

**New Hampshire Tax Collector's Association
Executive Committee Meeting
Department of Revenue
May 9, 2024
9:30 AM**

Executive Committee Members Present: President/ Education Committee Chair Nicole Hoyt, CTC, 1st Vice President Daphne Woss, CTC, 2nd Vice President Katie Gargano, CTC, Treasurer Joyce McGee, CTC, Workshop Coordinator Ashley Pouliot, CTC, Director of Public Relations Raymah Simpson, CTC, Director at Large Kelly Roberts, CTC

Absent: Legislative Committee Chair Vicki Gohl, Conference Coordinator Terri Briand, CTC, and Secretary Charity Baker, CTC

Guests: Michelle Clark, NHDRA, Erica Anthony, Merrimack County Co-Coordinator, CTC

Correspondence: Thank you card from the Anthony Family for the sympathy card sent. An email from Diane Trippett notifying the board of her retirement effective in April 2024.

Secretary- Approval of minutes from the February 8, 2024 meeting: Joyce spoke about the minutes that were distributed to the board, there was one correction that she worked with Charity on and it has been corrected.

Motion made by Raymah and seconded by Ashley to approve the February 8, 2024 meeting minutes with no further corrections. All in favor. Motion carried.

Treasurer- Joyce handed out the financial report. There are a few items on the report that she needed information from Charity so those have been left incomplete. There were discussions about the costs paid to the venues for the Spring Workshops.

The Seacoast Spring Workshop is held at the American Legion, and they have not charged us to use the space. In the past we sent them a \$500.00 donation to thank them for the use of their building.

Motion made by Daphne and seconded by Raymah to send a \$500.00 donation to the American Legion. All in favor. Motion carried.

The Littleton workshop was held at the Elks, and they charged the association \$200.00 for use of their building. There was a discussion on whether the board would like to match the seacoast donation and send a donation to the Elks of \$300.00.

Motion made by Daphne and seconded by Ashley to make a \$300 donation to the Elks in Littleton. All in favor. Motion carried.

The Concord workshop was held at the Bektash Shriners Building, we used the larger side of the room due to high attendance. The room fee was over \$1,000 compared to just over \$600 last year for the smaller side of the ballroom. There was a discussion about some upcoming changes with the hall president and we may no longer be grandfathered in. The Board suggests that Ashley looks into alternative function halls just in case. In 2023 Concord had 83 attendees and in 2024 had 113, the fees for the caterer were around \$5,200 last year, and this year came in around \$6,700.00. The board recommends that Ashley also looks into other caterers in the area and possibly one that does it all in one building.

Motion made by Ashley and seconded by Daphne to accept the Treasurer's report as presented. All in favor. Motion carried.

Public Relations- Raymah reported that she went to all 3 spring workshops and gave an update to the attendees about the opportunities within the association and the various training opportunities that are available.

There was a discussion about tax collectors who have recently retired-

- Diana Peckham from Brookfield has retired after 38 years of service, Nicole will send out a card on behalf of the association.
- Pat Tucker retired from the town of Ashland; Min Kennett retired from the town of Northumberland. Both Pat and Min are past presidents and will be receiving a chair at the upcoming conference. More details need to be worked out with Terri about comp rooms for the conference.
- Kathy Valliere of Greenville retired, Nicole will send out a card on behalf of the association.
- Rebecca Pederson of Carroll stepped down and is now deputy. The board decided a card will not be sent until she officially retires.
- Marianne Howlett from the town of Warner will be retiring and Joyce McGee of Whitefield will be retiring in January 2025.

Legislation- Vicki was not present for the meeting. Nicole spoke about HB 1124; she sent a letter to the committee in opposition, but she could not attend the hearing in person. She did watch the hearing. The Board wondered why the Association found out about this bill from Bernie at the Spring Workshop in Concord.

Conference Coordinator- Terri was unable to attend, she did send an email to let the board know that we were all set for the June meeting in North Conway. Joyce asked Nicole if the gift had been decided on yet. Nicole will be touching base with Terri on the options she found and will decide from there. Joyce brought up 3 topic options for Bernie to present at Certification. The board liked the idea of going over authority and various roles in the town in conjunction with the duties of the tax collector. There was discussion on hopefully there will be more information by then on HB 1124.

Director at large- Kelly will be working on creating a job description for webmaster, the webmaster will also take on updating the scheduled fees and costs sheet semi-annually based on the postage fee changes put out by the US Post Office.

DRA Update/ New Collector's Workshop- Michelle noted she has received almost all the MS-61's and has been in contact with the ones who haven't. She discussed the many successes of the new collector's workshop, both days were very well attended, and it really showed how much turnover there has been. She liked the flow of the schedule and noted some of the new changes that were implemented like the understanding your duties presentation, providing definitions and the new on-boarding sheets were all well received.

Joyce noted that she emailed the winners of the new collector's scholarship, but she has only heard from 1 town providing proof that they paid.

Education- Nicole updated the board that the Education Committee has been meeting monthly. Most meetings are via zoom and there are 2 in person meetings. One is later this month, and the other is after

the conference in October. Nicole also went over the surveys from the spring workshops, most feedback was positive, there were 4 surveys that stated people would like to play games.

Job Description Review- Joyce went over the changes she made to the treasurer's job description. There was a brief discussion about the New England Regional Tax Collector and Treasurer's Association. Many members of the board were not familiar with the association, and we discussed current and past involvement.

Motion made by Daphne and seconded by Ashley to accept the Treasurer's job description as amended and presented. All in favor. Motion carried.

Next meeting- June 13, 2024, at North Conway Grand Hotel.

A motion was made by Joyce McGee to adjourn the meeting at 11:50 AM, seconded by Daphne Woss. All in favor, meeting adjourned.

Respectfully submitted,

Katie Gargano
2nd Vice President