

Meeting Minutes
Collections Policy Committee
Town of Proctor
Town Offices/ November 11, 2022

- I. Call Meeting to Order and Attendance:**
 - Lisa Miser (committee member)
 - Ben Curtis (committee member)
 - Linda Raymond (committee member)
 - Michael Ramsey (staff)
 - Celia Lisananti (elected treasurer/clerk/collector of current and delinquent taxes)
- II. Review and Approve Minutes from October 11, 2022**
 - Approved by consensus
- III. Old Business**
 - No changes to the committee's proposed property tax collection procedures as outlined in the minutes from October 11, 2022
- IV. New Business**
 - The committee unanimously agreed that the town should establish a regular schedule for disconnects and it be made public by way of the Annual Report. It was suggested that the Selectboard establish these dates through coordination with staff
 - Lisa Miser provided example payment agreements from Pittsford that were reviewed by the committee. No action was taken following a discussion about editing Proctor's existing agreements.
 - The committee unanimously agreed that a "Tier" system be put in place and clearly outlined on utility bills. Tier 1-Account holder is delinquent and services have been disconnected following the receipt of a uniform notice; Tier 2-Service has been reconnected following full payment of the arrearage, or an agreement has been executed between the credit supervisor and the rate payer; Tier 3- Account holder has breached the terms of the contract and must pay 50% of the total arrearage for eligibility to enter into a new agreement; Tier 4- The property is put up for tax sale following 2 years of continuous delinquency following the last uniform notice of disconnect
 - The committee unanimously agreed that once an agreement has been executed, a formal notice is not warranted for disconnect
 - The committee unanimously agreed that a person is deemed delinquent on March 1st of each year if they have arrearage equal to or greater than \$1000
- V. Assign Tasks**
 - Research how multi-family properties effect collections and review what securities are in place if tenants fail to pay arrearage
 - Review after hour reconnection procedures
- VI. Public Comment**
 - No public comment
- VII. Adjourn**
 - Meeting adjourned at 5:30PM