

Advisory Budget Committee

Meeting Minutes

Thursday, January 28, 2016

The following members were present: Darwin Clogston, Dick Guy, Howard Hatch, Dan Brady, Chris Luurtsema and Barb Dutile. Jon Hobbs was excused.

Selectboard members: Tom Friel and Wayne Fortier

Town Manager: Glenn English

Finance Officer: Jo Lacaillade

Clerk: Karen Hyde

Others Present: Deb Foster, Roberta Berner, Andy Stone (TCCAP), Beth Harwood (ACHS), Nicolle Slattery (SCBH), Jeanne Robillard (TCCAP), Evelyn Elms, Charlene Aldrich, Keisha Luce, Sarah Young-Xu, Jane McKay, and Elaine Bussey

Chris Luurtsema called the meeting to order at 6:00 pm.

Chris asked if there was another set of Minutes and there wasn't. He realizes that the Minutes are a huge "pain" but he thinks that it will help next year when they are reviewing the Minutes and know what they discussed because a lot of stuff they are talking about goes over multi-year changes. He tries to remember a lot of things, but even his memory is not that great a year later. He stated that there were a lot of agencies there and he wasn't sure who everybody was so he thought they would start in the order that they were listed on the sheet that they have. FO Lacaillade told Chris that just a note: those sheets were printed before they received the Petitioned Warrant Article that they have a copy of from the Homeless Outreach Program so they are not listed on their sheet because they came to the Committee and they have a copy of the Petition. Homeless Outreach needed to be added somewhere.

Chris commented that CASA was requesting \$500 and he believed that they had filled out the documentation. He then asked if everybody on the sheet had filled their documentation that was requested and was told that they had. He told everyone that the Committee appreciated the documentation filled out because this year, it may seem a little arduous but they were trying to get an idea of where the money is going, what areas it is serving, etc. and an understanding of how the Town of Haverhill residents are benefiting compared to other towns to make sure that they are not funding a disproportionate amount. Charlene Aldrich was representing CASA. Charlene was sent from the Manchester office the application and a cover letter dated December 7, 2015, which states very well what CASA's role is and what they do and how things are funded. She did notice when she looked at their application, under "State all Other Sources of Revenue" that the percentages were over 100% and thought something was wrong and there was. The proper percentages on page 2 of the application are municipal grants 4%, State grants 32%, Federal grants 23%, private foundations 8%, fundraising and projects 8%, and holiday cards/CASA retail 6% so those percentages do add up to 100%. Dan Brady asked if there were any CASA representatives in the area and Charlene stated that she was a CASA representative and lived in North Haverhill. Chris stated that it looked like the number of cases that

CASA was involved in was increasing every year, which was unfortunate. Charlene said that especially with the drug problems in the area, it is sadly increasing very rapidly. Charlene said CASA helps children who have been removed from the home. When she thinks of the drug issue, it's generally a case where one or both of the parents are addicted and obviously, not providing a safe environment for the children. It is happening more and more. Darwin asked how she got involved. Charlene explained that when someone reports to the Division of Children and Youth Services (DCYS) that there is a problem of some sort in the family with the children or the children are unsafe or there is an issue and so they do an investigation. If they find that it's a valid claim and the children are, in fact, in danger in some way they file a petition for either abuse or neglect with the court and once that is filed, the court almost always asks for a CASA volunteer to represent the child as guardian ad litem. If there isn't a volunteer available who can take on another case, they then will appoint an attorney who will be the guardian ad litem and the State will pay the attorney at the rate of \$100 per hour for their services. If a volunteer takes the case, it doesn't cost the State anything. These cases are going to continue to happen, sadly. She wishes that they weren't, but they are and they are all going to be paying for it one way or another. Either the State's going to have to raise more funds if there are not enough CASA volunteers to do it. Chris asked her if she was primarily volunteer-based and Charlene stated that she was totally a volunteer. Chris stated that appears that they are serving at least 70 children in Haverhill alone this year. Barb Dutile stated that she worked very closely with the different CASA representatives through her career in law enforcement and it is an invaluable program. It is amazing and they are there totally to represent the children. They don't get into any of the other nonsense. They are absolutely 100% representing the needs and wants and the best things for the kids. Barb Dutile made a motion to approve the CASA Warrant Article at \$500; seconded by Dan Brady. Mr. Brady wanted to point out that it was 75 children in Grafton County, not just Haverhill. Charlene said that that was true and they had asked about how Haverhill itself benefits and because of the privacy issue, they can't say exactly how many children there are in the Town of Haverhill that benefit, but there are some. They put in a number in 2015 of 8 children within the Haverhill Family Court District, which includes Bath and Piermont. They can't pinpoint where these children come from because of the privacy issue, but she could assure them that there were children within the Town. The vote was taken and all approved.

Chris commented that Ammonoosuc Community Health was requesting \$6,000 through a Warrant Article and it has been consistent going back quite a way. If he recalls correctly, this is the site in downtown Woodsville and he believes they provide quite a bit of services to the community at a free or reduced rate based on income. He asked Beth Harwood, the ACHS representative, if they did dental as well and she said that they did. They have a dental clinic in Littleton and exploring the possibility of expanding that to Haverhill. Along with that in their packet, there are numbers related to the Haverhill patients that were seen in the dental health center in Littleton. There are patients that have been able to go there for services. There is a table that shows the Committee the cost for three patients from Haverhill just to give them an idea of the charges to them versus what the actual charges are for the services. The three patients paid a total of \$642.50 for \$3,899 worth of service. This is just an example of what the oral health center has been able to do. Chris stated that in 2015, they served almost 1,400 Town of Haverhill patients and their projected growth is 16-18% every year in the number of units and visits. Chris then asked if these numbers were for everything including family planning, drug counseling and dental. Beth responded it was primary care. Howard asked if the Chair would entertain a motion on

