

**MINUTES OF MEETING
MUNICIPAL BUDGET COMMITTEE
February 6, 2010**

A meeting of the Municipal Budget Committee was called to order at 9:01 AM in the Meeting Room at the Conway Town Hall with the following members present: Chairman Pro Tem Dan Bacon, Bob Drinkhall, Doug Swett (left meeting at 11:10 AM), Pat Libby, John Edgerton, Bill Masters, David Sordi, Bill Aughton, Raymond Shakir and Sheryl Kovalik. Members excused from meeting: Jim LeFebvre, Karen Umberger and David Jensen. Members absent from meeting: Shirley Renahan. Also present: Dave Weathers, Selectman and Crow Dickinson, Selectman (left meeting at 11:35 AM).

Chairman Bacon asked Ray Shakir to lead the Pledge of Allegiance.

GIBSON CENTER FOR SENIOR SERVICES, INC.

George Cleveland, Executive Director and John Edgerton, Treasurer gave the presentation. Mr. Cleveland stated this is their 31st year of service to Mount Washington Valley and his 10th time coming before this gathering on a Saturday morning. They are finding that the requests for their services are on a distinct incline. At the end of their fiscal year, they will have served around 60,000 meals, maybe more, provided transportation for a significant number of people; 81% of their services go to Conway residents and while their services and their requests for services are on an incline, they are finding some of their income to be on a decline. Last year, they were a little concerned about what their annual fundraising was going to look like; in their previous fiscal year it wasn't that bad but, as we all know, it sometimes takes a little while for what goes on in the rest of the world to manifest itself up here. This year they are finding that a lot of their donations and fundraising to be down; trying to do the best they can with that but it's a competitive world out there and it's just a matter of money. They are holding the line and are respectfully requesting the Conway voters approve \$32,000.00 to support the Gibson Center Services to the Town of Conway.

Chairman Bacon asked if they had a percentage on how much donations are down. Mr. Cleveland stated he didn't have a percentage, but if you look at page 2 on the Income sheet you will see that there are some big differences. John Edgerton stated the big difference is the number of meals served last year to this year. In terms of donations, the donations for meals are down, general contributions are down.

Bill Masters asked do you charge a fee for those seniors that wouldn't qualify for the conjugated meals. Mr. Cleveland stated they don't charge a fee, they have a suggested donation; the way it works with the funding they receive through the Older Americans Act, they are not really allowed to charge. If you are a senior, they have a suggested donation; nobody stands over anybody saying you have to make the suggested donation. People can make it as they are able or unable. If you can't pay, you can't pay; they don't know it. Bill stated the reason he was asking is

that he went back and looked at the qualifying statements that were outlined for those folks who could qualify for the free transportation and the free conjugated meals and it was pretty specific with age groups and spouses of any age for those attending those meals that qualified for the free meals. Mr. Cleveland stated if you are 60 or over, the suggested donation is \$3.00; however, if you are a youngun, we do ask that they do pay, but there is no strong arming. Bill stated then you wouldn't ask what year they were born and Mr. Cleveland stated if it was your first time, we would ask that you fill out an information card, but they are not going to make you prove it.

Crow Dickinson stated as always, you do a great job; however, look on page 2 and if you look under the budget for 2010, your total Expenses and your total Income must be the same figure, it always has to be that way. You have no idea, it's all hypothetical at this point, and you just make it so that it works out somehow; you need to add some more fundraising or something. The rest of it is fine. Mr. Cleveland stated one of the problems that they have is so much of what they have to do is so totally unknown. Crow stated he understood, it is the same for everybody and that's why you always set it up so that the bottom line of the revenue and the bottom line of the expenses are the same.

Bob Drinkhall stated you service all the surrounding towns, correct and Mr. Cleveland stated correct, they serve Madison north. Bob asked if there was a reason the County didn't come up with a contribution and Mr. Cleveland stated you would need to inquire of the County about that. Bob asked if they had been approached and Mr. Cleveland stated they haven't approached them and he didn't know if there was a specific reason for that or not. There are two main agencies that serve Carroll County and the Ossipee Concerned Citizens is the main agency for the southern part of the state and they subcontract with other agencies within that area. Bob stated it would be something to look into.

Ray Shakir asked do you have any idea on what the percentage offset is between the amount that the people pay for dinner and how much the actual food and associated costs are; and are you affiliated, and what is that affiliation, in any way with either the County or surrounding private nursing homes. Mr. Cleveland stated the second question is none, they have no affiliation that's formal in any way whatsoever. Occasionally Mineral Springs will come in for lunch, Hicks in Fryeburg will come in for lunch and every now and then Mountain View will come up on a day trip, but there is no formal affiliation of any kind whatsoever. Mr. Cleveland asked Ray to expand on his first question about the difference between what the food costs and what they charge. Ray stated it costs you so much money for the actual food and preparation to provide a meal times the amount of meals that you provide and then you take in a certain of amount of money, "suggested donations", what is the differential percentage offset between the two, how much are you actually percentage wise paying out net. Mr. Cleveland stated a meal costs them around, a physical meal just the food component runs about \$1.10, but then with everything else it comes out closer to \$7.00 to \$8.00 and one of the things they're blessed with is a staff that really keeps their eye on the ball. Their chef, Rick Spencer, has significant restaurant experience and he knows how to manage a kitchen and he keeps things as low as possible;

they are not serving gourmet food. Then again, they get amazing donations of food from the community: from Shaw's, from individuals, from restaurants that are seasonal; in the summertime it is unbelievable what they get from the veggie volunteers, they come in at lunch with boxes and boxes, so they are able to serve fresh, locally made food. Actual percentage kind of varies; it's not a high profit center. Ray stated he wasn't suggesting they were making money on it, he just wanted to know if the suggested donations quite frankly is appropriate for what they're getting. Mr. Cleveland stated no, absolutely not.

Pat Libby stated referring to page 3, the number of clients served in Conway as compared to other clients is not all that big a difference, yet you say our 54% receives approximately 80% of the services, how do you break that down. Mr. Cleveland stated how they figure that is they look at a \$32,000.00 appropriation, then they look at the real estate tax exemption that they receive for the building on Main Street which is about \$19,000.00 and it comes to a total support from Conway of \$50,955.00 or 81% of the total support that they receive from the other towns that they work with. Pat stated that goes into how much Conway is dedicating and that has nothing to do with the services that Conway taxpayers are receiving. Mr. Cleveland stated that he didn't quite understand Pat's question. Pat stated you came up with \$50,955.00 as Conway's support and yet the number of clients served and the percentage of the services, she read that to mean that 80% of the services that your organization is providing goes to Conway clients; but you just explained that it's 80% of the funding. Mr. Cleveland stated it is also 54% of the number of clients served get 80% of the services. Pat stated that was where she was trying to understand how they came up with 54% of the people served receive 80% of the services; if our donation goes for things like Meals on Wheels, it seems that the expenses are higher the further you get out from North Conway. Mr. Cleveland stated he was not exactly sure how to answer that; that includes transportation, not just meals, so yes that could be looked at that way. Pat stated the bottom line of the point that she was trying to make is that it seems to her that Conway is disproportionately giving; other towns are giving \$11,800.00 and Conway is asked for \$32,000.00 plus \$18,955.00 tax abatement; it just seems like with the percentages you are asking a great deal more of Conway than you are of the other 46% of the clients served. Ray Shakir stated they aren't pulling their weight. Mr. Cleveland stated Conway gets a majority of the services. Pat stated 54% compared to 46%, but the funding doesn't come out 54% compared to 46% because we're giving, with the total abatement \$50,955.00 and the other towns are giving \$11,804.00. This is something that troubles her. Mr. Cleveland stated he would look into that and see if they couldn't clarify that in the future.

Chairman Bacon stated on the Salary Detail, Salary increases from \$389,068.00 to \$395,556.00, what is that, is that just additional pay increases. Mr. Cleveland stated it is mostly additional people; they had to hire another full-time kitchen person because of the increase and they have also expanded the driver hours. Chairman stated he wanted to make sure that it went to additional help and not just bumped up salaries.

Chairman Bacon thanked Mr. Cleveland and Mr. Edgerton for coming in.

NORTH CONWAY COMMUNITY CENTER

Ryan Sommer, Director and Mark Miller, President gave the presentation. Mr. Sommer stated as in past years, they've had strong support from the Budget Committee and the Selectmen for the request of funds that go to the North Conway Community Center. For the third straight year the North Conway Community Center is asking for a flat funded request of \$75,000.00 which in comparison to what their budget is of about \$190,000.00, it is just about 43% of the budget. The North Conway Community Center throughout the year raises their money via program fees, fundraising fees and rental fees is pretty much the gist of most of their money. Programs throughout the North Conway Community Center have increased over the years, especially in the last 5 years since he has been there Day Camp has gone from 40 participants 5 years ago to 150; they have a Tackle Football Program that sees about 60 kids for the season and is being very successful; as well as the Fall, Winter and Spring sports. The one thing the North Conway Community Center is really working on is enhancing the recreational opportunities for the middle age groups by activities in the evenings. They offer Tango Classes, they offer Fencing Classes, they offer Dog Obedience Classes and things of that nature. They are working with other non-profits to insure their stability as well, for instance the Girl and Boy Scouts, the Kennett Cheerleaders, both Middle School and High School, the DECA Club, the Key Club and various other activities throughout the community that the North Conway Community Center supports and sponsors.

