

**LCHIP Board of Directors Annual Meeting**  
Department of Resources and Economic Development  
January 28<sup>th</sup>, 2013  
Minutes approved at the March 18, 2013 meeting

**ATTENDING:**

Voting Members: Doug Cole, Cynthia Copeland\*, Jeanie Forrester\*, David Hess, Rusty McLearn, Bill Norton, Charlie Royce\*, Judith Spang  
*(\* attended by phone)*

Non-voting Members: Tracey Boisvert (designee for Energy & Planning), Charlie Bridges (designee for Fish & Game), Susan Francher (designee for DRED), Jennifer Gornert (designee for Agriculture), Beth Muzzey (designee for DCR), Paul Susca (designee for DES)

LCHIP Staff: Dijit Taylor, Amy Dixon, Jess Charpentier, Melissa Jones

**INTRODUCTIONS:**

Rusty introduced new legislatively appointed members, Senator Jeanie Forrester and returning Representative Judith Spang and Senator Martha Fuller-Clark, Martha, The order of agenda items was adjusted for the convenience of presenters.

**AUDIT REPORT:**

Presented by John Hession and Stacy Lannon from Hession and Pare P.C. in Manchester

Financial Statements: No issues.

Internal Control: No deficiencies or material weaknesses identified.

Management Letter Recommendations:

- Bank reconciliation needs to be reviewed/approved monthly
- The monthly close process should be documents by a check list
- Petty cash reconciliation should happen quarterly
- Personnel files need to be complete for all staff members
- A Board member should review and approve all credit card purchases by the Executive Director
- Although the BOD has traditionally delegated the Executive Director as Treasurer, which is specifically allowed by the By-Laws, additional Board involvement in financial issues through an oversight or finance committee is recommended

Rusty was pleased with the audit and Dijit's participation in the process.

**WHITTIER BRIDGE UPDATE:**

This 2007 grant award to the town of Ossipee has requested and received four earlier project extensions. Brad Harriman, the Public Works director for Ossipee, provided a memo, attached at the end of these minutes, outlining the recent and anticipated time line for the project. He expects to sign a contract February 7<sup>th</sup>, start construction by the end of February and complete the project (construction of the bridge beside the road) within a year. Although the delay has increased the cost,

the town has money to cover the increase. The town has received a grant that will pay for new bridge abutments and moving the bridge back over the river which they expect to complete by the end of 2014 or summer of 2015. This is LCHIP's first design/build project. Beth Muzzey warns that this format requires different timing of project review and offers assistance from the Division of Historic Resources in accomplishing the reviews.

**MOTION:** Extend deadline for completion of the LCHIP portion of the project to one year from signing of the contract: Bill Norton  
Second: Judith Spang  
Approved: Unanimously

**COTTAGE AT THE FELLS:**

The LCHIP grant award was for only half of what the applicant requested. The Fells feels that the public access requirement cannot be met for safety reasons and is asking for a temporary waiver or modified language of this requirement. They don't know either what the future use of the building will be or when it will be safe for visitors. At present, most visitors aren't really aware of the cottage. A Stewardship Agreement for this size grant is for 5 years, after which LCHIP no longer controls public access. Board members feel that the public must get some benefit from the public money in the project, although they feel limitations during construction are acceptable. There is already a DHR easement on the property which may provide a model for an acceptable limitation on public access. The Board requests that Amy explore other possible limitations to access and return to the next Board meeting with a revised proposal.

**MINUTES OF PREVIOUS MEETING:**

Beth Muzzey observes that the James House was not included anywhere in the list of projects that were addressed. Minutes should be amended to add James house to the group of projects which was declined

**MOTION:** Amend the November 19, 2012 minutes to include James House in Hampton on a list of projects that were voted not to receive funding: Doug Cole  
Second: Bill Norton  
Approved unanimously

**MOTION:** Approve the amended minutes of the November Board meeting: Dave Hess  
Second: Julia Steed-Mawson  
Approved unanimously, with Judith Spang abstaining

**CONFLICT OF INTEREST:**

Annual Conflict of Interest forms were distributed with a request that all return them to the office.

**NEW BOARD MEMBER:**

Mandy Merrill has expressed willingness to serve on LCHIP board as Historic/Cultural representative. With the concurrence of the Board, her name will be sent to Governor and Council for their approval

## **DECEMBER FINANCIAL REPORT:**

**MOTION:** to accept the December, 2012 financial report: David Hess  
Second: Doug Cole

Approved unanimously

## **INVESTMENT UPDATE:**

CCE Fund: income is \$72,000 for first half of year (which is more than half of what it will be for the full year).