6 Warrant Articles that are funded the same as in the past and the Town Manager recommends the same funding. He named Ammonoosuc Community Health, No. Country Home Health, RSVP, Horse Meadow Senior Center, White Mt Mental Health and Burch House. They would only be voting on Court Street Arts and the Petitioned Warrant Articles to save time. Chris asked if Tri-County Community Action was included and Howard said that was one of the ones he had questions on because the Town Manager has recommended less than they requested. TM English stated that he and FO Lacaillade would also like to speak on that also. Howard asked if they could entertain 6 of those if there are no questions and address those three. Darwin asked for the list again and Howard repeated it. They would only be voting separately on Tri-County CAP, Headrest, and Court Street Arts. Barb asked if he was making that motion and Howard replied that they would not object making it a motion. Chris would consider it. The only thing he would like to do is since the areas did actually put together good packets this year, he would like to review some of the numbers to see not so much the dollar numbers, but what they are seeing for output and service to the community. They did spend some time on that. He didn't have a problem if they voted them all together if they wanted to expedite. He just wanted to see what they are seeing almost 15% increase in patients every year. He is amenable to that. TM English stated that any agency that is serving low- to moderate-income folks or addressing mental health or the drug problem, they were going to see an increase in service. Dick commented that he agrees with the list, but he would like to listen to a presentation from White Mt Mental Health. He would like to hear more about what they do. The rest of the list he agrees with. Mr. Brady had a few questions about Ammonoosuc Community. He said that it mentions patients from Haverhill, Woodsville, Pike and North Haverhill. There is also Center Haverhill and Mountain Lakes and was the data inclusive of those two areas or was it just the four. Beth responded that she assumes that it does, but she wasn't sure of that. Mr. Brady asked to let the Town Manager know. TM English commented that Mountain Lakes doesn't exist as an entity to a lot of the agencies because the mailing address is usually a PO Box in North Haverhill or a Woodsville mailing address. He thought that Center Haverhill and Mountain Lakes were covered. Mr. Brady asked in the Addendum C table, it says solicited for fiscal year 14-15 and it lists Littleton at 15,000 and Haverhill at 6,000. He didn't know what the population comparison is, but is that a reasonable. Beth gave them a little bit of background on that. In 2012, they tried to quantify by patient would be helpful to them. They came up with a price of approximately \$7 per patient and that is how they came up with their request. TM English commented that was "pretty reasonable".

The Committee then moved to White Mtn Mental Health. Jane McKay was there as the WMMH representative. TM English stated that she had been there many times. Jane said that it has been since 1993. Jane stated that they were the outpatient mental health provider contracted with the State of New Hampshire for persons who need mental health services. Most of their clients do not have the resources and may be too ill to benefit from services from a private provider. One of the key expensive services that they provide is a 24/7 emergency service. They also go into Cottage Hospital as well as Littleton Weeks. They actually service seven (7) hospitals. It is a larger catchment area. They go into all of the hospitals when someone appears in the emergency room that has a mental health issue to evaluate them. In recent years, they have done some of that work by video or telemedicine and that has actually been very successful. In terms of patients, this year they saw 88 people compared to 91 last year. In 2013, 117 so they were up a little bit and the year before that, they were down a little bit. They don't have a vast fluctuation but she wanted to mention that the people they were talking about are

people who are unable to pay for services. It's not everybody. The Town is not supporting people who have great health insurance and can walk in and pay. They are talking about people who can't pay. She thinks that huge issues in all communities with untreated mental health problems and substance abuse can be seen. They also have four duly licensed clinicians who have a license both in treating substance abuse issues and mental health issues. That's fairly unusual in the State to find duly licensed people so they are proud of that. They have been doing that for a long time. People from this area can also go to Littleton if they prefer not to be seen in the Woodsville office. In the Woodsville office at 27 Central Street, upstairs, which is open 3 days a week, there is a duly licensed substance abuse counselor who is there 1½ days a week and a child and family therapist who also can see adults. People sometimes think they are a State agency because they contract with the State. They actually get only a tiny bit of money (\$225,000), which is not just for White Mtn but for the entire region. Every other penny they get, they only get if the person walks in with a Medicaid card and they can bill for services. The reason New Hampshire does that is that New Hampshire only has to contribute 50 cents to get a dollar's worth of money because it's obviously Federal matched. That has made it difficult for White Mtn Mental Health over the years because in the old days, they used to get actual State appropriations, but now they get permission to bill Medicaid for the most part. Chris asked if they were taxed on that amount and Jane said they were. TM English asked if a Vermont town dumps somebody at Cottage Hospital, did her agency take that case and Jane said yes. She went on to say that they don't accept Vermont patients because they feel like they are funded by people like Haverhill. They would attend to anyone at Cottage. TM English stated that that was an issue that probably needed some legislative remedy. There have been a number of issues like that affecting the police and other agencies and the Vermont taxpayers are not paying for that. Chris said that was because they have the total access hospital on this side of the river and they get everyone within a 50-mile radius. Jane said that was so. TM English stated that somebody who has a problem in Vermont could present a problem here and it's probably a good idea to get them treated. Jane thinks that if they check with the Police Chief, who they have a really good relationship with that it has improved. Chris asked if anyone had other questions and he knew that there were folks from Horse Meadow Senior Center. Barb stated that she would like to hear their presentation because Roberta travels a long distance to attend the meetings and she thought that they should listen to her. Barb thinks that it is a wonderful center and it's nice to support them.

Roberta Berner, executive director of Grafton County Senior Citizens Council, was there with Deb Foster, who is the Director of the Horse Meadow Senior Center. She thought that they had been there for the last few years. Roberta was very happy to be at the Horse Meadow Senior Center and she remembered the days of meeting up in Woodsville in the bottom part of a duplex and bringing lunch down to the social hall in Haverhill Corner 11 miles away. When they built the Center was when the numbers went up. Since they have moved to the Senior Center, they have been very stable in the numbers served. Last year, they served 558 Haverhill residents through the Horse Meadow Center and they served 138 Haverhill residents through ServiceLink. ServiceLink provides specialized counseling so their outreach workers at Horse Meadow has training in Medicare counseling and provides a lot of help for people with their utilities and basic needs of life. If someone has more specialized needs, there is a Medicare specialist with more training in the Littleton office with ServiceLink and people who know the options for long-term care. She thinks that they are serving a lot of people; they have a lot of volunteers. Last year, across the agency, they had 1,000 volunteers, which is incredible because they couldn't do it

