

BOARD/COMMITTEE NAME: Taxation Aid Committee
DATE OF MEETING: 10-25-2018
TIME OF MEETING: 5:00 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: Janet Hubener

AGENDA ITEMS

1. Call to order: Time: **5:06pm**

2. Clerk's report (approve minutes) – vote: Joyce made a motion to approve meeting minutes from 5-08-2018; Jenn second. Minutes accepted.

3. Treasurer's Report: fund balance, new donations since the last meeting:

2018 Donations	\$0
2018 Disbursements	\$2,500
2018 Year-end Balance	\$2,619.50

4. Finalize application form and process for FY 2019

- Timing of application: January 7th due date (sooner than February 1st – better align with fiscal year: July – June).
- Alejna got the information from Town of Harvard: committee reviewed their information and application, which has been in place for several years
- Eligibility:
 - Age 60: Ken proposed we remain at age 60 for foreseeable future; Joyce seconded. This is the age that the Senior Center in Mendon uses as age definition. Motion approved unanimously. We reviewed guidelines
 - Disabled: we like the Harvard application definition
 - Mendon definition of previous length of residence (5 years) will continue to be used
 - Income: we will keep eligibility as least year

- Discussed possibilities of adding a phone interview (or even face-to-face)
- Application process:
 - Will make availability of application at Senior Center and library (pending approval of Library Director – Alejna will confirm)
 - Application deadline: January 7, 2019 – inform Amy Kent for Senior Newsletter for December 1st newsletter
- Distribution of Funds:
 - The taxation aid grant will be deducted from your tax bill and will not exceed the real estate tax liability.
 - Notification of committee’s decisions will be mailed to all applicants by January 14, 2018
 - Committee members’ phone numbers will be listed if applicants have questions
- FY 2019 Application: we like Harvard’s application: added a section called “assistance” to form and “unexpected extraordinary” expenses
- Joyce made a motion to accept all the changes to the Harvard application; Ken seconded; unanimously passed

5. Plans and next steps

a. **Outreach and publicity:** Alejna will finalize guidelines and application and notification will be issued in Senior Center; Alejna also wrote a press release for Town Crier for committee review; Alejna will look to attend BOS meeting to highlight new application and request for donations; will also make a highlight on town website

b. Article 39: home rule petition – new law

c. Future Meetings

Tuesday, January 8th @ 5pm

February will be the next meeting to plan for new timing cycle

6. Adjourn time: **6:30pm**