



**Taxation Aid Committee  
August 18, 2017  
Town of Hanover**

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The following minutes are from the Taxation Aid Committee meeting held on Friday, August 18, 2017 in Hanover Town Hall.

**Attendees:**

Present: Chelsea Stevens, Joe DeFerrari (intern), Maureen Cooke, Joan Port-Farwell.

Absent: David Delaney.

Chelsea Stevens, Acting Finance Director, called the meeting to order at 11:05 am in the first floor Advisory Committee room in Town Hall, Hanover, Massachusetts.

Joan Port-Farwell, committee member, asked how much was in the fund, to which Chelsea Stevens replied that the fund has \$416.

Joan Port-Farwell expressed that she intended to renew and continue serving the committee.

Chelsea Stevens and Joe DeFerrari proposed a set of policy guidelines alongside a formal application. The group decided that the form was too long and that it may discourage applicants. Joe DeFerrari was assigned the task of removing the form from the committee's website.

Upon reviewing the record of the original 1999 town meeting that created the committee and reviewing an email sent from the Selectman's Office, the committee concluded that it had one vacancy. Joe DeFerrari was assigned the task of contacting the Selectman's Office and inquiring about the process of filling that vacancy.

Joan Port-Farwell recommended that the committee wait to assist someone until the fund had a chance to grow to a more substantial figure. Maureen Cooke, committee member, and Chelsea Stevens each concurred.

**The meeting was adjourned at 11:55 am.**

Respectfully submitted by:

Joe DeFerrari, Intern