



Hugh Cargill Trust Committee

Minutes of the public meeting held August 16, 2022

Co-Chair, Elisabeth Elden called the public meeting conference call to order at 9:30 AM.

Present from the Committee: E. Elden, Co-Chair; R. Abraham, Co-Chair & Tax Relief; L. Rosborough, Intake; D. Whitfield, Treasurer; K. Berger, Clerk.

Also present: Terri Ackerman, Select Board liaison.

APPROVALS

Minutes: The public and executive minutes of July 12, 2022 were unanimously approved for release.

Treasurer's Report: The Treasurer's Reports for July 2022 were unanimously approved. Deena noted that grants made at the July meeting were not paid out until early August due to a shortage of checks.

NEW BUSINESS

Committee Member Terms- Members may serve two full 3-year terms. If a member was appointed to fill a partial 3-year term (as when an existing committee member resigns), the member can serve two additional 3-year terms. Bob will ask Laurie Austin to make a simple chart of committee members' start dates, whether sworn in, and clarify reappointment dates.

CONTINUING BUSINESS:

Minutes/Best Practices- The committee discussed the process of how the grants and financial information is handled by committee members and town employees. The problems with late checks appear to be a summer issue that has been resolved for this month's grants.

Website feedback, suggestions, updates- Bob is working on a new Application letter for the website. The current content is correct, but the formatting and file type will be updated. Action item: the current 3-page document on the HCT was last updated in 2016. Committee members will look the pages over and bring comments to the September meeting.

Community communication- getting the word out: messages printed on the town correspondence, CMLP, real estate bills, recreation department (already does this), town meeting mailers, etc.- new suggestions included the library, schools (public and private/keeping in mind not all students are Concord residents), Town Meeting mailings. Terri suggested the "News & Notices" town email list and The Concord Bridge hard copy newspaper that will begin starting in October.

Update on Tax Relief – Bob advises that we have received 48 applicants. Only one of the applications has not yet been returned.

Phone System - The town has approved a new downloadable app that will allow committee members to make calls that show a town phone number in place of their private numbers.

OTHER BUSINESS:

Discussion on changes to approved grants

Terri noted that there are many upcoming changes in staffing at the Town offices. Mike Gibbons, the committee's current contact, will be moving to a new town position by month end. Terri will keep the committee informed as the staffing changes are made.

Adjournment: On a motion made and seconded, the meeting was adjourned at 10:31 AM from open session to executive session for the purpose of discussing individuals or families seeking assistance, the disclosure of which would be a violation of privacy.

R. Abraham Aye

K. Berger Aye

E. Elden Aye

L. Rosborough Aye

D. Whitfield Aye

NEXT MEETING: scheduled for September 13, 2022 at 9:30 AM.

Respectfully submitted,

Katharine Berger, Clerk, HCTC