

The Hugh Cargill Trust Committee

Minutes of the public meeting held October 10, 2019

In the absence of Chairperson Sally Clutter, Judy Terry 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: Robert Abraham, Tax Relief; Lucy Rosborough, Intake; Deena Whitfield, Clerk

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

APPROVAL

Minutes: The committee unanimously approved the September 10, 2019 public minutes as amended (second sentence under tax relief process to read: We will pay the town quarterly and send them the list of those HCT clients who will be receiving tax relief). The executive session minutes were unanimously approved as written.

Treasurer's Report: The committee unanimously approved the Treasurer's report as written.

CONTINUING BUSINESS

Tax Relief Process: A tax relief check and letter will go out on November 1 to all of our clients who pay their taxes from an escrow account.

NEW BUSINESS

Tax Relief/HCTC Fall Appeal: A letter has gone out to about 125 people who gave us money last year.

Silent Fund: We adopted the following time table: We will mail the nominating letter on October 24th with a follow-up reminder on November 5. The deadline for nominations will be November 15. Judy will address the letters and Sally will have them printed and signed. The letters will go to approximately 17 nominating groups who will be asked to list the names, number of children, and reasons why they should receive money at Christmas. Last year we received nominations for 87 families representing 121 children. The families will receive notification of their gift on December 12.

Under the new formula we will receive \$23,000 for the silent fund for both camperships and Christmas gifts. Under the new policy, we will give families \$60 cash for each child aged 16 and under and \$50 cash to each single adult for Christmas.

Concord Cares: Judy reported that Sally spoke with Jennifer Clark from TriCon (Trinitarian Congregational Church). Jen advises that there is a possibility of getting another \$500 from them. We currently have \$4,730.43 in that fund.

Trustees of Donations: There is a meeting of the Trustees on October 29 at which time we will receive whatever is available under the formula.

OTHER BUSINESS:

Mike Lawson announced that there will be an “Effective Governance Workshop” on November 2 from 9:00 AM – 12:00 noon at the Town House. We will be receiving an invitation.

At 10:10 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 HCT meeting will be on Tuesday, November 12 at 9:15.

Respectfully submitted,

Deena Whitfield, Clerk