

CT TAX COLLECTOR'S ASSOCIATION

CTX BOARD MEETING

Tuesday October 2, 2018

Officers – *President Lisa Theroux, CCMC Shelton; 1st Vice President Teresa Babon, CCMC, Southington; 2nd Vice President Alan Wilensky, CCMC, Waterford; Treasurer Kathy Larkins, CCMC, Darien; Past President Launa Goslee, CCMC, Torrington*

Committee Chairpersons – *Certification Chair Patricia Monahan, CCMC, Killingly; Escrow Chair Iris Laurenza, CCMC, East Hartford; Legislative Chair David Kluczowski, CCMC, Fairfield*

County Presidents – *Sarah Brusco, CCMC, Norfolk (Litchfield County); Lisa Madden, CCMC, Willington (Tolland/Windham County); Alan Wilensky, CCMC, Waterford (New London County)*

Attendees – *Corinne Aldinger, CCMC, Newington; Scott Ferguson, CCMC, Danbury/Audit/Legislation; Erin Johnson, CCMC, Madison; Paula Usher, CCMC, Bethel*

Meeting Called to Order at 11:31 am by Lisa Theroux

Secretary's Report – Iris Laurenza asked “Marshall” to be changed to “Marshal”. Motion to waive the reading of the minutes for May 10, 2018 and accept with corrections was made by Launa Goslee and seconded by Patricia Monahan. All in favor. **Motion carried.**

Secretary's Correspondence – With both Helene Lefkowitz and Maeci Evans away, there was no Secretary Correspondence to report.

Treasurer's Report – Kathy Larkins distributed the Treasurer's report. She noted that Aqua Turf lost \$466. After some discussion, it was realized that the 50/50 and Tea Cup Raffle were not included in the revenue.

Motion to accept the Treasurer's Report was made by Launa Goslee and seconded by Teresa Babon. All in favor. **Motion carried.**

New Business –

For the Aqua Turf meeting on Nov 8th, Lisa Theroux asked David Kluczowski if 45 minutes was enough time for Legislative Updates. David said yes, it will mostly be a discussion about Republican/Democratic split, and speculation on the new Governor. He is hoping to have Mike, the Lobbyist, speak at the meeting. Lisa Theroux said she will put Legislative updates in for 9:45 – 10:30.

Lisa Theroux said she originally wanted to have a Session on Probate, but it now thinking a training class on what Tax Collectors are allowed to do. She wants a presentation starting with the Tax Warrant, then various examples of Demands, Alias Tax Warrants and all the way down to Bank Executions. Lisa also suggested that within this, we discuss how to find people – using Accurint, TLO, etc. Lisa is thinking of creating a panel with 3 to 4 people for this.

Old Business #10 was moved up stating that the Marshals have refiled their lawsuit.

Iris Laurenza asked if people install jeopardy for the second installment if demanding prior to the due date. There was some discussion on this as well as how she notifies her Executive branch.

Break at 12:15 pm for lunch. Meeting resumed at 12:40 pm.

Lisa Theroux resumed the meeting discussing the Copyright lawsuit. There was a picture on the Legislative page that was copyrighted, though we used it on our Legislation Web Page. Lisa did go through measures to determine its legitimacy, and determined it was. She also found out that our insurance did not cover this type of lawsuit. Lisa was advised to settle for it

could be dragged out and cost a lot of money. Adam Cohen helped initiate the settlement. The agreed amount was \$2,500. Lisa did find the picture on line, and it does say it is Copyrighted. Lisa even tracked down the photographer to make sure he was receiving the money, and not just the law firm. So all of the pictures were removed off the website, except for the ones CTx took. Lisa also noted that our webmaster was doing this as a side job and did not have insurance.

In light of this lawsuit, Lisa Theroux suggested that we should make guidelines for hiring people/companies that do work for CTx. Alan Wilensky stated that we should have Errors & Omissions insurance. Lisa Madden suggested we look into Directors & Officers insurance as well. Lisa Madden said that many insurance companies offer a "Flex 5" package that covers most things, even theft. David Kluczowski asked what is the typical cost of this type of insurance. Lisa Madden said typically around \$2,000 per year, depending on what you want for coverage. After some discussion, Lisa Theroux thought it would be best to have a Special Meeting with Insurance Agents here to make a presentation and to answer all of our questions on coverage. When and where do we need an insurance policy? When do we require a certificate of insurance from a vendor? When do we need to be named as additional insured? Do we need a Liability waiver for volunteers if we have this insurance? When would we need a Liability waiver? Etc. Lisa Theroux did note that if we require insurance from our vendors, our costs will increase. Lisa decided that establishing a guideline for hiring people and companies will be tabled until after meeting with Insurance Agents so we can be more educated on the topic of insurance.

