

BOARD/COMMITTEE NAME: Taxation Aid Committee
DATE OF MEETING: 03-20-2018
TIME OF MEETING: 5 pm
LOCATION OF MEETING: Mendon Town Hall, 2nd Floor

Members present/absent:

Alejna Brugos, Jenn Welch, Ken O'Brien, Joyce Gilmore, Kathleen Nicholson

Guest(s) present:

AGENDA ITEMS

1. Call to order: Time: **5:09pm**

2. Clerk's report (approve minutes) – vote: Ken made a motion to approve meeting minutes from 2-13-2018; Joyce second. Minutes accepted.

3. Treasurer's Report: fund balance, new donations to date:

2018 Donations	\$25.00
2018 Disbursements	\$0
2018 Year-end Balance	\$4,269.50

Discussed need to follow up with Mendham Brothers of the Brush re: their discussion to donate \$350. Also discussed ways to publicize and remind Mendon residents to donate (via next tax bill mailing and Town Crier).

4. Review and decide on awards for application(s) for Tax Aid Fund grants
(Note that only anonymized data will be discussed.)

Committee reviewed applications #18-1, 18-2, 18-3, 18-4, and 18-5 for a second time with the additional information Alejna gathered since prior meeting for #18-5. Committee determined all applicants qualified. Ken made a motion for a \$300 suggested donation for application #18-5; Joyce second; but all others voted against with goal of making one motion with a collective plan of how to handle awards for all 5 applications. Discussion was related to rationale to tie tax aid grants to average tax increase associated with the 2015 override (~\$500). After further discussion about alternative approaches, Ken made a second motion to grant \$500 per application for a total expenditure of \$2,500; Jenn second; all voted in favor of tax aid grants totaling \$2,500.

5. Review decision notification process

a. Review letters (rejection/acceptance): Alejna led discussion of updating acceptance letters, and Committee agreed on updated language for 2018 acceptance letters.

b. Discuss plan to mail response letters by April 1, 2018

Jenn planned to take Committee's updated acceptance letter, fill in names and addresses, and send them out by April 1, 2018.

6 . Plans and next steps

a. Outreach and publicity

Alejna planned to draft a short press release for the Town Crier announcing 5 qualifying applicants were awarded tax aid. Press release intended to service as a reminder to residents of program benefits for those who may need assistance and also to support the cause with donations. Time permitting, Alejna planned to send a draft version of press release to Committee for feedback.

b. Future meetings

Tuesday, May 8th @ 5pm

7. Adjourn time: **6:21pm**