

***Elderly & Disabled Tax Assistance Committee  
Meeting Minutes  
Of  
October 24, 2023***

The meeting of the Elderly & Disabled Tax Assistance Committee was called to order by Grace Keenan, Chair at 5:38 p.m. on Tuesday, October 24, 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  
James Sullivan  
John Young - Absent

**AGENDA ITEMS**

The first item of business was approval of meeting minutes.

- Approval Meeting Minutes from October 10, 2023

Patricia Meachen moved to accept the meeting minutes from October 10, 2023, as presented.

Dawn King seconded the motion. The motion carries. James Sullivan abstained.

- Discussion of Donations and Applications

Ms. Meachen updated the committee members regarding donations. The current balance of donations as of October 24, 2023, is in the amount of \$18,421.03.

All tax assistance recipients will be notified of the awards both by letter and telephone. All letters will be mailed on October 26, 2023.

James Sullivan moved to approve the letters to recipients.

Dawn King Seconded the motion. The motion was unanimously approved.

There were suggestions made for the updates and changes to the application and eligibility criteria, 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, November 7, 2023, and will be held in the Cranberry Meeting Room located on the 3<sup>rd</sup> Floor of Town Hall.

Patricia Meachen moved for adjournment at 6:09 p.m.

Dawn King seconded the motion. The motion to adjourn was unanimously approved.

The meeting was concluded at 6:09 p.m.

Respectfully submitted,

**Pamela L. Borgatti**

Pamela L. Borgatti, Clerk