Chairman Bacon asked about the operating hours and Mr. Sommer stated 9:00 AM to 5:00 PM Monday through Friday, night time activities that go on take the hours to 8:00 PM or 8:30 PM. On the weekends there are usually special events: Craft Fairs, Boy Scouts and Girl Scouts; they are working with Special Olympics on the weekends preparing them for going on to the National and things of that nature.

Crow Dickinson stated he noticed the budgeted amount for Water and Sewer has doubled over what was spent last year. Mr. Sommer stated the reason why is because at that time they hadn't received the end of the year bill.

Pat Libby stated 85% of the clients served are from Conway and 15% are otherwise and yet there is no other funding requests for any other towns. Mr. Sommer stated the way they work it is if you are a taxpayer to the Town of Conway your fees are lower than if you're a non-taxpayer to the Town of Conway; for instance, on Summer Camp they charge taxpayers about \$200.00 for the 8 week program from 8:00 AM to 5:00 PM and if you are a non-resident, it is about \$275.00 and this year it will probably be closer to \$300.00. The fee structure is different based on if you are a taxpayer versus not being a taxpayer.

Chairman Bacon stated how many non-taxpayer versus taxpayer that pay for that program. Mr. Sommer stated if you look at Summer Camp of 150 kids, about 125 or 130 are taxpayers from the Town of Conway and the other 25 are either seasonal or maybe from somewhere else. Chairman stated he was a stickler for Salaries; for your breakdown you are showing \$41,000.00

but on your detail compensation is with health benefits is at \$47,000.00; were there increases in the benefits. Mr. Sommer stated no; he did an insurance buy-out and that figure has been the same for the last 5 years; he is actually on his wife's policy.

Ray Shakir stated philosophically maybe it could be explained to him and make him understand why taxpayers are asked to subsidize recreational facilities; why isn't your organization self-funded; why are certain taxpayers on fixed incomes requested to subsidize recreation for people in most cases he would assume can't afford to pay the fees for the services provided. Ray was not suggesting the services are not wholesome services, but he has a problem asking taxpayers, especially now, to subsidize your facility; why is it a good idea for a facility such as this to be subsidized. Mr. Sommer stated in his opinion the North Conway Community Center has been a strong entity for the Town of Conway. He wouldn't really say subsidizing the facility itself in the sense of the money goes more to programs than it does to the facility. When you say that taxpayers are paying for the North Conway Community Center to operate, you'd be amazed how many kids or how many families are unable to pay for the services and they are classified as being very, very cheap in the sense of recreational services to the Town of Conway. Out of 130 kids, they probably have 30 to 40 kids that can not afford Summer Day Camp which they offset with scholarships and things of that nature. It's providing a safe environment for everyone; they have an open door policy as long as the Community Center is not being utilized.

Mark Miller stated he didn't know if subsidize was the right word; it's an entity that is part of the community like a lot of different entities in the town, it's a service that's provided by the Town of Conway for the community. We all pay for a lot of different services in this town that we don't use every day. At different times in our lives we'll use different services in this Town. It is his feeling that it's a Town that has a community and these are community provided services. Ray Shakir stated bottom line is this: taxes are very, very high; there's a lot of people in this Town that are on fixed income; we're getting whacked on Schools and personally he was not crazy about what the Schools are producing for what we are paying for; everybody comes in with their hands out; he grew up in Brooklyn, there was no community centers, there was nothing; if he wanted recreation, he went to the sand lot and played football. He was not saying what you are providing is not a wholesome situation, but he didn't want to have to pay part of it if he doesn't use it. That doesn't mean you shouldn't provide it, but if you are going to provide it then charge for it, the people who use it, pay for it. If there's people that can't afford it, then maybe you should put a figure on it so that the people who pay for it are subsidizing those people. Quite frankly, he doesn't want to have to do it. Mark Miller stated he understood what Ray was saying; he grew up here, he went to the North Conway Community Center as a child from the 1st Grade on and it was a part of his childhood, it's a part of a lot of people's childhood in this community. He has never used the Fire Department and he owns 4 properties in this Town and he has never used it but he pays for it. Ray stated that was a poor analogy. Mr. Miller stated he didn't understand why, he doesn't use it but he supports the Fire Department and Police Department and the School system.

Chairman Bacon called Point of Order.

Mark Miller stated he was not disagreeing with Ray as far as the taxpayers are being strangled by fees; but what he is saying is that the Rec Centers do provide, whether it's the Conway Rec Center or the North Conway Community Center, important services to this Town. Ray Shakir stated he did say on several points that he was not disputing that you are providing a wholesome service, he was just saying that he doesn't want to pay for it; it's great what you are doing but he thinks that the people using it should be paying for it.

Bob Drinkhall asked if they ask for or receive any support from the North Conway Water Precinct. Mr. Sommer stated they do not; back in 1984 when the Town decided that they were going to fund both the Conway Rec Department and the North Conway Community Center, the request for funding by the North Conway Water Precinct at that time was null and void. It was a decision in 1984 when they were going to make a Town Recreation Department and realized that with the North Conway Community Center's property deed that they couldn't combine it and at that time they were going to fund both Recreation Departments equally. There is no request at this time for the North Conway Water Precinct; 1984 was the last time they requested it. Mark Miller stated the Conway Precinct used to take care of the Conway Rec and the North Conway Precinct used to take care of the North Conway Rec and in 1984 that deal evaporated and it became what's on the table today. Mr. Miller further stated obviously the Conway Rec is supported by the Town of Conway and we obviously are asking for the \$75,000.00 for the North Conway Rec; the Water Precinct situation was dissolved. Bob asked what percentage of your clients come from just the North Conway area. Mr. Sommer stated 50/50; Summer Camp is a strong 50/50; Tackle Football is probably 60% from Conway and 40% from North Conway; for sporting events, John does Pine Tree and Conway Elementary and we service John Fuller and those are probably higher with regards to proportions of residents of Conway or North Conway. Look at their evening programs and he believes it is 50/50 with the adult programs that they offer. If he was asked to do the whole general it would probably be 55% North Conway and 45% Conway.

David Sordi stated you have a cost of one unit of service of \$5.06; how has that changed over the years and how has the number of units of service changed over the last 3 years. Mr. Sommer stated the cost of units was based on the breakdown of programs that they offer, the usage by kids, how many people participate; over the course of the last 5 years when he first took over, you were looking at about \$8.00 per unit per kid. Every year it gradually decreases because the number of participants have increased. This is by far the lowest; they are probably about 800 more usage throughout the course of the year this year and it's not based on how many kids they've serviced, but it's based on how many times the Community Center is actually utilized. David asked how do you let people know about the services that you have. Mr. Sommer stated via newspaper articles, brochures passed through the Schools, they have a website and those are probably the three strongest avenues that they go through for advertisements. Bill Aughton stated probably should add word of mouth as strongest. Bill further state that he would just like to be supportive of

it and thought what they do adds to the Town, it decreases the drop out rate, it decreases the crime rate and he thought they should keep on doing what they are doing.

Doug Swett stated on the revenue side, isn't there a private fund that you get funds from every year. Mr. Sommer stated no; the Community Center has a small amount of money in a stock option that wouldn't even cover a year's worth of operating costs. Doug stated there is no small amount of money you get from something that was set up for that particular building. Mr. Sommer stated no; they have the Sprague Account but that's just a small stock option that they have that if they do have a shortfall in the sense of \$1,000.00, \$2,000.00 or \$3,000.00, then they can cover the expenses. If you're asking for them to take a \$75,000.00 decrease because the Town, Budget Committee or voters don't support it, the North Conway Community Center wouldn't be able to operate; they don't have that kind of money in the accounts to survive. Doug asked how long this entity had been running and Mr. Sommer stated in 1948 it was first opened and the Community Center has been on this property since 1950, been there for 60 years. Doug stated he wasn't suggesting that it be eliminated, but if it was, wouldn't we be saddled with a lot of busses going to Center Conway. Mark Miller stated you'd have to figure out a way to transport kids. John Edgerton stated it's a lot more complicated than that; if it fails, it goes back to the Gibson Trust, that's Gibson property that was given to the Town only for the North Conway Community Center; it doesn't become Town property.

Chairman Bacon stated your fundraising supplies versus expenses versus fundraising. It seems to him that \$7,000.00 to get \$23,000.00 costs 33% to get money. You want \$7,000.00 for fundraising supplies but your fundraising amount that you get is only \$23,000.00; that seems a little high. Mr. Sommer stated for fundraisers we do a Golf Tournament which they make about 40% of what they bring in, that's probably their biggest fundraising expense; bring in \$8,000.00 and they'll see probably \$2,500.00 to \$3,000.00 out of it; the rest of the fundraising supplies is the food for the 4th of July and Mud Bowl, the prizes they give out the 4th of July for the game tents and things of that nature. In the realm of things, if they take out the Golf Tournament, they make about 13% off of it, everything else is probably a 70/30 split which is actually a pretty good ratio with fundraising. The Golf Tournament is definitely their biggest expense.

Sheryl Kovalik stated isn't it possible, and she knows that it doesn't show in the Financial Report, but when you attempt new fundraisers you carry a higher cost burden until they become more popular so that some of that would be reflected here. She knows there have been some fundraisers that have been attempted that haven't been as successful as hoped. Mr. Sommer stated all of their fundraisers are outside and if it rains, they still have the expenses to cover and unfortunately don't have the fundraiser to back it up. Mark Miller stated they tried concerts and broke even. Sheryl stated because he is no longer with us, she just wanted to remind everybody because she thought it was particularly profound and she means that he is no longer a member of this Committee, Phil Dighello used to make a very strong case for the actual self-sufficiency of the North Conway Community Center versus the Conway

Community Center and that the cost burden to the taxpayer for the actual services that are offered through that Center are significantly less for the offerings than they are at the Conway Rec Center. She was not trying to pick on the Conway Rec Center but thought it was important to understand that in terms of a return on the investment of the taxpayers' contribution, it is significantly high and she just wanted to make that point.

