

**New Hampshire Tax Collector's Association  
Executive Committee Meeting  
WebEx Online Meeting  
May 21, 2020  
9:30am**

**Executive Committee Members Present:** President Hannah Joyce, CTC, 1<sup>st</sup> Vice President/Conference Coordinator Terri Briand, CTC, 2<sup>nd</sup> Vice President Erica Anthony, CTC, Treasurer Joyce McGee, CTC, Secretary Charity Baker, CTC, Legislative Committee Chair Dawn Enwright, CTC, Director at Large Melinda "Min" Kennett, CTC, Interim Director of Public Relations Kathleen Pelissier

**County Coordinators Present:** Cindy Woodward-Coos County, Raymah Simpson-Grafton County, James MacDonell-Cheshire County, Kim Blichmann-Merrimack County, Diane Trippett-Hillsborough County

**Guests:** Michelle Clark, DRA

President Hannah Joyce called the meeting to order at 9:38 a.m.

**DRA Report** – Michelle mentioned that many collectors have been contacting their office about waiving interest per the Governor's Executive Order and they have been directing everyone to Bernie Campbell's recommendations. Hannah mentioned she has not heard of any Town's that have decided to waive interest. Michelle mentioned she knows of one town that has voted to change their interest rate.

Diane Trippett asked if the Governor Emergency Order 25 was through June 5<sup>th</sup>. Min confirmed that the order is good through June 5<sup>th</sup>. Dawn asked what happens with the town that has lowered their interest rate once the emergency order is lifted, is it still legal that the interest rate stay lowered. The committee is not sure of the answer.

Min mentioned her town is going to review each situation case by case. She did mention they are not charging interest on their water/sewer invoices.

**Correspondence** – None

**Secretary Report** – Charity distributed minutes from the previous meeting via email. **Joyce made a motion to accept the April 23, 2020 meeting minutes. Seconded by Terri. Dawn abstained. Motion carried.**

**Treasurer Report** – Joyce distributed the report via email. She said everything is in good shape unless a large invoice happens to come in. Hannah mentioned she received a follow up invoice from Bernie on the Polonsky case which she gave to Joyce. **Erica made a motion to accept the Treasurer's report. Seconded by Terri. All in favor. Motion carried.**

Joyce asked if she could dispose of the scholarship applications for the New Collectors workshop where there will not be a workshop this year. The board agreed with disposing of them.

Joyce reported on the Spring Workshops for 2021 – Marlborough will be held Saturday, 3/27. She asked if the board wanted to hold the Concord workshop on 4/7, Portsmouth on 4/14 and Littleton on 4/28. Diane mentioned, they usually kept the 2<sup>nd</sup> Wednesday open because her Town meeting is held the 2<sup>nd</sup> Wednesday of April and when she was the Education Committee chair it worked best. The committee decided Concord will be held 4/7, Portsmouth 4/21 & Littleton 4/28. Joyce is going to reach out and confirm dates with each location.

**Legislative Committee Report** – Dawn mentioned she heard the Legislature will be back in session on June 4<sup>th</sup>. They will be discussing budget items and COVID-19 bills and nothing else. They are also meeting off site so they are able to social distance.

**Public Relations Report** – Kathleen has nothing at this time.

**Certification Report** – Joyce mentioned the Certification Committee met again via Zoom and the committee decided to cancel this year’s program and they will begin moving forward with planning next year. Their next meeting will be in August via Zoom.

**Conference Coordinator Report** – Terri received an email from Al at the hotel, they are scheduled to open June 5<sup>th</sup>. He asked that the board to confirm if they will be having their June meeting at the hotel. The plan for the meeting is to discuss what will happen if we have to cancel or if we are moving forward, what the plan is for conference. It was discussed where the Clerk workshop has been cancelled do we still need to meet at the hotel. The majority of the committee agreed to have a zoom meeting instead of meeting at the hotel. Terri mentioned we have to discuss whether we are moving forward with conference. She is going to check with Al to see what their cancellation policy is. There was much discussion regarding cancelling the conference effective immediately and how will we handle voting on the new slate of officers and the bylaw changes. The committee felt it should be cancelled. Terri is going to contact Al at the hotel and let him know we are cancelling and if we can extend deposit and contract to next year.

