

**VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Thursday, June 30, 2022  
Via Zoom (an online meeting provider)**

**MEMBERS PRESENT:** President Tracy Borst, Thetford; Past President Georgette Wolf-Ludwig, Fairlee; 1<sup>st</sup> Vice President Diane Judd, Holland; 2<sup>nd</sup> Vice President Diana Vachon, Shelburne; Treasurer Susan McNamara-Hill, Essex; Secretary Dawn Custer, Hubbardton; and Members at Large – Karmen Bascom, South Royalton; Charles Degener, Woodstock; Sara Haskins, Morristown; and Anita Sheldon, Manchester

**MEMBERS ABSENT:** Auditor Sue Gage, Brandon

**OTHERS PRESENT:** Bobbi Brimblecombe, Marshfield Town Clerk-Treasurer; Sandy Pinsonault, Dorset Town Clerk-Treasurer; Patti Lewis, Fayston Clerk-Treasurer; Donna Kinville, South Burlington City Clerk; Jill Remick, Deanna Robitaille, Teri Gildersleeve, Kate Strousse, and Nella Poquette all of Property Valuation & Review (PVR); and Patrick Santaso, Co-President Axiomatic

9:03 a.m. – President Tracy Borst called the meeting to order.

**AGENDA REVIEW and MODIFICATIONS**

No revisions were made to the agenda.

**NEW/OLD BUSINESS**

**A. Property Valuation & Review (PVR) ~ VTPIE Discussion**

Deanna Robitaille explained a couple of volunteers are needed to help with the billing side of the software. She noted PVR will be presenting at VMCTA's Annual Conference in September. Jill Remick noted Mr. Santaso had slides to present to the E-board. Looking ahead, billing should be set in 2023 for the 2024 fiscal year. Patrick Santaso thanked the Board and clerks in general for their patience. He reviewed several of the billing processes the software has, to date; how to bill by entity for those towns with villages and towns. There can be billing groups, billing by entity, areas to configure the rate, you can apply credits with prompts to help configure installments, due dates, penalties, and fees. There is an area for town logos and a text area. The education rates will be generated automatically. You can select a specific bill to edit an address, etc. It can be printed with a bar code, downloaded to print or store in a data file. Bobbi Brimblecombe explained Marshfield and a few other towns collect taxes in unequal installments. In Marshfield, the municipal taxes are due in August and the education taxes are due in September. She wondered if the bills could be configured for that. She added Marshfield also has parcels that are partially in the village and partially in the town. She wondered if the bill can be divided to reflect different grand list values. Sara Haskins noted she is both a village and town clerk and treasurer. Some of her district is on a calendar year and another portion is on a fiscal year. She asked if she could be part of the test group, as well as Bobbi. Deanna explained the system is entirely permissions based. Municipalities will have to discuss who prints tax bills and can view them. The pre-bate is confidential, there is no need for listers to be able to see them. Georgette Wolf-Ludwig asked if the software can be customized so only portions of modules are available to be viewed by specific individuals. The answer was yes. Patrick explained he works for PVR. Individual municipalities will not be billed for the customization necessary, only PVR is billed. Deanna asked Board members to contact her if they think of something that was not mentioned.

**REVIEW AND APPROVE MINUTES OF May 19, 2022 MEETING**

Diane Judd made a motion seconded by Susan McNamara-Hill to approve the minutes of the May 19, 2022 meeting as presented. All members were in favor. The motion carried.

## **TREASURER'S REPORT**

Susan McNamara-Hill informed the Board she had a warrant with two payments on it. The warrant total is \$1,393.91. The recent webinar revenue exceeded expenses. Georgette Wolf-Ludwig made a motion seconded by Charles Degener to approve paying the warrant in the amount of \$1,393.91. All members voted in favor. The motion carried.

## **COMMITTEE UPDATES**

### **A. Budget Committee – Tracy Borst**

Tracy noted the committee should be ready to prepare the next fiscal year's budget over the next month. She informed Susan McNamara-Hill she chairs the committee. The other members are herself, Diane Judd and Dianna Vachon.

### **B. Curriculum Committee – Diana Vachon**

Donna Kinville explained the committee was started in 2016. Its purpose is to look at and consider education in any form, for the Annual meeting, videos, etc. The committee is looking for one new member. It was suggested a non-certified clerk or treasurer may be a good option. They are the individuals who will have ideas as to what they need to learn. The committee can work with different state agencies to ensure everything is up to date. She asked the Board to approve the description so the committee can move forward. Georgette noted she supports the idea because it will take some of the pressure off the Education Committee. Tracy wondered if the vision was to take items off the shoulders of the overly busy Education Committee or be more of a tie in with the Ed Committee. Donna explained she sees it as tied together. The committee can act as a support to the Ed Committee to take some of the pressure off them. She noted the next Curriculum Committee meeting should be joint with the Education Committee. The two committees need to have a joint conversation to work out how the committees will work together. Tracy noted the Board would consider voting on the Curriculum Committee's description at the next Board meeting.

### **C. Nomination Committee – Tracy Borst**

Tracy noted she was just ensuring the members appointed remembered they are on this committee. Dianna Vachon; Tammy Legacy, Town Clerk Roxbury; and Kathleen Neathawk, Town Clerk-Treasurer Rockingham.

