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MEETING MINUTES

BOARD: Taxation Aid Committee
MEETING DATE: July 17, 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 4:34 pm**
2. Roll Call: **As noted above.**
3. Minutes of Previous Meeting:
Ms. Stewart moved that we accept meeting minutes for 6/15/2023 as written. Seconded by Ms. Jannell. Passed unanimously.
4. Old Business:
 - a. Remaining Fund Amount:
The fund balance is \$5547 up to today.
 - b. Research integrated excise tax message
Ms. Jannell said that she is still exchanging emails with our bills supplier. She added that our big commitment is next February and we will use a smaller commitment as a test.
 - c. Donor file up to Jun 30 for Thank You letters
Ms. Jannell said she will provide the Donors file though June 30 by the end of the week.
 - d. North TV appearance
Mr. Guillette reported that he and Brian Noble will appear on North TV tomorrow to discuss the Taxation Aid Committee.
 - e. Prepare Select Board News and Announcements
Ms. Jannell will prepare text for the July 24 Select Board meeting
 - f. Direct mailing for community groups and businesses
Mr. Guillette reported that he talked to Richard Sabin, the president of the new Plainville COA Friends about participating in this year's mailing to businesses and community groups. He said he wanted to wait until their 501c3 status is finalized

before pursuing this. Mr. Guillette offered to attend an upcoming Friends meeting to explain our program to his group.

g. Web site modification:

Mr. Guillette provided sample pictures to use for sliding graphics for our web site. All agreed to this approach. He will follow up to get this and other changes implemented.

h. Prepare Town email Newsflash, Facebook, Nextdoor) for Applications

Mr. Guillette provided email text for our next Town email. All agreed that this was acceptable. We need to get our applications link pointing to the FY 2024 application before we send this email.

5. New Business:

a. 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:

Mr. Guillette reported that based on Brian Noble's suggestion, he will begin researching an over 65 mailing describing all the financial aid available to seniors.

7. Schedule next meeting: **We scheduled our next meeting for August 21 at 4:30 pm.**

8. Adjournment: **Ms. Stewart motioned to adjourn at 5:02 pm. Mr. Guillette seconded the motion. Passed unanimously.**