

## The Hugh Cargill Trust Committee

Minutes of the public meeting held March 9, 2021.

Judy Terry, Chair and Treasurer, called the meeting to order at 9:29 AM.

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

Absent: Elisabeth Elden, Silent Fund

Also present were: Jane Hotchkiss, Liaison from the Select Board, Jeremy Romanul, Senior Administrative Assistant, Town of Concord

### **APPROVAL**

**Minutes:** The public minutes of February 9, 2021 were unanimously approved for release as read. The executive session minutes of February 9, 2021 were approved for release as corrected.

**Treasurer's Report:** Unanimously approved.

### **NEW BUSINESS**

**Grant Proposal:** Judy advises that we have been asked to write a proposal for a grant from the Bud Ackerman Fund. The proposal is in process and could be as much as \$10,000. The proposal will focus on providing funds for people with childcare needs. Judy further advises that applicants will be vetted by outside experts in the field to help us with our distribution of funds.

### **CONTINUING BUSINESS:**

**Town Social Services Resource List:** Tabled because Elisabeth was absent from today's meeting.

**Job descriptions, Tax Relief** – Bob would like another month to refine the job description and add a few more details.

**Intake** – Tabled until Elisabeth is present.

**OTHER BUSINESS:** Jeremy gave us a list of standard documents that he has on file:

1. Gift acceptance letter
2. Letter to go out with quarterly check
3. Property tax acceptance letter
4. Intake form (this is dated 2011, but is the most recent one that he has)
5. Tax relief application

**Adjournment:** At 9:49 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:** scheduled for **April 13, 2021 at 9:30.**

Respectfully submitted,

Deena Whitfield, Clerk, Hugh Cargill Trust Committee