

Elderly and Disabled Tax Aid Committee
11/29/16 Meeting Minutes
Town Hall, Small Meeting Room

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

Laura called the meeting to order at 11:05 a.m. and the committee members welcomed new member, Barbara Kemp. Roles for members were decided: Laura – president, Ann- recorder, Barbara – issuer of thank-you/tax deductible donation letters.

The committee approved the minutes of the 5/26/16 meeting.

The treasurer's report by Amy stated that as of November 1, there was \$6,947.03 in the EDTA account. After the latest dispersal of funds, there will be a starting balance of \$941.03 going into the 2017 calendar year.

Deb reported that there is no restriction or rule regarding paying prior-year or delinquent taxes to eligible applicants with EDTA funds. There is no policy or regulation. Then the committee discussed the possibility of making a policy, but decided to not create any additional regulations at this time.

The following changes were made to the insert/appeal which will be mailed with both the property and the excise bill.

- 1) Committee members names were updated
- 2) In 2nd paragraph, 3rd sentence is changed to read “ distribute available funds to help defray property tax.”
- 3) Mention of a goal has been deleted.

Changes for the Application

- 1) Dates changed to current year.
- 2) After a discussion of income limits of eligibility, it was decided Amy would find the source that we have used (Mass Dept. of Revenue) and email revised guidelines.
- 3) Updated EDTA member names, and deleted the title of chair.

Executive session minutes from 5/26/16 were approved. Debbie Thompson followed up on applications for some of that year's applicants. A question arose about where executive session minutes were kept. Ann will look into this.

The thank you letter was reviewed and the following changes were made.

- 1) EDTA is to be written out
- 2) The date is to specific: day, month, year
- 3) Members names were changed
- 4) The town seal is added

Barbara Kemp will assume this job of writing the thank you letters on January 1, 2017.

To Do for next meeting

Amy – send updated guidelines

Laura – send updated flyer to Amy

Debbie – update the application

Ann- find out where those executive minutes reside.

The next meeting will be on January 19th at 9:30 at Town Hall.

Ann Taylor, recorder