David Sordi stated he noticed that they put under "Donations" the Mud Bowl donation but if you weren't supportive of the Mud Bowl as they are, that donation might not be there; you can almost associate that with fundraising too. Mr. Sommer stated the reason he puts that under "Donations" is because the Mud Bowl Committee actually donates money back to the North Conway Community Center. Mark Miller stated actually cook food and fundraise at that event and, depending on how successful the event is, they donate money back.

Chairman Bacon thanked Ryan Sommer and Mark Miller for coming in.

CARROLL COUNTY TRANSIT

Ted LaLiberte gave the presentation. They are a program of Tri-County Cap based up in the Berlin area. They have buses arriving in June and a public transit system that will be starting in July. They are waiting for the buses to arrive at this point in time. They received funding to purchase 8 buses; 4 of them are 16 passenger coach/shuttle buses and 4 of them are 8 passenger coach buses. The Transit Project has 3 components to it: one is your typical public transit route, bus runs from one location to another location picking people up along the way and transporting them to where they need to go. There will be 3 bus routes: Wolfeboro to West Ossipee, West Ossipee to North Conway, West Ossipee to Laconia. Wolfeboro to West Ossipee and West Ossipee to North Conway will run 4 round trips daily; West Ossipee to Laconia will run 2 round trips daily. Pick ups along the way running up 16 from West Ossipee, up through Chocorua, through Madison 113, up 16 with the terminus at Memorial Hospital. That would be 8 runs each day on a typical public transit route. The second system or part of the Project is what they call a Demand Response or a Dial A Ride Program; someone can call a day in advance, the smaller 8 passenger vehicles pick up at the house and deliver to where they need to go within a specific zone. One of those zones is the Conway, North Conway, Intervale and Albany area. Those buses, based on the system that is currently in place up in the Berlin/Gorham area, the Demand Response Program gets a lot more use than your typical public transit route. The convenience of being picked up and brought to where you need to go; cost is a little bit more but there's a lot of funding available through Medicaid that people have and it's not just a seniors or a handicapped program, anybody is able to ride it. The fares are relatively reasonable for that type of service.

Chairman Bacon asked what the fares would be. Mr. LaLiberte stated the public bus route would be \$2.00 round trip. West Ossipee to North Conway, it's \$2.00 round trip. If you wanted to go from North Conway to Wolfeboro, it would be \$3.00; if there is a bus transfer involved it would be \$3.00 round trip on that. The Demand Response Program can range

anywhere from \$2.00 to \$7.00 depending on the mileage difference in going from one location to another and it is all based on the type of funding that's coming; there's an awful lot of funding coming through Federal, Bureau of Elderly and Adult Services, Troubled & Needy Families through the Department of Human Services, a lot of different funding that is out there.

Mr. LaLiberte stated the third service that they plan to provide is the Long Distance Medical utilizing volunteer drivers. Currently RSVP runs a program where volunteer drivers will take someone with advanced notice to Portland, they will provide that transportation to Portland. Chairman Bacon stated on the volunteer services, does the individual driver use his own car and get reimbursed for mileage. Mr. LaLiberte stated yes and they get reimbursed for mileage. What they hope to do and funding has come through in several different respects is to help enhance, they've already partnered with RSVP to start the program in this area now, but to reach out and to help other communities that may not have a driver reimbursement or work to have more people interested in volunteering their time by providing a mileage reimbursement for them which several programs in the area don't provide currently.

Chairman Bacon stated on the sheet for Revenue, what is Endowment For Health. Mr. LaLiberte stated Endowment For Health is a 2 year Grant with them that is actually paying his salary right now. The Endowment For Health was established with some type of an insurance claim several years ago where Anthem Insurance was told to put money back in the communities to help support and better lives. Doug Swett asked what happens after 2 years and Mr. LaLiberte stated they hope to re-enlist with them; they are constantly in communication with them and they hope that is something they can continue. Doug asked if Mr. LaLiberte had any figures on what percentage usage they will have with these vehicles and what the price per passenger mile will be. Mr. LaLiberte stated the price per unit he didn't have locally because it hasn't started at this point in time in this area but through the Natural Transit data base for rural systems, they figure a price of \$6.65 upwards to \$13.00 per person utilizing a transit system up here.

David Sordi asked will you be tracking total per person miles and Mr. LaLiberte stated yes. David asked if they had thought about going for Grants for energy efficiency and reducing global warming because you are going to be using a public transit system rather than single use vehicles. Mr. LaLiberte stated yes, the transit buses will have bike racks on them. David stated you said you had received funding through different government agencies, have you gone to the EPA to see if there is any money through the American Clean Energy Act. Mr. LaLiberte stated he did not believe they had on that; they got funding through ERA to purchase the vehicles, they did the study group before he came on board that had looked into various energy sources and at the time when these came through there wasn't the adequate supply to go with a bio-diesel for them, they are gasoline vehicles.

Pat Libby asked if there was any coordination, or did they anticipate any coordination, with other transportation services such as the Gibson Center. Mr. LaLiberte stated absolutely; George (Cleveland) actually sits

on their Transit Committee, and that is something the entire state is working on right now. This area, in itself, is not equipped or ready without a major transit group, but the State has come up with their State Coordinating Council and 10 divisions within the State are trying to come up with a Regional Coordinating Council and have basically a broker to work with all the transportation groups in the area to help coordinate those services. We are not quite ready here until this major transportation system gets underway to do that. They are working with various caregiver groups and service groups that do provide the long distance medical services; working with the Gibson Center, working with Northern Human Services. It is very much in the plans to work with everybody on transportation.

Doug Swett asked if they were directly responsible for someone in Coos County. Mr. LaLiberte stated they are; North Country Transit is the parent group based in Berlin. Doug asked if they also handle Coos County. Mr. LaLiberte stated Beverly Raymond is the Transit Director for Tri-County Cap out of the Berlin Office and she has a staff up there that works with the Whitefield, Lancaster, Littleton area.

Bill Aughton stated on the Salary Detail he has some confusion; he is guessing there are some monthly figures and some yearly figures, like the Director's total compensation is \$2,600.00. Mr. LaLiberte stated that would be the Director in the Berlin area, the North Country Transit Director; he is the Assistant Manager and there is an Operations Manager who has the salary of \$16,090.00. Bill Aughton stated so the \$2,600.00 is a contribution from your section to the northern section. Mr. LaLiberte stated exactly; we are part of the whole system and her time is probably what is being put on here and is probably not any where near what she is putting into the program. Bill stated on the volunteer drivers, the vehicles that you have don't require a special license. Mr. LaLiberte stated the buses will have paid staff; the 16 passenger buses all require a CDL with a passenger endorsement. The 8 passenger buses do not require a CDL because of their size. The volunteer drivers are the Long Distance Medical drivers going to Dartmouth, getting mileage reimbursement. Bill asked if they would be driving their own vehicle and Mr. LaLiberte stated yes. They are looking and, as this is a new program, and thoughts are constantly being brought up of some sort of community vehicle or a community van at some point.

John Edgerton stated there are different Financial Statements, some are for 2011 and some are 2010/11; do you have a fiscal period yet. Mr. LaLiberte stated July 1st to June 30th and the two budgets that are on here, the one that says "Senior Wheels" is the Demand Response Program, the small buses and the volunteer driver program; the other one with "DOT 5311" is the Public Transit Route. John stated from what he heard Mr. LaLiberte say, RSVP, the Gibson Center and that type of operation you plan on taking those over. Mr. LaLiberte stated no, absolutely not; we want to work with them. The State would like to see 10 regions of the State create a Regional Coordinating Council with a broker to coordinate transportation among all the groups; we are not anywhere near that point at this time and whether this transit group will do that is a whole different story. They do feel with transportation they will work with RSVP, with the Gibson Center, with the Madison Church that has a

volunteer driver program, with the Tamworth Caregivers, with the Wolfeboro Caregivers, any community that has these types of programs to help with transportation. John stated for the fiscal year starting July 1st, there is \$336,000.00 in expenses and yet in 2011 you expect to operate for \$227,000.00, are you going to cut the expenses once you get going. Mr. LaLiberte stated there are two different budgets, the \$227,000.00 is only part of the program; the total budget for the program is \$227,000.00 and another \$345,000.00. Two different budgets; there are different funding sources for the different programs so they put it on two different budgets, but salaries are pooled together on the Salary page.

Doug Swett stated it is evident you are depending on a ton of government money and he doesn't understand down the road where it is going to come from because the last time he knew, the government is in big trouble.

Chairman Bacon stated the total budget is \$572,000.00+ because you have two different entities that you are trying to break down and show us the difference. The Federal Government is getting scarce on giving monies out and he sees an issue with that in the future. He also sees another issue: if you are going to coordinate an event such as transportation with all the other facilities, he would see that as a payment from the Town perspective as a duplicate of services because if you coordinate with the other facilities, you are going to take away their having to transport people versus someone else so we would be paying by giving money to one entity and then to another and we would be duplicating. Mr. LaLiberte stated they were hoping to enhance those services over the time period involved and they do have representatives from all of the agencies working with them.

