

The Hugh Cargill Trust Committee

Minutes of the public meeting held September 10, 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.

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

Also present was Mike Lawson, Chair, Select Board

APPROVAL

Minutes: The committee unanimously approved the August 13, 2019 public and executive minutes as written.

Treasurer's Report: The committee unanimously approved the Treasurer's report dated September 10 as written. Judy has finally reconciled the checkbook.

Sally offered to find out when the Trustees next meet so that she can request \$7,500 for the Silent Fund. Judy suggested that we wait until the CMLP balance is \$2,000 before we request more money from them.

CONTINUING BUSINESS

Tax Relief Process:

In order to streamline the process we agreed to determine eligibility for tax relief on a yearly, rather than quarterly, basis. We will pay the town quarterly and send them the list of those HCT clients who will be receiving tax relief.

We will send the letter, drafted by Judy, which provides the following information to our clients: 1) they will now receive an application for tax relief once a year and will be asked to reapply in April, 2020; 2) if they pay property tax directly to the town they should deduct \$325 from each tax bill (Judy will ask Colleen Rhinhart, Treasury Assistant, if it is necessary to include the letter with the tax payment); 3) if they pay property tax through an escrow arrangement with their bank, they will continue to receive their \$325 reimbursement check as they have in the past.

We agreed to send out the above-mentioned letter to our clients in October and again in January so that they will be reminded of the change in our process.

ADJOURNMENT

At 10:24 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 Thursday, October 10 at 9:15 rather than on the second Tuesday of October due to conflicting member's schedules.

Respectfully submitted,

Deena Whitfield, Clerk