

**New Hampshire Tax Collector's Association
Executive Committee Meeting
Primex
January 9, 2025
9:30 a.m.**

Executive Committee Members Present: President Daphne Woss, CTC, 1st Vice President Katie Gargano, CTC, Secretary Charity Baker, CTC, Treasurer Erica Anthony, CTC, Education Committee Chair/Director at Large Nicole Hoyt, CTC, Legislative Committee Chair Rhonda King, CTC, Conference Coordinator Terri Briand, CTC, Public Relations Director Mridula Naik, CTC

Absent: Workshop Coordinator Ashley Pouliot, CTC

Others in Attendance: Michelle Clark, NHDRA

Meeting called to order by President Daphne Woss.

DRA Update – Michelle mentioned there is an icon in the portal for the MS123, however, you are unable to use it unless you have the ability to submit as an administrator. They are working on getting that corrected so Town Clerks have access to submit.

Michelle asked if there are any issues the members see with the portal, please email Michelle and she will forward to their software company.

It was mentioned that many reached out and stated the MS61 on the DRA website does not allow for the tax software form to be imported into the fillable form. Charity mentioned she used last year's form. It looks as though the import function is accessible on that form only when using Adobe Pro.

Secretary – There was discussion regarding unpaid dues. Charity forwarded the unpaid list to Katie for her to share out to the County Coordinators to assist with collection.

Motion made by Katie and seconded by Rhonda to accept both the September 20, 2024, and the November 14, 2024, meeting minutes. All in favor. Motion carried.

Treasurer – Erica distributed and reviewed the financial statement from Joyce for the Passumpsic Bank accounts and another statement she prepared for the Service Credit Union accounts.

She mentioned Joyce is working on getting everything with the NHPDIP account changed over to her.

Motion by Katie and seconded by Rhonda to accept the treasurer's reports. All in favor. Motion carried.

Conference Coordinator – Terri sent out conference budget information to the google group so they can plan for 2025. Dates for conference are set for September 16-18.

1st VP – Katie sent out an email in December to connect with the Coordinators and ask that they review their towns and to report any changes in their offices as they occur.

She also mentioned she sent out an email with the unpaid dues list and asked the Coordinators to reach out to their towns to assist with collection.

The committee discussed the option to zoom meetings if someone is unable to make the meeting in person. Rhonda mentioned allowing a zoom link is possible as long as there is still a quorum present at the meeting site.

Director of Public Relations – Mridula offered to be on the nominating committee. Daphne officially appointed her to the nominating.

Legislative Committee – Rhonda mentioned receiving the contract with Demers & Prasol. They have a new partner and would like checks moving forward be made payable to Demers, Prasol & Thomas. She mentioned the contract amount is \$4,000 and reviewed the installment schedule. The committee would like the contract updated to show the new company name “Demers, Prasol & Thomas Inc.” before signing. Daphne emailed them to get an updated contract.

Motion made by Erica and seconded by Katie to accept the updated contract to show the new partner “Demers, Prasol & Thomas, Inc.” All in favor. Motion carried.

There was discussion regarding the proposed camper legislation. They are looking for input from people that own campgrounds. The people that started the legislation are not happy with how it has been changed.

Workshop Coordinator – Ashley was unable to attend.

Education Committee – Nicole reported the dates are set for the Spring workshops. She shared the tentative agenda and reviewed the list of potential topics she received from Bernie, one of which was deceased owners and handling the tax deed process and going through/dealing with probate.

Nicole also reported everything is all set for the New Collectors workshop. They are keeping the agenda the same as it worked great last year. DRA will handle registration again this year.

Director at Large – Nicole reviewed the recommended changes of the Director at Large job description.

Motion made by Nicole and seconded by Erica to accept the Director at Large job descriptions with recommended changes. All in favor. Motion carried.

The committee believes the Treasurer, Legislative and Director of Public Relations job descriptions have been updated and approved.

The remaining job descriptions left to review are Secretary, 2nd VP, 1st VP, President, County Coordinator, Workshop Coordinator, Conference Coordinator.

NEW BUSINESS:

2nd VP – the other nominee that was up for 2nd VP has denied accepting the position at this time. The committee discussed other members that may be good candidates.

Daphne had a meeting with Legislative Committee and they mentioned they were disappointed that they were not notified that the chair left the position and Daphne explained to them that the Executive Committee didn't know either until the last minute. The committee felt they should have at least been approached and asked if any of them wanted the position. They would like to see something added to the bylaws or policy manual as to the procedure to replace the chair in the future. The committee discussed it and felt this was a very rare situation.

Daphne mentioned that Mary Richardson's house burned down and she is going to send a card expressing the membership is thinking of her.

Motion made by Charity and seconded by Erica to get a \$100 gift card for Mary Richardson to help with things lost in the fire. All in favor. Motion carried.

Motion made by Terri and seconded by Charity to get a gift card and lamp to thank Joyce McGee for her service on the Executive Committee and to congratulate her on her retirement. All in favor. Motion carried.

The committee is going to get the names of all members they know that will be retiring or recently retired and have Charity add them to the retiree list along with the longevity of each member.

There was discussion about requiring members to sign in at each session at conference to help with accountability for certification and their towns.

A gift will be ordered for Primex as a thank you for the use of their meeting space.

Motion made by Terri and seconded by Nicole to adjourn. All in favor. Motion carried.

Respectfully submitted,

Charity M. Baker
Secretary