without the volunteers. Deb stated that there are over 100 at the Senior Center. Roberta said that there were 54 from Haverhill proper but they also come in from Bath and Piermont and across the river. They are welcome to go to Horse Meadow any day of the week; it's a pretty bustling place. Deb stated that the addition is a tribute to a Haverhill resident, Bertha Farnham. Bertha volunteered at the Senior Center every single day from 8:30 or 9:00 until 2 or 2:30 for 15 years until she no longer could. Part of why it is a tribute to her is because she was one of the first people to do the Bone Builder Program. She started out with about a half dozen Bone Builders and the program now has 40, three days a week (Monday, Wednesday and Friday). They are currently in the dining room and will move to the new activity room. Her hope is that the activity room will become more available to the community as well. Either to rent or they have video teleconferencing with Dartmouth but they can't use it as much as they would like because the screen is in the dining room so there is no way to tap into that while they are having lunch or other activities. So they will move the screen into that room and her hope is that they will be able to get nurses from Cottage Hospital and the Nursing Home to be able to come there and get their credits through Dartmouth instead of driving to Dartmouth. They have a lot of ideas for it and what will happen is wide open. Roberta thought of another new idea last year. They have an agreement with North Country Health Consortium to have dental clinics at the Horse Meadow Senior Center. Horse Meadow and Littleton are the first to roll out and eventually they will also be held in Plymouth and Bristol. Deb said that it has been very popular. Roberta said that she didn't know of any other Senior Center Director under their auspices where the Director is as receptive to working with other community organizations such as North Country Health Consortium to bring in programs to benefit older adults. Deb said that that was what they were all about. Roberta thinks Haverhill is well serviced by Horse Meadow Senior Center. Mr. Brady stated that he would have to recuse himself from the bullet vote because he has contact with the Senior Citizens Council so he didn't know if the bullet approach would work. He would have to refrain from the entire package. Chris stated that they could probably vote through quickly because most of the discussion has been done and thanked Mr. Brady for letting the Committee know that.

Chris asked about Burch House. He asked if that was the house in Littleton. Jeanne Robillard stated yes and no. They are the support center at Burch House, which provides the domestic and sexual violence crisis services through North Grafton County and their main office is housed at the shelter, which is Burch House. They also have a satellite office in Woodsville and besides shelter, they offer a tremendous amount of services to the community helping victims to get restraining orders, providing accompaniments to the Child Advocacy Center and providing support to the non-offending caregivers of children who have been abused and molested. They also provide community education programs in the schools and right now, they are targeting this area heavily to get outreach out there so that people know they are here and have an office here and have services here. They are here 24/7. Chris asked where their location was in Woodsville. Jeanne told him that it was the CAP building on Church Street. Mr. Brady asked about a change in the property in Bethlehem that may have been in the paper. Jeanne replied that there was not, but Burch House did get some grant money from Mary K. Ash Foundation to do some repairs, some upkeep, upgrades to the security system such as cameras and safety pieces of providing shelter. Darwin commented that Haverhill was putting in a good chunk of change versus other towns. Jeanne said that that was true. When they look at towns in the population, as a former Selectperson, she knows what requests going up and down can do to the tax rate. She was thinking like

that when she put together the municipal requests that they follow a basic formula of 50 cents per resident based on the population. When you look at services for domestic and sexual violence across the State and in this area, it ends up they serve about 2% of the population. Whether the population is 500 or 5,000, they are still serving that 2% of the population. They went with 50 cents per person based on the population and that will never change. They will not come in and ask for more or anything different. Basically, that helps them support the satellite office in Woodsville so that people don't have to travel to Littleton to get services because a lot of time that is just not possible. They also provide services at the Haverhill court.

Chris then went to North Country Home Health. Elaine Bussey, the executive director of North Country Home Health, commented that she had Bunny Elms with her. Elaine went on to say that they are continuing to ask for the same funding from the Town of Haverhill. They currently served over 83 clients in home health programs and 6 hospice patients in Haverhill and the surrounding community. They also provide the support of the homemaker/home health aide (someone was coughing and couldn't hear what was said). They did approximately 1,589 visits in the Town. They also do the community screening for blood pressure clients and the foot care clinics at the Senior Center. They recently did their year end and saw a little bit of uptick from the previous year that their clients received care in Haverhill. They have a liaison that comes up once or twice a week to work with the discharge planning of patients going home. Ms. Elms stated that that helps prevent patients from returning to the hospital once they are home. Chris asked about the units of service. In 2013, there were almost 8,800 units of service; 2014, it dropped to 5,800; 2015 to date, there are 3,800 and they are projecting almost 6,100 for next year and they have gone from almost 9,000 units to 6,000 units in their projection. He wanted to know if there was a reason for that or was it a different accounting methodology. Elaine stated that they pull their units from their Choices for Independence program, which is the community waiver for Medicaid patients, and they changed their methodology on how they count units. She could send them an equivalent of that. Mr. Brady commented that there isn't that disparity in the individuals served.

Chris asked if there was a representative from RSVP. Roberta Berner believed that that was her. She believed that RSVP was under their auspices. TM English stated that this was the home patrol. Mr. Brady stated that he would have to recuse himself from that one as well.

Howard Hatch made the motion to approve Ammonoosuc Community Health at \$6,000; seconded by Dick Guy and all approved. Howard Hatch made the motion to approve No. Country Home Health at \$15,000; seconded by Barb Dutile and all approved. Howard Hatch made the motion to approve RSVP at \$600; seconded by Barb Dutile and all approved with Dan Brady abstaining. Howard Hatch made the motion to approve Horse Meadow Senior Center for \$22,000; seconded by Barb Dutile and all approved with Dan Brady abstaining. Howard Hatch made the motion to approve White Mtn Mental Health at \$6,012; seconded by Barb Dutile and all approved. Howard Hatch made the motion to approve Burch House at \$2,840; seconded by Barb Dutile and all approved. Chris thanked all of the representatives from the agencies and told them that the Committee appreciates their service.

Chris commented that there were a couple of line items that there were questions on. Homeless Outreach and CAP still had representatives in the audience and Keisha Luce was there for Alumni Hall. Chris commented that Tri-County CAP was requesting an increase of \$4,000, which is 100% increase over last year's request. Jeanne Robillard is also the representative for Tri-County CAP. She was there