### **D. Municipal Records Committee – Bobbi Brimblecombe**

Bobbi reported the committee has met and started talking about best practices. Recent legislation passed which allows e-recording and e-notarization. Tanya Marshall of VSARA is now in charge of those requirements. She noted she believes PRIA indexing standards may be adopted. She suggested there be a manual regarding how to record a land records document start to finish. It should include PTTRs and UCCs. She asked for input from the Board. How does the Board see the future now that it looks like the state has the authority to tell the clerks how recording should be done? Susan noted she believed a manual would be very helpful. Bobbi suggested a VMCTA Recording Handbook. Tanya oversees best practices. The legislature created a new full-time position which falls under VSARA's jurisdiction. Tracy noted for each of our town's sake VMCTA just needs to develop a manual. It will not be a waste of time. Sara Haskins noted she wrote a recording procedures manual for her town. The land records software currently being used is now different than what was in place at the time the manual was written. Bobbi noted most procedures are applicable to all clerks. When the documents are received for recording, how many days do we have before it should be recorded, UCCs, Mobile Home Bills of Sale, PTTRs etc. Georgette suggested space be left in the manual for town or software specific information. It was agreed the basics should be covered.

#### **E. Constitution Committee – Sandra Pinsonault**

Tracy explained the Board would like a change in the amount of membership dues and clarification as to who the member is – the individual or the municipality. Sandy wondered if the amount of the dues is in the Constitution. Tracy acknowledged they are. The change to the Constitution needs to be warned thirty days prior to the Annual Meeting. Charlie suggested instead of including the amount of the dues in the Constitution the wording may want to say the E-Board will review the membership rates annually. Charles Degener made a motion seconded by Diane Judd in favor of the Constitution Committee proposing a change in the Constitution to the membership at the Annual Meeting. The change will be to Section 6 and will reflect the membership belongs to the individual, not the municipality and the membership rates will be reviewed annually; if changes in the rate are necessary the E-Board will discuss and vote its approval. All members voted in favor. The motion carried. If passed the change will become effective the first fiscal year following the vote.

#### **F. Scholarship Committee**

Sandy reported the scholarship program is awarding several scholarships this year. There were several \$250 scholarships awarded to this year's NEMCI attendees. Some money was awarded to Academy students and those who attended the May IIMC Conference. The current fiscal year's budget has been expended. A small portion of the Scholarship Reserve Fund was used.

### **ANNUAL MEETING – SEPTEMBER 19 – 21, 2022**

Tracy reminded everyone registration begins in August.

#### **A. Entertainment**

Tracy Borst has booked the entertainment.

#### **B. Education Committee Update – Diana Vachon**

Diana reported the education program for the conference needs to be submitted in its entirety to IIMC for its approval. The Committee is currently waiting for one speaker's bio. There is a ten-day turnaround with IIMC. She noted she is excited for the classes that are set, the Athenian, and others. Georgette wondered where in the schedule the debate for Secretary of State candidates would take place. Diana noted there is a half-hour block on Tuesday after the PV&R presentation. It may be more of a meet and greet than a debate.

#### **C. Vendor Update – Sandra Pinsonault**

Sandy reported there are constant emails being received regarding the agenda. A "Save the Date" email will be sent next week. Georgette suggested the vendor packet be added to the website, along with the clerk and treasurer packet. It was agreed that was a good idea. Sandy wondered what the maximum number of vendors for the space. Tracy noted that will need to be confirmed by the Lake Morey Inn.

#### **D. Awards Committee – Diane Judd**

Diane reported a request for nominees was on the listserv twice. There have been no responses yet. It was suggested the E-Board send an email to all Committee chairs asking for them to recommend a member of their team who went above and beyond.

#### **E. Certifications**

Diana reported the Committee has until August 12<sup>th</sup> to review the submissions. It has not been put on the listserv yet that the due date of July 31<sup>st</sup> for submissions.

## **F. Sponsor Outreach**

Tracy reported she and Georgette spoke. It is going well.

## **G. Banquet Invitees**

Tracy reminded everyone there were extra invitees last year to celebrate VMCTA's 85<sup>th</sup> Anniversary. This year the Secretary of State will be included. The governor will be invited. The elections team will be there as trainers. She asked the Board if they should be invited guests as well. The Board briefly discussed the implications of inviting some versus others in an election year. It was decided to limit invitees to the SOS, governor and the governor's bodyguard. The elections division will be offered lunch on Wednesday and the SOS candidates lunch on Tuesday. It was decided State Treasurer Beth Pearce also be invited to the banquet because she is retiring.

## **H. Fundraising**

Diane Judd reported she had nothing new to report.

## **I. Annual Meeting Packets**

The packets will be available on the website in early August. Registration opens in early August. The packet will include a map of the inn and a membership list. Workshop descriptions are needed, the survey, budget, last year's minutes, registration and the constitution change. There will be a quiz bowl for those there Monday night.

## **OTHER BUSINESS**

Tracy reported she is looking for a new location for next year's conference. The Capitol Plaza in Montpelier is being considered or somewhere in Burlington.

The next E-Board meeting was set for July 27, 2022 at 9:00 a.m. via Zoom.

**Adjourn: President Tracy Borst adjourned the meeting at 10:58 a.m.**

Attest: \_\_\_\_\_  
Dawn Custer  
VMCTA Secretary