

## COOS COUNTY TAX COLLECTORS

### Minutes

Thursday, August 11, 2022  
9:30 – 11:45 am (12:00pm lunch at Moody Mug)  
Northumberland Tax Collector's Office  
19 Main Street, Northumberland, NH

Coos County Tax Collectors Present: Coos County Coordinators Melinda "Min" Kennett (hostess), and Cynthia "Cindy" Woodward (recorder); Tax Collectors and Deputies: Dawn Dube, Judy Marcou, Courtney McLain, Holly Larsen, Jan Gagnon, Linda Harris, Amy Kuzma, Jeanette Charon, Mary Gross, Kitty Kerner, Linda Clogston, and Melanie Fogg. At 10:30am, Terri Ruel of Errol, attended via phone.

9:00 – 9:30am Registration, beverages and breakfast buffet

Min Kennett called the meeting to order at 9:35am.

After everyone took turns introducing themselves, the morning session featured roundtable discussion of relevant issues and concerns raised by Min and other tax collectors.

**NH Housing Grant** - Several municipalities have taken advantage of the grant and have received monies to apply to the tax rolls. This is money offered to NH residents having a difficult time paying utilities, mortgages, home insurances, and/or taxes due to COVID-19. Eligible Homeowners: experienced a pandemic-related reduction in income or increase in expenses; own and occupy as their primary residence, the NH property for which assistance is being requested; have an income(s) of equal to or less than 125% of area median income. Eligible Properties: single-family; condo units; 1-4 unit properties where one of the units is the homeowner's primary residence; manufactured/modular homes permanently affixed to real property; manufactured homes not permanently affixed to real property but with a title certificate or statement of ownership in the homeowner's name. FMI or to apply: HomeHelpNH.org. Municipalities are encouraged to reach out to residents who may benefit from the grant. It helps the Towns too.

**New Tax Collector/Clerk/Administrative Assistant in Dalton** – Jeanette Charon had introduced herself and how recently she was appointed to her position – only a few weeks prior to the meeting. She talked about her learning curve. She was encouraged to reach out to any of her peers with questions. One question was asked about being paid by fees for her Tax Collector position. Jeanette was directed to check out the Fee Schedule for Liening and Deeding on the NH Tax Collect website. She was also directed to look back at past payable accounts, as she is the Administrative Assistant as well. This should give her a better understanding of how she gets paid.

**Errol Issues** – At 10:30am Min called Terri Ruel of Errol, at Terri's request. Terri couldn't attend in person, as DRA had been scheduled to be at her office. She wanted to clear any confusion as to what was taking place in her Town: no criminal behavior was discovered, simply negligence. After Terri's update, discussion about the timely deposit of checks and basic Tax Collector responsibilities ensued. Prioritization of duties and the declining of accepting duties that are not the position's responsibility were talked about.

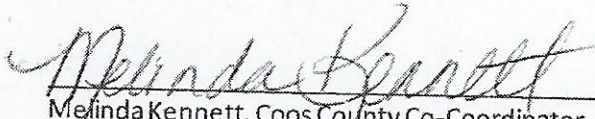
**Organization/Filing** – Min brought out one of her files and some binders to share her method of organizing liening and deeding documents. Min creates a separate file for each person. Other methods of filing and tracking were also brought up.

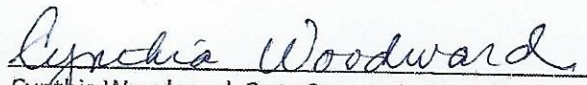


**Mail Issues** – Delayed deliveries, lost mail, COVID delivery methods of certified mailing were discussed. Several municipalities follow up all certified mail with regular delivery mailings. How we handle correcting mailing addresses and returned mail was also discussed. Truepeoplesearch.com and Facebook seem to be the 2 best sources to discovering where residents may have moved.

The meeting was adjourned at 12:05pm, though circles of common tax collect concerns could be heard as attendees were enjoying their lunch at the Moody Mug.

Respectfully Submitted,

  
Melinda Kennett, Coos County Co-Coordinator

  
Cynthia Woodward, Coos County Co-Coordinator