

Elderly and Disabled Taxation Aid Committee
Minutes meeting November 7, 2013
Town Hall meeting room

Meeting called to order: 11:10am

Present: Laura Andrews (Chair), Tammy Coller, Ann Taylor, Debbie Thompson (Recorder)

Motion to approve minutes from August 12, 2013 – Ann, Second – Deb

Review and discussion: making changes to application for financial help from E&DTA to recognize and include other forms of aid from town.

Motion to approve the application with changes – Ann, Second Laura

Vote to approve application with changes – approved

Review: Thank you letter to donors.

Vote to approve thank you letter – approved

Tammy to give copies of donor checks to Ann. Ann to send out the thank you letters.

Discussion: Revisions to annual donation letter and thoughts on placing a link on the town website for ease in making donations.

Discussion: Tax bill insert for donation request – a 1/3 page insert (Buck Slip) \$.04 and \$.02 for printing and placement into bills is total of \$.06 per bill. For insert into vehicle excise bills the total would be \$318 and for Real Estate and personal property bills the total would be \$150 (both approximate).

Vote: Send Buck slips out in motor vehicle bills in February – approved.

Review guidelines and discussion on placing information about how funds are distributed on the guidelines.

Actions taken:

Discussion on the letter for additional aid to be updated by Tammy for following reason: In order to avoid credit balance on tax bills due to additional aid from other government sources.

Recind additional aid to two (2) recipients.

Reduce additional aid to one (1) recipient.

Action items:

Tammy – check general laws for updated numbers for FY15 and check prices for possible Buck Slip color and double-sided choices; Send screen shot of link page for ease in donations.

Laura – Update guideline page with new numbers and change dates discussed. Update application with changes and update calendar; Work on draft of “Buck Slip” 1/3 page insert.

Debbie – Type up minutes; Send town seal to Laura; Draft request letter to Friends of Harvard COA for donation request.

Ann – Contact possible new member to E&DTA; Send out thank you letters as needed.

Next meeting TBA

Meeting adjourn: 12:52pm

Respectfully submitted, Deborah Thompson