DRAFT

Minutes of the Tunbridge Fuel Assistance Committee

2026-12-11

The Tunbridge Fuel Assistance Committee met at a duly warned meeting on Thursday, November 12, 2026, at the Town Office Building. The following members were present: Anne Mallary, (Chair), Shari Murawski, Tori Milstone, Helen O'Donnell, (Secretary), Becky Hoyt, (Treasurer), Ben Wolfe joined by Zoom.

Call to Order
The meeting was called to order at 12:30 pm by Anne Mallary.

Approve Minutes
Tori Milstone made a motion to approve minutes of 10/29/2026. Seconded by Shari Murawski. So moved by voice vote.

Elect Officers
Becky Hoyt made motion to nominate Anne Mallary as Chair. Second by Helen O'Donnell. So Moved.
Becky Hoyt made motion to nominate Shari Murawski as Vice Chair. Seconded by Tori Milstone. So moved.
Becky Hoyt is Treasurer of the committee by being the Town Treasurer, as stated in our Bylaws.
Becky Hoyt made motion to nominate Helen O'Donnell as Secretary. Seconded by Shari Murawski. So moved.

Slate of officers elected for the ensuing year:
Chair – Anne Mallary
Vice Chair – Shari Murawski
Treasurer – Becky Hoyt
Secretary – Helen O'Donnell

Review and Approve Application and Procedure-possible action

Anne Mallary had updated the Household size and GMI chart with the new numbers. It still needed possible bold lines to make it easier to read. Becky Hoyt worked on that and presented a revised chart for Anne to insert into the document.
We moved on to reading each page of the application procedure making corrections.

After discussion on each page Becky Hoyt made the following motion:
That we approve the Application Procedure with the following changes,

1. On page 1 of the procedure, add a C under Eligibility and bring up the B under Application Process and insert what the B states: *can only apply once per fiscal year, (July 1 – June 30)*
2. On page 2, under IV Restrictions and Limitations A. Grant will not exceed $775, add and explanation of how we arrived at $775. Taking the current market price of fuel oil x a minimum of 125 gallons = our $775 Grant. (Note minutes of 10/29/2026)

Seconded by Shari Murawski. So moved by a voice vote.

Anne Mallary will make those changes and send to Geoff Hanson (Web-Master) and to the Board members.

Fundraising/Treasurer's report
Becky Hoyt reported that we had received two more generous donations since our last meeting. Helen O'Donnell volunteered to send Thank you notes.

Other business
Ben Wolfe and Shari Murawski are still working on the TQ entry for the next edition.
It was brought to the board's attention that on the Website our committee is still being called a Loan. Anne Mallary will change that to state our committee as "Heating Fuel Assistance" and email Geoff Hanson to make those changes for us.

Our next quarterly meeting is Thursday, February 11, 2027 at 12:30 pm, town office building.

We may meet at other times should we receive new applications between now and next year.

Adjourn
Motion to adjourn my Tori Milstone. Shari Murawski second. Adjourned at 1:40pm.

Respectfully,
Helen O'Donnell, Secretary