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**MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS'
ASSOCIATION
EXECUTIVE BOARD MEETING
MAINE MUNICIPAL ASSOCIATION
AUGUSTA
JANUARY 11, 2011
9:00 A.M.**

MINUTES

Present: Gayle Doyon, Vera Parent, Pam Griffith, Marilyn Curtis, Gilberte Mayo, Kristine Poland, Stu Marckoon (phone), Tracey Hodgdon-Hyson, Leo Ouellette (phone), David Little, Darlene Beaulieu, Joan Kiszely.

1. **Call to Order:** Vera Parent called the meeting to order at 9:06 a.m.
2. **Approval of Minutes:** Motion made by David Little, seconded by Gayle Doyon, all approved the December 14, 2010 minutes.

Approval of Treasurer's Report: Pam Griffith presented the November financials. Pam Griffith noted the financials are in order. Motion made by Leo Ouellette, seconded by David Little, all approved the November 30, 2010 financial report. Gilberte Mayo requested Pam Griffith to look into why there are is no code number in the Municipal Law line item.

Aging Reports: Pam Griffith reported she made calls to all (towns/city) invoices that were outstanding. She noted she will make calls back again to those that are still outstanding. Motion made by Vera Parent, seconded by Gayle Doyon, all approved for Pam Griffith to contact Standish Town Manager and follow up with a letter in regards to their overdue invoice.

3. Old Business;

Review of Rules & Procedures for Ethics Enforcement: Leo Ouellette reported he sent out a copy of this to the board. He believes it is down to one page. Motion made Leo Ouellette, seconded by Stu Marckoon, all approved the revision of the Standard of Ethics & Professional Conduct. Joan Kiszely will change when this was adopted. The board requested Joan Kiszely to remove Cindy Dunton, former Tax Collector of Newburgh off the non-member listing of MMTCTA membership list.

Survey for Government Accounting I & II Update: Gilberte Mayo reported that she has only talked once to Heather Hunter. They would like more time to address this, and she will report back to the board at a later time.

I've Got the Job – What Now?: Stu Marckoon reported the existing agenda does not follow the MMTCTA manual. He noted that it would make more sense to redraft the agenda, and he would be willing to do this, but cannot get to this for a few months. It

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was the consensus of the board for Stu Marckoon to redraft the agenda and bring this back to the board for review. This will be a work in progress. They will look at offering this workshop next year.

Webinar Update: Gilberte Mayo reported. David Little noted he talked with Patti Dubois, President of MTCCA in regards to their webinar training. The MTCCA is working with MMA on webinar training. David Little explained how this works with the MTCCA. He reported that they started with New Clerks Workshop. He thinks we should explore this more, and is not sure this will work for MMTCTA. There will be a demonstration on this at the MMA Technology Conference on March 3. They are also videotaping their classes. Gilberte Mayo reported that IRS also has Webinar classes for free. Gilberte Mayo will talk to a camera man about taping the Tax Liens workshop. She also will talk with Jeri Holt to get more information in regards to webinar training. Gilberte will email the board the information and the fee for taping this workshop.

4. New Business:

Discussion on Draft Agenda for Annual Conference: Joan Kiszely distributed a draft worksheet with 2010 agenda for the board to review. The board would like Gayle Doyon to contact Bruce Sleeper and see if he can teach on Foreclosures before lunch, and on Bankruptcy after lunch. Also, they would like her to confirm with Bill Swan from Inland & Fisheries. Darlene Beaulieu suggested that perhaps we have Ron Smith from R.H. Smith as a speaker as well. Vera asked if she would contact him and confirm. It was the consensus that they put Legislative Update, Inland Fisheries & Wildlife in the afternoon. The board drafted the Agenda for the proposed 2011 Agenda for the Annual Conference. Joan Kiszely noted she will email to the board the To Do List and Function List for the upcoming Annual Conference.

Status Reports for Strategic Plan: Vera Parent reviewed the goals from the 2010 Strategic Plan.

Vera Parent reported she reviewed the Strategic Plan for goals for which she feels the board is on track. She went down through the short term goals and long term goals. She noted that the board is doing very well with accomplishing the goals.

5. Other New Business:

Affiliate Certification Cross Marketing: Affiliate Certification Cross Marketing: Gilberte Mayo reviewed the email that Margaret Noel sent to her, and the President. The board felt it was a good idea. Gilberte will draft up a list of classes that the MMTCTA would approve for certification.

