

The Hugh Cargill Trust Committee

Minutes of the public meeting held August 13, 2019

Chairperson Sally Clutter called the meeting to order at 9:15 AM in the Assessor's Office conference room at 24 Court Lane, Concord, Massachusetts.

Present from the Committee were: Judy Terry, Treasurer; Lucy Rosborough, Intake; Deena Whitfield, Clerk

Also present was Lane Partridge, Town Assessor

APPROVAL

Minutes: The committee unanimously approved the July 9, 2019 public and executive minutes as written.

Treasurer's Report: The committee unanimously approved the Treasurer's preliminary report dated August 12, 2019 as written. Judy will continue to work on reconciliation with the check book.

A question was raised as to when we should make a request from the CMLP for additional money. Judy advised that we have made a request every 18-24 months. The last request was in December, 2017 at which time we received \$14,000.

CONTINUING BUSINESS

Tax Relief Process:

We reviewed the letter that Judy had drafted to send to our clients regarding our new tax relief process by which we would determine eligibility once a year rather than every quarter. The plan is to have the quarterly \$325 tax relief grant applied directly to the property tax bill so that clients will no longer need to receive a reimbursement check. We will send a check from HCT to cover all of our clients for the entire year. Lane advises that the auditors have approved of the new process and we await additional assent from Town Counsel.

We could implement the new plan as early as the third quarter. Lane would need the list of qualified home owners by the first week in December. Lane suggested that we send out Judy's letter outlining the new process after November 1, 2019 or possibly in December. Lane advises that he will let us know the decision of Town Counsel after which we will review the letter and determine the best time to mail it.

Missing Minutes Update:

Sally discussed the missing minutes with Pat Clifford, Assistant Town Clerk, and received a list of those that the Town Clerk does not have. If we do not have electronic versions of the missing minutes, Sally will scan the handwritten ones that are available.

ADJOURNMENT

At 10:35 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.

Respectfully submitted,

Deena Whitfield, Clerk