last year and she didn't remember exactly what the discussion was and the reason for the decrease and the program decided to go with what they had asked for which was \$8,000. She thought that there was some confusion last year because the community contact office that used to be open full time had been cut back to being open one day a week. The food pantry services had been closed and someone else had taken them over. CAP does provide so many different services in the community that sometimes it's difficult to sort out what's what. This program, Community Contact, provides weatherization services, fuel assistance applications and electric assistance. It assisted 486 residents of Haverhill last year. FO Lacaillade asked if the electric assistance was combined with fuel assistance as part of that program. Jeanne said that it was part of the program and for some people, who heat with electric, they would get electric assistance. TM English clarified that fuel assistance is Federal money, distributed through the States and then distributed through CAP to the clients. They have closed the office in Woodsville and Haverhill clients have to go to Ashland or communicate with Ashland in some way, which is now a regional office. Jeanne said that Woodsville was still open one day a week and what they have done is make the application process available online to give people options. It doesn't work for some people to do online applications so that office is open one day a week so that they can walk in and fill out an application the way that they used to. Other households are filling out applications online and where the program is right now, it allowed people to apply for fuel assistance earlier in the year having that online component. Many households at this point have already received their benefit. In Grafton County, there have been 2,246 applications and many of those people have already received their benefit. They also have a new wood stove/pellet program that was started this year to get folks that heat with wood, benefits and that program started in the summer. People were able to apply and they got their benefits by the time November rolled around. In CAP's effort to wisely utilize its resources and make sure that the bulk of resources that it has goes to the people that need it the most. They started looking at places where they could condense services, combine services and make them more accessible to households. They went through all of their records and anyone who applied for fuel assistance or electric assistance before they did outreach, contacted those people to make sure that they knew that even though the office was not going to be open the way it used to be, they wanted to make sure that every household that was eligible for fuel assistance still could apply and had applied. She wasn't sure what the discussion was about the \$4,000 request. Chris recalled that it was because they historically granted \$4,000. He thought that they were trying to get a better understanding of how much of the money was coming into Haverhill residents compared to Littleton, Bethlehem and even areas as far down as Plymouth and Lebanon. Given the fact that they had budget constraints, they were concerned that they don't mind supporting local but they didn't want to be funding someone else's benefits. He said that in looking at the municipal report grid, it looks like Haverhill benefitted \$277,000 worth of resources provided and he didn't see quite a million. TM English again said that was Federal money and he didn't think that CAP puts any money into fuel assistance. They get administrative costs reimbursed and all of the benefits come through the Federal fuel program. Jeanne stated that TM English was correct; it is a pass-through, but not all of the administrative costs are covered by Federal dollars. TM English stated that they do get some and Jeanne said that there was some. She did notice on the application that 100% was administrative costs and that was confusing. CAP actually has a Federally-approved allocation rate for administrative costs of 12.2%. She didn't know why it said 100% but she did want to clarify that. FO Lacaillade stated that for the residents of Haverhill having that office not here has caused some strain on

the Welfare department. FO Lacaillade had a client in the Selectboard office from 9 AM until 3 PM and never got resolution. It is hard to get hold of them when they are not here in Town. Leslie, Welfare Administrator, finds that often. Jeanne stated that she certainly understands that and will take that feedback to senior management team and administration. Deb Foster said that it was very difficult for the seniors and FO Lacaillade said that it was impossible. They aren't getting the services that they were. TM English couldn't understand why they picked Ashland. Jeanne knew that in the beginning of the program when things were being rerouted and they were shifting personnel around in the beginning of the season to respond to the need, there were definitely some unintended consequences as a result of that that couldn't be anticipated before making that change in terms of having the appropriate number of personnel to field all the questions now coming into one office. She knew they worked very hard to address that. FO Lacaillade stated that her experience was last week. Jeanne said that she would bring that feedback to them as well. Chris asked if Ashland was the only center now in this area. Jeanne stated that there was still on-site outreach in Lebanon, Woodsville, Colebrook and Lancaster once a week through January and then bi-weekly through April. TM English asked if Ashland is the County site. Jeanne said that it was the regional area where all of the applications are filtered through. Mr. Brady asked that in the Meeting Minutes, they could suggest that there needs to be a direct contact between the CAP person and the Welfare agent in Town. On the one hand, the Town doesn't want to lose the program with over a quarter of a million dollars in fuel requests that residents received. But on the other hand, it's causing a lot of frustration and disappointment on the part of the users in making that contact. They are making a formal request that Jeanne facilitate and improve the communication link between the people who want to take advantage of the program and the agency. They have already shed the food pantry and that's been picked up by Haverhill churches. He thinks that it is their turn, as an agency, to react to what Jo was telling them about the experiences here. They look forward to being able to measure specific improvement the next time they have a chance to talk. FO Lacaillade wanted to interject that the program that Andy was there to represent, the Homeless Outreach, was underneath the money that they gave CAP in years past. She didn't know how much was apportioned to him but he serves this area very well. The Town was giving them \$4,000 in years past and it covered the food pantry, Tri-County CAP fuel assistance and Andy. Now we don't have the food bank and Andy was there to ask for an appropriation for Homeless Outreach, a very worthy cause for the Town because they use him often. Howard Hatch made the motion to approve Tri-County CAP at the Town Manager's recommendation of \$4,000; seconded by Barb Dutile. Darwin asked what would happen to Haverhill residents if they didn't write a check for \$4,000. Jeanne stated that it was like anything; it's a struggle to keep offices open, to keep them open and accessible. She is not the director of the program and this program is not under her division. Jeanne was not sure how she would respond to that. Like any other program, they would have to find another way to fund. Darwin is having a hard time hearing about all of the services that the Town has lost and yet they are trying to reach the people they need to reach the most and there seems to be a disconnect there. They've closed the food bank, limited Woodsville to one day a week, and residents have to truck all the way to Ashland and they can't seem to connect by phone. It seemed that they were allocating the same amount of money but the services have been cut drastically already so he was wondering what else they could possibly lose. Darwin asked how she got elected to be there. Jeanne replied that she is there every year because she comes for Burch House and now Homeless Outreach has split off from Community Contact and that is now under her jurisdiction as

well. The folks who are responsible for the contact offices are either at other meetings or they have to travel. Rather than double-paying people to be at the meeting, she said that she would be willing to look over the statistics and sit and chat with the Committee rather than have that happen. It is a condensing like everything. TM English commented that in due respect to CAP, they did send a representative to talk with them before the change was made with the Woodsville office and Ashland. They talked with them well in advance and TM English stated they expected problems. He again didn't know why they chose Ashland, which didn't make any sense. Deb Foster said that when there is an emergency and they can't reach Ashland and it's not the one day they are in Woodsville, the seniors certainly can't drive to Ashland. TM English stated that he didn't have a problem with the \$4,000 worth of services, but not \$8,000. Jeanne again said that as many people who are still getting the fuel assistance that they need, she will certainly take back their frustrations and their suggestions for making that easier to access. Roberta Berner said that the outreach workers at the Senior Centers and ServiceLink have been doing a lot of the work that the Welfare Departments have been doing. FO Lacaillade commented that they were picking up the slack and paying for it also. The vote was taken and there were four yeas with Darwin Clogston voting in the negative. The motion carried.