Sheryl Kovalik stated on the volunteer drivers, you must, probably for insurance purposes, require that they carry a certain minimum insurance. Mr. LaLiberte stated it is a very extensive training program with the volunteer drivers; it is an extensive program and they have a background check on each volunteer driver; every driver is trained and has a background check.

Bill Aughton stated he had a question on the volunteer drivers, the cost if somebody needs to go to the hospital and they don't have money, do you still take them. Mr. LaLiberte stated yes, there is a donation that is asked of people if transporting to Dartmouth or Boston from here; this area could conceivably go to Boston; it's a voluntary contribution and if they can't do it, it's okay. Bill stated it's interesting because a unit that he is involved with here had a request for somebody to go to Colebrook and take someone to Dartmouth, back to Colebrook and home because they had no money; but you'll cover things like that within the area. Mr. LaLiberte stated that's one of the things they are looking for a contribution from the Town to really help with that program, help move people around and then the money would stay here.

Ray Shakir stated in terms of general transportation services as opposed to transportation services of a necessity like taking people to the hospital, how much of a percentage or subsidy is there to that general transportation. In other words, you said \$2.00 for general

transportation. Mr. LaLiberte stated yes, the public transit route. Ray asked how much of that takes care of the actual expenses. Mr. LaLiberte stated that program is funded almost 80% by the government and then there's the matching Grants that they need to find to make it happen.

John Edgerton stated you said the operation is running now in the Berlin/Gorham area; what percentage is in public transportation and what is on demand basis percentage wise. Mr. LaLiberte stated Berlin/Gorham has been running for almost 30 years; he couldn't give a percentage basis but he knows that in the Berlin/Gorham area there was more usage on the demand response than there is on the bus that runs between Berlin and Gorham. More usage on the demand response because it is convenient for people. All of the vehicles do have the capacity for two wheelchairs as well.

Sheryl Kovalik asked if they actually run from Berlin/Gorham to Conway. Mr. LaLiberte stated as of yet, no. Again, with all of the coordinating councils in the State, eventually it would be wonderful for them to come here. In the winter it would wonderful to have something running back and forth so that doctor's appointments won't have to be cancelled.

Chairman Bacon stated it seemed to him that the demand response, he thought it was just the nature of the beast they may find the demand response overwhelming, but then his point would be that he didn't think Point A to Point B to Point C bus will pan out and they may find it is not viable to run Point A to Point B to Point C. Mr. LaLiberte stated they will be tracking all usage so that next year when they come back they will have usage numbers.

Sheryl Kovalik asked if the public schools were on the point to point transit route. Mr. LaLiberte stated the bus runs basically along Route 16 and Route 28. Sheryl stated you don't cut over to the North-South Road. Mr. LaLiberte stated still working that route right now, that route was pretty much established when he came on board and he doesn't think they understand the traffic issues down here.

Chairman Bacon asked Sheryl Kovalik if she was talking about the possibility of students getting to school if the route was going that way. Sheryl stated she was actually thinking they could do that or for the students who have to work after school to a location other than where the bus would take them. Mr. LaLiberte stated the bus will run from 6:30 AM to 6:30 PM and that's something that was stipulated by the DOT Grant money right now, a 12 hour block. Sheryl encouraged Mr. LaLiberte to consider putting the Transportation Director from the SAU on the list of people to coordinate with. Mr. LaLiberte stated they do have plans for a summer student pass for kids for \$30.00 to be able to ride that bus and they have to be over 10 to ride by themselves, under age 10 must have responsible supervision. Sheryl stated she was thinking on a supplemental basis because SAU also has Special Ed services that they transport and the demand for response might be able to provide support that would be significantly less expensive than the ways they are handling it now.

Chairman Bacon thanked Mr. LaLiberte for coming in.

TRI-COUNTY COMMUNITY ACTION - FUEL ASSISTANCE

Paula Abraham, Community Contact Manager for Tri-County Cap for Carroll County, gave the presentation. Ms. Abraham thanked the Select Board and the Budget Committee and the residents of the Town of Conway for past support. There are approximately 65 programs that are under the Tri-County Cap umbrella; each program is managed and funded independently of each other. Fuel Assistance is a Community Contact Program; Community Contact is the field services arm of Tri-County Cap. They assist the most vulnerable and the less fortunate to help solve problems to help meet their physical and financial needs, who would otherwise have to seek help from the Town. Their funding request for \$13,000.00 is specifically to support the Fuel Assistance Program. Last year 1,231 residents, which is an increase of about 18%, of the Town of Conway received over \$603,000.00 in fuel assistance benefits. Other programs include Weatherization, Electric Assistance and Homeless Prevention which add up to over \$854,000.00 in total benefits combined. They do not receive any funding from the County or State level. These local funds that are requested countywide are vital to the operation and administration of the Fuel Assistance Program. The funding for the Fuel Assistance Program does not adequately cover their operating expenses like electric, heat, rent which all programs have to pay; basically all the necessary expenses needed to run the office and keep the doors open. They operate programs and provide services that have no funding support such as the USDA Surplus Food Distribution to all of the Food Pantries in Carroll County, Emergency Assistance with donated funds, referrals and direct client assistance and counseling. Recently the income limits were raised to allow more applicants to qualify for a benefit. The administrative allocation is less this year from last which only emphasizes the importance of this request. No heat emergencies have increased 43% from last year; this is largely due to fact that the certifiers are so far behind with the increase in applications from last year.

Chairman Bacon stated in your statement you said you don't receive anything from the County or the State but on your sheet for Income you have State/Federal. Ms. Abraham stated there is no State, that must be an error because it is just Federal. Chairman you don't anticipate any problems with the Federal Government on your Grants, these are set in stone or they can come in and chop it right out from under you. Ms. Abraham stated yes, they can take it away.

Crow Dickinson stated you have a source of funds from other towns; what other towns are you talking about. Ms. Abraham stated the rest of the towns that are in Carroll County.

John Edgerton stated he noticed you have rent, do you pay that to somebody; who owns the building. Ms. Abraham stated it's rent that each program pays to the agency out of their program. John asked who owned the building and Ms. Abraham stated Tri-County Cap owns the building which is also bonded; it's a non-profit agency.

Sheryl Kovalik stated looking at the support from the different towns and she didn't know population comparisons off the top of her head but she was guessing that Conway has a much larger population than Albany or

Bartlett and she didn't know how they came up with the distribution of requests. Ms. Abraham stated basically Conway makes up 22.5% of the population applying for Fuel Assistance out of all of Carroll County which is the highest. The source of other towns, basically because it is a fiscal year, July 1st to June 30th, some of the money is not received in a calendar year so to speak because we operate on that fiscal year. Sheryl stated of the \$95,500.00, how do you distribute how much you request from each town; is it as a percentage of use. Ms. Abraham stated it is pretty much a percentage. Sheryl stated it is a historical percentage use that could change next year. Ms. Abraham stated they've kept their request level funded for the past 4 years or so for every town because of the economic climate, even though the demand for applications has probably doubled in the past 5 years. The number of staff that has been working this program has not increased; they are working at very low staff levels with an added increase of applications and demand. Sheryl stated so it would be safe to say the contributions of \$95,500.00 has been static and the relative percentages may fluctuate a little bit from year to year but the actual cash out lay is continually increasing. Ms. Abraham stated that was correct.

David Sordi stated you've kept your staffing level but your increase in Salary and Benefits went up by about 25% this year, what is the source of that increase. Ms. Abraham stated the federal funding allocates a certain percentage of administrative funds that go towards the administration of the program; that fluctuates year to year due to the amount of money that is granted the federally funded program. Because last year was a very unusual year with the funding, it was actually doubled, applicants received double their benefit of normalcy; it has never been heard of in her experience with this agency. The funding this year is half of what it was last year so consequently the administrative funding is less and it does fluctuate year to year depending on how much money is allocated by the federal program.

Sheryl Kovalik stated some local suppliers of fuel have programs for people that are needy and have trouble meeting their expenses; do you have any overlap with them; do you get any contributions from them rather than them giving their own assistance. Ms. Abraham stated no, they do not. The only thing that has come about this year is Citizens For Oil, it's Joe Kennedy's Program of allowing people to call up, make an application and they give 100 gallons of oil or kerosene to folks; it's not an emergency program, it's not meant to take away any kind of fuel assistance emergency protocol, it's just an additional source that is a private entity and they do refer applicants who have used up their fuel assistance money to contact this other to maybe get another 100 gallons of oil or kerosene. Chairman Bacon stated two years ago he sent to Tri-County Cap the research he did and inquiries on companies that had programs for fuel assistance and one of those programs is through Chevron. They have a program specifically set up and he did send it to Tri-County Cap in 2008 and he can forward the information to Ms. Abraham. If you are a 501(c)(3) non-profit, all you have to do is go to their website and fill out the application, give them your credentials for what you have and it is possible they will send you money for oil assistance for this community. Ms. Abraham stated she was not aware of that.

David Sordi stated your actual personnel salary budget was \$92,200.00 for 2009, the proposed budget is \$108,600.00; it went up by about \$16,000.00 which is just under 20%, why such an increase without salary additions. Ms. Abraham stated because of the funding fluctuates so much from year to year; last year received much more money and that's why the administrative funding was more; this year not so much; it is all based on the federal funding.

Chairman Bacon thanked Ms. Abraham for coming in.

