

***Elderly & Disabled Tax Assistance Committee  
Meeting Minutes  
Of  
October 10, 2023***

The meeting of the Elderly & Disabled Tax Assistance Committee was called to order by Grace Keenan, Chair at 5:33 p.m. on Tuesday, October 10, 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 – Absent  
James Sullivan – Absent

**AGENDA ITEMS**

The first item of business was approval of meeting minutes.

- Approval Meeting Minutes from October 3, 2023

Dawn King moved to accept the meeting minutes from October 3, 2023, as presented. Patricia Meachen seconded the motion. The motion carries unanimously.

- Discussion of Donations and Applications

Ms. Meachen updated the committee members regarding donations. The current balance of donations as of October 10, 2023, is in the amount of \$18,266.03.

Of the eight applicants, the remaining three which required additional information were reviewed and approved for a \$1,000 tax assistance award for FY2024 real estate taxes.

Applicant #4

Dawn King moved to approve a \$1,000 tax assistance award.  
Patricia Meachen, second. The motion was approved unanimously.

Applicant #5

Dawn King moved to approve a \$1,000 tax assistance award.  
Patricia Meachen, second. The motion was approved unanimously.

Applicant #6

Dawn King moved to approve a \$1,000 tax assistance award.  
Patricia Meachen, second. The motion was approved unanimously.

All tax assistance recipients will be notified of the awards by October 31, 2023.

There was a discussion of updates and changes to the eligibility criteria and the application for requirements, assets, and income for next year's awards. Patricia Meachen suggested that the committee leave a reserve in the fund of approximately 25% which, at this time, would be approximately \$4,500. The members present agreed however, it was decided that this should be a discussion for the full committee which will take place at the next meeting on October 24<sup>th</sup>.

There were suggestions made for the update/changes to the documents, a draft will be provided for review prior to the next meeting where further discussion will take place.

- The next meeting of the committee will be on Tuesday, October 24, 2023, and will be held in the Cranberry Meeting Room located on the 3<sup>rd</sup> Floor of Town Hall.

Dawn King moved for adjournment at 6:26 p.m.

Patricia Meachen seconded the motion. The motion to adjourn was unanimously approved.

The meeting was concluded at 6:26 p.m.

Respectfully submitted,

**Pamela L. Borgatti**

Pamela L. Borgatti, Clerk