

## **LCHIP Board of Directors Meeting**

**Fuller Library, Hillsboro**

**Doug Cole, Board Chair**

**June 18, 2014**

**Draft Minutes**

### **ATTENDING:**

Voting members: Doug Cole, Cynthia Copeland, David Hess, Harold Janeway, Rusty McLear, Bill Norton, Charlie Royce, Judith Spang

Non-voting members: Tracy Boisvert, Susan Francher, Jennifer Gornnert, Beth Muzzey, Sarah Pillsbury

LCHIP Staff: Dijit Taylor, Amy Dixon, Melissa Jones

### **INTRODUCTIONS:**

Fuller Library Director Robin Sweetser gave a welcome and introduction about the Fuller Library, which received an LCHIP grant of \$5,500 for a study in 2001 and \$40,000 for life safety upgrade (sprinklers) in 2011.

Dijit presented Clearly Creative's first video highlighting Grant Round 12 projects in the Seacoast Region.

### **APPROVAL OF MINUTES:**

|   |                      |
|---|----------------------|
| MOTION to approve March minutes as presented: | Judith Spang         |
| SECOND:                                       | Harold Janeway       |
| VOTE:   | Approved unanimously |

**UPCOMING BOARD MEETING SCHEDULE:** Final schedule will be distributed electronically soon. September meeting will be held at the Northwood UCC church, which received funding for a study in 2010. It will also be seeking funding in the upcoming grant round.

**NOMINATING COMMITTEE:** Charlie Royce has decided not to request re-nomination when his term expired this fall, although he is willing to continue until the Annual Meeting and election of officers in January. Doug seeks volunteers for a nominating committee to find a new Municipal representative and a new Vice-Chair. Bill wondered what it meant to be a "municipal" representative to the LCHIP board. Cynthia and Charlie offered to help Doug and Dijit brainstorm candidates for review by Board at September meeting. Suggestions for candidates: active conservation commission members, someone from the southwest part of the state, Carol Andrews (recently retired director of Association of Conservation Commissions), Ben Frost (a land use attorney and planner), Charlie Bridges.

### **FINANCIAL**

#### **May Finance Report:**

|   |               |
|---|---------------|
| MOTION to accept the May Finance Report as presented: | Charlie Royce |
|---|---------------|

SECOND:  
VOTE:

Bill Norton  
Approved unanimously

**Trust Fund:** New income to the Trust Fund as of the end of April is \$2,693,041, which is under budget. Doug believes there will be enough money for the projects we have already committed to, but a more conservative grant distribution may be required for the upcoming grant round. The decrease is because registry of deed fees are coming in lower than budgeted.

**CCE:** Market value at the end of May was just over \$3 million with YTD net income of \$175,904. We distributed 89 payments (\$200-5,800) to organizations (some of which had multiple projects) for their successful monitoring. We have received thank you letters and two groups say they are planning to change their monitoring policy to better meet our requirements.

**Investment Policy Update:** Harold and the finance committee have created a policy which is being reviewed by Treasury and our fund manager at Fidelity, but they haven't done it yet.

**FY 2015 Budget:** Finance Committee Chair Rusty McLear reports that the Finance Committee met prior to this meeting to review the budget. In future, they will meet earlier. The proposed budget includes a \$30,000 increase in expenditures for FY2015. Rusty said there were no concerns and that he and the committee felt that LCHIP was being run responsibly and efficiently. In response to Cynthia's concern that the Reserve Fund may be perceived as too large, the Finance Committee responds that they have already planned to review this.

| <b>FY 2015 Budget<br/>(July 2014 - June 2015)</b>       |           |                               |           |
|---|-----------|-------------------------------|-----------|
| <b>INCOME</b>   |           | <b>EXPENSES</b>               |           |
| Monitoring Income                                       | \$1,000   | Total Salary                  | \$177,928 |
| Admin Fee - grants                                      | \$214,500 | Total Benefits                | \$100,006 |
| Legislated admin fee                                    | \$0       | Communications Grant Payments | \$12,000  |
| Moose Plate   | \$200,000 | Office Supplies               | \$1,500   |
| Citizen's MM Interest                                   | \$100     | Telephone/Internet            | \$2,700   |
| Merrimack County Interest                               | \$100     | IT Support                    | \$1,800   |
| Trust Fund Interest                                     | \$0       | Web Hosting - Internet        | \$10      |
| Rumney Mitigation admin fee                             | \$2,500   | Postage                       | \$600     |
| CCE transfer for signage                                | \$0       | Photocopying                  | \$200     |
| Total Revenue   | \$418,200 | Printing                      | \$350     |
| FY '14 Communications Grant - released from restriction | \$7,000   | Dues/Subscriptions            | \$500     |
|   |           | Office Equipment/Maintenance  | \$11,000  |

|  |  |                                |           |
|--|--|--------------------------------|-----------|
|  |  | Rent                           | \$15,600  |
|  |  | Insurance                      | \$5,000   |
|  |  | Travel/Mileage                 | \$5,000   |
|  |  | Meeting Expenses               | \$1,000   |
|  |  | Professional Staff Development | \$1,650   |
|  |  | Audit                          | \$8,000   |
|  |  | Bookkeeping                    | \$4,800   |
|  |  | Consultant                     | \$8,500   |
|  |  | Signage-backlog                | \$0       |
|  |  | Signage – new                  | \$8,200   |
|  |  | Payroll Service Fees           | \$1,972   |
|  |  | Contingency                    | \$2,000   |
|  |  | Depreciation                   |           |
|  |  | Total Expenses                 | \$370,316 |
|  |  |                                |           |
|  |  | Net Income                     | \$47,884  |

