

Final

MAINE MUNICIPAL TAX COLLECTORS & TREASURERS ASSOCIATION
BOARD MEETING
POINT LOOKOUT - NORTHPORT
67 ATLANTIC HIGHWAY
DECEMBER 9, 2008
10:00 A.M.

MINUTES

Present: Gayle Doyon, Vera Parent, Pam Griffith, Tracy Hodgdon-Hyson, Teresa Shaw, Paul Labrecque, Gilberte Mayo, David Little, Kelly Thibodeau, Joan Kiszely.

Absent: Stu Marckoon, Marilyn Curtis.

1. Call to Order: Gayle Doyon called the meeting to order at 11:35 a.m.
2. Approval of Minutes: Motion made by Vera Parent, seconded by Theresa Shaw, all approved the November 19, 2008 minutes.
3. Approval of Treasurer's Report: Pam Griffith presented the October 2008 Financial Reports. Motion made by Vera Parent, seconded by Tracy Hodgdon-Hyson, all approved the financial reports.
4. Old Business
 - Critique of Municipal Law for Tax Collectors & Treasurers Workshop: The board reviewed the evaluations. It was suggested to split the course between tax collectors and treasurers. It was discussed that the attorneys spent a lot of time on tax liens. The MMTCTA offer this workshop and they do not see the need for this topic at this workshop. After a lengthy discussion it was the consensus from the board that the Professional Development Committee will review the agenda from the 2008 workshop, and come back to the Board with a recommendation. Then the Professional Development Committee will meet with the MMA attorneys, and bring them a recommendation of what they would like to see for the agenda for 2009.
 - Other Old Business: None
5. New Business
 - Update of draft By-Laws – Gayle Doyon reported that she has reviewed the by-laws and her committee has met to start the revision.
 - Update on draft certification application & process – Gilberte Mayo reported she did up a draft of a certification letter that would go to the City or Town Manager. She will email this out to her committee. She noted that the Certification application looks good, and she would not revise this at this time. It was requested that we revise the optional courses by explaining what “optional” means. Brief discussion on whether or not to allow MMTCTA to use optional courses to attend the clerks workshop. Consensus that the course

needs to pertain to their job. Gilberte Mayo noted that she contacted Michelle at Risk Management to see if a certified tax collector and/or treasurer would decrease the insurance premium or not. She has not heard back from MMA, and once she does she will work with them to come up with an application process to see if their tax collector and/or treasurer is bonded or not.

David Little noted if we are not going to allow all courses then we need to revise the certification application. Motion made by David Little, seconded by Pam Griffith, all approved to table this discussion until the next meeting.

- Update on Committee Roles – Gayle Doyon reported the committee chairs need to come back with a draft of duties and responsibilities for next meeting.
- Review Survey Draft – Gayle Doyon reported in Stu Marckoon’s absence. He provided a draft survey. It was a consensus that it was a good survey, and some minor changes were made. Gayle Doyon will get the changes to Stu, and request that another draft to go out to the board. Lengthy discussion on the question of the location of the conference. Consensus that the question should read: Would you attend an annual conference that is located in one location? This survey would go on the MMTCTA web, and in the January newsletter.
- Administrative Guide Update – Gayle Doyon reported her committee is working on updating this.
- Code of Ethics: Joan Kiszely noted that in 2010 members dues renewals will be sent directly to individuals and not the Town. Discussion will continue at a further meeting to how they want to send out the Code of Ethics.
- Discussion on Annual Conference Proposals: Joan Kiszely reported on both proposals: Hollywood Slots & Hotel and Point Lookout. Lengthy discussion on holding this conference one day or two days, and at one location. Discussion on topics that they could offer for a curriculum for the May 2009 conference. These included new legislation, IF & W, foreclosures and BFW, audit reports, investments, GASB on Insurance, and cash handling. Motion made by Gilberte Mayo, seconded by Kelly Thibodeau, to have the Annual Conference at Hollywood Slots in Bangor. The motion passed with seven in favor.

Motion made by Gilberte Mayo, seconded by Theresa Shaw, all approved, to have the Annual Conference for only one day. The Annual Conference would be held on May 7, 2009.

- Pin: Discussion on the logo of the membership pin. Motion made by Vera Parent, seconded by Gayle Doyon, all approved to authorize David to get a PDF for \$30.00 to use the same logo that we use on our correspondence.
6. Adjournment: Motion made by Gayle Doyon, seconded by Vera Parent, all approved to adjourn the meeting at 1:40 p.m.