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MEETING MINUTES

BOARD: Taxation Aid Committee
MEETING DATE: February 21, 2023
Time 4:30 pm

The Meeting of the Taxation Aid Committee was called to order at 4:36pm by Rick Guillette

Members in attendance:

Rick Guillette, Vice Chair
Janet Jannell, Town Treasurer-Collector
Pat Stewart, Board of Assessors Chair

1. Meeting Called to Order: **As noted above**
2. Roll Call: **As noted above.**
3. Minutes of Previous Meeting: 12/19/2022
Ms. Stewart moved that we accept meeting minutes for 1/17/2023. Seconded by Mr. Guillette. Passed unanimously.
4. Old Business:
 - a. Remaining Fund Amount:
Ms. Jannell reported that the current fund balance is about \$2714 (later adjusted to \$3111.97 actual)
 - b. Application archival:
Ms. Jannell will submit our prior applications to the clerk for archiving (7-year retention) in the King system.
 - c. Thank You Letters
Mr. Guillette reported that 40 Thank You letters were mailed.
 - d. Email (News Flash AKA News & Announcements, Facebook, Nextdoor)
 - i. **Mr. Guillette reported that our January town email generated by our News Flash got delayed to early February due to a glitch in the Town's new website. This should have generated a post on the town's Facebook site. He also posted this message to Nextdoor.**
 - ii. **Mr. Guillette shared 2 different formats the town email may take and wants to research the reason for this. Ms. Jannell said Sandra Lemoine, the new Town Administrators assistant, should be able to help.**
 - e. PR Article

Mr. Guillette reported that our February press release was published in the Sun Chronicle in February, both online and hard copy.

5. New Business:
 - a. Revise income limits based on Federal Poverty Guidelines
Mr. Guillette distributed draft program income limits based on 2023 Federal Poverty Guidelines. There was no discussion. Mr. Guillette moved that we accept these figures for the 2023 program income limits. Ms. Jannell seconded the motion. Passed unanimously.
 - b. Reach out to COA and Veteran's agent
 - i. **Mr. Guillette reached out to Stephen Travers (Veteran's agent) to see if he could support us in our efforts by promoting this program to low-income elderly veterans, and helping them fill out the application. For any veteran applying to our program, we would give him/her the Veteran's agent contact info so they could explore additional benefits they may be entitled to. Mr. Travers said this would be fine.**
 - ii. **Mr. Guillette also followed up with the Council on Aging to see if again, they can support us with our program. Since Stacey Powell (outreach coordinator) was unavailable, he contacted Christine Higgins (the director) who said they would be glad to assist. An extra activity for COA is to include us in their June newsletter about applications being ready.**
 - c. Prep COA Newsletter article – donations
Mr. Guillette said we missed the deadline for the March-May Senior newsletter. Our next opportunity will be the June-August newsletter. He will follow up with Stacey Powell with this.
6. Committee's business not anticipated by the Chair 48 hours prior to this meeting:
Mr. Guillette distributed a revised Roadmap based on recent changes and suggested that on an ongoing basis, the last item under new business should be a preview of upcoming tasks, based on the Roadmap. All agreed.
7. Schedule next meeting: **We scheduled our next meeting for March 20 at 4:30 pm.**
8. Adjournment: **Mr. Guillette motioned to adjourn at 5:03 pm. Ms. Jannell seconded the motion. Passed unanimously.**