**Charity made a motion to cancel the Annual Education Conference. Seconded by Erica. All in favor. Motion carried.**

**Education Committee Report** – With conference cancelled, there is nothing to report at this time. Hannah stated she had an idea suggested to her from an Association member, that they put a nicely designed notice stating how to pay their invoices due to COVID-19 on the tax bills. It was mentioned that most software programs allow for a customized message be added to the bill and it was a good idea.

There was discussion as to who may be opening their offices to the public. There was a mix of responses. Some are going to remain closed until they attend the webinar being offered by NHMA on June 5<sup>th</sup> and some are opening June 1<sup>st</sup>.

**Director at Large Report** – Min mentioned the Nominating Committee is working on nominees for the open positions. They are still looking for someone for the Education Committee Chair position.

She also mentioned a coordinator is still needed in Cheshire County.

Dawn stated that she remembers at some point there was discussion about making the Education Committee chair a co-chair position. Min asked if that could be put on the agenda for the next meeting to discuss in full.

**County Coordinators Report** – Hannah welcomed the County Coordinators and thanked them for joining the meeting.

Belknap County Report – They were unable to attend.

Carroll County Report – They were unable to attend.

Cheshire County Report – James MacDonell (Hinsdale) reported there are no issues in Cheshire County and he is just plugging away where he is new and both the previous coordinators are not there to learn from.

Coos County Report – Cindy Woodward (Milan) reported she has not heard of any issues and they feel very remote and fortunate up in the North Country during this COVID-19 pandemic.

Grafton County Report – Raymah Simpson (Bristol) asked if there should be any County meetings where we have cancelled conference. The Executive Committee felt meetings should not be held unless they wish to hold something remotely.

Hillsborough County Report – Diane Trippett (Merrimack) and Lora Mills (Manchester) started off slow as far as reaching out to the collectors in their county. She has been getting a few inquiries from their members but other than that it has been quiet.

Merrimack County Report – Erica Anthony (Pittsfield) was aware of only one new collector in her county and she has been in touch with a few others. Hannah welcomed Kim Blichmann (Hooksett) and officially appointed her as Merrimack County Coordinator.

Rockingham – They were unable to attend.

Strafford – They were unable to attend.

Sullivan – They were unable to attend.

**Dawn made a motion to suspend County meetings or find another alternate method to hold one if the Coordinators wish to. Seconded by Joyce. All in favor. Motion carried.**

**Old Business** – Erica had a follow up conversation with Steven Buckley and the legal assistance lawyer out of Berlin regarding tax exemptions and credits verbiage on the tax bills. The legal assistance office received grant money to assist getting information out to the public regarding the options available to the taxpayer for property tax exemptions and/or

credits. The legal assistance attorney was basically looking to see how most tax collectors were getting the information out to the taxpayer. The attorney's main concern is educating the assessing departments on explaining exemptions and credits to the taxpayers. It was asked if she will be meeting with them again. Erica said the only action that came from it was that NHMA will offer more webinars to educate assessors on getting information out to the public. The take away for tax collectors is we are already doing what we can to get the information out there. Joyce mentioned maybe they could distribute a poster to all the towns to hang in their offices. Erica said she would bring that back to the committee.

**New Business** – It was reported that the Low and Moderate Income Homeowners Property Tax Relief (DP8) forms are available.

Joyce asked if Kathleen had officially been appointed as Director of Public Relations after Kathy's term as Farmington tax collector ended and the vacancy was created. **Hannah appointed Kathleen as the Director of Public Relations until the 2020 election of officers.**

The next meeting will be June 1<sup>st</sup> via WebEx.

Joyce made a motion to adjourn. Seconded by Dawn. All in favor. Motion carried. Meeting adjourned at 11:11 a.m.

Respectfully submitted,

Charity M. Baker