President's Report: Vera Parent reported she received an email from Chris Lockwood on the Affiliate Groups luncheon for Friday, April 8th. She would like to have David Little attend this. David Little noted he would attend. She also reported that a lady from Marshfield had attended Municipal Law in November. She had a question for the attorneys, and it was requested she put her question in writing in a letter. The question was on Special Exemptions. David Little noted he will review the Tax Liens manual and

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Municipal Law manual and make a recommendation. David Little will send a letter to address the question which came from Alexandra Mickelinc of Marshfield.

6. Committee Reports

Professional Development Committee: Gilberte Mayo reported that she had two Certification applications:

Amy Duquette – Deputy Treasurer – Sabatus – Associate Treasurer
Deborah Coady – Deputy Tax Collector – Wells – Associate Tax Collector

Communications Committee: Gayle Doyon reported she is gathering articles for their newsletter. She still needs articles from some of the boards. She is in hopes to get the newsletter out the middle of February. Joan Kiszely reported that other groups are doing up a flyer to vendors to be able to have them advertise in the Newsletter or on the website, to be a sponsor of the annual conference, or to be a vendor at the MMTCTA annual conference. It was requested that Joan Kiszely work with Gayle Doyon to draft a letter to potential vendors to see if they would like to sponsor the program or be a vendor at the MMTCTA Annual Conference. It was also requested that she ask MMA for their potential vendor listing for the MMA Convention.

Membership Committee: Marilyn Curtis reported she had not received a membership list. Joan Kiszely reported there is a problem in running the reports; and as soon as the report can be run, Missy will send it out to Marilyn. Marilyn would like a membership list to come to her the last business day of the month or the first day of the month, before anything has been posted.

Pam Griffith will contact Sarah Ledoux to move the \$45.00 out of membership and place it into training.

Legislative Advocacy Committee: David Little submitted a written report:

Update to Executive Board
Dated: January 11, 2011
By: David Little, Chair

At this point there is not too much to report. The three legislative proposals the Executive Board approved have been sponsored and sent to the Revisor's Office. I want to thank Gayle Doyon for her assistance in finding sponsors for the bills. I was expecting support from one of Bangor's delegates, but it became apparent that there was a lack of enthusiasm for the fee increase proposals.

I have discussed the three proposals with seven of the nine Bangor City Councilors during a meeting of the City's Finance Committee and received support from all Councilors present. The proposals are slated to be included with other proposals that may impact Bangor and will be discussed with all our State Delegates on January 31st. It is expected that Bangor will encourage all our delegates to vote in favor of the three proposals. There was also discussion of a possible Resolve from the Council in support of the three proposals.

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MMA, particularly Geoff Herman and Kate Dufour, have been great in helping us draft the wording of the bills and keeping me informed of the process timeline and especially any deadlines. Geoff has indicated that we should drum up as much support as possible during the next month. Any known State delegate supporters need to be relayed to MMA so when the bills are ready for co-sponsor signatures we will be ready. To avoid multiple emails coming in to MMA, I would suggest that the names of sponsors be sent to me and I will compile one list for Geoff.

To get the word out I have prepared an article for the newsletter which was sent to all Board Members on January 10, 2011 to review. I also expect to use the list serve to encourage all members to discuss the bills with the governing bodies and state delegates. Any and all factual information and support we can get will make our testimony that much better.

I will also be contacting Motor Vehicle and Inland Fisheries & Wildlife to request their support and any information they can provide such as number of transactions completed at the municipal level, approximate savings to the State by providing this service, etc.

While a lot of our time will be focused on our proposals, I expect that we will also need to testify against several bills that will look to reduce excise tax. These seem to be an annual occurrence and we need to be sure that we do not let them slip by.

Other: Vera Parent reported that she contacted Dot Meagher, President of MWDA to talk about the dates of their Annual Spring Conference, and the MMTCTA Annual conference. She told Dot that the MMTCTA and MWDA are not in competition. They discussed co-sponsoring at their conferences on a topic. They would like to pursue that idea. She stated that Dot Meagher noted that next year they will look at hosting their conference in April.

7. **Adjournment:** Motion made by Gilberte Mayo, seconded by David Little, all approved to adjourn the meeting at 11:10 a.m.