

VMCTA EXECUTIVE BOARD
MEETING MINUTES
Tuesday, December 20, 2016
Barre Town Offices

MEMBERS PRESENT: President Lucrecia Wonsor, Killington; Past President Tammy Legacy, Roxbury; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton; Members at Large Diane Judd, Holland; Stacy Jewell, St. Johnsbury; and Auditor Patti Lewis, Fayston

OTHERS PRESENT: Priscilla Aldrich, Burke and Bobbi Brimblecombe, Marshfield

9:32 a.m. – President Lucrecia Wonsor called the meeting to order.

REVIEW AND APPROVE MINUTES OF June 21, 2016, August 16, 2016 and November 1, 2016

Tammy Legacy made a motion seconded by Patti Lewis to approve the minutes of the June 21, 2016 with corrections. All were in favor. The motion carried. Tammy Legacy made a motion seconded by Audra Girouard to approve the minutes of the August 16, 2016 meeting with corrections. All were in favor. The motion carried. Tammy Legacy made a motion seconded by Stacy Jewell to approve the minutes of the November 1, 2016 meeting with corrections. All were in favor. The motion carried.

TREASURER'S REPORT

Treasurer Audra Girouard noted she uses Excel and not Quick Books. She stated there is a warrant to sign. It was discussed whether or not the warrant could be signed without the presence of the 1st and 2nd Vice-Presidents. President Lucrecia Wonsor questioned the possibility of Members at Large signing when Vice-Presidents were not present. Tammy Legacy explained the Board is voting to approve the warrant. The Vice-Presidents can sign the warrant at the next meeting if the Board has approved it. Patti Lewis suggested the Vice-Presidents could sign it electronically if that was the Board's decision. The warrant was for \$2,062.21. Audra explained there was an adjustment in the budget for the annual meeting. Tammy noted the association membership was up thanks to Priscilla Aldrich's persistence as Membership Committee Chair. Lucrecia noted the membership budget amount has almost reached the budget estimate. Audra informed the Board she received more membership money today. Stacy Jewell made a motion seconded by Patti Lewis to sign the warrant in the amount of \$2,062.21. All were in favor. The motion carried.

NEW BUSINESS

A. Membership

Lucrecia noted Priscilla is doing an awesome job. She explained she was working on getting vendors logos on the website. Priscilla explained to increase the associate membership she took the vendor list and emailed each a note along with a membership application attached. She reported there are 7 associate members, 6 at the \$100 level and 1 at the \$50 level. There are 350 members from 169 member towns. She went on the state's website for the list of towns and emailed them all. The list will be emailed to the next person taking over the listserv. Lucrecia noted that would be Sarah Haskins of Morristown. She will be taking it over from Annette Cappy. Annette will work with Sarah at the beginning. Priscilla informed the Board Annette asked for the list of members sorted by date to make certain everyone was on the listserv. Tammy suggested a thank you be sent via the listserv from the VMCTA thanking Annette for her many years of service and informing people Sarah was the new person responsible for its upkeep.

B. Municipal Records

Bobbi Brimblecombe reported her committee hasn't met yet. There are a few things going on and she has been meeting with Megan Wheaton-Book at Vermont State Archives and Records Administration

