

The Hugh Cargill Trust Committee

Minutes of the public meeting held January 14, 2020

Chairperson Sally Clutter, called the meeting to order at 9:14 AM in the Assessor's Office conference room at 24 Court Lane, Concord, Massachusetts.

Present from the Committee were: Robert Abraham, Tax Relief; Lucy Rosborough, Intake; and Deena Whitfield, Clerk and Acting Intake.

Also present were: Mike Lawson, Chair, Select Board, and Jeremy Romanul, SeniorAdministrative Assistant, Town of Concord

APPROVAL

Minutes: The committee unanimously approved the December 10, 2019 public committee minutes and the December 10, 2019 executive committee minutes for release.

Treasurer's Report: Jeremy reported that, as of 1/14/2020, we have received \$20,255 from 68 donors for the Hugh Cargill Fund and \$19,925 from 98 donors for tax relief. The \$500 we received from TriCon for Concord Cares is now reflected in the checkbook

CONTINUING BUSINESS

Tax Relief: We sent out a reminder letter to our clients for this quarter taxes on January 2, 2020. The reminder is sent at the same time as the bill, but not in the same envelope. Sometime near the middle of the month Jeremy will give Colleen a check to cover tax relief for the quarter for those clients who pay taxes directly to the town. He will also send her a list of those receiving tax relief. Checks for those who pay by escrow will go out in the beginning of February. Sally was interested to learn if anyone who received their \$325 reimbursement check last quarter had not, as yet, cashed it. Jeremy didn't think so. However, as a matter of process, we agreed that Bob (or the person in charge of tax relief) would call anyone who did not cash their check.

We discussed the process for admitting people to the tax relief program during the year. Jeremy will send eligible residents an application letter for them to confirm that their property is appraised at less than the limit and that the applicant owns the property and resides there. The applicant supplies income information. We agreed that everyone in the program must reapply in April.

Silent Fund: Jeremy advised that the process for distributing the holiday gifts went well. All of the gifts were picked up by the nominators. One check was not picked up from a recipient from the Council on Aging. It will be returned.

NEW BUSINESS

CMLP DONATION: Sally emailed CMLP regarding adding money (\$14,000) to the fund. Currently the fund only totals a little more than \$2,000 and we see greater demand in winter. They responded that a check would be coming.

CHARITY SCAM: A New Hampshire couple was apprehended in Sudbury for having attempted to receive financial assistance from charities under false pretenses. They had approached HCT as well and, while we had authorized payment, they never came to the townhouse to submit an invoice to be paid. However, other Concord agencies did provide money to them.

We briefly discussed how to protect ourselves from such scams, particularly with regard to camperships. No decision was reached.

At 10:00 AM on a motion made and seconded, the committee voted to adjourn from open session for the purpose of discussing individuals or families seeking assistance, the disclosure of which would be a violation of privacy.

NEXT MEETING:

The next regular HCT meeting is scheduled for February 11, 2020 at 9:15.

Respectfully submitted,

Deena Whitfield, Clerk