

CONNECTICUT TAX COLLECTOR'S ASSOCIATION  
Aqua Turf Fall Meeting, November 9, 2017  
Southington, CT

**PRESIDENT** Launa Goslee called the meeting to order at 9:18 a.m. and started the meeting with the Pledge of Allegiance and a Moment of Silence.

**MINUTES:** Copies of the minutes were available on the tables for review. A motion was made to dispense of the reading of the Secretary's Minutes from the May 2017 meeting was made by Scott Ferguson and seconded by Barry Maynard. Motion carried. Motion was made by Maeci Evans to accept the minutes as written. Seconded by Teresa Babon. **Motion carried.**

**TREASURER'S REPORT:** Copies of the treasurer's report were available at the registration table. Motion to waive the reading of the treasurer's report was made by Barry Maynard and seconded by Scott Ferguson. **Motion carried.**

There was a short discussion as to why the balance was so high. Ann explained that it is needed as insurance for the March seminar, as we enter into an agreement well in advance of the seminar date, before members have committed to the event. It is also needed as a cushion to defend the group for possible legal issues.

Motion was made by Barry Maynard to accept the minutes as written. Seconded by Scott Ferguson. **Motion carried.**

**New Business:**

**CCMC Convention:** Launa spoke on behalf of Lisa Biagiarelli. Lisa will be presenting at the CCMC Convention on Wednesday November 29<sup>th</sup>. The topic will be Internal Controls, Fraud Prevention and Organizational Improvement.

**Slate of Officers 2018-2020:** The Nominating Committee, composed of Iris Laurenza, Patricia Monahan, and Lisa Biagiarelli, presented the following Slate of Officers for 2018 – 2020:

President: Lisa Theroux, CCMC, Shelton  
1<sup>st</sup> Vice President: Teresa M. Babon, CCMC, Bristol  
2<sup>nd</sup> Vice President: Alan Wilensky, Waterford  
Secretary: Helene Lefkowitz, CCMC, West Hartford  
Treasurer: Ana LeGasse, CCMC, Plainville  
Asst. Secretary: Maeci Evans, CCMC, Fairfield  
Asst. Treasurer: Kathy Larkins, CCMC, Darien

Launa asked if there were any nominations from the floor. There were none. Motion to close the nominations was made by Scott Ferguson and seconded by Carla Hamel. **Motion carried.** Motion to accept the slate of officers as presented was made by Scott Ferguson and seconded by Carla Hamel. **Motion carried.**

**County Reports:** The following County Reports were given:

Litchfield: Carla Hamel reported that Litchfield County May meeting was in Colebrook. The topic of Safety in the Workplace was presented by a State Trooper. They also had Mike Savanelli present on Reverse Mortgages. The October meeting was in Thomaston, where they had a fundraiser for the Scholarship Fund. They also discussed State Budget issues.

Tolland/Windham: Lisa Madden reported that at their June meeting, State Budget issues were discussed. She noted that according to her survey, 30% of towns delayed sending out bills. She expects this same topic will be continued at the next county meeting in December.

Hartford: Lauren Stuck noted that the last meeting was in Bristol. Topics discussed were remote deposit capture and software training. The next meeting will be in Simsbury in December.

Middlesex County: Doug Sienna reported that Middlesex had a meeting on October 18<sup>th</sup> and the topic was the State Budget.

Fairfield County: Pat Moisiu reported that the June meeting topic was Scholarship Awards. They also had a discussion about I/T; what should and should not be on your computer at work; the do's and don'ts about conducting tax business on your personal computer and cell phone. The December meeting topics will be about the State of the County. A new Slate of Officers will also be presented.

***Committee Reports:***

**NE Regional:** Pat Moisiu spoke on behalf of Northeast Regional. She noted that the new president is from Providence, RI. Next year will be the 30<sup>th</sup> anniversary of NE Regional and it will likely be held in Providence.

**Awards:** Deb Heim announced the following retirements and presented those present with gifts: Arlene Boutin, Winchester; Peggy Duffy – Thomaston; Edith Rupe – Bethlehem; Peggy Klein – Westport; Harry Baum – Hampton.

**DMV:** Lisa Theroux spoke for Linda Sheffield. She reported the following:

- MV Supplemental List was sent to the Assessors on October 27<sup>th</sup>.
- Gayle from DMV noted that there seems to be a system defect. Sometimes when you are trying to release a taxpayer, the system says there is no exception when, in fact, there is. DMV is working on identifying and correcting this error.
- When processing a real-time release, when we go back into the taxpayer record, we will not see it as released until the next business day. However, you WILL see it real-time on the public access site.
- When releasing by batch, it takes 48 hours (or 2 business days) to see it on the site, so if you release Monday night, you will see it reflected on the site on Wednesday morning.
- Please do NOT call Gayle, Kim or Gary directly. Go through the DMV Committee first.

- Password resets should be referred to Gary by email.

**Escrow:** Iris reported on Escrow. Please contact Iris for any escrow issues. The next meeting will be in March or April, 2018.

**Certification:** Pat Monahan spoke on behalf of the Certification Committee.

- A series of Roadshows will be presented in 2018 as follows: April 17<sup>th</sup> – Redding; May 22<sup>nd</sup> – Lebanon; September 18<sup>th</sup> – Bristol; October 16<sup>th</sup> – Clinton.
- Fall classes will be posted Mid-August
- Crash course for new Collectors – November 15<sup>th</sup>
- Spring Final – May 31<sup>st</sup> in Berlin

Certification Certificates were awarded to the following:

- Kristy Foran, East Hartford; Marcy Miller, Plainville; Carolyn Schuler, Clinton; Diane Varholak, East Granby

**Audit:** Scott Ferguson reported that the committee has been looking at record retention issues, especially for the position of Treasurer. We expect to act in accordance with recommendations given by our CPA.

**Education:** Teresa Babon; Next meetings will be at Aqua Turf on the following dates:

- May 10, 2018
- Nov 8, 2018

The next CTx Conference will be at Waters Edge, Westbrook CT March 21-23, 2018. Potential topics include: Customer Service, Deaf Sensitivity Training, Disaster Recovery, Department of Homeland Security – Stop the Bleed.

Other Items:

- General Contact Sheet: Launa is working on an excel workbook to be uploaded to the CTx website.
- Launa told the group that any Mill Rate revisions need to be voted on by December 15<sup>th</sup>.
- If your municipality does vote on a Motor Vehicle Mill Rate change, the following will need to be changed: Rate Bill, Warrant, M1 Report, Legal Notice, Assessor's M59 Report.

**Keynote Speakers:** Mike Duggan, Capitol Consulting LLC. Mike gave a legislative update.

**ADJOURNMENT:** Motion to adjourn was made and seconded at 11:36. **Motion carried.**

Respectfully Submitted,

Helene J. Lefkowitz, CCMC  
Secretary