

***Elderly & Disabled Tax Assistance Committee
Meeting Minutes
Of
October 7, 2025***

The meeting of the Elderly & Disabled Tax Assistance Committee was called to order by Grace Keenan, Chair at 5:35 p.m. on Tuesday, October 7, 2025. The meeting was held at Town Hall, 26 Court St., in the Freedom Meeting Room, located on the 2nd Floor.

PRESENT

Committee Members present:

Grace Keenan, Chair
Patricia Meachen, Vice Chair
Dawn King
James Sullivan
John Young

AGENDA ITEMS

- **Report on Committee - Reorganization**

James Sullivan nominated Grace Keenan as Chair
James Sullivan nominated Patricia Meachen as Vice Chair
The nominations were accepted and approved by the Committee.

- **Approval Meeting Minutes of May 6, 2025**

John Young moved to accept the meeting minutes of May 6, 2025 as presented.
Dawn King seconded the motion. The motion carries unanimously.

- **Tax Assistance Fund Balance Update**

As of October 6, 2025, the current balance in the tax assistance fund is \$23,189.03. With a 25% reserve of \$5,797.25 leaving a balance of \$17,391.77 to be used as tax assistance for FY2026.

- **Review/Update Application and Eligibility Requirements**

Prior to the review of applicants, James Sullivan suggests raising the award from \$1,000 to \$1,200. There was discussion regarding the previously established cap of \$1,000. Patricia Meachen felt the award should remain at \$1,000 and added if the donations aren't maintained at the same level and/or there are more requests for assistance in the future, the award may have to be reduced. John Young agreed with Ms. Meachen, however he could see both sides of the discussion. Chairman Keenan also spoke in opposition.

James Sullivan moved to increase the annual award to \$1,200.
Dawn King seconded the motion. The motion carries (3-1-0). Patricia Meachen voted in the negative.

The Committee reviewed ten applications as follows:

FY25-01	APPROVED \$1,200
FY25-02	APPROVED \$1,200
FY25-03	APPROVED \$1,200
FY25-04	APPROVED \$1,200
FY25-05	APPROVED \$1,200
FY25-06	APPROVED \$1,200
FY25-07	APPROVED \$1,200
FY25-08	APPROVED \$1,200
FY25-09	APPROVED \$1,200
FY25-10	APPROVED \$1,200

There are two applications in which no action can be taken. Letters have been sent to the two applicants requesting additional information. The Committee will review the remaining applicants at their next meeting.

- **New Business / Old Business**

There was no new or old business before the committee.

- **Next Meeting Scheduled**

The next meeting has been scheduled for 5:30 p.m., **Tuesday, October 21, 2025**

- **Adjournment**

John Young moved for adjournment at 6:37 p.m.

Dawn King seconded the motion. The motion to adjourn was unanimously approved, the meeting was concluded at 6:37p.m.

Respectfully submitted,

Pamela L. Borgatti

Pamela L. Borgatti, Clerk