(VSARA). Bobbi explained her priority was a retention schedule. Megan would like outreach classes on YouTube. Each month different records are being worked on; in January it will be the accounting records. Lucrecia asked if there was an end date goal. Bobbi suggested one a month might be too ambitious. She noted she would like to see an update every month but Megan has to consider the legal aspects. Tammy asked if any of the changes would have to go through the Legislature. Bobbi answered, not that she was aware of noting Tanya Marshall needs to approve. She explained election retention schedules are the same for everyone; we all have the same process. She didn't know why ballots have to be shredded; they are scanned and people are allowed to have a copy. She explained she is still recycling them and isn't shredding. A few years ago she and Karen Richard worked on a new Land Records schedule with Tanya for a year. When it reached the point statutes were being looked at pertaining to recording Tanya decided to work on e-recording instead. She explained she was aware of how e-recording will fix other issues. She noted she has a copy of the draft of the e-recording law, which stated there has to be an overseer. Stacy suggested it might need a study committee like was done when reviewing vital records. Stacy explained there were eight members on the committee and it was broken down into sub-committees. Probate and Family Services members were on the committee. Bobbi explained there was a study committee with land records. There was one in 2000 and others since. Recent changes in the archives department have led it nowhere. There were land surveyors, town managers and a representative from Vermont League of Cities and Towns serving on the committee. It was suggested the clerks were so concerned with job security we wouldn't let the records go electronic. She suggested she could send a survey to the town clerks. She explained it isn't known how many use computerized systems. She believed ACS and COTTS were both designed to accept e-recording. Tammy stated a lot of clerks use the NEMRC system. Bobbi noted it would be good to know how many clerks have which system and if that system would receive e-recording. She explained emails are missed all of the time and that wouldn't be the best notification method when a recording is received. It would be best if the e-recording went directly to the land records system. Diane Judd suggested a Survey Monkey as the easiest way to send a survey. Lucrecia stated at the Rutland County meeting there was one town that didn't use a daybook. It was suggested the survey include a question as to whether or not clerks are on fees. Bobbi noted she would bring a draft of the survey to her committee in January. Lucrecia suggested including a question such as, what is the typical turnaround time on a land record, how much do you record each year, books or pages. Bobbi noted it would help when determining fees. Some people responding in committee suggested fees for recording should be kept the same. She noted Karen has said it was suggested \$49 for the first page then \$1 - \$2 per page after the first. When she reviewed her records for the past year she saw it doubled her revenue. \$20 per page is a possibility, a schedule is trying to be developed that would have recording fees reviewed every three years which will include a requirement for people to put money aside for computerized recording. Lucrecia admitted she receives more one and two page recordings adding she didn't want to make it too complicated. Bobbi agreed adding a per page fee keeps it simple. She asked if a mortgage and rider are received would that be two documents or one explaining if it were two then the fee for the first page would be applied twice. Patti agreed a per page fee would be the simplest. Stacy noted when the \$10 per page fee is received in her office it is immediately broken down, \$7 for town clerk fees and \$3 for restoration. Bobbi added they are also looking at a per page fee for PTTRs. Lucrecia asked when the proposal for fee changes need to be received. She also questioned what part of the fee clerks who are paid by fees would keep.

OLD BUSINESS

A. 2017 Annual Meeting Venue Selection

Lucrecia reported the Killington Grand would be \$22,000 and the Sheraton \$26,000. There is a \$4,000 difference the biggest portion being the AV equipment. The Sheraton lowered the cost of the AV equipment subject to us providing one projector for the breakout sessions. Both venues charge for power. Sheraton changed their floor plan. Tammy asked what the estimate for food was. Lucrecia answered \$3,200 for Monday's break and \$1,700 for Tuesday. The total is \$20,000. If we change the menu it will be more. She suggested the fee could be raised, possibly for single days. The package price could remain the same. If someone is attending for a single day the price could be raised. She explained it is to make the cost more if days are booked individually than if two days were booked combined. She added she was very encouraged by the support we are receiving from the vendors. Stacy noted she had concerns about Merchants Bank's continued support because they were recently purchased. Patti agreed

adding they are good contributors. Stacy suggested reaching out to Vermont State Employee's Credit Union (VSECU) and Passumpsic Savings Bank. Bobbi didn't believe the VSECU had municipal accounts. Lucrecia reported, at the Sheraton, the general session and meals would be in one room; the breakout sessions in another and the vendors would be on the promenade along with the breaks, coffee and buffet. The goal is to have everyone near the vendors for breaks. Vendors could be located on both sides of the promenade. There is another group in a smaller room next to us. Tammy noted they would be mingling in the hall with us. Bobbi noted the Sheraton is 20% more. Patti stated it would be nice to go somewhere different asking if it would be worth the extra expense. Lucrecia noted an extra breakfast room would cost more. Bobbi asked if Killington had any negatives. Lucrecia answered no adding we were looking for something different because we have recently been to Killington. Tammy added last year didn't go well. We want to make sure another group isn't using beverages and food we pay for. Bobbi noted she was only hearing negatives about the Sheraton adding it still sounded like it was what the Board wanted. Patti stated it was something different. Lucrecia added she would love to go to the Sheraton but wasn't feeling comfortable with it. She added she would like us to be able to use all three spaces available but it would cost more. Patti noted it was \$20,000 for food at each venue. She asked why it was \$2,000 for expenses at Killington and \$6,000 at the Sheraton. Lucrecia explained the Sheraton uses an outside vendor. Patti asked how much it would be for the additional little room. Tammy asked what AV equipment are we not able to supply. Lucrecia answered microphones, a projection screen, and podiums. She noted another concern is we might not book the minimum number of room nights and would have to pay anyway. Tammy noted it was \$174.90 per night at the Sheraton and \$160.29 at Killington. Stacy Jewell made a motion seconded by Audra Girouard to hold the 2017 VMCTA Annual Meeting at the Killington Grand. Stacy stated there are too many concerns with the Sheraton. Lucrecia noted there wasn't time to visit, a visual would be good. The main issue is sharing the space with the other group and concerns with the minimum number of room nights. Motion continued - President Lucrecia Wonsor abstained from voting because the venue was in Killington. All other members voted in favor. The motion carried. Lucrecia explained at the Killington there wasn't a comp room but for every forty nights booked the cost of one room would be removed from the bill.

