

TOWN OF LUNENBURG

Senior Citizen Property Tax Work-Off Program & Taxation Aid Committee



MINUTES OF MEETING – JANUARY 21, 2016

Meeting called to order by Sue Doherty at 2:03 pm, at Lunenburg Town Hall, 17 Main St. Members present: Jean Larkin, Sheila Craigen, Myleen Mallari and Sue Doherty. Also present: Financial Director, Karen Brochu and Payroll & Benefits Coordinator, Nancy Forest. Approval of January 12, 2016 minutes motioned by Sue and second by Jean.

Review/vote on proof of income eligibility for Property Tax Work-Off Program: Sue stated that she has obtained consult on our concerns with applications received. It is recommended that we do not require information on interest and dividends unless it is a regular source of income. We are able to use the current, completed applications for this year. There is a clause on the application that states the applicant may need to provide documentation.

Sheila motioned that we require documents to support income. Sue second and all in favor. Members agree we need documents by next Wednesday, January 27, 2016. Sue stated that she has already made contact with all applicants to let them know additional documents may be required. She will follow up with them again and let them know the due date.

Members agree next Thursday, January 28, 2016 would be an appropriate time for our next meeting. Sue will set the time and follow up with the agenda.

Sue modified and brought a sample application for next year. All members agree the application looks good.

Board Discussion: Sue suggested that we recommend Nancy Forest to the Board of Selectman as a candidate for appointment to the Tax Work-Off Program.

Meeting adjourned at 2:20pm.

Respectfully submitted,

Sheila Craigen