks we should take a look at it. She may take a look after the Executive Committee meeting in Conway on June 10th.

The biggest concern with the workshops is people just showing up and not sending their paperwork in advance. It is extremely hard to plan for that situation.

Public Relations/Certification – Certification forms went out on the google group.

Legislative Committee – Dave mentioned HB1219 is going to be signed by the Governor.

Dave wanted to discuss an email he sent out to the Executive Committee regarding hiring a legislative consultant and sending out an RFP in conjunction with the Town Clerks' Association as they are in the process of looking for a new consultant.

Dave made a motion to allow for the expenditure of up to \$6,000 for contracting services to engage a person or firm as a legislative consultant. It is the intent that we will either partner with the NHCTCA for these services and share the expense or engage the services for our association independently. Services will begin on or about July 1, 2016, for the 2016/2017 legislative cycle. Dawn seconded. Discussion – Joyce asked, if this is approved, will the Legislative Committee do the leg work with putting together the RFP and interviewing candidates. Dave replied, yes. **All in favor. Motion carried.**

Dave mentioned the sponsor of HB586 came into committee and added it as an amendment to another bill and the committee passed it and the Senate is voting on it today.

Conference Coordinator – The next Executive Committee meeting will be June 10th at the North Conway Grand Hotel to do a run-through of the scavenger hunt. The meeting will

begin at 9:30. We will have a short meeting after the hunt in conjunction with lunch. Terri is going to talk with April at the North Conway Grand to find someone to deliver lunch.

Education Committee – Spring workshops went well. The facilities were fantastic. Dawn said there were a lot of positive comments regarding the roundtable. Overall people enjoyed the topics. Dawn asked if in the past we have compensated the speakers. Joyce replied, only if they submit an invoice.

The committee is now onto conference planning and confirming topics and speakers. She will have an agenda to review at the next meeting.

Dawn purchased the new projector screen and it is the perfect size. She also purchased the cables to run to projection screens and a clicker.

Kellie mentioned the Registrar of Deeds Association would like to do a presentation at conference if possible. Dawn is going to reach out to them to discuss a time to add them to the agenda.

County Coordinators – Min mentioned the County Coordinators will have their next meeting as a group at the Conference. She asked the Coordinators to do their best to keep their County Collectors list up to date.

Also, she mentioned she will need the minutes to their meetings shortly after it takes place to be included with the Conference material.

Old Business –

New Business – There was discussion regarding giving 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 and provides us legal services. **Dawn made a motion to give Bernie a stipend of \$500 to compensate for his travel expenses to workshops and his legal services. Seconded by Terri. All in favor. Motion carried.**

Kellie shared a thought she had for the gift for conference.

Next meeting June 10th at the North Conway Grand.

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

Meeting adjourned at 12:04 pm.

Respectfully submitted,

Charity M. Blanchette
Secretary