

Elderly and Disability Tax Relief Fund Committee

Committee meeting minutes from June 11, 2025 2-3PM

Present: Kathryn Armata, Lisa Bergman, Mike Festa, Gail Infurna and Sarah Maclellan

Guest: Shannon Phillips, City Solicitor

- 1) Minutes accepted from mtg on May 28, 2025 Motion made by Kathryn and seconded by Sarah. Motion passed
- 2) Discussion with City Solicitor Shannon Phillips – reviewed open meeting law and fundraising rules to members. Question asked of her if we could use the entire funds (including interest) and she said yes. She also stated that when asking for donations, to use a donation link.
- 3) Other discussion points –
 - Raise awareness of senior tax exemptions
 - o Putting notice on a separate piece of colored paper with excise tax bill or real estate bill. ? increase cost
 - o Topic for Mayor Jen’s Melrose Minutes
 - o Attend COA to talk about exemptions
 - o Press release
 - Westford has a decision tree (template of criteria and qualifying factors)
 - Ways to publicize what this fund is and how to donate to this fund
 - o Highlight on excise tax bill (? and real estate tax or water bills) or separate colored paper (pending increase cost)
 - Disabled residents should be a priority (not age limited)
 - Sarah and Kathryn to reach out to their networks as to what communities have this fund.
 - For next meeting, we should look at these communities and their criteria.
 - Questions for Erica Brown, COA Executive Director at next meeting: How is this fund different than the Melrose Emergency Fund and can a resident receive funds each year? If you have any other questions for her, please forward them to me.

Next meeting: June 27 at 11AM in the Cassidy Conf Rm.

Motion to adjourn – Made by Mike Festa and seconded by Sarah Maclellan

Respectfully submitted by Gail Infurna, Chair

