

New Hampshire Tax Collectors' Association  
Executive Board Meeting  
Plodzick & Sanderson  
January 12, 2017  
9:30 am

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

**Guest:** Jamie Dow, DRA

Jamie reported that the office has been crazy and several have been out with illness. She said DRA is on track for the New Collectors' Workshops on Monday, March 27<sup>th</sup> & 29<sup>th</sup>.

Charity asked Jamie about the Audit report for the Annual report, inquiring if DRA has an opinion on what should be submitted for it. She said most towns put the Independent Audit letter.

Dawn is going to send out to the google group a notice about uploading supplemental warrants to DRA. Any supplemental warrants issued that increase the amount committed to the tax collector to collect should be uploaded to DRA via the portal.

Jamie discussed changes that may be coming down the road to allow auditing firms to be able to complete their MS535 in the portal and possibly being able to print the other MS forms they need to complete their audit.

**Education Committee Report** – Dawn said the Education Committee had their meeting on January 4<sup>th</sup> at DRA to plan the New Collectors' Workshop. She said it was very productive even though they had limited attendance. She distributed the agenda and reviewed it with the committee.

The committee reviewed the workshop brochure and the scholarship application and made all necessary changes. There was discussion about having an additional \$50 scholarship for a 2<sup>nd</sup> new collector to attend.

**Terri made a motion to have the Association give an additional \$50 scholarship for the New Collectors workshop. Seconded by Ben. All in favor. Motion carried.**

DRA has updated the New Collectors' workbook that they have created for the New Collectors' workshop. It is on DRA's website. Dawn asked the committee to review it to make sure it is complete.

The next Education Committee meetings will be held on February 10<sup>th</sup> and March 2<sup>nd</sup> at DRA to finalize the New Collectors' workshop.

Spring Workshop discussion – Dawn distributed a list of topics for the Spring Workshops. She asked the group to review the topics and to offer any suggestions. There was a lot of good discussion and many ideas to use at Conference as well.

**Correspondence** – Min received a letter from Barbara Clark secretary of the Town Clerk's Association letting us know who their new board members are.

She also received a Christmas well wishes letter from Bernie which she shared with the group.

**Secretary's Report** – Charity distributed the December minutes for review.

**Dawn made a motion to accept December 8, 2016, meeting minutes. Seconded by Joyce. All in favor. Motion carried. Terri and Pessy abstained.**

**Treasurer's Report** – Joyce distributed her report. It was brought to our attention that we had not issued the reimbursement for the Conference scholarship winner. Joyce has now issued the check.

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

**Workshop Coordinator Report** – Marlborough is all set for March 25th. Pessy suggested increasing the donation to them as we have paid the same donation for several years. A decision will be made at the next meeting.

Concord is all set for April 5<sup>th</sup> and the deposit is required.

Hampton is all set for April 19<sup>th</sup> and she has increased the space and now we will be using all three rooms. There is an increase in fee for the additional space.

Littleton – Charity & Joyce visited the Elks Lodge and all of the specifications are met. It may be spotty for wifi. April 26<sup>th</sup> is available. There is plenty of parking and bathrooms. It has a kitchen for the caterers. Pessy has contacted Topic of the Town to make sure they are all set for catering. She is waiting for a reply. She is going to contact the Elks Lodge to confirm.

**Director of Public Relations Report** – Kathy is going to put an email out on the google group to see if anyone has pictures from any of last year's events. (Workshops, Conference, Certification)

Certification Committee has had one meeting. They are working on a new class which will include a bit about grant writing. If it goes well, she will look into an expanded version for recertification.

Kathy and Dave both thought that Kathy Rogers from Allenstown would be a good person to shadow Kathy in updating the law book.

**Legislation Committee Report**– Dave emailed out the most updated list of bills that will be tracked for 2017. He discussed a few bills that he feels we should keep our eye on.

**Conference Coordinator Report** – Terri said she is looking into a team building exercise “Escape Room.” It’s a great way to incorporate networking with what we know about tax collection.

**County Coordinator Report** – Hannah is going to send out an email to the County Coordinators and ask them to start getting in touch with their town’s in advance of Town elections to see if they see any changes for the upcoming year.

**Director at Large Report** – Nothing to report.

**New Business** – Min inquired about the National Tax Collector Conference. It is not something we have participated in and not something we want to start participating in.

There was discussion about making a change to the policy handbook regarding memorial donation made and the amount to be donated.

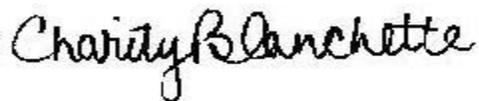
**Kathy made a motion to change Death of Member/Associate Member (or Family Member) to read “The Treasurer shall make a memorial donation in the amount voted by the Executive Committee of no less than \$25 following the death of a member, family of a member, retired member, an associate or honorary member, or others at the discretion of the Executive Committee.” Seconded by Terri. All in favor. Motion carried.**

**Old Business** – There was discussion regarding a memorial donation on behalf of Deb Clark.

**Kathy made motion to donate \$100 to Norris Cotton Cancer Center in memory of Deb Clark. Seconded by Pessy. All in favor. Motion carried.**

Min mentioned the mileage rate has changed to \$0.535.

Respectfully submitted,



Charity M. Blanchette  
Secretary