The Committee then went to the Homeless Outreach request for \$2,250. TM English stated that he was not commenting on the value of this program. The only reason that it is not funded is it had to meet the requirement of getting the petition first to get on the Warrant. Just because he put a zero there, don't hold it against the folks. Jeanne had a handout for the Committee since this was a new program so that they could see what Homeless Outreach does and what they do in the community. She introduced Andy Stone, who lives in Woodsville, and he is the program manager overseeing the program. This year, they are making a request for \$2,250 to support outreach services. Basically, that's to support having Andy here in Woodsville and having a Woodsville office. In their packet, there were some statistics that Andy would speak to them about. These include the services they provided in the Haverhill area over the 2014 and 2015 and he could answer any questions about those services and how they are provided. She went on to say that this division did come under the Community Contact offices and there was a comment made about the amount the Community Contact asked for. She didn't think that any previous requests or appropriations from the Town that any of that money was specifically allocated for Homeless Outreach services. This year, this division came to her and they wanted to keep it going and going strong in the Haverhill area. Mr. Brady asked what the headings were on the table. Andy said that Homeless Assisted was anyone that they provide a direct service to such as transportation with shelter, any program that might help them keep their apartment or get into a new apartment. HHARLF and HSGP were loan programs that they have for people to help them get into a new apartment. EHP and ESG are two other programs. Mr. Brady wanted to know what the letters stood for. Andy said that HSGP was the Housing Security Guaranty Program. HHARLF is the Homeless and Housing Access Revolving Loan Fund and those are the two loans programs. EHP (Emergency Housing Program) and ESG (Emergency Solutions Grant) and those two programs are not loans, but they do help pay a portion of rent. The last category is Hotel and they have to on occasion put someone in a hotel. Mr. Brady asked what "Direct Service provided – Does not include referrals" meant. Andy said that there are times when someone may come to them not looking for shelter, not looking for help with an apartment, not looking for help with an eviction; they might just want to know about mental health help in counseling, how to get into assisted living or how to apply for food stamps. TM English asked if they had occasion to help

veterans and if they do, do they get any assistance from the State or Federal government for those efforts. Andy stated that they definitely do help veterans; they don't necessarily get assistance, but they do work closely with the VA and Support Services for Veteran Families (SSVF). A lot of the time, they will work with that person but normally one of the first three questions asked is "Are you a Veteran?", "Have you served?" or "Is there someone in your family that has served?" Once they get that question, then they know if it's a matter of going to the Homeless Outreach for the VA or getting in contact with SSVF. TM English asked if their direct benefits were primarily Federal or Federal and State. Jeanne stated that it was a combination of both. 66% of the funding for the program is Federal funds and 25% is State funded and 9% is thin air. Chris asked if the Town was thin air and Jeanne said that they were. There was about \$25,000 that was considered thin air and needed to be raised. Sometimes, she referred to it as "monopoly money" because they didn't know where it was coming from. Darwin asked how many towns they were going to to get the \$25,000. He asked if it was as many as it takes and Jeanne said yes. Darwin asked how they came up with the \$2,250 for Haverhill. Jeanne replied that they have an office here and the office rent is \$4,500 for the year so they are asking for half of that to support that. Darwin asked if this was the office that did Tri-CAP and Jeanne replied that this was a separate program. It is in the Tri-County CAP building, but Homeless Outreach is a totally separate program from the Community Contact that does fuel assistance. Darwin asked if they purchased the building from Haverhill. TM English stated that that building was sold for \$1. Jeanne did not know. TM English stated that, as a Town, they acquired it as a donation. They established CAP in there many years ago with a daycare center and the deal was that they paid for all maintenance, utilities for the building and had the use of it. That went on for about 15 years and eventually, the Town sold the building for \$1. Jeanne said that they do get charged for the space they take up there. Darwin asked who they paid the rent to and Jeanne said it goes as an allocation out to CAP. She thought the rent was \$375 a month and doubted that they could find office space for that price anywhere else. The rent covers heat, electricity and internet costs. FO Lacaillade commented that she couldn't speak for Leslie who has more contact with Andy, but she believed that at a minimum of at least once a week, especially this time of year, he's very receptive to Leslie's calls and they get homeless people often. He is always there to help; sometimes to share the cost or move them to a shelter. Deb Foster commented that the Senior Center used Andy a lot. TM English asked if they got funding from Grafton County and Jeanne said no and then she said yes. There has been a request into the County. Dan Brady made the motion to approve the Homeless Outreach Program portion of CAP at \$2,250; seconded by Dick Guy. Howard asked TM English if he was making a recommendation or not. TM English stated that he would support, at this point, their request, but it will be a Town Meeting vote anyway. Deb Foster commented that people don't realize how many homeless people are in the area. FO Lacaillade stated that they sleep in their cars. Andy said that these people are called the "hidden homeless". It's not as visible here as it is in the city. Dick asked what eventually happened to these people. Andy said that shelter is always the last resort. The biggest thing is finding out what their barrier is that is creating their homelessness. They do a lot of assessment and a lot of case management. Once they find that barrier, which is usually budgeting or undiagnosed mental illness, they can help them maintain their permanent housing easier. Howard asked if this was a petitioned article and was told that it was. He asked if it was the list of names that they were given. FO Lacaillade stated that there were two of them: one for Headrest and one for Homeless Outreach. She said that they hadn't seen the Headrest one because they turned in their paperwork. There was a packet

from them, but they were a petition too because they had never been funded before. They will go on the ballot. Howard said that he had a problem with the petition. One of the listed people was a drug dealer in the Town and FO Lacaillade told him that if they were a registered voter, they had to allow them. The person had a check mark next to his name so he was a registered voter. Howard asked if the police department know anything about it. TM English stated that knowing is one thing, proving a case is another. Darwin commented that he wasn't going to pretend that there wasn't a homeless problem, but he was having a problem where the money was going. The Town gave CAP the building and they were making Andy pay them rent for that building. He thought that the \$2,250 should be disbursed a little bit. Dick said they were basically not paying anything for rent; they were just making the building usable. Chris thought rent was not the right word to be using. Dick thought maybe overhead costs. Chris commented that at Dartmouth, they have what is called occupancy allocations and they charge each department monthly occupancy expense, which covers the lights, the security guard, the guy plowing the driveway or whatever you call it. They aren't really charging them, it's just an allocation so that they can on their master spreadsheet, say Woodsville costing us this amount of money. When they are charging, they are just allocating this amount of money. Jeanne said that it is this program's share of what it costs to keep the building open, heat it, electricity, internet, etc. Howard asked if the Senior Center had a room to rent and everyone laughed. Mr. Brady thought that maybe Andy could be part of the solution to the other communication issue. Jeanne said they could definitely take a look at that. Chris commented that there was a motion on the table. He didn't know what Howard saw on the checklist, unfortunately, he didn't want to hold that against. Howard stated that he would refrain from voting rather than vote for something that is ingrained pretty deeply and to be more careful about getting signatures. The vote was taken for the Homeless Outreach appropriation and all approved except Darwin Clogston voting in the negative and Howard Hatch abstaining. The motion carried.