MOTION to approve budget as presented:

Dave Hess

SECOND:

Bill Norton

VOTE:

Approved unanimously

### STAFF UPDATES AND ACTION ITEMS

**Projects Closed Since Last Report:**

In addition to the information usually presented in the project closed reports, Martha Fuller-Clark had asked for an estimate of employment generated by LCHIP projects. Dijit has made rough estimates of the employment connected to the six projects closed since the last report. Information available for past grant recipients does not provide a convenient way to determine this. The current grant application asks specifically for the number of people employed for each project, in addition to related information that can be garnered from the project budget. Cynthia offers to send a form used at her office for ARRA projects that may provide a more accurate way to collect this information.

**Natural Resource Specialist Search Committee Update:** LCHIP received 33 applications and interviewed ten candidates for the position which was recently vacated by Jess Charpentier. The search committee has chosen Paula Bellemore, currently Executive Director at Piscataquog Land Conservancy. She starts in mid-July. Dijit feels she is very well qualified and will be able to get right to work with minimal training needed.

**Grant Round 13 Preview:** Based on the number of Project Registration forms received, the LCHIP staff estimates 50-60 applications: 12 Natural Resource and 40 Historic Resource projects. Applications are due at noon on June 27.

**Extension Requests:**

Mary Keane Chapel/Enfield Shaker Museum was stalled while the Board was restructured and a new Executive Director sought and hired. They now have the matching funds in hand and request an extension until December, 2014.

MOTION to approve an extension for Enfield Shaker Village until December 2014

Charlie Royce

SECOND:

Cynthia Copeland

VOTE:

Unanimous in favor

Moffatt-Ladd House has completed restoration and re-installation of 38 of the 40 windows includes in their 2011 grant. Completion of the final two windows is stalled by a window contractor. The museum would like to extend their completion deadline from June 2014 to September 1, 2014. Some Board members felt that a slightly later deadline would be better.

MOTION to extend the deadline for the project to September 30, 2014: Dave Hess

SECOND:

Harold Janeway

VOTE:

Unanimous in favor

**Communications Update:**

LCHIP's communication consultant, Clearly Creative, has produced 3 newsletters (24% open rate), one video, and a Facebook presence (3-4 posts every week). We have more followers than Strafford Regional Planning commission, but could use more.

The next video will feature projects in the Lakes Region and North Country, featuring the Castle in the Clouds, Middleton Town Hall, and the Green Hill Preserve.

Dijit's interview on WTPL (The Pulse) radio is available through our website.

Paula Tracy from WMUR online will be featuring LCHIP in her Escape Outside segments.

The Board suggested providing links to our video at Registry of Deeds and Regional Planning Commissions websites.

**Term Stewardship Agreements:** Board members previously expressed some concern over the relationship between building condition and expired term stewardship agreements. Beth Muzzey researched the comparable National Park Service policy regarding term stewardship agreements. NPS policy allows for stewardship agreements of 5 to 20 years, for grants ranging from \$10,000 to \$100,000+.

LCHIP has 18 projects whose term stewardship agreements have expired. Out of the 10 projects we have checked up on, only one appears to be in sub-par condition. As it turns out, a local resident has similar concerns and is pursuing them with the local government.

Discussion: Create a strategy to check on buildings with expired stewardship agreements every 5 years. Determine if LCHIP has the authority to remove signs if buildings are not well maintained and if so, create a policy. LCHIP money may have paid for something structural rather than aesthetic; not all projects may look good when completed regardless of whether the stewardship agreement has expired.

**Review of LTA Standards & Practices:** LCHIP practices largely conform to LTA Standard 11, Conservation Easement Stewardship, for the items that apply to holder of Executory Interest. LCHIP lacks clear policy about its role in enforcement, reserved and permitted rights, contingency plan and amendments. Standard 12, Fee Land Stewardship, does not apply to LCHIP because the program never holds fee title to conservation land. Sylvia Bates, LTA's Director of Standards & Research, will be invited to an upcoming Board meeting to discuss the importance of adopting Standards and Practices.

**LEGISLATIVE WRAP-UP:** SB 388, "Establishing a committee to study the current status of land conservation in New Hampshire and the state's role in encouraging in the voluntary protection of land in the future" is meant to be very supportive of LCHIP. No bills of immediate negative impact to LCHIP were passed in the legislative session.

**OTHER BUSINESS:**

Dijit has turned down an invitation to participate in an amicus brief concerning the proposed boat launch at the Wild Goose LCIP property on Lake Sunapee.

Cynthia reports that Moose Mountain Regional Greenways has decided to become a land trust and hold property interests and Strafford Rivers Conservancy will merge with Southeast Land Trust of New Hampshire.

A new generation of moose plate swag was provided for all – pins, post-it notes and car air fresheners.

The next meeting is on September 8<sup>th</sup> at Northwood Congregational Church at 3pm.

The meeting was adjourned at 4:35.

Respectfully Submitted,

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Doug Cole  
LCHIP Board Chair

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Melissa Jones  
LCHIP Office Manager