

Elderly & Disabled Tax Assistance Committee
Meeting Minutes
September 12, 2023

The meeting of the Elderly & Disabled Tax Assistance Committee was called to order by Grace Keenan, Chair at 5:36 p.m. on Tuesday, September 12, 2023, at Town Hall, 26 Court St., in the Cranberry Meeting Room, located on the 3rd Floor.

PRESENT

Committee Members present:

Grace Keenan, Chair
Patricia Meachen, Vice Chair
Dawn King
John Young
James Sullivan- arrived at 5:42 p.m.

AGENDA ITEMS

The first item of business was approval of meeting minutes.

- Approval Meeting Minutes from August 8, 2023
John Young moved to accept the meeting minutes from August 8, 2023, as presented.
Dawn King seconded the motion. The motion carries unanimously.
- Discussion of Donations and applications

Ms. Meachen provided an update regarding donations that have been received since the preliminary tax bills were mailed. The current balance of donations as September 12, 2023, is in the amount of \$17,007.48. The Committee has been asked to present information to the Select Board regarding their charge including the amount of donations received. The members will attend the select board meeting this evening, September 12th, at 6:00 p.m.

There was discussion of the maximum award for tax assistance. It was decided that there would be a maximum of \$1,000.

- John Young moved to set the maximum award per fiscal year at \$1,000.
Dawn King seconded the motion. The motion carries unanimously.

It was determined that a staff member in the Treasurer's office would review the application to ensure that all requirements have been met and all necessary documents have been obtained. Should there be a request which is not eligible, a second review would also be done at the committee level. All eligible requests will be reviewed at the committee level.

Letters will be sent to all applicants who do not qualify for assistance under the eligibility requirements. All persons receiving an award will be notified of the process and the credit to the real estate tax account. It should be noted that committee members with any potential conflicts of interest regarding an application will recuse themselves from discussion and vote on the application.

It was also determined that any assistance award will be applied to the real estate tax bill in early December, prior to the printing of bills, which will then show as a credit on the actual real estate tax bills.

All tax assistance awards will be announced by October 31, 2023.

- Old/New/Other Business
 - Applications were made available on September 1st. As of today, there has been one application received.
 - Ms. Meachen also announced that notices will be posted at the Center for Active Living, the Library and she will be working with the town managers office to produce a social media blast to notify the residents about the program.
- The next meeting of the committee will be on Tuesday, October 3, 2023, and will be held in the Cranberry Meeting Room located on the 3rd Floor of Town Hall.

John Young moved for adjournment at 6:10 p.m.

James Sullivan seconded the motion. The motion to adjourn was unanimously approved.

The meeting was concluded at 6:10 p.m.

Respectfully submitted,

Pamela L. Borgatti

Pamela L. Borgatti, Clerk