

New Hampshire Tax Collector's Association
Executive Board Meeting
Plodzik & Sanderson
December 13, 2018
9:30 a.m.

President Hannah Joyce, CTC, 2nd Vice President Erica Anthony, CTC, Treasurer Joyce McGee, CTC, Secretary Charity Baker, CTC, Education Committee Chair Dawn Enwright, CTC, Legislative Committee Chair Becky Benvenuti, CTC, Director of Public Relations Kathy Seaver, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC, Director at Large Melinda "Min" Kennett, CTC

Absent: 1st Vice President Benjamin Bynum, CTC, Conference Coordinator Terri Briand, CTC

Guests: Bruce Kneuer & Michelle Clark, DRA, and Kathleen Pelissier, Allenstown

President Hannah Joyce opened the meeting at 9:42 am.

DRA Report – Bruce let us know that the interim Municipal Services Director at this time will be Tom Hughes.

Bruce and Jamie are currently working with many schools in writing warrant articles.

Bruce asked about Spring workshops and let the committee know his office is working on something to present. He would like to look at everything that DRA asks tax collectors to do. He would like to show the tax collectors what they (DRA) do with the information that we are required/asked to provide them.

The committee had a great discussion with Bruce and Michelle as to what the Association is looking for as DRA's role in our jobs and what we would like to see from them. Bruce mentioned he likes to look at the law and then at the best practices and if those things are not being done decide what actions they are able to take. It was mentioned that years ago, DRA used to visit the towns and go through a checklist of things the collectors should be doing from deposits to liening and deeding. It was asked if they would send out the checklist they look at during their field visits for the collectors to review and make sure they are following all of the items. At this time, they don't have the staff to visit the towns, however distributing the checklist is a good place to start.

Joyce recommended the committee put together what we think is our interpretation of "general supervision" which is what is in the law for DRA's role in Tax Collection. Bruce liked that idea and the committee is going to work on getting our thoughts to them for review.

Bruce is going to have a discussion with the Director to find out his thoughts as to the role DRA should play in the Tax Collectors duties and whether they should be contacting the governing body, etc. to advise them on the law.

Correspondence – Hannah received a letter from Bernie Campbell regarding the Polonsky vs. Town of Bedford suit. He stated that he will continue to monitor the matter, and if it should return to the Supreme Court, we will be ready to re-submit our arguments supporting the legality of RSA 80:88 et seq.

Charity received a thank you card from Maurice & Ruth Barrett thanking the Association for the invite to the annual banquet.

Charity received a thank you card from Rhoda Quint thanking the Association for her retirement gift and invite to the annual banquet.

Joyce received a donation request from the Visiting Nurse Association. The committee decided against making a donation.

Secretary Report – Charity distributed minutes from October and November meetings.

Min made a motion to accept the October 11, 2018 & November 8, 2018 meeting minutes. Seconded by Pessy. All in favor. Motion carried.

Treasurer Report – Joyce distributed her report. She received a bad check from one Town's dues coming from a closed account. She is going to follow up with that Town.

She received a letter from the postal service that a check for the North Conway Grand was in the postal service recovery center.

Hannah received a letter from Bernie returning the check we sent him as a stipend stating he was very appreciative but was just happy having accommodations during the conference.

Workshop Coordinator Report – She is looking at changing the location for the Seacoast workshop to Elks Club in Portsmouth. She and Dawn are going to visit to make sure it is going to work for the number of attendees. The Elks have penciled us in on the calendar for April 17th and once Pessy visits she will confirm with the committee the change in location. She handed out the catering menu that will be used for this workshop to decide what will be served.

Hannah asked if the committee thought we should eliminate the Marlborough workshop or strongly consider relocating it get something with a wifi connection, more parking and more accessible location. The committee feels the we should not eliminate it but look into other possible locations for next year.

Pessy suggested to go ahead and increase the registration fee to \$60 to help cover the costs of all the workshops. **Dawn made a motion to increase the fee for the Spring workshops to \$60 starting 2019. Seconded by Becky. All in favor. Motion carried.**

Pessy also suggested getting the registration list out before the catering deadline for the membership to review and make sure they are on list. Charity will do her best to make sure it does.

Director of Public Relations/Certification Report – Kathy is still looking for conference pictures to put in the scrap books. She is also going to get certification pictures together for a slide show for the anniversary luncheon certification week.

She gave Joyce the bill for the storage unit. Joyce will send a check for the Association's half (\$500) and Certification will pay the other half.

The Certification Committee will be meeting this afternoon. Certification will be held August 12 – 16, 2019. She is projecting over 200 participants in the graduation ceremony at the Grappone Center.

Legislation Committee Report – Becky reported that there is a lot of legislation for the upcoming year that we need to keep our eye on. The deadline to have the LSRs in is coming up, so we will start seeing the details of the LSRs from Demers, Blaisdell & Prasol. She had another meeting with the DMV & NHMA on how to keep businesses interested in staying in NH regarding the semi-trailer issue. Becky mentioned asking Diane Trippett to join the Legislative committee. The Executive committee would be happy to have Diane join.

Conference Coordinator Report – Terri was unable to attend.

Education Committee Report – Dawn - New Collectors workshop will be held March 20 & 27, 2019.

An idea she would like to see at the Spring workshops is to have local police departments come to discuss active shooter training. Kathy mentioned that she knows someone who has volunteered to come and do a session for free as well. The session is mostly to make people aware of these situations and how to react.

Dawn will come to the next meeting with a list of suggested topics for the committee to decide what they would like on the agenda for conference. She would like to see a session on cyber-security. They had a session at the NHMA convention and it was very informative.

County Coordinator Report – Ben was unable to attend. Hannah reported that Josiah Barnes of Stratford is interested in filling Charity's position as County Coordinator in Coos County.

Hannah officially appointed Josiah. She also reported that Ben has new contact information for his position in Hopkinton.

Director at Large Report – Min mentioned the date set for February meeting is actually the 1st Thursday of the month and we usually meet on the 2nd Thursday. The committee decided to move the meeting to the 14th (2nd Thursday).

Old Business – Hannah mentioned that the Connecticut conference is the same date as one of the sessions of the New Collectors workshop. Hannah was looking for the committee’s opinion on whether she should make both sessions of NH New Collectors’ Workshop and foregoing the Connecticut Conference. The committee had several suggestions for her to handle participation in both. She will make a decision and let the committee know what her participation will be and if she will be sending someone in her place.

Joyce mentioned postage is changing in January. She also mentioned the new mileage rate will be out in January as well.

Hannah reported that Ben attended the Records Retention board meeting and she asked him to mention updating the wording on 33A:3 to add designee for the clerk, collector, etc.

Joyce asked if anything is being done for Mike Jache for his retirement. Pessy mentioned he did not want a big party. He did have a private small gathering. It was suggested to get him a gift card on behalf of the Association. **Joyce made a motion to get a gift card for Mike Jache in the amount of \$100 for all he has done for the Association over the years. Seconded by Dawn. All in favor. Motion carried.**

The next meeting is scheduled for January 10, 2019.

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

Meeting adjourned at 12:34 pm.

Respectfully submitted,



Charity M. Baker
Secretary