

NH Government Finance Officers Association  
Executive Committee Meeting  
Thursday, September 14, 2023  
Teleconference Meeting via Zoom

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**Members Present:**

Naomi Bolton; Vicki Lee, Cheryl Lindner, Tammy Penny, Tammy St. Gelais, Jill McNeil, Katie Phelps, Tina Waterman, Katherine Heck

**Call to Order:**

Naomi Bolton called the meeting to order at 8:14 am

**Secretary's Report:**

Naomi made the motion to accept the minutes of August 14<sup>th</sup> as presented. Then Vicki seconded; motion carried.

**Treasurer's Report:**

Cheryl shared the August Treasurers report on screen and began discussing highlights. She explained that our fiscal year end was August. Last month we earned \$22.26 in interest, brought in approximately \$6,900 in both associate and regular dues, and collected just under \$1,100 for the optional NESGFOA dues. We also received about \$130 in miscellaneous income. Disbursements included two checks to our Admin, Sheena for July and August hours. Cheryl is working with Pam at Citizens to set up an ACH withdrawal for the credit card bill so that the payment will just come out of the bank account when its due. Otherwise, there is simply not enough time to process before the due date and avoid interest and fees. There will still be an opportunity to review and approve charges before scheduling payment in the system. This process will alleviate the late payments due to mailing delays. The ending check register balance is \$109,451.26. Credit card charges will be broken out starting in September. Cheryl also mentioned that she sent out the check register. All \$1,100 in stale dated checks have been voided. Vicki asked if the stale dates would be reported to the State. Cheryl will be looking into the escheatment process for unclaimed property that involves reporting stale dates and sending a check to the State. Cheryl has contacted the auditors to make them aware that the books are in balance and we are ready for the audit. Cheryl will ask Greg about the unclaimed property process.

**Committee Updates:**

**Budget Update:**

Cheryl presented the budget for discussion. She immediately drew our attention to some line items that were added this year for transparency. The subscription cost for Eventleaf has been added under Training Committee expenditures. Admin Assistant payroll, Admin Assistant computer costs and credit card interest and fees were added under Executive Committee expenditures. Hopefully we won't need the budgeted amount for interest and fees with the new payment process. Cheryl asked if we could remove the line items under Consortium that have not been used in a long time. Website hosting is a duplicate line. We don't have any data project expenses and we are using Eventleaf to try and cut down on printing that we do. Quarterly meetings also have not been occurring but we could keep these lines if we are planning to hold these meetings. The drupal conversion and website training are also things that we haven't had in years. Cheryl also added in an auditing fee. Last year's audit came in at \$1,436 and \$1,500 is estimated in the budget but it may come in lower. She also added in the \$9,200 for the internship program per our prior discussions. Cheryl reviewed anticipated revenues next which included training committee estimates totaling \$116,300. Dues are anticipated at \$19,595. Total proposed revenues are \$135,895. Then Cheryl went through the expenditure section of the budget line by line. There is nothing in the proposed budget for the consortium

or credit card interest and fees. Tammy S. suggested increasing the liability coverage to \$3,000 from \$2,000 since we paid \$2,945 last year. Nothing is budgeted for credit card and miscellaneous since credit card charges will be broken out. The national conference for the President has been increased. It's in Orlando this year but was on the West coast last year and we split the difference. Executive Committee expenditures come out be \$23,650. NESGFOA expenditures total \$4,845 but Tammy S. is going to check on the cost of conference scholarships. Printed materials are \$350. General membership costs were kept the same at \$500. Website hosting is proposed at \$2,000 which is double last years budget. However, last year actual came in at \$3,036. We could increase it to \$2,500 if the committee wants to. Jill is keeping track of all of these costs. We will remove website training and drupal conversion. Nothing is budgeted for the legislative committee because we haven't used it. We also added in \$1,500 for IRS filing based on last year. Our proposed budget looks like we are going to lose about \$25,000. Cheryl, Naomi and Tammy S. have discussed increasing fiscal year 2025 dues by \$5. She asked what the rest of the committee thinks about increasing dues. Vickie voiced that she'd have no problem increasing. Naomi supports the \$5 increase for 2025 dues. Tammy S. then asked if we really want to get rid of the quarterly trainings. After some discussion, the decision was made to add \$650 for quarterly training refreshments in case some relevant topics come up. The meeting would either be over zoom or at 25 Triangle Park Drive. Therefore, no meeting room costs would be incurred. Tammy S. reported that \$1,700 in scholarships were issued at the last NESGFOA conference. Tammy S. brought up the CPFO program because we have one interested applicant. She asked if we should add \$1,200 in case we don't get the scholarship. After discussion, the decision was made to add \$1,200 to the budget. Cheryl reported that these changes bring the budget down to a loss of \$26,525. Vicki offered to put in her budget for the interested candidate who works in her community. Tammy S. also mentioned that the candidate could apply for a scholarship through NESGFOA. Tammy S. mentioned that this is a great program and that no one in NH has this certification. GFOA is a big advocate of it. Naomi asked if there was a motion to adopt the FY 24 operational budget as presented and amended. Tammy P. moved. Vicki seconded the motion. Motion carried 5-0. Katherine emailed the abandoned property rules to the committee. Cheryl thanked Tammy S. and Jill's collaboration on the budget.