Disbursement timing: Dijit suggested that disbursement should change from June to earlier in the Fiscal Year. Last year LCHIP gave out \$18,000 for a base payment of \$81. A discussion of the cost of monitoring ensued. The Board would like to see the base payment for 2012 for different amounts of income withdrawn from the CCE. The issue will be readdressed at the March meeting, by which time Council on Resources and Development will have weighed in on timing of distribution as well.

## **UNION MEADOWS:**

Grant was awarded in GR 10 to the town to purchase the land, with a conservation easement to NH Fish & Game. Because of a number of issues in town, the town is no longer able to complete the project as designed. The town has submitted a letter requesting that the grant be transferred to another entity which can insure the conservation of the property. The Society for the Protection of New Hampshire Forests expresses willingness to help make the transaction happen, with ownership ultimately to be held by NH Fish & Game.

**Motion** to accept the Forest Society as a substitute grantee per the request of the Town of Wakefield as voted by its Board of Selectmen on January 23, 2013, upon receipt of a written offer to do so by the Forest Society: Julia Steed-Mawson.

Second: Dave Hess

Approved unanimously

## **LAND TRUST ALLIANCE STANDARDS AND PRACTICES:**

Following up on the Board's expressed willingness to learn more about the Land Trust Alliance's Standards and Practices, Dijit provided a one page overview of the program in the meeting packet. She recommends the board review all 12 Standards and their related practices over time to insure that LCHIP is following appropriate professional ways of conducting its business. If desired, the Board could *adopt* the relevant Standards and Practices following such a review. Adopting means taking a formal vote to accept the validity of the standards and agree to continually work toward following the topics relate to the organizational structure. Dijit does not anticipate that LCHIP has any shortcomings. Board agrees to spend time at upcoming meetings exploring these standards and practices.

**REBRANDING LCHIP:**

Following up on the survey results and discussion of LCHIP’s name, mission and familiarity with people in the state, Rusty explained the process his business recently used to investigate and finally decide on a new name. Judith reminds the group that LCHIP had a public relations agent at one time in the past. Dijit to provide any available documentation of the research and findings of that effort to Rusty. This topic will be explored further at the next meeting.

**LEGISLATIVE UPDATES**

Dave Hess: Bills haven’t been printed yet, but he hasn’t seen any yet that would impact LCHIP negatively.

Judith Spang: LSR from Dover’s Rep. Peter Bixby would establish study committee to explore requiring that dedicated funds go to their intended recipients

**ELECTION OF OFFICERS:**

**MOTION:** To elect Doug Cole as Chair and Charlie Royce as Vice Chair of the LCHIP Board of Directors for 2-year terms: Bill Norton

Second: Julia Steed-Mawson

Approved unanimously

**OTHER BUSINESS:**

The Annual Green Eggs and New Hampshire Conservation Breakfast will be held on Wednesday this week. The Governor will speak and LCHIP will be highlighted as one of the top conservation priorities for this legislative session.

**Motion:** To adjourn meeting at 5pm: Rusty McLear

Second: Bill Norton

Approved unanimously

Respectfully submitted by:

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Melissa Jones  
LCHIP Office Manager

Approved by:

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Rusty McLear  
LCHIP Board Chairperson

MEMO TO: Amy S. Dixon

FROM: Brad Harriman, Public Works Director

R/E: Whittier Covered Bridge Update

January 25, 2013

The following is a schedule of events that have occurred since September, 2011.

4/23/12: After many months of discussions with NHDOT about the Design-Build method, the NHDOT gave the Town of Ossipee approval to award the contract to 3G-D&K as a joint venture.

6/3/12: After the previous delays, 3G requested a cost increase of \$50,600.00 and that the joint venture be changed to a contract with 3G as the General Contractor, with Dubois & King working as a sub-contractor. This triggered a lengthy investigation into how the Professional Liability Insurance would be provided to the Town of Ossipee. NHDOT didn't have a real concern about the change from a joint venture, but it took until January to come up with a decision about the Professional Liability Insurance.

1/7/13: After learning that the NHDOT currently has 3 design-build projects that allow the Professional Liability Insurance to be provided by the sub-contractor, the Town of Ossipee Board of Selectmen have signed the Notice To Proceed for the reconstruction of the Whittier Covered Bridge with 3G Construction.

The Town of Ossipee expects to sign a contract by February 7, 2013.

The estimated time for completion of the project is 360 days from the date to proceed.

8/2/12: The Town of Ossipee was very pleased to learn that it was awarded a second grant from The Federal National Historic Covered Bridge Preservation Program for an additional \$785,040.00 for setting the Whittier Covered Bridge back on newly constructed abutments. The Town of Ossipee is anticipating too continue right into this phase of the construction upon completion of the Rehabilitation work that will be provided by 3G Construction.

Martha and I are looking forward to meeting with you on Monday afternoon at 3:00. Please let me know if you need any other information.