

Washington and Lamoille County Clerks and Treasurers Meeting
The Steak House, Berlin
February 11, 2015

Call to Order

Chair Carol Dawes called the meeting to order at 7:20 pm.

Present

Bobbi Brimblecombe (Marshfield), Denise Brown (E. Montpelier), Terri Conti (E. Montpelier), Carol Dawes (Barre City), Donna Fitch (Calais), Donna Kelty (Barre Town), Patti Lewis (Fayston), Diane Peduzzi (Woodbury), Ernie Wilbur (Woodbury).

Minutes

Terri made a motion to approve the minutes of February 11, 2015. Donna Kelty seconded the motion with once correction (the spelling of her name). Motion carried.

Treasurers Report

Bobbi reported \$190 was collected in 2014 in dues. Total in the account is \$722.14. The bank account has been moved to People's Bank due to service charges at Northfield Savings Bank. 2015 dues are currently due.

Program

Attorney Jim Palmisano had planned to attend to discuss town office records from an attorney's point of view but was unable to come. Bobbi shared suggestions she had from Jim:

- It is helpful when tax bills are stamped "paid" so it's obvious if the bill is paid.
- A list of delinquent tax payers (without figures) put in the grand list book means the attorney does not have to ask the clerk if the person has delinquent taxes.
- Post a sign in the vault explaining indexing. (Bobbi shared her list.)
- If there is a mistake on the index card, make a note on the card and create a new card indicating the corrected date.
- Put a note in the front of the grand list book showing tax payment due dates. (Bobbi shared her note which includes due dates, the CLA, the Homestead and Non-residential rates broken down by town, local agreement, school and total tax rate.)
- If there is no day book, put the name on the envelope.
- If you need to send a document back, call the office first – don't just send back. (Donna K. said she includes a cover sheet with a checkbox to indicate the reason for the return.)

Bobbi has a list in the vault of who to call for what: zoning administrator, delinquent tax collector. Be careful about answering delinquent tax and zoning questions unless you really know the answer; refer questions to delinquent tax collector and ZA.

Clerks can bill for state political party checklist requests.

The meeting adjourned at 7:45.

Respectfully submitted,

Donna Fitch, Secretary