

TOWN CLERK  
PLAINVILLE  
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**PUBLIC NOTICE POSTING REQUEST  
TO OFFICE OF THE PLAINVILLE TOWN CLERK**

BOARD: Taxation Aid Committee  
PURPOSE: Monthly  
MEETING DATE: August 21, 2023  
TIME: 4:30pm  
REQUESTED BY: Richard Guillette

***This meeting will be held at Plainville Town Hall Room # 140***

ALL MEETING NOTICES MUST BE FILED AND TIME STAMPED IN THE TOWN CLERK'S OFFICE AND POSTED ON THE MUNICIPAL BULLETIN BOARD 48 HOURS PRIOR TO THE MEETING (EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS – MONDAY MEETINGS MUST BE POSTED BY THE PRIOR THURSDAY). (In accordance with M.G.L. Chapter 30A Sect. 18-25)

**AGENDA**

1. Meeting Called to Order
2. Roll Call
3. Minutes of Previous Meetings: 7/17/2023
4. Old Business:
  - a. Remaining Fund Amount (Jan Jannell)
  - b. Research integrated excise tax message (Jan Jannell)
  - c. Donor file up to Jun 30 for Thank You letters (Rick Guillette)
  - d. North TV appearance (Rick Guillette)
  - e. Prepare Select Board News & Announcements (Jan Jannell)
  - f. Direct mailing for community groups and businesses (Rick Guillette)
  - g. Update web site (Rick Guillette)
  - h. Send Town email (News Flash, Facebook, Nextdoor) - Applications (Rick Guillette)
5. New Business:
  - a. Prepare PR article - Applications (Rick Guillette)
  - b. Upcoming Tasks (Roadmap) (Rick Guillette)
6. Committee's business not anticipated by the Chair 48 hours prior to this meeting:
7. Schedule next meeting – Monday September 18 (confirm) plus October & November
8. Adjournment