WHITE MOUNTAIN COMMUNITY HEALTH CENTER

Patricia McMurray, Executive Director and Judith Towne, Business Manager gave the presentation. Ms. McMurray stated they do take this pretty seriously because they appreciate what the Town members do to help their services continue. Ms. McMurray stated in terms of who they are, they're a non-profit facility located in Conway. Their mission is to be a safety net provider for the residents in Mount Washington Valley and that includes portions of Western Maine. To carry out their mission they offer a sliding fee scale to their patients and those patients are either under insured or uninsured. The people that they serve are targeted to low income uninsured residents; about one-half of their patients are self-payers; about one-half of their patients are 150% or less of the poverty level which means a family of 4 making \$33,000.00 or 1 person making \$16,000.00 a year. Their discounts for self-paying patients range from 20% to 100%, some people have absolutely no income and they pay nothing. They help the towns because the patients come to the Center to obtain health care on a sliding fee scale, they may not otherwise get the health care they needed or they would incur debt in other places. The patients that they serve have access to "Patient Assistant Funds" to help with medications, transportation and specialty services; they do provide wrap around services and funds as well as the regular health care services. Patients also have access to their network Social Workers who can access a variety of private, local, Federal and State assistance programs. About 51% of their patients come from Conway and are eligible for all the programs and services that are offered including their "Special Patient Assistant Funds" which is on page 7 of the packet; three of those funds are privately funded and they do help with fundraising for them. Their two Social Workers help find resources and that helps alleviate some of the burden off the Conway Town staff. The dental services are provided at the Elementary Schools in Conway at no cost to the schools and that benefits the children.

Ms. Towne stated the presence of the White Mountain Community Health Center in the community helps the towns reduce the financial expense and time commitment involved in addressing the health care needs of the residents. Last year White Mountain Community Health Center provided over \$432,000.00 worth of free or reduced rate services to residents of the greater Mount Washington Valley and saved patients over \$700,000.00 through the Medication Bridge Program. White Mountain Community Health Center paid \$1,700.00 worth of emergency medications and that's with all donated funds, no Town monies are used for that, that is strictly by donations. They assisted patients financially in obtaining Mammograms, special testing, diabetic supplies and services through their donor

maintained funds. Through their Food Pantry, they provided food to 652 people which comes out to 5,870 meals which is also maintained by donors. They receive support and funding from several sources; contributions from Memorial Hospital come in cash and in services, that includes the building, maintenance, trash removal, help with network support for the computers and cash assistance for paying for their physician and dental program support.

Chairman Bacon asked what the total was for that service and Ms. Towne stated \$141,000.00. Ms. Towne stated some of their funding comes from the State of New Hampshire Maternal and Child Health Programs and they pay in part for the child health prenatal, family planning, primary care and dental services; they don't pay the whole thing but they do support a good piece of it. They will also go for Grants for specific programs and projects; Grants typically will not cover operating expenses, they want you to be doing something specific with their money. Chairman asked where the Grants come from. Ms. Towne stated could be from any place; this year they are looking at Susan G. Coleman to maybe get some help for their Breast Cancer Screening Programs; Avon; the NH Charitable Foundation, Endowment for Health. Chairman stated so you have a number of them and Ms. Towne stated they have had a number of them but they are not all operating at the same time. Ms. McMurray stated some of them are specific to what they fund, like the Ronald MacDonald House helps fund dental programs; Delta Dental also helps fund dental programs so it really depends on who they write the Grant to and what they specifically fund.

Crow Dickinson stated the Employee Benefits figure that you budgeted is considerably higher than it was in the actual figures and your personnel salaries have not gone up that much; why are you budgeting so much for benefits. Ms. McMurray stated they have a new Nurse Practitioner that they didn't have last year that's full-time and the health insurance costs went up as well. Crow stated usually there is a fairly close ratio between the increase in salaries and the increase in benefits. Ms. McMurray stated the health insurance goes up and they have no control over that.

Ms. McMurray requested that they be allowed to finish their presentation before answering any more questions. Ms. Towne stated to continue on the funding that they get from other places to help support their operation: The Memorial Hospital, State of New Hampshire program funds, Grants and town appropriations. They request funding from 11 New Hampshire towns and 3 Maine towns and those towns would be Albany, Bartlett, Chatham, Conway, Eaton, Effingham, Freedom, Jackson, Madison, Ossipee and Tamworth in New Hampshire and Fryeburg, Lovell and Brownfield in Maine. Some of their funding comes from fundraising and donations which this past year has not been as much as they would've hoped and, of course, has not been as good as previous years; the economy has certainly played a part in that. About 55% of their income comes from patient revenues which they generate themselves. Their support is a patchwork and the town funds are a vital part of that patchwork; it's not a huge amount but it's an amount that they do need and they need it from everybody; all of it is needed for the Center to continue to provide the needed health care services.

Ms. McMurray stated as usual their request is level funding; they've always requested level funding which is no small feat sometimes, especially in this economy to be able to do that and they have been able to just ask for the same amount which is \$35,565.00. They do appreciate the support from this Committee as well as all the residents that support them in many different ways. As you can see from the materials given out and the things that they have said today, they feel like you get a good return on the investment for what you put in to the Health Center.

John Edgerton stated in the past there have been abuses of the Food Banks; do you coordinate with the Town of Conway on the distribution from your Food Bank. Ms. McMurray stated BJ coordinates with them and she usually knows who she is sending where.

Crow Dickinson stated back to the Benefits, the actual figures for 2009 were \$90,000.00 and the benefits you are budgeting is \$120,000.00 for 2010; he still didn't see how that passes. Ms. Towne stated part of the answer to that is benefits sometimes increase as you have employees who have lengthening terms of employment; after a certain number of years, you reward those long term employees with an increase in benefits; for example, a tax sheltered annuity the company would contribute "x" amount in the first year, "x" amount the second year, "x" amount in the third year and you have to budget for those. They had 6 or 7 employees hit at the same time, hitting over 5 years or hitting over 10 years and they actually ended up with more costs in terms of some of the benefits and probably the biggest thing is the health insurance.

Crow Dickinson stated under Donations you really received quite a considerable jump in donations, about double what you had in previous years but in your comments you stated donations are down and he didn't think they were down. Ms. Towne stated they are down this year; they had their annual appeal in October, November and December and it is down significantly from last year and the actual reason for that is \$15,000.00 of that was an operation donation and they didn't expect it. Crow stated that was unexpected revenue; he see Revenues exceeded expenses by \$6,000.00. He would really like to see that \$6,000.00 on your accounting sheet as a "carry forward" because it should be shown somehow if in fact it is a carry forward unless you stuck it in your pocket which he was sure they didn't; so it would be a cleaner accounting and hoped they would do that next year.

Bob Drinkhall stated his concern follows up on the 30% increase on the benefits and he was trying to see what the total cost of employee compensation was and last year they had a total of almost \$1 Million; this year there's no total and he wants to compare the \$998,000.00 of last year to this year. Ms. Towne stated it is more; how much more she didn't know. Bob stated he was not sure what that figure was; he didn't know which benefits it included because he was trying to come up with that figure by utilizing page 2 and he just couldn't come up with that. Ms. Towne stated she couldn't answer Bob's question; she thought probably the 2010 budget was a budget and probably the salary list was taken off the current list which is not necessarily the same thing. What is happening today, is not necessarily what was budgeted for FY 10 because

if there is a position that is not being filled, then money isn't there or somebody hasn't popped into their increase in benefits.

Sheryl Kovalik state it's a large amount of money, not that it's increased, but it is a large amount and it's an important situation and we keep coming back to this whole health insurance is a huge piece of the increased budget. It might be smart and it may be our fault for not having asked for it the right way, but it might be wise in the future to separate health insurance from the other employee benefits, especially if it's carrying the largest burden of increase and to understand what they are doing to try to contain those costs as they continue to escalate; if it's going to be status quo, same plan every year or do you have to do what the Hospital's doing, let us know how you approach those kinds of cost containment objectives. Ms. McMurray stated they are under the Hospital's Plan, they buy their health insurance through them but every year she does a survey to see what it would cost if they could get their health insurance cheaper if they went out on their own and because they are less than 50 employees, it's really difficult and the Hospital has a better buy and they are self-insured. Sheryl stated the teachers cost share, they pay a portion of their benefit package, it tends to bring costs down. Ms. McMurray we do that and have done it more over the years which is not really good in terms of employees, but sometimes you have to do what you have to do and they do understand.

Ray Shakir asked who qualifies the applicant; what criteria do you use; why is your program necessary when there are many State and Federal programs that duplicate this. Ms. McMurray stated they do ask for verification of income, ask for a W-2 or a pay stub; some have no income. There are a number working two jobs and have no health insurance; they don't pay a lot. Ray stated it seemed to him there were government programs covering a lot of what was just said, maybe not everything but it seems to him they are providing a duplicate service. Ms. McMurray stated they have about 50% on a fee scale and there is a need, it's hard to afford health care but they are there for preventing them falling through the cracks.

Crow Dickinson stated looking at Miscellaneous which is consistently 25% of the budget and asked that they put a foot note for explanation next year. Ms. McMurray stated they could do that.

Chairman Bacon thanked MS. McMurray and Ms. Towne for coming in.

AMERICAN RED CROSS/GRANITE CHAPTER

Ian Dyer, Regional Emergency Service Director for the New Hampshire Red Cross, made the presentation. Mr. Dyer stated he was really just here to discuss what it is the Red Cross does, some background on himself: he has been living in New Hampshire for about 2 months, came here from a Red Cross Chapter in Florida and nationwide it's been really tough for any non-profit, they went from having a little over 700 Chapters to now a little over 600 Chapters across the country so they are all making the appropriate cuts and pullbacks as they need. That being said, their service delivery is not changing. He believes, the last number he got from their Health & Safety Department, since July they've trained over

100 people in the area in CPR and First Aid and in emergency services they respond when called, whether it's by the family that has suffered a fire or a 911 dispatch of a fire going on to provide for those immediate emergency needs of food, clothing and shelter, medical needs and appropriate referrals for longer term recovery. They also provide emergency communications to the military.