CCM sent out the laws effective October 1, 2018. There was discussion if it should be sent out over the tree, and decided not to since there was nothing directly affected Tax Office's.

Lisa Theroux said an Edible arrangement had been sent to Carla Hamel in Watertown for she was in a boating accident. Carla thanked Lisa and gave the fruit to her office to share.

Lisa Theroux said she would like to hold a food drive for the November meeting. She has a vendor who offered to pick everything up and drop it off in multiple locations. Unfortunately, he cannot go to every County. There is no obligation for anyone to bring anything, but she wanted to do this before the holidays.

Old Business –

Awards will be issued at Aqua Turf. Not only will there be retirees, we will also have pins for every 5 years, from Year 5 to Year 25 (30 years was mentioned, though the minutes from May 10th say only to 25 years). Lisa asked all County Presidents to get Deb a list of retirees and list of people they think should get pins. Launa Goslee said that years of service are based upon the Issue Date on your Certificate. There was some discussion on having the County Presidents issue the gifts. Lisa Theroux also noted that Linda Sheffield from New Hartford will be retiring in February.

The update on bracelets is Tabled for Colleen O'Connor is not present.

Lisa Theroux suggested that if we have a question on DMV for Linda Sheffield, to copy her assistant Karen Wieduwilt. Lisa said she has been doing most of the responses lately.

Patricia Monahan gave the Certification Committee update. She said there was a new contact at OPM, Martin Heft. She stated our original certification with OPM had only had 3 regulation classes. We now have 1, 2, 3, 4 as well as a Pre-Course for new collectors. Patricia says that the Committee is also working with CCM on a potential additional training component. For the Aqua Turf meeting, Patricia stated that 16 people will receive CCMC Certifications. The next Road Show is in Clinton on October 16th. The next Final Exam is on November 29th.

Launa Goslee distributed the potential Scholarship Program the Committee Established, and presented her portion. She was the only representative of the committee present at the meeting.

- The Purpose is to pay for attendance at any CTx event that their municipality would not pay for.
- The Committee shall consist of 3 or 5 members, of which all need to be in Good Standing with CTx membership. A Scholarship Chair shall be nominated by the President of CTx.
- The Procedure states that all scholarships will be awarded at the same time. Deadline and Award dates were not yet determined.

Launa asked the Board how much they would want to give in Scholarships. She also said that her committee decided not to include CCMC Classes for they are not CTx events. Launa said we could solicit vendors for scholarships and ask for

donations from people. Lisa Theroux asked for recommendations of number of people and specific dollar amounts. Scott Ferguson thought a dollar amount should be determined first by the Board. Lisa Theroux said she wants guidance from the Committee. There was some discussion on how to prove that a town would not pay for the attendance. An example was a \$0 Training Budget. Lisa also asked how often the same person could get an award and a list of specific events. Lisa asked Launa to get a more detailed presentation for our next meeting. Lisa also asked David if he could send out a survey if people feel there is a need for the Scholarship. David said the surveys do well with 4 – 5 questions. Lisa to give David a list of questions (Aqua Turf \$38 - \$40, Conference on Friday and Scholarships so far). No vote was taken and it was tabled for the remainder of the presentation at the November meeting.

The update on the Membership List is Tabled for Phil Damato is not present. It is planned to email everyone a new copy in pdf format.

The update on Review of By Laws is Tabled for Lisa Biagiarelli.

Lisa Theroux said if anyone had CTx Documents that need archiving, please bring them to her at the Aqua Turf meeting. She will go through all of the documents to make a list for the Audit Committee. Kathy Larkins has a few boxes to bring.

Unfortunately, CCM did not include Lisa Biagiarelli's presentation for their conference later this month.

It was suggested that the State Marshals could join us as a Vendor at the March Conference.

The update on the NERTCTA is Tabled for Patricia Moio is not present.

Other Business –

Alan Wilensky said he has left over Conference gifts and wanted to ask if he should bring to the Aqua Turf meeting. He has approximately 120 First Aid kits, 60 Towels and 15 Umbrellas. It was suggested to put some in the Tea Cup Raffle. Lisa Theroux also asked Alan to send a First Aid kit to Scott Ferguson for he paid for the Conference, but could not attend.

Motion to adjourn by Alan Wilensky at 2:14 pm. Seconded by Kathy Larkins. **Motion carried.**