#### Legislative Update:

Katherine Heck informed the group that legislative service requests have started to be released. All that shows us is the title of the bill and sponsor so this only gives us a sense of what's going on. There are a little less than 200 of these requests with 172 having a municipal component. What the bill says is hard to know. For example, one says relative to SB2 voting and deliberative session. We have not received any fiscal note requests yet. The New Hampshire Retirement Commission that came out of HB2 is currently meeting about funding the costs of restoring all benefits for the tier B members of police and fire. Another commission is discussing the SWEPT tax and the utility property tax. There have been 17 bills filed this year to eliminate SWEPT. Meals and Rooms did come in at a little higher than what was estimated. You should receive a little more than what you received last year unless your population dropped. The NHMA bulletin will come out this week so you can read all about house bill 2 impacts on local budgets.

#### Training Committee:

Tammy St. Gelais began updating the committee. The annual conference will be held at the Mountain View Grand on May 2<sup>nd</sup> and 3<sup>rd</sup>. We need clarification on the pricing in the contract that says the room rates are \$159 per night but we have package deals of \$346 per person and that includes the lodging, the break, the lunch

and dinner. She is not sure if the \$159 is for the Wednesday night stay. We will need to charge \$260 per person for lodging, meals and registration in order to come out whole. Past pricing was \$175. They still need to determine what they are going to charge for non-members, guests and day trippers. They discussed offering a zoom option to catch some who may not be able to afford the conference or leave their offices for this length of the conference. Only a small fee would be charged. They are changing the way they handle sponsorships by just having general sponsorships. They will also only be accepting ads from platinum and diamond sponsors. There are eight of these types of sponsorships. We are offering the economic update and GASB sessions. We are looking into doing a payroll track along with a treasurers track as concurrent sessions. We will also do the legislative update. Other sessions we talked about are: an ethics session on waste and abuse, legislative update, compensation plans, recruiting and retention of employees, MS forms and first amendment audits. We are looking into a casino night for entertainment. NESGFOA had a casino night at the last conference.

Certificate Program:

Jill informed the committee that the certificate program is wrapping up. She already has four applications for next year and has been receiving a lot of requests. She will send out a notification that registration is open after the November NHMA conference. The program fills up quickly. We have already reserved a table at NHMA. A business communication class may be offered in the future. The business communication class would cover confidence in public speaking, team building and how to talk in meetings.

Membership Committee:

Jill informed the group that we are now at 267 memberships for the year. The listserv includes many who are no longer members. She and Sheena will shut down the listserv on Monday and clean it up. They are going to delete everybody and add current membership in. Jill assumes that once people figure out they are not on the listserv that we will get more membership dues. Jill will send out a notice on Friday about this action.

Purchasing Committee:

Tina Waterman updated the group. The purchasing and procurement committee had their quarterly meeting in July. They are conducting these meetings virtually. The attendance is getting better but not where She'd like it to be. Citizens Bank did a presentation on P Cards at their last meeting. They also had a cooperative bid for road salt. A uniform bid is going out within the next couple of weeks. Tina added a clause to the RFP to allow other entities to join the contract. The joint elevator service bid went out last year and a few jumped on this contract with Otis. The next meeting will be October 10<sup>th</sup>. Notice of these meetings get posted on the NHGFOA website and get posted on the listserv. Tina expressed interest in holding a meeting at the annual conference..

Website Committee:

Justin is not attending today. Tammy S. said that Justin is still waiting on tax information before he can move on with giving access to Katie.

Audit Committee:

Jill has notified Greg that we are ready for the audit. He normally conducts the audit in December.

New England States GFOA: Tammy S. updated the group on the recent NESGFOA conference. Sessions were great and the venue was nice. The next conference is in Mystic, CT September 15<sup>th</sup> to the 18<sup>th</sup>. Tammy joined the scholarship committee and they will offer a total of \$5,000 in scholarships.

NHPDIP Committee: No one present to update. Dawn and Michelle will be invited to future meetings.

Old Business: Naomi mentioned that the budget has already been discussed.

New Business: Naomi talked about the fellowship program. After the last meeting, she had forwarded what the MMA used for the program and how we do it. Our hope is that we get out to the colleges and find someone who is interested in a summer job in the finance world for ten weeks. Tammy S. mentioned that Plymouth State University wants input on what they should include in a public finance course that they want to offer. She'd like some assistance from Tammy Letson (not in attendance today) with bringing in basic municipal accounting criteria to the course. Tammy needs help from a subcommittee so this can be wrapped up before the end of the year. Then Naomi mentioned that the MMA moved to PDIP and they now will be earning more interest. She asked if it's worth looking at other banks for better rates. We are not receiving any interest now. Tammy S. mentioned that they ordered ice scrapers for give aways for the NHMA conference. The next regular executive committee meeting is October 12<sup>th</sup> at 8:00am.

Adjournment: Cheryl made the motion to adjourn. Naomi seconded to adjourn at 9:32am. The motion passed.

Respectfully submitted,

*Tammy Penny*

Tammy Penny  
Finance Director  
Town of Pelham