Court Street Arts at Alumni Hall – Chris commented that the request was for level funding at \$12,000. Chris said that some of the questions that they have had in the past were an understanding of what it's being used for, what towns are benefitting and what the payoff is on the note for the bond. Keisha Luce commented that they don't do Homeless Outreach or service seniors specifically, but she feels that they serve a pretty important role. She thinks that sometimes it's easy to dismiss arts and culture because it's not one of the fundamental issues but it is and it's also an economic driver. She went on to say that they get about 5,000 people through their door a year, which for a little town like Haverhill is quite a bit. Those people are coming from our local communities and also from outside their borders. At a recent show, there were 10 people from Massachusetts and they stayed in the area overnight. On January 29 and 30, the Haverhill Elementary and Middle Schools would be doing their concert on the stage with all the parents and the kids also have an art show. Keisha said that they sort of do it all from the legendary Peter Yarrow to Patrick Ross, who is in our back yard. It is special and putting Haverhill on the map. They are featured in the Valley News all of the time and on NHPR. People are coming to Town and enriching the schools through the SMART program. She thinks that they are a very special organization and it's not like the other agencies that were seen earlier, but she thinks there is a lot of validity in an organization like theirs in Haverhill especially when they need more people to move to our Town. There are classes that can be taken, performances to see and adding things to the school system and that's important and they are bringing outside people in. They operate on a pretty skinny budget. She thought her computer was from the 80s so they are not using their money on extravagant things. They are getting a lot of

volunteer help. They are engaged in a major fundraising campaign that they started this summer and they are working on that. Eighty-four percent of nonprofit money comes from individuals and that's really tough for us because they are serving low-income communities so to get that type of donation from our communities is always a challenge. The \$12,000 is usually helpful especially this year because one of their main funders had to budget crunch and they lost \$5,000 this year in funding, which is going to hurt them. Their Board is committed to fundraising; they are doing new things all of the time. A big fundraising event was The Festival of Earthly Delights, where they invite restaurants from Salt Water Bistro to cupcake makers in Town to come and promote themselves. They always keep in mind how they can give back and promote their local community. Not only are they looking for new fundraising ideas and trying to get major donors from not only Haverhill but outside of the Town's borders, but they also are a committee looking seriously at the future of their buildings in Haverhill Corner and how they can leverage that to make them more sustainable. She said that they were working on it and it wasn't easy. They do have a lot of sold-out shows and they are having 200 people come to a show. Typically and this is a standard across the board in what they do is 40% of ticket money pays for the actual performance and that is not unusual. Chris asked about the outstanding bond on the building and Keisha stated that they were at \$13,111 left on the bond. Chris said that looking at the P&L, where is the expense that was paid down. He saw debt service for \$850 and he had to assume that more was paid than that. Keisha stated that they had just made a payment at the end of December of \$4,000 and the money from the Page fund helped with that. Darwin asked how much money was received from the Mildred Page Fund this year. Keisha responded that the total was \$4,000 for the loan and \$2,600 for repairs because the exterior of the building had a lot of rot. Darwin commented that they received \$6,600 this year and asked how much they received last year. Keisha said that they didn't get anything last year. TM English verified that there were no requests. Keisha went on to say that the Mildred Page Fund is limited to a few organizations so they share that with Haverhill Historical Society and some other groups in Haverhill Corner. Darwin commented that Keisha said they were progressing and growing, but it seems to him that they have dug a bigger hole this year because they had to request money from Mildred Page to make their loan payment. Keisha responded that that happens pretty much every year. Historically, the organization has asked for that money every year or every other year. Chris commented that net income for 2014 was \$13,000, so they didn't dig a hole that year. Keisha stated that they have a money market account when they have periods when they don't have a lot of money coming in compared to when they have more money. Although it looks like they profited, they actually borrowed money from their money market account which is about \$15,000 and they had to do it again this year. Considering that they just lost \$5,000 in funding for the upcoming year probably a fundraiser won't recover from that quickly; it was tight for them. Darwin asked what a typical ticket cost for one of their performances. Keisha said that it was typically \$20. Some other places may charge \$50, but for this community, they can't have tickets that high in cost. Nobody in this community would be able to afford that. Darwin asked if they were drawing from such a large region, what was the percentage from Haverhill that go to their shows. Keisha said that it all depended. For instance, Justin McKinney, a comic that they have had in the past, about 85% of the audience will be Haverhill residents. Other programs may only have 30% of the audience; it all depends on the program. Different people have different interests from different towns. Darwin commented that earlier Keisha had mentioned 5,000 people coming through their door and asked for a percentage of locals. Keisha stated that that 5,000 included

