

WASHINGTON AND LAMOILLE COUNTY CLERKS AND TREASURERS MEETING
May 29, 2013, The Steak House, Berlin

Agenda:

5:30PM – SOCIAL TIME – COCKTAILS - ORDER DINNER

6:00PM – DINNER IS SERVED

7:00PM – MEETING

- A) APPROVE MINUTES OF MARCH 20, 2013
- B) TREASURER'S REPORT
- C) DISCUSS POSSIBLE TOPICS FOR FUTURE MEETINGS
- D) SCHEDULE FUTURE MEETINGS
- E) PROGRAM: DISCUSSION ON TAX ANTICIPATION NOTES/ELECTRONIC BANKING/ACCEPTING CREDIT CARDS
- F) OTHER BUSINESS
- G) ADJOURN

PRESENT

Bobbi Brimblecombe (Marshfield), Carol Dawes (Barre City), Donna Fitch (Calais), Mitzi Fleming (Morristown), Donna Kelty (Barre Town), Tammy Legacy (Roxbury), Kim Moulton (Hyde Park), Mary Ann Wilson (Morristown).

Chair Carol Dawes called the meeting to order.

MINUTES

Mary Ann moved to approve the minutes of March 20, 2013 and the motion was seconded and approved.

TREASURERS REPORT

Bobbi reported there is \$595.20 in the bank account. Tammy agreed to pay her dues. ☺

FUTURE MEETINGS

It was decided to try and meet every other month, with the next meeting being at Ken's home. Carol asked that meeting topics be emailed to her any time and she'll keep a list. cdawes@barrecity.org. Bobbi suggested having attorney Jim Palmisano attend a meeting. Mary Ann suggested on-line land records as she receives questions about when land records will be available on-line to the outside world.

PROGRAM

Mary Ann led the discussion and shared her experience with tax anticipation notes and cash flow analysis in order to have an adequate cash flow throughout the year. She calculates the largest deficit, adds 5% and sends out an RFP to four banks. In the RFP she asks for the interest rate on the loan, the interest rate on a line of credit for short term cash flow and the non-collateralized rate. Bobbi noted that some services with banks are negotiable. Mary Ann takes the RFP responses to the selectboard and then sends out an accept or denial letter to the banks.

Next, Mary Ann addressed electronic banking, accepting debit or credit cards. For direct debits from taxpayers' bank accounts, Morristown and Barre City pull the payment on the property tax due date. Morristown sends taxpayers paying by debit card a reminder notice two weeks before the due date that their property taxes will be debited from their account. (This is done through NEMRC.) Barre Town created a form for people to sign up for paying by debit card and had it approved by an attorney.

Official Payments (OP) is one company that process credit card payments, charging the user (not the town) 3%. Kim noted that Hyde Park uses OP and she likes the company. The taxpayer can access it on-line or by phone. It's used for tax payments only while Express Pay (through Systems East) is another vendor that provides credit card process for over-the-counter transactions. There is a \$10 monthly fee. Morristown uses PayPal for special events.

There was discussion of phone calls from escrow companies. Barre Town will respond to an email anytime and provide answers one time over the phone. Bobbi does not respond to phone calls. Kim says she uploads every month to Corelogic. Carol tells the callers to contact the homeowner.

The meeting adjourned at 8:30

Carol later emailed samples of Morristown documents that were discussed at the meeting.

Respectfully submitted,

Donna Fitch
Secretary