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MEETING MINUTES

BOARD: Taxation Aid Committee
MEETING DATE: May 15, 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: **At 4:36 pm**
2. Roll Call: **As noted above.**
3. Minutes of Previous Meeting:
Mr. Guillette moved that we accept meeting minutes for 4/18/2023. Seconded by Ms. Stewart. Passed unanimously.
4. Old Business:
 - a. Remaining Fund Amount:
The fund balance is \$3481 through February. No update since then.
 - b. Senior Center Newsletter
Mr. Guillette reported that the Senior Center newsletter (June-August) included a notice about applications being available.
 - c. Email (News Flash AKA News & Announcements, Facebook, Nextdoor)
Mr. Guillette reported that our Town email was posted on Nextdoor, but not Facebook because the town does not have an intern to manually post News Flashes anymore.
 - d. Research integrated excise tax message (Jan Jannell)
Ms. Jannell said that our bills supplier has not provided samples yet. She will follow up with him.
 - e. Web site modification:
Mr. Guillette provided a sample. We will discuss this (and other member suggestions) at our next meeting
 - f. PR article - Donations
Ms. Jannell will send article to the PR firm tomorrow.

- g. Communications plan:
Mr. Guillette provided copies of our updated Communication plan per based on prior discussions.
- 5. New Business:
 - a. Tax Bill insert text changes
Mr. Guillette provided text for the next bill insert, which we agreed should be used with a minor change.
 - b. Applications and flyers:
Mr. Guillette will distribute to Assessor's Office, Collectors office, Senior Center and Veteran's agent after copies are made. Flyers only will also be posted at the Library and Post Office.
 - 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 June 15 at 4:30 pm.**
- 8. Adjournment: **Mr. Guillette motioned to adjourn at 4:58 pm. Ms. Jannell seconded the motion. Passed unanimously.**