

TOWN OF HUDSON

Board of Selectmen



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6024 • Fax: 603-598-6481

HUDSON, NH BOARD OF SELECTMEN

December 29, 2020

7:00 p.m.

REMOTE MEETING

Meeting can be viewed on Channel 22 on your Television or by Streaming Live on
HudsonTV.com

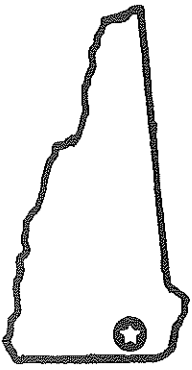
Agenda

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. PUBLIC INPUT Any Hudson resident who wishes to submit public input can do so by emailing BOSpublicinput@hudsonnh.gov by 5:00 p.m. the day of the meeting. Please be sure to include your name & address with your public input. Also, please include a phone number that the BOS can reach you at should they wish.
5. NEW BUSINESS
 - A. Covid-19 Update
 - B. Tax Collector/Town Clerk Resignation
6. NONPUBLIC SESSION

RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) the hiring of any person as a public employee

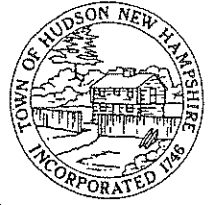
THE SELECTMEN MAY ALSO GO INTO NON-PUBLIC SESSION FOR ANY OTHER SUBJECT MATTER PERMITTED PURSUANT TO RSA 91-A:3 (II)
7. ADJOURNMENT

Items for the next agenda, with complete backup, must be in the Selectmen's Office
No later than 12:00 noon on January 7, 2021



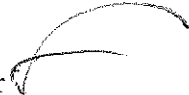
TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051

Agenda
1-12-21



Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen

From: Steve Malizia, Town Administrator 

Date: December 23, 2020

Re: Town Clerk/Tax Collector Resignation

Town Clerk/Tax Collector Patti Barry has submitted her resignation, effective January 15, 2021. Per NH RSA 669:66, if a vacancy in the office of Town Clerk/Tax Collector occurs, the deputy provided for in RSA 41:45-c shall discharge the duties of the Town Clerk/Tax Collector until the Selectmen fill the position of Town Clerk/Tax Collector within 30 days. 30 days from Patti's resignation is February 14, 2021 so the Board of Selectmen must make an appointment before that date. The appointment would only be through the next Town election which is scheduled for March 9, 2021. I am putting this on the Board's agenda so that the Board can have a discussion on how they would like to proceed in filling the position. I am also providing a copy of the job description as well as a copy of the salary scale for the position.

Should you have any questions or need additional information, please feel free to contact me. Thank you.



TOWN OF HUDSON

TOWN CLERK/TAX COLLECTOR



12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6003 · Fax: 603-816-1292

RECEIVED

DEC 22 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE

December 22, 2020

Board of Selectmen
Town of Hudson
12 School Street
Hudson, NH 03051

RE: Town Clerk/Tax Collector

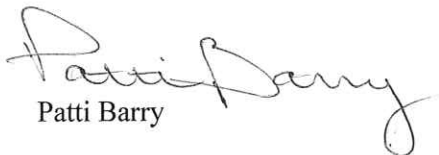
Dear Members of the Board:

It is with mixed emotions that I am submitting my letter of resignation effective January 15, 2021. I have accepted a position with the City of Nashua that will test my knowledge of Tax Collections and receivables on a greater scale while allowing me to step away from the election processes.

Thank you for the opportunities you have given me as your Town Clerk/Tax Collector for the past 14 years. I will always be thankful for your guidance, the knowledge I gained while employed with the town and for the friendships I have made within Town Hall.

It is my hope that my successor will enjoy this position as immensely as I have and will strive to continue the friendly, welcoming atmosphere that we have worked so hard to project over the years.

Respectfully,


Patti Barry

TITLE LXIII ELECTIONS

CHAPTER 669 TOWN ELECTIONS

Filling of Vacancies

Section 669:66

669:66 Town Clerk-Tax Collector. – If a vacancy in the office of town clerk-tax collector occurs, the deputy provided for in RSA 41:45-c shall discharge the duties of the town clerk-tax collector until the selectmen fill the position of town clerk-tax collector within 30 days.