David Sordi stated on the budget, can you explain the differences, you have 2009 Budget, 2010 Budget, 2011 Proposed with the salaries and the benefits wildly different, \$667,000.00 in the 2009 Budget, \$278,000.00 in the 2010 Budget and \$596,000.00 Proposed in 2011; can you explain why they are swinging so far up and down. Mr. Dyer stated he didn't have the Budget in front of him unfortunately but he could say with the restructure, the numbers may have been consolidated to show that increase. They currently have 5 Chapters in the State and if the numbers from back in 2009 may have been the individual Chapter versus the consolidation of those finances in budget and payroll to reflect multiple Chapters, but it is all going through the one payroll system; that was one of the things they recognize nationwide is that you had 700 different methods, 700 different banks, 700 different payroll but they are perceiving it to a Center of Excellence for finance and it's all going to be going through one structure.

Chairman Bacon asked how many towns was this budget for and Mr. Dyer stated he believed the entire State.

John Edgerton stated he sees that the salaries are over 60% and the services are down around 4% on the budget, can you explain that a little bit. Mr. Dyer stated he could not.

Crow Dickinson stated looking at Benefits, your actual budget for 2010 for salaries is lower than what you actually spent in 2009, but the Benefits have increased significantly, why. Mr. Dyer stated he did not have an answer. Crow asked if he could get answers to some of these questions.

Chairman Bacon stated the amount you are looking for is \$4,128.00. Mr. Dyer stated that's correct and on average, whenever we respond to a fire, it's about \$1,300.00 for those items of winter clothing and a hotel stay.

Sheryl Kovalik asked if Mr. Dyer knew off the top of his head what they have provided in services for the residents in Conway in emergency service relief in the past year. Mr. Dyer stated the last fire that he had on record was a fire in Conway in November with 3 adults and 3 children and there was also one in January that had an adult in Conway. Sheryl stated that would be \$2,600.00 based on the numbers you gave us; half of what you are asking for. Mr. Dyer stated it's interesting whenever we are discussing emergency services/emergency response, the planning, the preparedness, it could be a relatively slow year in disaster or it could be very, very busy; the bottom line is they are always going to be there to respond. Sheryl stated last year this Committee asked for a specific accounting of how much of the money that is given actually flowed back in to support for Conway residents and that's why she asked the question again and she thought there's an

inclination to be very supportive if you can document the funds that were given flowed back in to the Town of Conway residents and/or at least nearby; that they just didn't get diverted to be spent on other things and that was the concern we had. It's the ability to know that the money we gave went for what it was intended; for example, if we had given you \$7,000.00 last year and you only spent \$2,600.00 then it would be reasonable for us to assume that you have a surplus of some dollars that would roll forward and cover the exact amount of what you have just asked for. If you could let us know, she thought there was probably more than just those two fires in the Conway area that they've provided support services.

Crow Dickinson stated in Miscellaneous, you have Consultants which is quite a high; what kind of consultants and are there any other items besides Consultants. Mr. Dyer stated there may have been; the annual audit that they are required to have somebody from the outside to audit their books. Again, it's protocol for all Chapters to do that. Crow asked Mr. Dyer to check on that and let the Committee know, it's quite a large figure for Miscellaneous and if it is an audit, it may be pretty expensive as well based upon the total budget.

Chairman Bacon recommended to Mr. Dyer that he send the answers to the various questions to the Town and the Town will get them to the Selectmen and to this Committee. He wanted to make sure that they had better representation of the budget; maybe you should have had someone along with you to guide you in the specific questions that everybody's asking you and that will help further your expertise the next time around.

Crow Dickinson stated he just noticed the audit figure is below Miscellaneous for \$15,000.00. Mr. Dyer stated he would make sure he got the answers to the Town.

Chairman Bacon thanked Mr. Dyer for coming in.

CHILDREN UNLIMITED, INC.

Jackie Sparks, Executive Director, stated they have an Early Intervention Program serving the greater Mount Washington Valley. The Early Intervention Program is the only program that she comes to the Town to ask for assistance and the age range is Birth to 3 and it is for children who are born with a variety of diagnoses or are at severe risk due to very early premature birth, children who have Down Syndrome, children born with orthopedic issues right at birth and then as they go up the 3 year old line, then they run into other kinds of severe developmental delays, Autism is being diagnosed earlier and earlier and other kinds of cognitively challenging issues that arise with the children. They provide occupational, physical and special pathology to all of the families. They are a home based program and they have a special educator that goes out as a developmental specialist.

Chairman Bacon stated on Salaries, why the increase. Ms. Sparks stated one of the things is that the Early Intervention Program at Children Unlimited is one of 4 different programs under the umbrella of Children Unlimited, but their therapists are pretty much the same and depending on

what's happening in what program, there's a reallocation of the amount of hours that go into a program. This year has been their biggest year ever of children, Birth to 3, who have had issues so that they have had to allocate more staff hours to that program so that is what directly caused the increase. Chairman stated under the State, Federal and Medicaid, what are the percentages. Ms. Sparks stated all of their Medicaid comes through the State. They don't receive any direct Federal funds. Chairman stated you are not predicting any donations this year; is that kind of on the fly since you don't know they'll be received. Ms. Sparks stated they don't know when donations are coming; sometimes they have had donations for the Early Intervention Program because unfortunately there has been a child that passed away and the family gave a donation, but they don't have any donations. They primarily cover the 9 Towns and actually they are beginning to spread out to 3 other towns more towards the southern part of the greater Mount Washington Valley and all of the requests are based on the number of children that come from those towns at their price per child, which is very low. At a meeting in Concord, they have the lowest price per child per year of any State in the United States and, it doesn't cover the cost. Chairman asked if they had voice over IP for phones and Ms. Sparks stated they just switched to Time Warner because the Fair Point bill was over the top and at this point it has cut the cost by two-thirds; she was not familiar with the program the Chairman was talking about.

Sheryl Kovalik stated this is a portion of the overall operating budget for Children Unlimited which has preschool services for non-special need children and the split used to be 50/50; are we still floating around those numbers. Ms. Sparks stated it is definitely 50/50 in the preschool; it is completely children with disabilities in the Early Intervention Program; they carry a diagnosis or a developmental delay. Sheryl stated it would be her guess because they have this combined environment, we are getting a lot more optimal use of resources because we are sharing the expertise across a variety of programs so that we don't have a specialist dedicated in one location that has hours unused. Ms. Sparks stated the only one that has the most number of hours in this program is the special educator who also coordinates the program and she is not even in it full-time, she has other responsibilities and she would be the only person with 70 hours over a 2 week period. Ms. Sparks further stated that her time is miniscule compared to what she actually does for the Early Intervention Program but she is spread over so many plus she is the Executive Director, the costs aren't minimized in some ways compared to what the services are.

Crow Dickinson stated he assumed the Consulting under Miscellaneous at \$40,000.00 was for the various positions listed on Page 3 and Ms. Sparks stated yes. Crow stated on Benefits, there is a big increase in Benefits, why is that. Ms. Sparks stated it's related to a rise in costs and also as they reassign or juggle staff, the portion or percentage of the cost of the Benefits are rolled into that as well. Crow stated the Salaries have gone down, but the Benefits have gone up significantly, it just doesn't seem to make sense. Crow asked that Ms. Sparks check on that and get back to the Committee with a breakdown. Crow further stated usually when you have an increase in salaries, you have an increase in benefits and there is a similar ratio between the increase in salaries and the

increase in benefits but here your salaries have gone down, but the Benefits have gone up. Ms. Sparks stated actually the salaries went up.

Sheryl Kovalik asked what the current research is on the value of providing early intervention in terms of minimizing the long term need for special services as children mature. Ms. Sparks stated there is actually some new research that came out; she would say that their percentage of children who actually graduate either by aging out and do not require any further services from Special Education or for those children that actually get better during the Early Intervention Program and are discharged before they are 3 is running about 50/50. As she has said before, there are some things that they definitely can't cure but can definitely make easier and reduce the number of services a child has when they go on to public school or enter preschool and sometimes a child just needed a 1-to-1 Aide, they don't need a 1-on-1 Aide when they reach preschool or particularly Kindergarten and they may reduce the number of hours of services where they've had a huge upshot. The State has a program that if a child does get a diagnosis of Autism within the first 3 years, there is small amount of money that they can tap into, it's a special Grant that they have to write, and they can put in some extra hours usually through a paraprofessional and the consultation of a behaviorist and they can up the services for children with Autism. It's amazing the amount of help that gives to the child and the family and really does reduce the amount of services that's needed in the Special Ed Department. Sheryl stated in your professional opinion by delivering these services early there is a positive impact on potentially reducing future expenses in the public school system for support of these children. Ms. Sparks stated absolutely and she thought you could get collaboration on that from the School District.

