

TOWN CLERK
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MEETING MINUTES

BOARD: Taxation Aid Committee
MEETING DATE: April 18, 2023
Time: 4:30 pm

The Meeting of the Taxation Aid Committee was called to order at 4:30pm by Rick Guillette

Members in attendance:

Rick Guillette, 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:
Ms. Jannell moved that we accept meeting minutes for 3/20/2023. Seconded by Ms. Stewart. Passed unanimously.
4. Old Business:
 - a. Remaining Fund Amount:
Ms. Jannell reported that the current fund balance is \$3481 through February
 - b. Senior Center Newsletter
Mr. Guillette reported he sent Stacey Powell (COA outreach) article for their next newsletter (June-August). We don't know yet if it will be published.
 - c. Email (News Flash AKA News & Announcements, Facebook, Nextdoor)
Mr. Guillette reported that our Town email was distributed. He will send this article on Nextdoor and check to see if made it to the town's Facebook page.
 - d. Thank-You letters up to Mar 31 (Rick Guillette)
Mr. Guillette reported that 22 Thank You letters were mailed.
 - e. Research integrated excise tax message (Jan Jannell)
Ms. Jannell reported that she has contacted our bills supplier, who will provide samples. She asked if we also wanted to do this for property tax bills. Mr. Guillette replied that we should do this later after we try it on the excise tax bills.
5. New Business:
 - a. Reorganization
Ms. Stewart made a motion that Mr. Guillette be appointed Chair. Seconded by Ms.

Jannell. Passed unanimously.

- b. Update web site
 - i. **Mr. Guillette distributed minor changes proposed for our web site. However, Ms. Stewart suggested that we could streamline and simplify our web site, similar to the Keep Plainville Beautiful Committee's web page. After some discussion, we agreed that we each would draft a web page template and compare results at the next meeting.**
 - ii. **Mr. Guillette will also ask the town administrator if we can deviate from the standard template used by all other departments and boards.**
 - c. Revise application & flyer
Mr. Guillette distributed application and guideline changes proposed for FY 2024. Mr. Guillette moved that we accept these changes for FY 2024. Seconded by Ms. Jannell. Approved unanimously.
 - d. PR article – donations
Mr. Guillette distributed a copy of a Press Release for publication in May. A couple of minor changes were identified. Mr. Guillette will make these changes, then resend to Ms. Jannell for the PR firm.
 - e. Communications plan
 - i. **Mr. Guillette proposed that two communications currently scheduled for June & July be rescheduled for July and August. This would space out our communications a bit. All agreed.**
 - ii. **We discussed making an appearance on North TV with the town administrator. The consensus was we should do this in June.**
 - iii. **Ms. Jannell also suggested that we get on the Select Board's News and Announcements in July. All agreed.**
 - 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: **none**
 7. Schedule next meeting: **We scheduled our next meeting for May 15 at 4:30 pm.**
 8. Adjournment: **Mr. Guillette motioned to adjourn at 5:35 pm. Ms. Jannell seconded the motion. Passed unanimously.**