

# TOWN OF CONCORD TAX RELIEF COMMITTEE

NOVEMBER 10, 2021

Virginia ("Dinny") McIntyre, Chair, called the meeting to order at 9:30 AM in the Select Board Room at the Town House.

Present in addition were committee members Eric Van Loon and John ("Jack") Clymer, Select Board member Terri Ackerman, Hugh Cargill Trustees Judy Terry and Bob Abraham, and Jeremy Romanul, Senior Administrative Assistant, Town Manager's Office.

## ANNUAL APPEAL PROCESS

Dinny circulated a list of the approximately 240 individual donors and families who had contributed to prior appeals of the committee and suggested that the committee members this year write short notes on letters that were going to people they knew, prioritizing those who had not previously given, but including others, if they wished, to thank them for their past contributions.

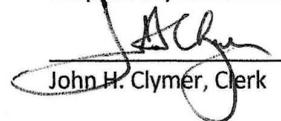
Given the Committee's decision at its October 14 meeting to do a town-wide appeal, Dinny asked for the committee's thoughts on whether the envelopes for this year's appeal letter should be addressed by hand, rather than using the printed addresses for the envelopes, believing that a hand-written address signaled that this was not a bulk mailing but a personal one by someone the addressee knew, and the committee agreed that letters going to people they knew should be addressed by hand.

Members agreed to select about 50 addressees who did not appear on the list of past donors for whom they would write notes, to share their lists to avoid having any recipient receive two letters, to return the letters ready for mailing to Dinny early enough to have them posted and in the mail by December third.

The next meeting of the Committee was scheduled for Wednesday, November seventeenth at 2:00 PM in the Select Board Room at the Town House.

The meeting adjourned at 10:35AM.

Respectfully submitted,

  
John H. Clymer, Clerk