

## The Hugh Cargill Trust Committee

Minutes of the public meeting held June 11, 2019

Chairperson Sally Clutter called the meeting to order at 9:17 AM in the Assessor's Office conference room at 24 Court Lane, Concord, Massachusetts.

Also present from the Committee were: Robert Abraham, Tax Relief; Judy Terry, Treasurer; Lucy Rosborough, Intake; Deena Whitfield, Clerk

Also present were: Mike Lawson, Select Board Liaison; Andrew Mara, Senior Administrative Assistant, Town of Concord; and R. Lane Partridge, Town Assessor

### **APPROVAL**

#### **Minutes:**

The committee approved the May 14, 2019 public meeting minutes and executive meeting minutes as read.

#### **Treasurer's Report:**

The Treasurer's Report was approved as read. Judy indicated that there is still a discrepancy between the report and the checkbook; she and Andrew will work together to correct this.

#### **NEW BUSINESS:**

**Tax Relief Process:** Andrew Mara attended the meeting to discuss the administrative challenges that have emerged since the new senior tax relief program came into effect. There are two tax relief programs, one available to qualified seniors and administered by the Town Assessor's office (means tested senior exemption), the other available to any qualified home owner and administered by the HCTC. The original thought was that the amount seniors received from the new senior tax relief program would be included as income on the application for tax relief under the program administered by the HCTC. This has proven to be extremely cumbersome. The HCT Committee discussed various possible changes to make the process more straight-forward. One possibility is to determine eligibility for the HCT tax relief annually, in synch with the Town's fiscal year rather than quarterly, and to include the tax relief amount on the Town's property tax bills rather than have Andrew separately write checks for each tax relief recipient as is currently done.

For this year, we are too late for the 1<sup>st</sup> quarter of the fiscal year, but could determine eligibility by having the application letters sent out in July, determine eligibility by mid-September, and have the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter tax bills each

reflect the quarterly \$325.00 grant from Hugh Cargill Trust for those who are eligible. Moving forward to the next fiscal year, we could send the eligibility letters out in April with a May 1 deadline for response. This process would only apply to those residents renewing their eligibility.

This discussion will continue at the July meeting. Andrew has been invited to join us.

**Committee Assignments:**

We agreed to continue in our current roles for the next 3 months:

Sally Clutter, Chair, Concord Cares, and Silent Fund; Robert Abraham, Tax Relief; Judy Terry, Treasurer; Lucy Rosborough, Intake; Deena Whitfield, Clerk.

If Lucy is unable to attend the July meeting, Judy offered to present Intake.

**CONTINUING BUSINESS:**

**Silent Fund Campership Application Process.**

Sally met with Bonny Wilbur regarding the application process for camperships to learn of some concerns that have been expressed. It was suggested that we might want to revise the application so as to learn more about the family income, if parents are working, if they have applied for other scholarships, and how the cost of camp impacts the finances of the family. It was the sense of the room that we table this discussion as we have a year to consider these suggestions.

**ADJOURNMENT**

At 10:58 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.

Respectfully submitted,

Deena Whitfield, Clerk