

**RECEIVED**

*By M. Bonderenko Town Clerk at 8:39 am, May 05, 2016*

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## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Taxation Aid  
Committee

DATE OF MEETING: 5-10-2016

TIME OF MEETING: 11 AM

LOCATION OF MEETING: Mendon Town Hall

### **AGENDA**

1. Call to order
2. Clerk's report (approve minutes)
3. Discuss donation-request materials:
  - a) restricted-text version to be included with tax bills
  - b) expanded version for separate mailing or Town Crier insert
  - c) website
4. Continue discussion of guidelines/qualifications that we will establish for receiving aid from the Tax Aid fund: Continue to discuss draft of application forms submitted by committee member
5. Unfinished Business
6. New Business
7. Plans and next steps
8. Adjourn

NOTE: Notices and agendas are to be posted 48 hours in advance of the meetings **excluding** Saturdays, Sundays, and legal holidays. Any meetings that are to be held on Monday or Tuesday need to be posted by Thursday as the Town Clerk's office is closed on Fridays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time.

We kindly ask that all meetings and agendas for the following week be posted by **Thursdays at 3:30pm** in order to be included on the Committee Meeting List that is distributed.

\*Per changes to the Open Meeting Law effective 7/1/10, "A listing of topics that the chair reasonably anticipates will be discussed at the meeting" are to be listed on the agenda.