performances like the one on January 29 and 30. That alone would bring in 150 people, including kids and parents. Of the 5,000, she thought maybe half were locals. Darwin commented that a ticket for him would be \$20 and a ticket from half of the community and the other half of the community coming from Massachusetts would be \$20, so it seems to him that the ticket prices could go up to help cover some of the expenses, especially if they are coming in to Hanover for the same show for \$50. Keisha stated that they have raised them slightly this year to test that out and it has worked okay, but then a big part of the population is being cut out that want to attend shows. Part of admission of Alumni Hall has always been accessible programming for the community. So when they did have a more expensive show like Peter Yarrow at \$35, they did sell out for that show, but it was hard to afford for a lot of people in the community. Chris asked if it would be possible to do a resident/non-resident ticket price like what is done for HARP and other things. He absolutely agrees that when there are senior citizens who would like to go out on a Saturday night and cannot afford \$50 for a show. But if folks are traveling from Massachusetts and enjoying our wonderful scenery and our beautifully restored quaint New England, Haverhill Corner Court House place, he didn't think that they would have any problem paying \$35 or paying more. He hates to be exclusionary, but he certainly thinks that that should be looked into. He was just trying to get the place profitable sooner and that was all he was trying to do. Mr. Brady suggested putting into the Minutes that Keisha bring to her Board of Directors the recommendation to be examined. Darwin stated that if they haven't considered that, they don't have a very good Board. Mr. Brady commented that he would like them to address the issue and move on it. If some of the membership feel that they would like to have that thought entertained, the Board could be asked to respond to the suggestion. Keisha stated that they actually have a great Board; it is comprised of people from all of the towns and they do talk about these issues. They meet monthly as Committees and each Committee meets also every month. They are working toward sustainability and that is an issue for them. In February, there will be two meetings. One is a regular Board meeting and the other is a Board meeting especially for financial issues. It's not like the Board is ignoring these issues; they are working hard and putting in a lot of fundraisers and plays. The reality is that they operate some great programs in a really small town and they serve communities that aren't able to give them donations like they get in Hanover and Lebanon. As an organization, they are looking for funding anywhere they can because they think they are providing a good service. She will take that to her Board, but it is one of those issues that they really do have to look at how it will affect the community. Barb recommended a Friends of Alumni Hall and those people could pay a \$20 fee once a year and then increase it to \$25 or \$30, but if they were a Friend and had a card, that would be their discount card. Keisha responded that a Committee was actually looking into that. Dick stated that as an individual, he would buy that card even if he didn't go to a show. Howard commented that if they had cheap gas in Town, more people would be able to donate more to Alumni Hall. He asked Keisha if she saw Alumni Hall being self-sufficient in the future. Keisha responded yes. Howard commented that they have heard that since Alumni Hall was given \$50,000 in the beginning. Keisha stated that she has been with the organization for five (5) years and she has seen a remarkable change in those five years. It's gone from attendance being 50 per show to being sold out at 200. She thinks that there is growth there and the budget has grown with that. She thinks, as a Board, that they are constantly going through strategic planning. A section of them are looking at the Futures Committee to figure out how many organizations in Haverhill Corner can work together and utilize the resources that are there to create something that becomes a destination for this

region. She can guarantee that three people from their Board are working on that steadily. Howard commented that one of the things that disappointed him in Keisha's presentation was that the restoration wasn't very long ago and she was talking about rotting wood. A maintenance program should be kept up so there isn't rotting wood. Keisha stated that a couple of Historic Preservation people came in and tried to figure out what was happening. All of them have different ideas about what is happening, such as beams, not properly manufactured and splash-back. It is a little surprising that they are having that issue, but they do have a Facilities Committee that looks at the building and one of those people is a 30-year Historic Preservation person. These are not problems caused from lack of maintenance. There is something going on with the building and they are trying to figure it out. Howard commented that they should get the same person doing work at the Pike Library who doesn't charge for labor. This got a big laugh. Dick Guy made the motion to approve Court Street Arts at Alumni Hall for \$12,000; seconded by Dan Brady. Chris commented that Keisha may feel that the Committee is putting pressure on her. They have the Homeless Shelter coming in, HARP coming in and other very well-intentioned agencies asking for a quarter or less than what Court Street is asking for and the Board gave them a lot more pressure. As a musician, he agrees with the Arts program and he's not going to discount that, but they have issues in Town that also have to be paid for. The reason that the Committee sees this as a hot-button issue is Court Street Arts is providing entertainment and there are other issues that the Committee is paying less for and gouging even more for people who may not have a place to sleep at night. Every year, there is great talent and good shows, and they are hearing about the benefits, but they are still paying for it as a Town. There are other functions in the Town that have become self-sustaining. What the Committee is looking for is a clear direction of when the light is coming so that they are not supporting them. TM English commented that they are probably getting a lot more than \$12,000 of investment in the community by people coming up here, staying overnight in a B&B, buying gas and going to restaurants. He sees this as an economic engine in addition to just the performing arts aspect. They have never had a destination before for people to come to like towns around us. We now have a destination and a reason for people to come to this community. He went on to say that a lot of these other agencies that the Town funds are funded because of the housing situation because of the nature of the community. He asked "Wouldn't we want to invest some money in trying to change the nature of our community and make it better?" So that is what he sees and he thinks that it's an economic engine. Keisha stated that she had talked with one of their volunteers and they said that it was important to them to have a program like this in the community because they are serving the school system. There are a lot of people in Haverhill Corner who do use the activities at Alumni Hall as a selling point. There are people who came to a performance at Alumni Hall and then bought a house in Haverhill Corner. She went on to say that they do think about economic drivers as part of their planning and they try to incorporate local businesses. Darwin thought that they provided a really good service, but he has a problem with funding Town Recreation to say nothing about funding recreation for other people. He thinks that they need to be weaning Alumni Hall off funds. He understood that Keisha would like that also and Keisha agreed. She said that they were looking and working toward receiving more funding through various fundraisers. The vote was taken and there were 3 ayes, with Darwin Clogston and Howard Hatch voting in the negative. The motion carried. Keisha mentioned that she would take the thoughts to her Board. Howard mentioned that there was another destination in Town and it was right next door to TM English and it was open four months of the year. TM English stated that the Town had

two (2) decent destinations which they didn't have that long ago. Alumni Hall was a falling-down building when he came to Town. Chris stated that he wasn't trying to disregard the economic impact of it, but the discussion comes up every year and Darwin said it best that they need to wean them off. There are other areas which are self-sustaining and destinations can be created and push it forward. His frustration is that a destination is a good thing to have, but when they are funding with taxpayers who don't use it or people coming from the outside in that are benefitting more from it than the Town is, he is a little concerned. He gets the economic value. He was also concerned, due to the location, that the restaurants benefitting could also very well be Bradford and surrounding areas. He was hoping that they didn't see another \$50,000 request in the near future. He wanted to kick them in the butt a little because once they get self-sustaining, they can take off. Mr. Brady stated that they can use the vehicle of the Minutes to request that they spend time at the Board level discussing these issues. Chris thought they were and Mr. Brady said that they want to make sure. He wasn't sure that they necessarily wanted to bring it down to zero funds in the future. He thought that the supplementary benefits that this kind of operation can provide to a town are not insignificant. Whether it be \$12,000 or \$6,000 or \$18,000, he didn't have an opinion but he thought for the Committee to expect it to be zero subsidy for the kind of work they are doing and the kind of people who are going there, he is not as concerned as others might be about the role the Town plays in that.

