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MEETING MINUTES

BOARD: Taxation Aid Committee
MEETING DATE: January 17, 2023
Time 4:30 pm

The Meeting of the Taxation Aid Committee was called to order at 4:35pm 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 12/19/2022. Seconded by Mr. Guillette. Passed unanimously.
4. Old Business:
 - a. Remaining Fund Amount:
Ms. Jannell reported that the current fund balance is about \$2424 (prior balance \$714 + \$1710 in December/January.
 - b. Friends of Plainville Seniors Fund Collections.
Mr. Guillette reached out to Kieran Chapman (Friends of Plainville Seniors Treasurer) about our plans for this year. We will decide whether to repeat the fundraising mass mailing involving the Friends of Plainville Seniors depending on our fund balance in June/July. Mr. Chapman said they would be glad to participate again, if needed.
 - c. Tax grants processing
Ms. Jannell reported that all tax grants have been posted to recipient's accounts and that we sent them a notification of award letter. Mr. Guillette asked for a copy of this letter for our files.
 - d. Updated bill insert
Ms. Jannell reported that the updated bill insert was used for the January 3 tax bills.
 - e. Annual Report
Mr. Guillette reported that our entry for the Plainville Annual Report was submitted.

- f. 2023 Meeting Dates.
Mr. Guillette reported that conference room 140 has been reserved for all 2023 meeting dates.
- g. Thank You Letters
Ms. Jannell said she will provide the updated donors list so Mr. Guillette can prepare the Thank You letters.
- h. Email (News & Announcements, Facebook, Nextdoor)
Mr. Guillette reported that the Town's website is now on a new system, so that any external link to it no longer works. This includes several links in the News & Announcements email for our committee to be submitted and distributed. Mr. Guillette provided a revised email with corrected links for Ms. Jannell to submit.
- i. Application Dates:
Mr. Guillette provided a revised Roadmap which includes entries (in green) for application milestones: specifically, June (applications ready), October (application deadline), November (applications evaluation) and December (applications notification).
5. New Business:
- a. Archive last year applications
- i. **Ms. Jannell will archive applications.**
- ii. **Mr. Guillette will find out our record retention requirements from the town administrator.**
- b. PR article - Grants given
Mr. Guillette provided a draft of the news article that we'd like to send in February per our communications plan. Our PR firm may change it as needed. There were no questions or changes. Ms. Jannell will submit this to the PR firm in early February.
- c. Excise bill insert text changes if any
- i. **Ms. Jannell suggested that bill inserts in excise tax bills may not be effective based on costs and return rates. After some discussion, Mr. Guillette moved that we do not include bill inserts in the excise tax bills.**
- ii. **Ms. Jannell indicated that we may be able to get a one-line fundraising message on the excise tax bill later in the year. She can research is in March. Mr. Guillette will add this item to our Roadmap.**
6. Committee's business not anticipated by the Chair 48 hours prior to this meeting:
Mr. Guillette asked if we should be collecting contact names for businesses in case we decide to do a mass mailing to businesses this year. Ms. Stewart said the system may be able to provide this automatically. We may look into this if we have a mass mailing to businesses this year.
7. Schedule next meeting: **We scheduled our next meeting for February 21 at 4:30 pm.**
8. Adjournment: **Mr. Guillette motioned to adjourn at 5:15 pm. Ms. Stewart seconded the motion. Passed unanimously.**