

New Hampshire Tax Collector's Association
Executive Board Meeting
Plodzik & Sanderson
January 10, 2019
9:30 a.m.

Executive Committee Members Present: President Hannah Joyce, CTC, 1st Vice President Benjamin Bynum, 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, Conference Coordinator Terri Briand, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC, Director of Public Relations Kathy Seaver, CTC, Director at Large Melinda "Min" Kennett, CTC

Guests: Bruce Kneuer, DRA and Kathleen Pessilier, Allenstown

President Hannah Joyce called the meeting to order at 9:33 am.

DRA update – Bruce reported that Michelle was unable to make it. The office is busy reviewing warrant articles, etc.

After the last meeting, he went back to find out what DRA thinks about "general supervision" and had a chance to talk with the Commissioner, and she mentioned, she would like to bring their legal counsel in to give us an appropriate response.

Bruce also wanted to run by the group his topic title for spring workshops. He feels it a little wordy. "What reports and information does the DRA require from tax collectors." Dawn recommended using "What DRA demands from tax collectors and why."

He brought up a concern of his regarding the tax verification form. There are 27 TIF entities and 20% of them signed and dated the tax commitment verification after the date on the bills. It was explained by members of the committee that bills can be created in the system with a print date and what should be looked at is when the bills have been mailed. He also mentioned that 7 entities have failed to file the verification form at all.

Bruce is wondering if the form is even necessary because by the time the form is signed and submitted and his staff reviews it, the bills are already out. He feels it should be in the rules that the form should be submitted at least 24 hours before the bills go out so DRA can review to make sure the town is in compliance.

It was suggested that collectors need to be educated as to the importance of that form being submitted so errors can be found timely.

There was much discussion regarding the need of the ½ percent verification form to be sent back to DRA. The committee feels the form is definitely needed and feel it should still be required to send it back to DRA.

Bruce thanked the committee for their time and input.

The committee felt DRA should be informing the town's that the tax collector should have access to the PORTAL so the collector receives all forms that are required to be submitted as some collectors are not receiving the form timely, if at all.

Correspondence – There was discussion regarding getting Bernie a gift card in place of a check to show our appreciation for all he does. **Min made a motion to purchase a \$500 gift card for Bernie for all he did for us in 2018 and present it at our Spring Workshop. Seconded by Dawn. All in favor. Motion carried.**

Hannah sent dates for workshops to Brenda to be updated on the website.

She reported that Garry Parkhurst, Tax Collector in the Town of Columbia passed away. A sympathy card was sent to the Parkhurst family.

1st Vice President discussion – At last meeting Ben reported he has taken a new position in Hopkinton as the Assistant Clerk/Collector. This generated many questions from the group as to whether he should continue on the President track.

First, he would need to be accepted as a member of the Association where he is not a collector or deputy. **Dawn made a motion to accept Ben as a member of the Association as an assistant collector performing the duties of the collector. Seconded by Pessy. All in favor. Motion carried.**

Becky feels he should be allowed to serve on committees, however she has some reservations with an Assistant representing the entire Association at the State level and with other State's as far as being on the President track. Many of the committee members felt that is valid concern.

Hannah mentioned that she received good reports with Ben's input with the Records Retention Board and it looks like there will be ongoing meetings and she would like him to continue meeting with the board and wondered if he will be able to continue if he is unable to stay on the Executive Committee. It was felt by the committee that it is up to Hannah to name him as her designee. The designee does not have to a member of the Executive Committee, it can be any member of the Association.

After much discussion, it was decided Ben would need to step down from the Executive Committee and would stay on the Education Committee, Legislative Committee, and represent the Association on the Records Retention Board.

With Ben stepping down as 1st Vice President it left the position open for Hannah to appoint a new 1st VP. Terri did mention she is interested in the position however, she does not want to give up her position as the Conference Coordinator. It was felt by the committee that there is nothing in the bylaws that say she cannot hold both titles. Terri

asked Ben if he would be willing to assist her with Conference over the next several years while she takes on the added endeavor and he accepted.

Hannah appointed Terri Briand from Litchfield to fill the vacancy of the 1st Vice President.

Secretary Report – Charity distributed minutes from the December meeting for the committee to review. **Dawn made a motion to accept the December 13, 2018, meeting minutes. Seconded by Joyce. Terri abstained. All in favor. Motion carried.**

Treasurer Report – Joyce distributed the treasurer’s report. She mentioned there is not much happening. She reported that she sent Mike Jache his retirement gift card. She also reported that we are right where we should be for cash on hand. **Dawn made a motion to accept the treasurer’s report as presented. Seconded by Terri. All in favor. Motion carried.**

Workshop Coordinator Report – Pessy has been trying to get in touch with the lady from the Elks in Portsmouth as she has not returned her calls. Based on what Becky has reported on the location, Pessy feels the location will suit our needs. Becky is going to swing by to connect with them and pay the deposit.

Director of Public Relations/Certification Report – Kathy reported that things are moving along for the graduation celebration at the Grappone Center.

Postage will be changing around 1/26. She will get out the updated fee chart as soon as possible.

Legislative Committee Report – Becky reported there are a lot of bills out. There is nothing specific to tax collecting but there are many that the committee will be keeping their eye on that will affect us indirectly. Once the text is out for the bills the committee will get a report together as to what we do and don’t support.

Conference Coordinator Report – Al & Miranda from the North Conway Grand will be going to Terri’s office on the 24th of January to have a meeting to discuss details for the upcoming conference. Miranda had worked with April before. She is not new to the process so Terri is hopeful things will run smoothly.

Education Committee Report – Dawn mentioned she sent out, by email, the revised power point presentation for the New Collectors’ workshop as well as the new interest rate changes. Several missed the email so she will send it out again.

The committee reviewed the presentation and forms that are to go out to the membership for the New Collectors’ Workshop. Dawn will make changes that were discovered and get the forms out to the Association.

Dawn distributed a list of topic suggestions for the spring workshops and conference. One topic the committee would like to move forward for conference is some form of active shooter training.

The committee reviewed the list of suggested topics and set a tentative schedule for the Spring workshops and conference.

County Coordinator Report – Terri will put out an email to the Association asking if any are interested in filling vacancies in those counties.

Ben updated the committee on his meeting with records retention board. He said it is an advisory committee to the Secretary of State. This last meeting was to review RSA 33A, the record retention schedule. He wanted to let us know that if we had any input for the committee to let him know and he would bring it to the next meeting.

Director at Large Report – Nothing to report.

Old Business – Joyce updated the committee on the new mileage rate.

New Business – Joyce had a brochure that we distribute at the New Collectors' workshop that needs to be updated and maybe incorporate it in the Welcome brochure for the New Collectors. Dawn is going to work on that.

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

Meeting adjourned at 12:25 p.m.

Respectfully submitted,



Charity M. Baker
Secretary