

Elderly and Disabled Tax Aid Committee
11/28/17 Meeting Minutes
Town Hall, Small Meeting Room

Members present: Laura Andrews, Amy Haley (Town Treasurer), Ann Taylor, Debbie Thompson, (Council on Aging Director)

Laura called the meeting to order at 11:11 a.m.

The committee approved the minutes of the 6/1/17 meeting. Then the committee approved the 6/1/17 executive session minutes. The committee decided to have the Director of COA, Debbie Thompson, keep the file of the executive session minutes.

The treasurer's report stated that there is \$324.25 in the EDTA account.

The committee went through our calendar to make sure we were on task for all our responsibilities:

November: The insert, asking for contributions to EDTA, is all set to go with the first mailing of the property tax bill. Amy Haley, will choose the color. We will make sure EDTA is listed on Harvard Press listing of charitable institutions, an article will go to Next Door and on Facebook also listing EDTA as a great place to make charitable contributions. The president asked Debbie to bring updated guidelines and updated application to the next meeting so that they can be approved for the upcoming year.

January: The thank-you letter is fine, and unchanged except for changing the dates. Debbie will send a thank you on Next Door for all the community support this year. Laura will write the report for the committee for the annual report and updated the calendar.

February: insert will go out to town in the excise tax bill.

March: guidelines and application will go up on the town web site and be available at town hall and the Hildreth House.

May: application deadline is May 15. All applications should be in by then.

An adjustment was made on one of the previous awards.

An adjustment was made on the award letter to eligible participants in order to clarify time of award.

Actions for the next meeting:

Barbara to report on where funds came from last year.

Debbie to have application and guidelines updated and ready for committee approval.

Laura to have updated and added to the calendar.

Meeting was adjourned at 12:15

Ann Taylor, recorder