Bill Masters asked if there were any studies to support that claim. Ms. Sparks stated yes, she just received one on Thursday but she had not read it yet, and it was on the effectiveness of early intervention. Like many services there is not as much research as should be done. There has been research connected with Down Syndrome and Early Intervention for the first 3 years and a child with Down Syndrome can raise the IQ 10 points; that's pretty significant when you're looking at a child with a 60 IQ going to a 70 or 72 IQ, that changes the whole category with which they enter into as far as the IQ Quotient and the teach ability and ability to learn. The effort in Early Intervention for children on the Autism Spectrum or those with language disabilities is phenomenal and very impacting; they've actually had a couple of children enter preschool with fewer services and enter Kindergarten with fewer than that services. Children who have significant language disabilities who get early intervention during the first 3 years often don't require any speech and language services after that or even continuing early intervention. The other thing you have to look at when you ask that question is when she runs into people who have children 7, 8 or 9 now or people have called her and their child is in 1st, 2nd, 3rd Grade and they will say: "Guess what, my child is not going to be coded or identified with a disability anymore; thank you so much for the good start that you gave our child." You have to look at it also over time, there are children that might not be coded as having an educational disability until 1st, 2nd or 3rd Grade, but that's amazing where some of the children have come through that

didn't get Early Intervention would never make that and it tends to get worse. Sheryl Kovalik stated she thought that Bill might like to see that study. Bill stated any documentation supporting that would be helpful in making some decisions, understanding Early Intervention, almost anything is effective. What he has a hard time with is a toddler from birth to 3; they are really going through some developmental stages which naturally occur and he would like to compare that with groups that have been diagnosed the same way to see what the affect of this is. Ms. Sparks stated she didn't know how much comparative research had been done. There is research in the Early Intervention area, primarily, as in many of the therapeutic fields, they are kind of busy doing that and not doing all the studies and that's real, there are not a lot of us in the country and she just lost a staff member, a certified assistant, for a job in Florida for \$15,000.00 more. She would be happy to pass on the research.

Bill Aughton stated he feels very supportive of what she does and didn't want her to take what he was about to say the wrong way, but given the current climate and every area that he looks at is up, he would rather have seen a flat request this year rather than \$1,000.00 up. Ms. Sparks stated the reason she did that and she did level fund the last few years and she thought about this very consciously and their numbers of children have increased significantly and out of the 82 children that they saw last year, 55 were in Conway; \$2,950.00 is the total price they are given per child for a year's worth of services. The amount of money that basically went in for children in the Conway area; do some of those have Medicaid or health insurance that doesn't pay, yes absolutely but there's also an incredible amount of children who have no ability to pay. There was legislation passed a couple of years ago to try to get a loop hole out of the insurance company because most of them didn't pay for Early Intervention or developmental delays or any kind of developmental services and what they did was find an even bigger loop hole and even the company that was paying, Anthem, went with the rest of them once some of the others found a loop hole and they actually lost money over private insurance. Everyone was so angry at Anthem for having paid \$3,200.00 a year for a child without question who was under Early Intervention and that was what the cap was for every other insurance company in New Hampshire. They found if they weren't based in New Hampshire, then they didn't come under that law. They've actually had a significant reduction in insurance even if people have insurance; the only payer that they can guarantee is Medicaid and is that a far system, it absolutely isn't but that is the system and that's the requirements.

Chairman Bacon thanked Ms. Sparks for coming in.

NORTH CONWAY DAY CARE

Jackie Howe, Director of the North Conway Day Care Center, gave the presentation. They have been in operation since 1972 and are a program of the Vaughan Community Service. Their request is basically to help subsidize those families that do not get State assistance. Right now one-third of their enrollment is receiving State assistance. In going over the budget and looking at families, they did include a fee schedule, rates are \$30.00 for children 3 and over on a full time basis per day and for children under 3 it is \$33.00 per day. They are licensed for children

from 13 months to age 12. What they are looking for is that there are people that just make it, just a little bit over and that's what they're subsidizing. As an example, per year for a child under 3 it is \$8,580.00 on a full-time basis; for children age 3 and older it's \$7,800.00. They are assisting 4 families that comes out to be \$1,040.00 per family; there is one that comes only 4 days a week and they are at a certain rate and that's \$832.00, that's \$4,992.00 for 5 children for the whole year. Enrollment right now is fluctuating and she would say last year they took a big hit in the Fall with the economy and the enrollment dropped and she thought people were either without work or doing something to find some other source that was less expensive. The goal of Vaughan with the child care program since 1972 is to make it really affordable for families to work and be in this intricate part of the economy of this Valley and presently because of their location and jobs they pretty much run about 90% from the Town of Conway.

Sheryl Kovalik asked where they were getting their health benefits because it's way cheaper than what we are paying. Ms. Howe stated this budget was prepared as of October 1st and she believes they were at Cigna, then went to Harvard Pilgrim and now with Blue Cross.

Ms. Howe stated that she liked the comment earlier about the non-profits getting together and sharing and she thought that was something that should be looked into for all of the non-profits.

Bill Masters stated he noticed in kind of a mortgage or rent that they have as an expense and also have it as income; he assumes that the Day Care Center is located in the Congregational Church and that is tax exempt property. Ms. Howe stated no money is exchanged; it's a value. Bill stated but you are showing it in both places. Ms. Howe stated they pay a usage fee to help with the overhead; the usage fee is what they pay for the use of the building.

Chairman Bacon thanked Ms. Howe for coming in.

VAUGHAN COMMUNITY SERVICE, INC.

Gerry Tilton and Dan Jones made the presentation. Ms. Tilton stated they were again asking for \$3,000.00. They don't have a Director right now, they will in the future and services still go on, still have the Food Pantry, the Clothing Center, have the consulting for people that fall through the cracks and are looking for a place to either live or a place to get some help that they can't get through the normal services in the community. They are planning on expanding the Food Pantry and going to the New Hampshire Food Services so they can get meat and some more substantial foods for the program. Chairman Bacon asked when they expected to fill the Director's seat. Ms. Tilton stated right now they are in a transition and are waiting for their annual meeting where they will elect officers. This is an interim committee right now and they have to get it back to normal and organized before they hire a Director.

Mr. Jones, Chair of the Interim Board, stated the Church is electing the full-time Board to replace the old one in another 3 weeks time. First of all, Salaries obviously are significantly going to change because they no

longer have the Executive Director in place, they no longer have the person who was her assistant in the visitation programs and the Salaries are dropping; the Salaries are basically going to be down to the clerical help which is the Church Secretary which gets paid by Vaughan to do specific work which is \$9,155.00 and Cleaning of \$4,000.00. What gets a little bit complicated, Karen (Umberger) stated for whatever reason she has was going to speak against the Vaughan's collection of \$3,000.00 from the Town this year and he thought her justification was going to be they no longer have an Executive Director. That's partly true, they don't physically have one, they have paid for one for 4 months or for one-third of this fiscal year for Vaughan which begins in October. They have also had to pay the Church Secretary an additional \$600.00 per month for as long as necessary to pick up the responsibilities of what the Executive Director was doing before, not the visitation or counseling, but the Food Pantry, the resource coordination and the Clothing Depot which doesn't take a lot of time but the Food Pantry certainly does. That's a bit of an explanation on Salaries, they are going to be different from what shows, but if you go to the Income line they are going to be losing the \$23,000.00 in client fees and those were specifically related to the visitation and the counseling. Chairman Bacon asked why they would be losing \$23,000.00 and Mr. Jones stated because the Executive Director was doing it and she was the only one licensed to do that along with her assistant; she has taken those with her to Tri-County Cap and is running the program through that now so they no longer have the expense of their salaries and they also no longer have the income coming in. Chairman asked if it should be zeroed out and Mr. Jones stated they can, but he thought it was drafted and presented before all of this took place. They are actually still paying the Executive Director's salary as part of her transition out and that will continue on for another week or two and her Assistant's income ended Friday.

Mr. Jones continued with the last line on the budget under Income, the Church has an endowment that is Vaughan specific, it is very specific on how it can be spent, it is income only and, as with everything else out there right now, the income is down; they are showing \$40,000.00 projected and the Board of Trustees have revised that down to \$34,900.00 as an expected income and they just don't know, they're not guaranteed income is coming in. To underline what Gerry said earlier, the justification for the \$3,000.00 is that it was never related to the Executive Director; they've requested it from the Town for a number of years, they've received it for years and it really is for things that they've taken away from the Town's responsibility and he thought the Town had been happy with them in the past. They have many volunteers come in to help send food out to the people who come in and they have a ton of people coming in; there's a lot of people and there are no questioning of their ID's when they come in or questioning their needs; they assume that they do have a need and the Food Pantry has been very successful, not from a financial standpoint but from a servicing standpoint. Secondly, the resource and referral business, as he understands it, people call the Town saying they are not on food stamps and need help, not on housing assistance but we need help and the Town now calls the Church Secretary, in her Vaughan capacity, and she then is able to refer them on to other networks. Again, it's an expense the Town isn't going to be facing, not just in the cost of food because that's a minor item. As you can see,

they do get donations towards food and it is pretty much a wash at best, so it really is a labor cost that they take over.

John Edgerton stated the history of this goes back to the Town Food Pantry and that was what the \$3,000.00 was for. The Conway Village Church and the North Conway Congregational Church had the largest Food Pantries. You are the only one who receives funds for that from the Town. That money was so that you would take over the Food Pantry. The Town really controls through its social service Director or whatever the title is, that people don't go to all the Food Pantries one right after the other so there is some control of the Town for that. Bob Drinkhall stated he absolutely agreed with what Dan and John have said and if anybody questions it, they can speak to BJ Parker and she would back this up 100%.

Sheryl Kovalik asked how many Food Pantries do we have; the Community Health Center people said they have a Food Pantry, the Brown Church has a Food Pantry, the White Church has a Food Pantry; are there other Food Pantries. Ms. Tilton stated the Brown Church doesn't have food stuffs, they have the dry goods. John Edgerton stated no, they have huge amounts of food; we can check with the office downstairs, but he believes right now the Brown Church is distributing at least equal to what Vaughan is distributing and it is controlled by downstairs really. Mr. Jones stated he had been told that they did more infant types of food. John stated he didn't know the particulars, but the volume is very high.

