

The Hugh Cargill Trust Committee

Minutes of the public meeting held January 11, 2021

Judy Terry, Chair and Treasurer, called the meeting to order at 9:33 AM.

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

Absent: Jane Hotchkiss, Liaison from the Select Board

APPROVAL

Minutes: The public and executive session minutes of December 8, 2020 were unanimously approved for release as read.

Treasurer's Report: Unanimously approved. Judy advised that we have received several gifts that will be reported on next month.

NEW BUSINESS

Silent Fund Update: All the gifts were distributed. One family returned their gift indicating that they no longer needed it.

CONTINUING BUSINESS:

Town Social Services Resource List: We reviewed the list and discussed how best to distribute it. We envision that this will be a one-page handout that will be available at such locations as the Police Department, the Fire Department, the Library, Town Hall, and electronically on the Town's website. Elisabeth offered to format the document and return it to Bonny Wilbur and the HCT Committee for final review and to get feedback from Bonny as to where and how to distribute it.

Job descriptions, Treasurer – We reviewed the Treasurer's job description. The consensus of the room was to accept it as written.

Bob offered to investigate if we are set to upload our documents onto the town website.

OTHER BUSINESS: There was no other business.

Adjournment: At 9:58 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 February 9, 2021 at 9:30.

Respectfully submitted,

Deena Whitfield, Clerk, Hugh Cargill Trust Committee

Hugh Cargill Trust Committee

Treasurer's Duties

Before each monthly committee meeting:

- Call or email Selectmen's Administrative Assistant and request the monthly accounts of all funds.
- Reconcile disbursements with allocations voted by the Committee the previous month.
- Identify unpaid allocations and follow up with Selectmen's Administrative Assistant.
- Verify that checks were drawn on the fund account voted by the Committee.
- Report any discrepancies to the Selectmen's Administrative Assistant.

At the monthly meeting:

- Report balances of all fund accounts.
- Report income/donations.
- Report any outstanding allocations.
- Report any disbursement discrepancies over \$10.00 per transaction.

Annually:

- In January, provide the Chair with the requisite information for the town's Annual Report.

Monthly:

- Update and maintain "Summary of Past Awards by Recipient" list and distribute the list to Committee members at the monthly meeting.

1/9/2021

Town of Concord Social Services Resources

Community Services Coordinator

The Community Services Coordinator serves as an information and referral resource to families and individuals under the age of 60. Telephone is 978-318-3034.

Council on Aging

Residents age 60 and older should contact the Concord Council on Aging, tel. 978-318-3020, for information and assistance.

Concord Housing Authority

The Concord Housing Authority (CHA) is involved in the development and administration of low and moderately priced housing for Concord residents. Applications for Section 8 housing vouchers, emergency housing, and general low-income housing information can be found at www.concordha.org. For more information contact the CHA office, tel. 978-369-8435.

Domestic Violence Services Network

The Domestic Violence Services Network (DVSN) supports individuals with risk assessment, safety planning, and referrals to viable, effective and appropriate resources. For more information contact DVSN at dvvap@concordma.gov, Office tel. 978-318-3421, Confidential Helpline tel. 888-399-6111.

Fuel Assistance Program

The South Middlesex Opportunity Council (SMOC) offers a fuel assistance program designed to help residents afford the cost of heat during the winter months. Eligibility is based on gross annual income and household size. Eligible households receive assistance paid directly to their heating vendor. Concord residents interested in learning more should contact Bonny Wilbur, Community Services Coordinator, bwilbur@concordma.gov or tel. 978-318-3034. Residents age 60 or older should contact the Concord Council on Aging, tel. 978-318-3020.

Good Neighbor Energy Fund

The Good Neighbor Energy Fund (GNEF), sponsored by the Salvation Army, is designed to assist individuals and families having a gross annual income between 60% - 80% of the state median income level with the cost of their heat during the winter months. Income guidelines and household size are key to determining eligibility. The GNEF benefit is paid directly to the utility company that provides heat to the home. For more information contact Bonny Wilbur, Community Services Coordinator, bwilbur@concordma.gov or tel. 978-318-3034. Residents age 60 or older should contact the Concord Council on Aging, tel. 978-318-3020.

Hugh Cargill Trust

The Hugh Cargill Trust was established over 200 years ago by Concord resident Hugh Cargill. The trust's purpose is to provide short-term, emergency assistance to Concord residents in times of financial need. The Hugh Cargill Trust Committee acts on behalf of Concord's Select Board, meeting monthly to review requests for assistance from Concord residents. Residents wishing to ask for assistance should call tel. 978-318-3100, ext. 2030. Requests may also be made by email to HCTC@concordma.gov. All requests are kept confidential.

Mental Health Assistance

The William James INTERFACE Referral Service assists Concord residents in finding mental health services, helping to match the specialty needs of the caller with location and insurance requirements. They provide a wealth of information and resources on a broad range of mental health-related topics. INTERFACE offers a free, confidential HELPLINE, tel. 1-888-244-6843, from Monday through Friday, 9am to 5pm. Callers are matched with licensed mental health providers from an extensive database, within approximately two weeks from their call for assistance. Find more info at www.interface.williamjames.edu/community/concord-carlisle

Nutritional Assistance Program

The Supplemental Nutritional Assistance Program (SNAP) provides funds to supplement the budget of needy families so they can purchase healthy food and move towards self-sufficiency. Households must meet certain requirements to be eligible for SNAP and receive benefits. SNAP funds are loaded onto an Electronic Benefit Transfer (EBT) card, which works like a debit card. Benefits are automatically loaded onto the card each month. For more information go to www.mass.gov/how-to/apply-for-snap-benefits-food-stamps or contact Bonny Wilbur, Community Services Coordinator, bwilbur@concordma.gov or tel. 978-318-3034. Residents age 60 or older should contact the Concord Council on Aging, tel. 978-318-3020.

Open Table

Open Table's mission is to address hunger by providing healthy food in a welcoming environment while respecting the dignity of those served. Open Table offers fresh market food pantry shopping by appointment in Maynard. They provide a welcoming community of support and assistance to families and individuals, including many seniors and children. More information can be found at www.opentable.org.

Small Grant Program

The Concord Housing Development Corporation is accepting applications for the Small Grant Program, designed to provide assistance to Concord residents to make repairs and alterations to their homes for safety and health reasons. The grant assists homeowners with home repairs, with no obligation to repay. Applications are evaluated and prioritized based on health and safety considerations and financial need of the applicant. Grants are awarded twice a year, with applications due at the end of January and June. Contact Lara Plaskon, Program Administrator, Lara@RHSOHousing.org or tel. 978-287-1092 for more information.

Veteran's Services

Veteran's Services provides information, advice and assistance regarding benefits to veterans and their families. Contact Concord's Veteran's Services Officer, Dick Krug, at 978-318-3038.

Town Assessors

Concord has property tax relief programs available for seniors (means tested) and for agricultural properties. For information, contact the Assessors' Office at 978-318-3070.
1/11/2021