

Important Tools for Success

- NHTCA Law book (RSA's 41:33-41:45) *Contains important information regarding duties, compensation, and appointing a deputy. Chapter 80 is very important dealing with the collection of taxes.*

The law book is updated according to any legislative changes. It is available for download, free of charge, from the NH Tax Collectors website. A complete copy of the law book is available for \$30.00 (includes \$5.00 shipping fee) or CD-Rom for \$10.00 (includes shipping) or hard copies of the most recent updates for \$5.00. Please send requests to:

Kathy Seaver, CTC
Town of Farmington
356 Main Street
Farmington, NH 03835
E-mail: tctc@metrocast.net

- NHTCA Bylaws
- Tax Lien/Deed Schedule of Fees and Costs
- Outline of Duties
- Right-to-know Law – RSA 91-A
Access to public records is mandated and guidelines are described here
- NH Municipal Records Board Rules
Outlines record retention.
- Spring Workshops
In four (4) locations throughout the state and for your convenience (One Saturday).
- Website: www.nhtaxcollectors.com

Welcome to the World of Tax Collecting

Welcome new tax collectors and veteran tax collectors; the educational opportunity you will receive from coming to this workshop and one of the spring workshops is amazing. You have entered into a very exciting career.

The first time I went to the new tax collectors workshop 9 years ago, I was overwhelmed by so much information all at once. I went home thinking “Wow”. I spent the time between the 2 classes reading and doing more reading. When I went back for the second class the wording and terms click so much better. I have been back to the new tax collectors workshop as veteran tax collector and I have learned something new each time.

You have at your disposal a great group of tax collectors who are here anytime you have a question or even a suggestion. We all remember what it was like coming into a new career.

Some other helpful tools will be to attend the spring workshops, County Meetings, and networking with tax collectors around your town or with similar size towns. You have the Executive Board, the google group, and a very informative website, www.nhtaxcollectors.com.

You should take the time to attend the joint certification program that is held the 2nd full week in August. Partial/full scholarships are available. All this information will go out through our google group. Please keep your eyes open for this information.

Please take the time to join us for the new tax collectors workshop. Pick a spring workshop that works best for you and attend the Annual Conference. You will walk away with more knowledge and understanding of your very exciting career.

Take a deep breath and enjoy the career you have chosen.

Have a wonder year.
Kellie J. Skehan, CTC
NHTCA President



New Hampshire Tax Collectors' Association

Welcome!

The New Hampshire Tax Collectors' Association purpose is:

“To obtain a better understanding of the responsibilities and the duties of Tax Collectors throughout the State through cooperation and mutual assistance.”

This brochure contains general information to assist you in your new profession.

www.nhtaxcollectors.com

New Tax Collectors' Workshops

Held in March and April at the Department of Revenue Administration, and sponsored by the New Hampshire Tax Collectors' Association. DRA personnel provide technical assistance and can be reached in Concord at 230-5090

Annual Conference and Spring Workshops are also sponsored by the NHTCA and are valuable for succeeding in your position.

Membership Dues in the NHTCA and Annual Conference Fees are mandated in RSA 31:8.

NHTCA/NHCTCA Joint Certification Program

- Includes courses specifically tailored to meet your needs
- Offers professional development
- Scholarships are available
- Recertification is required every 5 years

For more information contact: Kathy Seaver, CTC, Farmington at 755-3657 ext 26

Committee Contacts

All Committee Members are listed www.nhtaxcollector.com choose Organization Information – Committee Members

Legislative: David Fredette, CTC, Nashua
Finance: Gail Stout, CTC, Amherst
Bylaws: Linda Fecteau, CDTC, Exeter
Education: Dawn Enwright, CTC, Derry
Nominating: Raymah Simpson, CTC, Bristol
Certification: Kathy Seaver, CTC, Farmington
Scholarship: No appointments at this time

Support Services

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Conference Coordinator

Theresa Briand, CTC, Litchfield

Workshop Coordinator

Esaundra "Pessy" Gaudette, CDTC

Director at Large

Raymah Simpson, CTC, Bristol

County Coordinators

County Coordinators contact newly elected or appointed Tax Collectors in their county and holds an annual meeting during the year.

Belknap County

Cynthia Deroy, CTC 267-8300 x2
Lindsey Allen 527-1269

Carroll County

Sharon Teel, CTC/TC 284-7113
Kellie Skehan, CTC/TC 539-2008

Cheshire County

Ellen Orkins, CTC/TC 876-4529
Marcy Johnson 242-3845

Coos County

Charity Blanchette, CTC 788-3391
Melinda Kennett, CTC 636-1451

Grafton County

Hannah Joyce, CTC 726-3223 x102
Raymah Simpson, CTC 744-8478

Hillsborough County

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Dawn Blackwell, CTC 736-4825
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Debra Desimone, CTC 362-5357

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Gwen Melcher 524-7003
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