OTHER BUSINESS

A. Governor Phil Scott's Inaugural Ball

Lucrecia explained Governor Phil Scott was having an inaugural ball and wanted it to be a night out for soldiers. The suggestion from our lobbyist is, if the VMCTA is unable to make a donation we purchase ten tickets to give to soldier who will attend. Tammy didn't believe it was something for us to spend money on. Lucrecia stated sponsorship is \$1,000 and tickets are \$50 each. Ten tickets would be \$500. Tammy noted she didn't think the Board could spend members' money that way. If the Board members would like to donate it should be a personal donation. The Board reached a consensus not to donate or purchase tickets to Governor Phil Scott's Inaugural Ball.

B. 2017 Annual NEMCI&A Walk at the Annual Meeting Organizer

Heidi Racht, Huntington Town Clerk has expressed interest in taking over the walk. The Board agreed by consensus that Heidi Racht could take over leadership of the NEMCI&A Walk at the VMCTA Annual Meeting.

C. Golf Outing Organizer

Lucrecia asked the Board if she should contact Jayne Pratt and if we should continue with the golf tournament at the annual meeting. Patti noted the numbers are very low. Lucrecia asked if members should be contacted to see if they were still interested in golfing. Bobbi asked if there would be more venues available to us for the annual meeting if it didn't need to be near a golf course. Stacy answered no explaining the state doesn't have many venues capable of holding us. Tammy noted the golf tournament was big when it first started but lost the clerks and this year there were more clerks than vendors. The only vendors are now Kofile and LHS. Bobbi asked if there was anything in the area that could have a tour for us. Lucrecia stated the mountain has a ropes course, zip line and mountain coaster.

She suggested a deal might be able to be arranged for people who come in on Sunday. She stated she would talk to the people at Killington about the Adventure Center.

D. PTTRs

Lucrecia asked what the deal is with PTTRs noting she wasn't happy. Bobbi asked if they are still accompanying the deed. Stacy reported two deeds she received this week did not come with the PTTRs. She had to go online to get them. Lucrecia stated if a correction needs to be made it needs to be unlocked if it isn't online. Bobbi asked if we still have to send the PTTR back to the state. She asked if we could have a meeting with the tax commissioner. Lucrecia stated no one is returning her calls. Bobbi asked if we could get a legal opinion. Lucrecia noted if a PTTR is not done the state loses out on money. She asked who we contact noting she tried to contact Doug Farnham. Bobbi stated when it was in committee nothing was mentioned about no longer sending paper. She suggested have a legal representative look into it. Lucrecia suggested she could get in touch with a lawyer in Rutland. She noted lawyers only have so much time to correct them before they're gone. They only give the clerks a limited amount of time as well. Bobbi informed everyone she was emailing her representative, who used to be the Director of the Tax Department, about Current Use. She noted she would email about PTTRs too.

E. January Meeting

Lucrecia noted there were a few things on the agenda in January. It will be a pretty good meeting. Stacy asked if VMCTA could switch banks explaining there isn't a People's in the area near Audra and she. Audra noted her town uses Merchants. Lucrecia added the Legislative Committee needed to report at the January meeting.

The next meeting is January 17, 2017 at 9:30 a.m. in Barre Town.

Adjourn: Patti Lewis made a motion seconded by Stacy Jewel to adjourn at 11:37 a.m. The motion carried.

Attest: _____
Dawn Custer
VMCTA Secretary