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MEETING MINUTES

BOARD: Taxation Aid Committee
MEETING DATE: June 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 4:38 pm**
2. Roll Call: **As noted above.**
3. Minutes of Previous Meeting:
Ms. Stewart moved that we accept meeting minutes for 5/15/2023. Seconded by Ms. Jannell. Passed unanimously.
4. Old Business:
 - a. Remaining Fund Amount:
The fund balance is \$4005 excluding March.
 - b. Distribute applications, flyers and PDFs
Mr. Guillette distributed applications and flyers to Assessor's office, Collector's office, Senior Center, and Veteran's agent. Flyers were also distributed to the Library and the Plainville Post Office bulletin board.
 - c. PR article - Donations
Mr. Guillette reported that this article was sent as a town email. It was supposed to be submitted to the newspapers. We were not able to determine how this happened. We may use alternate methods to publish our press releases in the future.
 - d. Tax Bill insert text changes
Ms. Stewart said that the new bill insert is being used for the next tax bills.
 - e. Research integrated excise tax message (Jan Jannell)
Ms. Jannell said that our bills supplier still has not provided samples yet. She will follow up with him.
 - f. Web site modification:
Ms. Stewart suggested use of graphic for our web site. Guillette provided a sample. We will discuss this (and other member suggestions) at our next meeting

5. New Business:
 - a. Direct mailing for community groups and businesses
 - i. **Based on current fund total, we decided to mail to community groups and businesses.**
 - ii. **We will explore ways of publicly recognizing donors**
 - iii. **Ms. Stewart will request a mailing list of personal property taxpayers for this mailing.**
 - b. North TV appearance
Mr. Guillette reported that he and Brian Noble are tentatively scheduled to appear on North TV in the second week of July to discuss the Taxation Aid Committee
 - c. Thank You letters
Mr. Guillette will request the donor list through June 30 for Thank You letters
 - d. Prepare Town email Newsflash, Facebook, Nextdoor) for Applications
Mr. Guillette will prepare email text for approval at the next meeting
Prepare Select Board News and Announcements
Ms. Jannell will prepare text for the July 24 Select Board meeting
 - e. 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 July 17 at 4:30 pm.**
8. Adjournment: **Mr. Guillette motioned to adjourn at 5:19 pm. Ms. Jannell seconded the motion. Passed unanimously.**