

New Hampshire Tax Collectors' Association  
Executive Board Meeting  
Plodzick & Sanderson  
September 8, 2016  
9:30 am

**Executive Committee Members Present:** President Kellie Skehan, CTC, 1<sup>st</sup> Vice President Melinda "Min" Kennett, CTC, 2<sup>nd</sup> Vice President Hannah Joyce, CTC, Secretary Charity Blanchette, CTC, Treasurer Joyce McGee, CTC, Director of Public Relations Kathy Seaver, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC, Conference Coordinator Terri Briand, CTC, Director at Large Raymah Simpson, CTC, Legislative Committee Chair David Fredette, CTC, Education Committee Chair Dawn Enwright, CTC

**Guests:** DRA – Michelle Clark & Jamie Dow; Bob Blaisdell & Tom Prasol from Demers & Blaisdell.

Dave introduced our new legislative liaisons Bob Blaisdell and Tom Prasol from Demers & Blaisdell. They will be starting now but will do more in November and December. They went over what they will be doing for the Association and that they are very happy to be working with us.

Bob and Tom left the meeting.

It was asked of Jamie and Michelle if there were any more updates with the Portal. They stated the last update was to have a separate place to upload the 1<sup>st</sup> & final issues of the tax paperwork required (tax bill, warrant & totals page).

Bruce Kneuer, DRA Municipal Services Supervisor asked them to see if any of the Executive Committee has heard anything more about RSA 53F "CPACE." Kellie just received an email back from Bernie today and she is going to take a look at it and then send it out to the Executive Committee and Legislative Committee. She will also send it to Jamie and Michelle to share with Bruce.

**Correspondence** – Joyce received a thank you letter from Upper Valley Humane Society for the donation on behalf of Joanne Coburn.

She also received a thank you letter from the American Cancer Society for the donation on behalf of Doris Gagnon.

**Secretary** – Charity reviewed the dues report which was submitted to Dawn to be included with the Conference materials to go out to the membership.

**Terri made a motion to accept July 14, 2016, minutes. Seconded by Min. Joyce abstained. All in favor. Motion carried.**

**Treasurer** – Joyce let us know that the Audit of the Association’s finances will occur immediately following this meeting. She distributed the year-end report and also the new YTD report.

According to the report the Association is in good standing. The report will be included with the Conference materials to be distributed in the next few days.

Joyce asked Kathy about the status of our storage space. She is still working with her town on possibly getting a place in her office building to store the Association’s stuff.

Joyce mentioned the stipend paid to Bernie has not been cashed at this time. Kellie is going to check with him when she calls him this week.

**Dave made a motion to accept the Treasurer’s report. Seconded by Raymah. All in favor. Motion carried.**

**Workshop Coordinator** – Pessy and Terri may check out the Randolph meeting space at the end of conference on Friday. She has reserved the spaces for each workshop except the North Country workshop. She is still looking for a larger space. Raymah also mentioned a place in the Woodsville/Haverhill area. Joyce mentioned there is a space in Whitefield’s new town office building and also suggested checking into the Legion in Whitefield.

**Public Relations & Certification** – Kathy reported that certification was well attended. Sue McKinnon & Terri stepped up and did some teaching this year. Kathy is looking to step back and let the others start teaching to help with transition when she retires.

Kathy is going to get the law book updated on the website shortly. She collected what Dave and the Legislative Committee had. She has also gathered information regarding the Right-to-Know Law and the Retention Schedule.

**Legislative Committee** – Dave mentioned we hired Demers & Blaisdell as our Legislative Advisors. They will be reviewing/following current legislation that concerns our positions and working closely with the Legislative Committee.

Kellie mentioned she was at the County meeting held in Belmont and it was mentioned they would like to see the RSA for certified mailing requirement of the return of the green cards be changed to include e-certified mailings.

**Conference Coordinator** – 102 rooms have been reserved already for Conference. Terri mentioned she is going to need help during the team building exercise.

There was much discussion regarding the user group topic of credit cards and wondering if we are going down the wrong road. Every town uses so many different combination of credit card companies and software vendors. Dawn is going to reach out to the vendors and see what their thoughts are regarding a topic.

Terri listed all the vendors coming to conference and let us know which are sponsoring events. There is a new vendor to Conference this year, Hygrade Business Group.

We still need to find someone for entertainment during social hour on Thursday night. There was a suggestion made to check with the local school to see if there is a youth that may want to come play keyboard, guitar, etc. Terri is going to look into that.

Thank you cards have been printed. Terri brought them and gave them to Charity to store for future use.

**Education Committee** – Dawn distributed and reviewed a list of items needed to go out with the Conference materials. She will be sending out the materials to the membership on Monday, 9/12.

Joyce asked what was decided about a computer for the Education Committee. Dawn said she is still looking around and it looks like it will cost between \$450 - \$500. She is working on getting it purchased and will submit the invoice to Joyce at Conference.

**County Coordinator** – Min said she is tracking down the last of the County meeting minutes to submit to Dawn to distribute with the Conference materials.

**Director at Large** – Raymah mentioned she still has 2 boxes of clocks (2015 gift). It was decided to sell them at \$15 each.

Raymah reported that the Nominating Committee has selected Benjamin Bynum from Canterbury to fill the 2<sup>nd</sup> Vice President position.

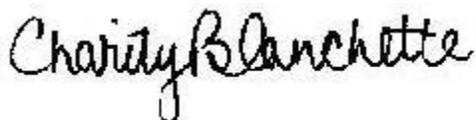
Raymah also wanted to thank everyone for all their help over the years and she is going to miss meeting with all of us each month.

Min gave us an update on the Gadwah case. They are working on settling it out of court.

The Committee made one final review of the changes made in the Policy Handbook. **Joyce made motion to accept revised policy handbook. Seconded by Terri. All in favor. Motion carried.**

**Joyce made a motion to adjourn. Seconded by Dawn. All in favor. Meeting adjourned.**

Respectfully submitted,



Charity M. Blanchette  
Secretary