

## The Hugh Cargill Trust Committee

Minutes of the public meeting held May 12, 2020

Chairperson Sally Clutter called the meeting to order at 9:37 AM.

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

Also present were: Mike Lawson, Chair, Select Board, Jeremy Romanul, Senior Administrative Assistant, Town of Concord, and Concord residents, Karlen Reed and Linda Escobedo

### **APPROVAL**

Minutes: The public minutes of March 10, 2020 were unanimously approved for release as corrected. The March 10, 2020 executive committee minutes were unanimously approved as read. The public minutes of April 7, 2020 were approved for release as corrected. The executive committee minutes of April 14, 2020 were approved as read.

**Treasurer's Report:** The treasurer's report was unanimously approved as presented.

### **CONTINUING BUSINESS**

**Silent Fund Camperships:** The application process has ended and Bonny Wilbur has sent us the list which represents about half the number of applicants that we received last year. Because the number of requests was down, Sally did not feel that we needed a separate meeting to review the applicants.

### **Concord Cares Donation:**

We have not received the expected gift of \$100 from Tri Con. Sally will look into this.

### **NEW BUSINESS**

**Tax Relief Quarter 4:** We had originally hoped to have the renewal letter out in April, but missed the deadline due to COVID19. We approved the renewal letter to be sent out on May 19 with a deadline of June 15 for the client's response. On a motion made and seconded, we voted unanimously to remove the sentence, "All requests for tax relief must be received by the Town at least 48 hours before the quarterly property tax bill deadline," because we felt that it was confusing to the reader.

We also approved the confirmation of eligibility letters and agreed to remove the words "Please respond promptly" at the beginning of the third paragraph as they were redundant.

**Processing Requests:** Sally wanted to be sure that the way we have been processing requests during the pandemic was working smoothly. Lucy indicated that she does a one-page summary for Jeremy and that clients send a photo of their bill electronically. It appears to be working smoothly on the clients' and Jeremy's ends. We will continue with this process

## **OTHER BUSINESS**

**Resource Page on the Town's Website:** Mike and Jeremy confirmed that the resource page has been uploaded

**Electronic Storage of HCT templates:** Mike indicated that it is possible to create a public or private central electronic filing cabinet on the Town website. Sally tabled this discussion for a future meeting.

**Calendar of important HCT activities:** Sally has begun to create a calendar and will share her work with the committee. Further discussion was tabled for a future meeting.

**Succession:** Only Sally will not be renewing her membership on the HCT Committee when her term ends. Terms usually end on May 31 after Town Meeting. Mike was going to check on the possible changes to that policy that have occurred due to the pandemic. { Mike advises the following: "In the event of a declared emergency and if the Moderator reschedules Town Meeting after May 31, all appointed members of committee whose terms would otherwise expire, shall remain in office until the close of the rescheduled Town Meeting." } If there is no replacement for Sally at the scheduled time, she has agreed to stay on as a member until a new member can take her place. She will have to request an extension from the Select Board to do so.

## **NEXT MEETING:**

The next regular HCT meeting is scheduled for June 9, 2020 at 9:30.

Respectfully submitted,

Deena Whitfield, Clerk