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MEETING MINUTES

BOARD: Taxation Aid Committee
MEETING DATE: March 20, 2023
Time: 4:30 pm

The Meeting of the Taxation Aid Committee was called to order at 4:31pm by Rick Guillette

Members in attendance:

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

Guests:

Don Smyth, Attleboro Elderly & Disabled Taxation Aid Committee, chair
Terry DeSisto, Attleboro Elderly & Disabled Taxation Aid Committee, member
Mr Smyth and Ms. DeSisto are forming Attleboro's new Elderly & Disabled Taxation Aid Committee and want to observe our committee in action and ask questions about getting started.

1. Meeting Called to Order: **As noted above**
2. Roll Call: **As noted above.**
3. Minutes of Previous Meeting:
Mr. Guillette moved that we accept meeting minutes for 2/21/2023. Seconded by Ms. Stewart. Passed unanimously.
4. Old Business:
 - a. Remaining Fund Amount:
Ms. Jannell reported that the current fund balance is \$3111. Mr. Guillette said for the last few years, we have been able to fund tax grants for about \$8000. We should consider that our annual goal.
 - b. Email (News Flash AKA News & Announcements, Facebook, Nextdoor)
 - i. **Mr. Guillette reported that the town's new web site has a "Read Ahead" feature which shows the beginning of the message above the "Read on" link to the full message. He will factor that in when drafting emails to maximize reader interest.**
 - c. Senior Center Newsletter
 - i. **Mr. Guillette reported he contacted Stacey Powell (COA outreach) about when we**

- should get our article for their next newsletter (June-August). She said ASAP.**
- ii. **Mr. Guillette prepared and distributed a draft article for the Senior Center newsletter. The consensus was this article was acceptable.**

5. **New Business:**

- a. **Prep email (News Flash, Facebook, Nextdoor) - Donations (Rick Guillette)**
Mr. Guillette distributed draft text for our next News Flash / Town email. The consensus was this article was acceptable.
- b. **Thank-You letter & post donations up to Mar 31 (Rick Guillette)**
Ms. Jannell said donations through March 31 should be posted by April 2. Mr. Guillette will follow up for preparing Thank You letters after that.
- c. **Research integrated excise tax message (Rick Guillette, Jan Jannell)**
Ms. Jannell will research getting fundraising text printed on the excise tax bill. Mr. Guillette provided several research question needing resolution.
- d. **Mailings - FOPS vs. us (Rick Guillette)**
Although we are getting indications that we may not need to use a 501c organization to solicit donations from commercial property owners, the consensus was that using the Friends of Plainville Seniors (501c) worked well and we should continue do so for future mailings.
- e. **Update online donations process**
Ms. Jannell has updated our donations link to pre-answer certain questions so that less click strokes are needed to donate to our fund.
- f. **Upcoming tasks (Roadmap) (Rick Guillette)**
The consensus was that tasks scheduled for next month are sufficient.

6. **Committee's business not anticipated by the Chair 48 hours prior to this meeting:**
We answered several questions from Mr. Smyth and Ms. DeSisto about our work on the committee.
7. **Schedule next meeting: We scheduled our next meeting for April 18 at 4:30 pm.**
8. **Adjournment: Mr. Guillette motioned to adjourn at 5:31 pm. Ms. Stewart seconded the motion. Passed unanimously.**