Chris stated that they could do one of two things. They were pretty far ahead. There is another meeting scheduled for February 3. He appreciated and thanked everyone for attending two nights in a row. Mr. Brady asked about Headrest. FO Lacaillade stated that they were a Petitioned Warrant Article. TM English stated that there was no representative there. Dick stated that they filled out the appropriate form and from what he could see, they provided a telephone service. They were a hotline for drugs. FO Lacaillade commented that they were going to be on the Warrant and the ballot because they were petitioned. Mr. Brady commented that Headrest says they served 51 people in Haverhill this year and they are anticipating double the volume next year. Darwin stated that they can't disclose who those people are. Mr. Brady said that was true. Chris asked if this was a suicide program or heroin. Dick responded that it was mostly heroin. Barb commented that it started out as an alcohol program and it was located on Church Street in Lebanon behind the big Congregational Church off the common. Mr. Brady stated that it was started by the students of Dartmouth College in the 90s. Barb commented that it was actually in the early 70s. Dick commented that Woodsville funded Headrest in the amount of \$5,000 last year because they were in such a crush to try to figure out a way to address the heroin epidemic. Chris asked what Woodsville got for that and Dick said apparently some telephone service. He was a little disappointed that they hadn't set up some sort of outreach as they had hoped. He went on to say that State funding is going to be much better going forward. They have finally gotten the message. Chris asked if someone was on heroin, they could call about getting off heroin. Barb didn't know what they were doing with that part because initially, it was for alcohol. She also thought that it was a place that could find people housing, help them with restraining orders or they can't see someone, they can go there. If someone was just getting out of jail and needed some sort of treatment program before they go out into the community, they can go to Headrest for a couple of weeks. Mr. Brady commented that Headrest has housing and they work with the Grafton County Drug Court where they take a convicted alcohol or drug abuser and support that effort by providing safe housing. They have a community kitchen in the building. Barb stated that there were several places in the Grafton

County budget that actually supports this. TM English stated that it shows \$24,000 in their revenue page from Grafton County. There are getting money from the well-heeled towns, such as Enfield, Hanover, Lebanon, Lyme, Plainfield and Parker, Thetford, Vermont, Hartland, Vermont and Norwich, Vermont. Barb stated that it was a good program and TM English commented that they were pretty well-endowed and the Executive Director is making \$80,000 a year, which is pretty high. Howard asked if this came to the floor for a vote, would the Selectboard be versed on this in order to address it. TM English stated that anyone could speak for it and they might have someone there. Barb asked if they were on there last year and FO Lacaillade stated that they were a Petitioned Warrant Article. Howard just wanted to know if there would be someone there that could answer questions that might be asked. FO Lacaillade stated that they let them know when Town Meeting is and they send a representative. She went on to say that the representative had called earlier and couldn't be at the meeting because she had a long Board meeting and was tired. They will be advised when Town Meeting is. Wayne Fortier stated that whatever information the Selectboard has someone from the Board will address it. Dick stated that he would not endorse them. He is very concerned about the heroin issues, but he doesn't think that they have done what they were asked to do last year when they were given \$5,000. Chris verified that it was the Precinct of Woodsville. Dick went on to say that they were given the \$5,000 with the expectation that they would bring some services to the area and answering the phone down there wasn't what they were looking for. TM English asked if they had given any of the Town's people a bed or a place to go. Dick stated that what they were looking for was for somebody to come up and do some treatment or counseling. TM English commented that having a facility that was convenient would be better yet. The Town is not using any beds and none of the townspeople are there. Chris Luurtsema made the motion, as a Committee, that they choose to not add this to their budget for the year; seconded by Howard Hatch. Mr. Brady asked if they submitted a petition with 25 signatures, would the Warrant have to be presented at Town Meeting and was told that it did. The Committee could recommend against it. FO Lacaillade stated that if the DRA still allows it, there will be a recommendation whether the Committee supports it or not. The vote was taken and all approved to not recommend Headrest for the \$5,000 appropriation.

Chris thought the Committee could finish the rest of the Warrant Articles. TM English commented that there were a few other things in the Warrant Articles that were going to take some discussion. Mr. Brady asked about the Tyler Blaine House in Lancaster and FO Lacaillade stated that it was a new appropriation and they didn't get their paperwork in. They didn't get a Petition Warrant Article in, but basically it was the same thing that Andy had spoken about. Mr. Brady stated that he also had Tri-County CAP Transit Division. TM English stated that he had met with them and they were asking for a lot of money. They run a transit service that serves Littleton and towns to the north and they have a set up in Carroll County. He met with them and he met with Stagecoach. Even though Stagecoach is Vermont-based, they already provide service over here. TM English suggested that they try to link up because if they can link up in Woodsville and Haverhill that provides transportation services up north all the way down to Lebanon and further. So he told them they were too late unless they could get petitions in before February 2, they were too late for this year. So they told TM English that they wouldn't pursue it but they may see something from them next year. He went on to say that they were good programs if they wanted to have transportation available for people who don't drive. They are going to try and work together and link up, but not this year. FO Lacaillade commented that there was one other Warrant

Article that wasn't listed because the Selectboard just proposed and adopted it at the meeting on January 28, 2016. They are going to have a Warrant Article for \$1,000 for the start-up of a War Memorial Park. Wayne Fortier commented that the proposed park would be at the Veterans' land out back of the Morrill Building. The park would be facing the western horizon and it would be a long-term project by all of the Veterans in Town, particularly the organizations of the American Legion and the VFW. The VFW graciously said that they would like to see the park located there and maintain ownership of the land. It would be a good thing because every Veteran in Haverhill would be listed on some sort of memorial put up there. Barb Dutile made the motion to support the \$1,000 War Memorial Park start-up cost; seconded by Dick Guy and all approved.

TM English felt that the rest of the Warrant Articles warranted another meeting as there were some which would require discussion. He was feeling worn out. Chris asked if TM English felt that the rest could be finished at the next meeting and TM English stated that they could. He handed out some information on the Stonecrest culvert project so that the Committee would have a chance to look at it before the meeting on February 3, 2016.

Dick Guy made the motion to adjourn; seconded by Dan Brady and all approved. The meeting was adjourned by Chairman Luurtsema at 8:08 pm.

Minutes transcribed by Karen Hyde