

RECEIVED

By M. Bonderenko Town Clerk at 9:25 am, Feb 08, 2018

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Taxation Aid Committee

DATE OF MEETING: 02-13-2018

TIME OF MEETING: 5 pm

LOCATION OF MEETING: Mendon Town Hall, 2nd Floor

AGENDA

1. Call to order
2. Welcome new Committee Member
3. Clerk's report (approve minutes)
4. Treasurer's Report: fund balance, new donations
5. Discuss and finalize Committee's 2017 Annual Report
6. Review and decide on awards for application(s) for Tax Aid Fund grants
(Note that only anonymized data will be discussed.)
7. Review decision notification process
 - a. Review letters (rejection/acceptance)
 - b. Discuss plan to mail response letters by April 1, 2018
8. Plans and next steps
 - a. Outreach and publicity
 - b. Future meetings
9. 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.