Mr. Jones stated he used to serve on this Committee, so his hat was off to everyone; he knows it's not a highly appreciated position.

Chairman Bacon thanked Ms. Tilton and Mr. Jones for coming in.

STARTING POINT

Suzette Indelicato, Executive Director, gave the presentation. Starting Point is the domestic and sexual violence agency that provides services to Carroll County. She did a synopsis of the services they provide. Last year they provided services to 177 Conway residents or 32% of their overall services and in those services they provide emergency shelter; they have in person support which can be in a variety of capacities: help with a restraining order and the Court process, it could be making a Police Report and having an advocate go with you, it could be in the form of seeking medical attention at the Hospital and an advocate going up to assist you after you've been assaulted. They also do in person support in their office so people can come in as they need to; the majority of their services are certainly done over the phone so they run a 24 hour support line that is manned through volunteers in the evening so that there's access to their services 24 hours a day for law enforcement as well as for victims. One of the things that Ms. Indelicato doesn't think people realize is that if law enforcement has a victim at 2:00 AM and they call the support line, they will get services within 10 minutes for that victim. If Police Officers are out doing a call and this person is now faced with an unsafe place to be, needs help with a Restraining Order or is going to seek medical services at the Hospital, the officer can call and initiate services for that individual. It then becomes their job to

safely plan with that person, talk about where they are going to go, introduce them to all of their services, while the Officer is able to do the criminal justice piece of their job so it is a complimentary piece to the criminal justice piece. As the person who has been on call for the last two Christmases, she wanted to say when you don't think about the times that we want to access services, having the ability for a Police Officer to be able to call at 2:00 AM and to be able to find a hotel for them to go to is certainly a service that may be worth the \$6,000.00 that is being requested from the Town.

Chairman Bacon asked if Starting Point was just for people in danger; is it for anybody in need. Ms. Indelicato stated it is for individuals who are victims of domestic violence, sexual violence or stalking; and when she says anybody impacted by that, it's not just the individual victims themselves that need these services, it may be their family members or friends who are trying to help support that person and don't know where to direct them. They provide services to the community impacted by the violence.

Ms. Indelicato stated in addition they provide support groups and they have a prevention education program that they are very proud of and that program provides prevention education in the schools in Conway and there is no charge for that service. Each school has the opportunity to figure out what that means to them and for some of the schools that may mean that they work with just their 3rd Grade on what healthy relationships look like, how to help a friend, how to deal with bullying. At the High School, talking about dating violence and sexual assault and how to protect yourself and your friends because we know teenagers are much more likely to turn to their own friends than they are to adults.

Chairman Bacon asked for the percentage at the school; what is the number. Ms. Indelicato stated she didn't actually have that number but the statistics say it is 1 in 4; teenagers are one of those particular populations that don't access services unless all the stars are aligned because it is very hard for them to pick up a phone to an unknown Crisis Center, but they are much more likely to, while in the classroom talking about healthy dating, pull the educator aside and say "I need to talk to you about a friend." They are much more likely to interact with us on their website and she is amazed at the amount of crises intervention they do in writing because people can do that in the safety of their own home and feel that's a way to access services. In her 14 years, it is certainly a new piece for the agency to be providing services electronically but for some people that's the safest way to access services and do it in an anonymous way that they feel safe doing.

Chairman Bacon asked that the credentials of each position be explained; what their qualifications are for this type of service. Ms. Indelicato stated the Executive Director, the Direct Service Administrator, the Prevention Educator and the Domestic Violence Specialist all have to have a college degree obviously with a focus on Human Services. In this particular case, the Executive Director has 14 years of experience with 8 years with the agency before she became the Executive Director. The Direct Service Administrator has been there for 5 years; the Education Coordinator is at 5 years; their Domestic Violence Specialist is actually

a position that they share with the Department of Children, Youth & Families so it is a position that is unique to the Agency. They work with families who are also involved where there are allegations of child abuse so it is a position that is often in transition. As a non-profit, their salaries are in the low pay range so if you work at the Department of Health & Human Services in any capacity there is a higher pay scale so that position turns over rather frequently, it's just the nature of the position. They have a brand new person in that position this year, but the person filling the position right now comes to them with 20 years of experience and other capacities of doing Criminal Justice work. Everyone has to have a background in Human Services in some way and in order to provide advocacy services you have to receive 30 hours of training from a bona fide Crisis Center and then each year you must get another 6 hours to maintain your confidentiality. They put a lot of resources in to staff development and making sure that the staff they have is supportive.

Bill Aughton stated he was very familiar with the good done at Starting Point; they came in with a lower request, yet your budget is up, why. Ms. Indelicato stated they actually asked for level funding from the towns, their overall funding line did not change this year. What happens each year is that the number is recalculated and they took the new number of victims that they served this year and broke it out per town and Conway's percentage actually went down and therefore the percentage of money went down.

Chairman Bacon stated the salaries went up \$14,000.00, why. Ms. Indelicato stated actually the Board budgeted a position for an Assistant for the Executive Director of the agency. In the midst of trying to run a capital campaign, move into a new building and provide the same level of direct services she provides, it was an impossibility and there needed to be another human being to do that work.

Ms. Indelicato stated that she realized that she did leave out a part-time position on the Salary detail and apologized; there is a part-time advocate position that is budgeted at \$14,500.00 which brings the bottom line to \$213,917.00. That was just an oversight on her part.

David Sordi stated out of curiosity, if that brings it up to \$213,000.00, your 2010 proposed budget for salaries on the itemized shows about \$178,000.00, is that the rest that is paid by Health & Human Services. Ms. Indelicato stated yes.

John Edgerton stated he thought they did a super service and it may even be dangerous at times. They helped a friend of his and up until then he really didn't know what they did. Ms. Indelicato stated she thought it is a hard agency to understand because they go under the radar; advocacy work is a hard thing to get your finger on. Bill Aughton stated it's the most confidential of all the services.

Sheryl Kovalik asked if they had seen an increase with the economic downturn, specifically of Domestic Violence. Ms. Indelicato stated what they see are people who may not have accessed services before because they had the ability to access other services, such as speaking to an attorney or getting private therapy. Those people that had the ability to

do that in the past. She doesn't believe that Domestic Violence is on the increase, she believes the resources that people had to not have to use the agency are less. The thing that they are seeing is that the economic situation is a bearer for individuals to leave and once they've left, for their ability to move on. When she first came on board 14 years ago, someone could be in a shelter between 4 and 6 weeks; if someone's going to be successful in transitioning from a violent relationship into the community and to their own home, it's 10 months to a year for that transition to happen; so their support is a lot different that they have to provide someone a longer term support because they can't go out and get jobs right now and when you are in shelter, your benefits from the State of New Hampshire because you have no expenses is very low. The \$60.00 you get every 2 weeks you need to pay for things that food stamps don't pay for. It makes it really hard for people to take those steps towards independence in this economic climate.

Chairman Bacon thanked Ms. Indelicato for coming in.

OTHER BUSINESS

Chairman Bacon reminded everyone of the meeting Monday night, February 8th at the Police Station and Wednesday was the Public Hearing. We are meeting on Monday night because we have to set the Default Budget. Sheryl Kovalik advised that she had a School Board meeting Monday night and Chairman advised Sheryl to e-mail him with any thoughts on the Default Budget. Raymond Shakir advised that he would not be available for the meeting on Monday.

Pat Libby stated she had brought up the Default Budget because Karen had questioned the Capital Reserve Fund portion and did that get straightened out. Chairman Bacon stated that's what we're going to straighten out Monday night; they can not put anything from a Capital Reserve Fund into the Default Budget. The Default Budget takes last year's budget minus any one time payments plus the legal obligations. Pat stated she was led to believe that it was an error. Chairman stated they can't put in when calculating for their expected budget; there's \$241,000.00 in there that they can't have in there.

John Edgerton stated he had a question on the Food Banks and he thought we gave the \$3,000.00 to the Vaughan Community Health Center to take the Food Banks out of the Community Centers and put it up there in the Church so that it would be equally accessed, but now there are 3 Food Banks all working for the Town and that's the only one receiving money. We need to know from the Town what the ratio is between the 3 if the Town can tell us. Bob Drinkhall stated he didn't know if they would have the exact figures but they might or at least the number of referrals. John stated he was told that the Brown Church actually now has the largest Food Pantry of the three but they work together, they don't work separately. Sheryl Kovalik stated the thing she is hearing is that nobody else has asked for money but John's concern is the Vaughan Center getting money just by default because they've always gotten the money and they are not doing all of the work which begs the question do they need the money or should we be splitting the money between the 3 different groups even though they haven't asked for it. John Edgerton stated or should we just

stop giving it. Bill Aughton asked what other things does the Vaughan Community Center do. John stated the \$3,000.00 was strictly Food Bank, it had nothing to do with anything else at Vaughan. It was intended by the Selectmen when they took over the Food Bank for the expenses of operating the Food Bank and now it is one-third of the Food Bank. Bob stated to the best of his knowledge Vaughan is the one that does the majority; he doesn't have exact figures so he couldn't swear to it, but that was the impression given.

Bob Drinkhall moved, seconded by Sheryl Kovalik, to adjourn the meeting at 12:15 PM. Motion carried unanimously.

Respectfully Submitted,

Iris A. Bowden, Recording Secretary