May 29, 2019, 3:30 PM - 4:30 PM @ Town Offices - 3rd Floor Conf Room B
Present: George Nugent, Gloria Wager
Absent: Melissa Strout

Meeting called to order at 8:30 a.m.

Motion made at 8:39 a.m. to approve the minutes of the 3-28-2019 meeting. Motion passes unanimously.

Motion made at 8:40 a.m. to move into executive session per M.G.L. Chapter 4, Section 7 to review and discuss applications for assistance. All present in favor. Board will reconvene in open session when discussion is completed.

Reconvened to open session at 9:41 a.m.

An applicant tried to access funds through the Town Clerk’s Office without the trustees reviewing an application. The Clerk’s Office instructed CFO to issue funds. CFO confirmed with trustees of the Towle Fund. Trustees requested that no funds be issued until an application could be reviewed by the trustees.

Disposition of applications:

**Applicant #1: Case #612**
The applicant is disabled and elderly. She is also on a leave of absence from her employer—a government program that helps seniors return to the workforce. Applicant has experienced a rent increase and is having trouble with payment. No amount was included in the request, so trustees called applicant. After discussing the expenses and the applicant’s current leave from work and timeline for return the trustees decided to award funds to the applicant. The trustees voted to distribute $1824.00 to pay 1.5 months rent to assist the applicant until she can return to working.

Vote: 2-0

**Applicant #2: Case #614**
The applicant is unemployed, and her husband has a problem with addiction and is also unemployed. She is currently looking for a job. The applicant requested over $15,000 in assistance for taxes, fuel payments, school fees, auto loan and insurance. The trustees typically do not fund requests this large in their entirety. The trustees will reach out to the applicant and direct her to the Cornell Fund for fuel assistance and the school department for school fee waivers. Based on the documentation submitted the trustees decided to fund $1272.48 for auto loan, auto insurance, phone, electric and home insurance. The trustees requested additional documentation for home owners and auto insurance be submitted before payment of these items.

Vote: 2-0

**Applicant #3: Case 615**
Based upon the application the applicant does not seem to meet the criteria of the fund—Andover resident who is either elderly, unemployed or disabled. Application was submitted with the help of the town social worker. Trustees called the social worker to see if the applicant met any of the requirements. She did not.

No vote taken.

Returned to open session.

It was moved and seconded to adjourn the meeting at 9:41 a.m.

Tentative dates for next meeting set for 6/18 at 8:30 a.m. or 3:30 p.m. pending new business.

Meeting adjourned at 9:44 a.m.

Respectfully Submitted,
George Nugent