

**New Hampshire Tax Collector's Association
Executive Board Meeting
Plodzik & Sanderson
February 14, 2019
9:30 a.m.**

Executive Committee Members Present: President Hannah Joyce, CTC, 1st Vice President/Conference Coordinator Terri Briand, CTC, 2nd Vice President Erica Anthony, CTC, Treasurer Joyce McGee, CTC, Secretary Charity Baker, CTC, Education Committee Chair Dawn Enwright, CTC

Absent: Director of Public Relations Kathy Seaver, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC, Legislative Committee Chair Becky Benvenuti, CTC, Director at Large Melinda "Min" Kennett, CTC

President Hannah Joyce called meeting to order at 9:40 am.

DRA update – Unable to attend.

Correspondence – Nothing to report.

Secretary Report – Charity distributed the minutes from the last meeting and reported she has reached out to those that have unpaid 2018-2019 dues.

Dawn made a motion to accept the January 10, 2019, meeting minutes. Seconded by Terri. All in favor. Motion carried.

Treasurer Report – Joyce handed out the monthly report. She reported not much is happening at this time. She mentioned there are a couple mileage checks that were lost and the recipients requested that she not reissue them.

Dawn made a motion to accept the Treasurer's report. Seconded by Terri. All in favor. Motion carried.

Workshop Coordinator Report – Pessy was unable to attend. Dawn gave Pessy's update. Marlborough is confirmed. Pessy asked Dawn to check with Ben to see if he would still be willing to go to Concord early to set up. Dawn will check with Ben and get back to Pessy. Pessy and Dawn went to visit the Elks and they feel it will meet all their needs. It will be catered, parking is good and wifi access is available.

Public Relations/Certification Report – Charity was wondering about the class pics from the last 10 years. Joyce made a note to ask Kathy.

Legislative Committee Report – Becky was unable to attend. There was discussion regarding the spreadsheet that was distributed via email. There was mentioned that the Executive Committee should be voting on whether or not they agree to move forward with what is recommended by the Legislative Committee.

Conference Coordinator Report – Terri and Ben met with Miranda at Terri’s office to discuss the upcoming conference. The committee will be meeting in June to go over any on site details. Ben will work on the entertainment for Wednesday night. Terri did mention we are looking to do an active shooter training/session so the hotel is aware.

Miranda did say it will state on the hotel form “if your registration is not in by the deadline you will be subject to full price for the room.” Joyce asked Terri if she would ask Miranda if they can highlight the deadline disclaimer. She did discuss having coffee available at all times. She also expressed how disappointed she was with the chicken at the banquet.

Terri also discussed with her about opening up the third room to the main meeting room and this year put the software vendors in the room during the sessions as most of them participate in the sessions anyway. This will open up the hallway where the other vendors are.

Education Committee Report – Dawn distributed the Education Committee meeting minutes from January along with the agendas for the New Collectors’ workshop. She reviewed what was discussed with the committee. They went through each days’ agenda for the New Collectors workshop and decided which member will discuss each topic during the sessions. The topics are the same topics that have been presented in the past years.

Joyce mentioned there should be discussion about Town’s allowing access to the PORTAL.

The committee reviewed the Welcome brochure. Dawn asked if the County Coordinator section was correct. There were a couple of changes.

Terri shared an email from Terri Littlefield from Newmarket expressing interest in filling the open County Coordinator position for Rockingham County. Hannah officially appointed Terri Littlefield as Rockingham County Coordinator.

Dawn mentioned the committee discussed the annual calendar that is distributed to the New Collectors as a guide and it was suggested to add reference to quarterly billing. The Committee decided not to add it to the semiannual billing calendar but to create a separate quarterly billing calendar.

She also mentioned that Diane Trippett is working on adding the new interest rate changes to the procedures manual.

Dawn then distributed the agenda for the spring workshops. There was discussion regarding filling an afternoon time slot. There were a couple of topics suggested. “Elderly Deferrals” or “What happened to Courtesy, Civility and Respect?” It was decided the group would like to see a presentation on Elderly Deferrals.

Next she distributed and reviewed the conference agenda with the changes from last meeting. Dawn has confirmed with Derry police department to present the active shooter training. The committee was happy with the proposed agenda.

County Coordinator Report – Terri is going to send out an email to the coordinators to remind them to contact their county’s collectors to see if there are any changes after town elections. She is also going to let them know they are invited to the May 9th Executive Committee meeting. Joyce mentioned reminding them about having an annual meeting and that they can be reimbursed for some expenses.

Director at Large Report – Min was unable to attend. Joyce asked if it is possible to add taking pictures at conference to Director at Large’s responsibilities. Hannah made a note to discuss at next meeting

Old Business – Hannah is going to send the change to the Bylaws committee on Article 1, paragraph 1 that the committee recommends updating all duties of the tax collector to “most duties of the tax collector.”

Hannah swore Terri officially in to the position of 1st Vice President.

New Business – It was asked who can attend the NHTCA educational sessions. There have been a few inquiries by people seeking office or people that are not dues paying members. It was felt by the members present it is worth discussion when there are more in attendance at the next meeting.

Amy from Littleton asked a question of the google group as to how long to retain the MS61. She received a wide range of responses and one of the responses was from DRA which said it was audited plus one year. These are some of the documents we should discuss regarding retention.

Joyce asked if it is possible to review the bylaws as there are a few things that need to be cleaned up. The committee felt that was a great idea and we will start working on that in the upcoming meetings.

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

Respectfully submitted,



Charity M Baker
Secretary