

**New Hampshire Tax Collector's Association
Executive Committee Meeting
NH Department of Revenue
December 14, 2023
9:30am**

Executive Committee Members Present: President/Education Committee Chair Nicole Hoyt, CTC, Secretary Charity Baker, CTC, Treasurer Joyce McGee, CTC, Conference Coordinator Terri Briand, CTC, Legislative Committee Chair Vicki Gohl

Absent: 1st Vice President Daphne Woss, CTC, 2nd Vice President Katie Gargano, CTC, Workshop Coordinator Ashley Pouliot, CTC, Public Relations Director Raymah Simpson, CTC, Director at Large Kelly Roberts, CTC

Guest: Michelle Clark

Secretary – Charity distributed minutes from the November meeting. There was not a quorum to vote on any reports or other business. The committee will vote to approve at the January meeting.

The members present discussed several topics they have been dealing with in their communities.

There was discussion regarding the appropriate documents to be sent to DRA after each billing cycle and it was suggested that at Spring workshop/Conference to request each town bring their documents they send to DRA after each billing so the documents can be reviewed to confirm they are sending the appropriate paperwork.

Spring workshop and conference topics were discussed.

Correspondence – Thank you card from the Epping Community Food Pantry for the donation in lieu of payment to our conference presenter Don DeAngelis.

Legislation – Vicki mentioned she is almost ready to distribute a legislative tracker to the group and updated the committee on the campground discussions. She asked the committee what they believe is the most beneficial way to proceed with campgrounds and how taxes should be collected throughout the State. Joyce suggested for Vicki to reach out to the Assessing Association to collaborate with them as the best way to move forward.

Joyce confirmed with Michelle and Nicole that DRA will be handling the registration and arrangements for the New Collectors' workshop and the education topics will be handled by the Education committee. All registrations forms will be submitted to DRA and there will be no online registration.

Education – Nicole went over a tentative workshop agenda for the New Collectors. The Education Committee is also discussing doing a MS61 video to share on the website. Michelle would like to present a session on tax rate setting and asked for it to be on the first day.

Michelle believes the MS123 should be live after the next election cycle.

Treasurer – Joyce mentioned she is going to pay the contract for Demers and Prasol and she paid the storage unit fee which is split with the Certification Committee.

Nicole mentioned the Education Committee is working on a new collector onboarding form and she will share it at the next meeting.

The February meeting will be held at the Boscawen Town Hall.

Respectfully submitted,

Charity M. Baker
Secretary