

## The Hugh Cargill Trust Committee

Minutes of the public meeting held February 9, 2021

Judy Terry, Chair and Treasurer, called the meeting to order at 9:30 AM.

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

Also present were: Jane Hotchkiss, Liaison from the Select Board, Jeremy Romanul, Senior Administrative Assistant, Town of Concord

### **APPROVAL**

**Minutes:** The public and executive session minutes of January 11, 2021 were unanimously approved for release as read.

**Treasurer's Report:** Unanimously approved. The Treasurer's report reflected the donations that had been made previously, but not recorded. Jane Hotchkiss advises that we will be receiving an anonymous \$150,000 check that is not earmarked for any specific use.

### **NEW BUSINESS**

**Silent Fund Update:** Judy has requested \$7,000 for the Silent Fund for camperships; that will bring our total to just over \$12,000. Elisabeth will work with Bonny Wilbur, Town Social Worker, on the camperships.

### **CONTINUING BUSINESS:**

**Town Social Services Resource List:** Elisabeth reformatted the list and reviewed the entries for consistency and content. It was suggested that we add SNAP to the list as well as a link that takes the reader to the 2017 pamphlet of social services that is much more comprehensive. Judy and Elisabeth have agreed to continue to refine the document.

**Job descriptions, Intake** – We reviewed the job description for intake. Lucy has made some adjustments to the process because of COVID-19 restrictions. These adjustments have streamlined the process by providing electronic means of communicating documents. Lucy will polish the document for approval next month.

We had been investigating a way to centrally house our HCT documents, templates, job descriptions, form letters, etc. so that important documents did not reside on the personal computers of our members. To this effort, we agreed to create a list of documents that are currently housed in the HCT drive at the Town House as well as those new ones that we have been creating. We would then move them all to the HCT drive which is managed by a town employee (currently, Jeremy Romanul). The list of

documents would be made available to the whole committee – hopefully eliminating duplication of effort and redundancy.

**OTHER BUSINESS:** Jeremy suggested that we explore electronic payment to our clients for monthly assistance. Judy will follow up.

**Adjournment:** At 10:19 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 March 9, 2021 at 9:30.**

Respectfully submitted,

Deena Whitfield, Clerk, Hugh Cargill Trust Committee