

## **Mascoma Community Healthcare**

### **Minutes of the meeting of the Board of Directors**

Dale Barney presiding

November 10, 2014  
St. Helena's Church parish hall, Enfield

In attendance:

Voting Directors – Carolyn Barney, Scott Berry, Barbara Birdsey, Barry Clause, Barbara Dolyak, John Dow, Gili Lushkov, Sean Murphy, Mary Paquette, Jim Spaulding, Pete Thurber, Linda Von Reyn

Ex-officio Directors – Dale Barney, David Beaufait, Michael Paine, Alice Schori

Not in attendance – Virginia Carroll, Karen Gray, Colin Higbie, Merle Kenyon, Ed McGee

Excused – Mike Samson

Interested community members – approx. 20 (most signed in & sheet is filed with minutes)

Invited participants – Steve Clayman, Stripe Demarest

**Introductions and welcome** – This was a special, public session as required by federal funding agencies to solicit public comments on Mascoma Community Healthcare, Inc. proposal to pursue USDA funding for building construction and medical equipment of the Mascoma Community Health Center. Board members introduced themselves, and D. Barney made introductory remarks and invited the public to share questions and comments.

**Approval of Minutes** – Minutes of the October 13<sup>th</sup> and 17<sup>th</sup> meetings were approved as distributed. (Motion made by Dow, seconded by Birdsey.)

#### **Committee Report Summaries –**

**Finance** committee (Paquette reporting) – there are no major changes since last meeting. QuickBooks for non-profits has been ordered and will need to be uploaded and set up. At the last meeting of the Finance Committee a voucher system was discussed and approved for requesting payments for vendors or reimbursements. The vouchers have been e-mailed to all the Committee chairpersons. They must be approved by the Committee Chairperson requesting the payment and submitted to the Treasurer for payment. Payments will be made in accordance with the limitations previously set by the Board of Directors.

**Equipment** committee (Thurber reporting) – a handout shows the latest estimates for equipment at full cost, though we expect to get better deals on much of it. Some items are core equipment; other things will be added as we build out toward the goal of 8000 patients. The lab may start with just “waived” tests at a cost of about \$70K, whereas the full lab would be about \$550K. Electronic medical records will be a monthly expense and do not show up on the equipment list.

**Fundraising** committee (C. Barney reporting) – to date we have received commitments of \$158,000 and expect to receive an additional \$110,000 by the end of the year and \$53,000 more by the end of January, bringing the total to \$321,000. We are waiting to hear from three foundations that could reasonably donate \$50,000, and we will be applying for an additional \$50,000 in 2015 from a source who has donated in the past. The total of all gifts anticipated is \$376,000. Our current goal is \$333,000. We will be expanding our drive again in 2015 to allow us additional start-up funding and implementation of physical therapy and fitness.

**Communications** committee (Berry, Birdsey, & Demarest reporting) – 116 pledges have been received since the last board meeting, for a total of 2447. Birdsey explained the need for pledges

of support. Berry explained the need for HUD survey data. Forms were mailed this past Saturday to 800 households who haven't yet provided this information. Demarest showed the flyer that went to the schools and the design for the 4'x16' sign for the building lot with a picture done by Barbara McAlister. We now have a Facebook page that is easier to update than the website. There may be a contest seeking logo designs.

**Building** committee (Dow reporting) – a construction cost estimator, Mark Jovan, was hired to nail down expected cost before going out to bid. An extra 0.5 acre of land was acquired. (\$80K was spent on land and \$17K-worth was donated by John & Joy Putnam, for which Dow will write a letter of appreciation.) Survey and wetland determination are done. Dow introduced Steve Clayman of Lavalley/Brensinger Architects, who showed proposed designs for either a 1- or 2-story building as it would appear from various angles. Floor plans for start-up and full build-out were shown. Cost per sq. ft. would be lower for the 2-story design, but it would require a greater initial outlay, so he is working on narrowing the gap, in hopes of making it fit our budget.

Public comment included questions about covered, drive-up handicap access (this is included in plans); energy efficiency (many south-facing windows, tight envelope, fiberglass insulation plus insulation outside studs, high-quality windows, propane hot water heat and variable volume air system); alternative energy sources (geothermal too expensive, solar PV only possible if we get a grant); more natural light for staff areas (there would be trade-off between this and efficient internal walking patterns); provision of a very visible, easily recognized entry; parking expansion at full build-out (area will be cleared and graded at outset but not all paved until space is needed); and limiting parking area light pollution (low masts, LED lights, not like new Lebanon middle school).

Dow thanked Clayman for consolidating all the ideas. Jovan should prepare cost estimates to compare the 1- and 2-story plans so the building committee can make a recommendation by Thanksgiving and the board can make a choice at the Dec. 8 meeting. The possibility of a special effort to raise money to fill the gap (~\$500K) was mentioned.

**Project Funding** (Berry reporting) – a handout shows sources and uses of funds, including working capital needed until the number of patients makes us profitable. The plan is to apply for USDA funds in December, after which we should hear within 30 days whether approval is likely. CDBG funds can then be applied for by Jan. 26 and CDFA tax credits in April. USDA funds will be all or nothing, and we aren't obligated to accept them immediately, but once we do accept, we have to make the rest happen. If our first application to USDA is not accepted, we can reapply. If equipment isn't funded by CDBG, we may find other options. The Grafton Economic Development group may be another possible source next year. We are also looking into possible loans from a not-for-profit venture group.

The Chair opened the floor for comments / questions from the audience about MCH's intent to apply for USDA and other community development funding for the Community Health Center project. There were no questions or comments from the public regarding funding.

**Other Business** – Berry reminded those present that we are seeking more board and committee members from towns other than Canaan, and the public attendees were thanked for coming.

Motion to adjourn was made by Berry, seconded by Dow.

**Next Meeting** – Monday, December 8, 7pm, at Canaan Hall  
Respectfully submitted,  
Alice Schori, Secretary