Source. 1979, 410:1. 1983, 30:5, eff. July 11, 1983.

**INTERIM
TOWN CLERK/TAX COLLECTOR**

JOB SUMMARY

Responsible for keeping all municipal records, certifying actions of the Board of Selectmen and other municipal officials, making official reports, collecting fees and serving as an election official. Responsible for collecting all taxes; for keeping a complete and accurate account of taxes due, collected, abated and all property sold for nonpayment of taxes.

SUPERVISION RECEIVED

Works under the broad administration of the Town Administrator and the Board of Selectmen. Duties are carried out independently in accordance with legally prescribed responsibilities. Work is reviewed through reports, conferences and observation of results. Records are audited yearly and balances checked by Town Finance Director subject to review of the New Hampshire Department of Revenue Administration.

SUPERVISION EXERCISED

Provides supervision to a staff of clerical personnel.

EXAMPLES OF DUTIES

1. Serves as custodian of Town records, supervises the recording and reporting of vital statistics (births, marriages, deaths), personal property mortgages, tax liens, bills of sale and other documents. Certifies copies of records for the general public.
2. Supervises the issuance of permits and licenses in accordance with State laws and Town ordinances, e.g. marriage intentions and licenses and dog licenses. Collects and records fees and maintains cashbook.
3. Arranges for municipal, State and national elections, oversees the maintenance of all election records, prepares ballots, political calendar, newspaper notices and instructs district officials on duties in absence of moderator.
4. Prepares annual budget for the Town Clerk/Tax Collector activities. Prepares annual report on Town Clerk/ Tax Collector activities.
5. Maintains effective communications with all Town departments, the Town Administrator, Board of Selectmen and the public regarding questions of law, procedures and information related to Town records.
6. As Tax Collector, supervises and is responsible for the collection of Town revenue. Oversees collection of real estate and resident taxes and special assessments. Assures that appropriate accounting controls are maintained.

7. Acts as the Town Real Estate Agent. Prepares all papers and conducts real estate sales. Prepares for and conducts the Tax Sale annually to dispose of tax acquired property. Preparation may involve such things as the posting of a property list, legal notices and recording of documents at the Registry of Deeds.
8. Supervises the registration of motor vehicles
9. Represents the Town on tax or accounts owed matters. May appear before legislative committees to testify on tax issues.
10. Prepares required State and Federal reports, prepares monthly and annual Town Reports.
11. Supervises support staff. Assigns duties and evaluates employee performance. Develops department policy.
12. Performs other duties as assigned or required by State law.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Considerable knowledge of State and local laws governing elections, licensing, vital statistics and related laws governing operations of Town Clerk's office; considerable knowledge of Town organization; considerable knowledge of office practices and procedures, particularly records maintenance; knowledge of management and accounting principles; ability to interpret and follow detailed legislative procedures; ability to plan, organize and supervise the work of others; ability to make accurate arithmetic calculations; ability to speak and write effectively; ability to maintain records and prepare reports; ability to establish and maintain effective working relationships with the public, subordinates, Board of Selectmen and other Town departments. Considerable knowledge of principles and procedures of modern accounting, including governmental accounting; thorough knowledge of Town, State and Federal laws and ordinances regarding local taxation, motor vehicle registration, tax sale procedure and reporting; considerable knowledge of standard office practices, procedures and equipment.

MIIMUM QUALIFICATIONS REQUIRED

This is an elected position. Must be a resident of the Town of Hudson.

FY2019
WARRANT ARTICLE S

Town Clerk/Tax Collector Salary Scale

Shall the Town of Hudson vote to approve a salary schedule based on years of service for the office of Town Clerk/Tax Collector pursuant to RSA 41:25 and 41:33? If adopted, the annual salary for the Town Clerk/Tax Collector shall be established in accordance with the following salary schedule:

<u>Years of Service</u>	<u>Salary</u>
Year 1 (Minimum)	\$54,921
Year 2	\$56,843
Year 3	\$58,833
Year 4	\$60,892
Year 5	\$63,023
Year 6	\$65,229
Year 7	\$67,512
Year 8	\$69,875
Year 9 (Maximum)	\$73,320