

**New Hampshire Tax Collector's Association
Executive Committee Meeting
NH Department of Revenue
January 12, 2023
9:30am**

Executive Committee Members Present: President Kelly Roberts, CTC, 1st Vice President/Education Committee Chair Nicole Hoyt, CTC, Secretary Charity Baker, CTC, Treasurer Joyce McGee, CTC, Workshop Committee Chair Ashley Pouliot, CTC, Director at Large Erica Anthony, CTC

Absent: 2nd Vice President Daphne Woss, CTC, Conference Coordinator Terri Briand, CTC, Legislative Committee Chair Vicki Gohl, Director of Public Relations Raymah Simpson

Guest: Michelle Clark, DRA

Meeting called to order by Kelly @ 9:45 am.

DRA – Michelle suggested a possible topic for the Spring workshops could be the significance of due dates and the length of time between mailing bills and when bills are due. Another topic is what order documents should be signed and issued during the billing cycle.

Michelle said she asked that the Technical Reference guide be removed from the DRA website until it is updated.

Kelly wanted to review and confirm all workshop dates and locations.

- New Collectors – March 22 & 29 @ DRA
- Spring workshops – April 5th Concord, April 12th Seabrook, April 19th Littleton

Workshop Coordinator – Ashley reported both the facility and the carter are confirmed for Seabrook. She is waiting on a confirmation from Concord Bektash however caterers all set and she is waiting on confirmation from the facility and caterer in Littleton.

Secretary – The minutes from the August, October and December meetings were distributed.

Motion made by Erica and seconded by Kelly to accept the August 11, October 20, and December 8, 2022 meeting minutes. All in favor. Motion carried.

Charity is going to send updated unpaid list to Nicole so she can enlist the County Coordinators to help in getting them paid.

Treasurer – Joyce distributed the Treasurer's report and mentioned there was very little activity over the last month.

Motion made by Erica and 2nd by Kelly to accept the Treasurer's report as presented. All in favor. Motion carried.

Public Relations – Raymah was unable to attend

Legislation – Joyce had the contract and invoice from Prasol & Demers.

Motion made by Ashley and seconded by Erica to have the Treasurer sign and pay for the contract with Prasol & Demers. All in favor. Motion carried.

Joyce has concerns with the bill that is addressing the additional language for the Low and Moderate Income Rebate on the tax bills or as an additional mailer. She believes the legislative committee should take a look at it.

Conference Coordinator – Terri was unable to attend.

Education – Nicole has been in contact with Bernie and he going to give some topic ideas for New Collectors and Spring workshops. Nicole mentioned she had her IT department look at the Education Committee computer and they have recommended adding antivirus to it and she also would like the committee to grant permission to add Microsoft Office software to it as well. Unfortunately, the only way to add the software and antivirus is with a credit card.

Motion made by Ashley and seconded by Nicole to authorize the Treasurer to set up a debit card account not to exceed \$1,000. All in favor. Motion carried.

Motion made by Ashley and seconded by Erica to allow Nicole to purchase antivirus and Microsoft Office software once the debit card is issued. All in favor. Motion carried.

Kelly would like the program for the New Collectors’ and Spring workshops be “Back to Basics.”

Ashley mentioned it may be a good idea to send a message out to the google group asking the membership some of the things that were difficult for them when they first started as the tax collector or things that they didn’t realize were part of the process.

Nicole mentioned the committee has not met yet however she will have a committee meeting soon. She is going to work on updating the New Collector registration form and will get it out to the Executive Committee for review.

Kelly asked if at conference when on break if music could be played. The committee didn’t think that would be a problem and can be discussed with Terri.

County Coordinator – Nicole has nothing to report at this time. She will reach out to see if the Coordinators have any feedback from their towns.

Nicole has a person that is interest in replacing Deanna Amaral a County Coordinator. She will confirm and get their name to Kelly for appointment. Deanna is now working at Avitar.

Erica asked Kelly if she would reach out to Northeast Regional Association to have them fix the link to our Association website on their site.

Erica would like to see the Association update the banners/signs used at workshops and conference, possibly with some free standing collapsible signs. She spoke Nicki with the Clerks’ Association and she said they purchased their signs through Kinkos. The committee was in favor of updating the banners.

New Business – Joyce mentioned receiving an email from the local Community Action program regarding a delinquent water/sewer assistance program and it was mentioned that others on the committee had also received one. Charity reported she spoke with the local Community Action program and let them know we just went through something similar with Housing Finance and their property tax assistance program. She advised them that if payments are made on liens then the payment would need to come from the taxpayer as the Community Action Program does not have a legal interest in the property. She shared the information that was provided to the membership regarding how to handle payments from the property tax assistance program to give them a solution for making payments on lien accounts. She has heard nothing since.

Kelly wanted to discuss the bylaws to make sure everything that is required of her are getting done. Charity mentioned she will email all the job descriptions and Executive committee procedures handbook so everyone can update their committee binders and know their responsibilities.

It was recommended that the first meeting after conference should be a procedural meeting to go over job descriptions and bylaws so everyone is familiar with their duties.

Motion made by Joyce and seconded by Erica to adjourn. All in favor. Motion carried.

Respectfully submitted,

Charity M Baker
Secretary