

**MINUTES
OF TAX RELIEF COMMITTEE
DATE: 9:00 am September 14, 2016
Select Board Room, Town House**

ATTENDANCE: Members: Helena Long (Chair), Stanly Black and Terry Rothermel
Andrew Mara, Select Board Administrative Assistant:

APPROVAL OF MINUTES

The minutes of the July 13, 2016 meeting were approved

FINALIZE LETTERS

Edits were made to both the Tax Relief and Hugh Cargill solicitation letters. The approval of sending both letters together was approved at our July 13 meeting.

REVIEW OF MAILING PROCESS

Andrew Mara, our new Admin. Asst. to the Select Board, was able to join us for this review. The letters will be sent out by October 1, so as not to conflict with the Community Chest's October and November time frame. The mailing may or may not be farmed out to a vendor. It is estimated that there may be as many as 300 donors over the last 3 years. Laurel Landry will provide Andrew with the combined list (and general counsel). Helena will be checking in on the progress, along with her master signature.

A draft of a new remittance letter format was given to Andrew. I will hopefully provide clarity to the donors as they provide their support.

If a donor does not make it clear as to which fund their gift is intended, a committee member will follow up.

PUBLICITY

Terry will retrieve CJournal announcements in the past and (new!) will draft an announcement covering both fundraisings.

ADJOURNED: Moved and Voted at 10:00 am.

NEXT MEETING:

Wednesday, October 12 at 9am. This meeting will focus on any issues with the mailing and allow members to sign the thank you letters.

Respectfully submitted,
Terry Rothermel, Scribe