



## Board of Directors Quarterly Meeting

Doug Cole, Board Chair

Sanbornton Congregational Church UCC

Monday, April 18, 2016, 3:00 – 5:00 p.m.

### Approved at the June 21, 2016 Board Meeting

#### Attendance:

Voting Members:

Doug Cole, John Colony, Cynthia Copeland, Harold Janeway, Julia Steed Mawson, Mandy Merrill, Bill Norton, David Kidder, Judith Spang

Non-Voting Members: Tracey Boisvert, John Kanter, Beth Muzzey, Pierce Rigrod

LCHIP Staff: Paula Bellemore, Barb Beers, Jenna Lapachinski, Dijit Taylor

#### Introductions

Doug introduced the new LCHIP office manager, Barb Beers who is working 20 hours per week.

Rev. Ruth Martz and Brendon Morrison were present for the beginning of the meeting. Brendon shared information regarding the history of the church building, the role that LCHIP funds are playing and gratitude for LCHIP's contributions. Brendon shared that they are still fund raising, but are "almost there."

#### Minutes of January 11, 2016 meeting

Two corrections were needed: On p. 3. Cynthia, not Rusty, seconded the motion to approve a timeline extension for The Cottage at the Fells and the second section heading on p. 1 should read "SITE," not "ISITE" orientation.

MOTION:	To accept the minutes as amended with noted changes.	Bill Norton
SECOND:		Harold Janeway
VOTE:		Approved unanimously

#### Meeting Logistics for FY 17

Board members are still happy with the 3-5 meeting time. Mondays are slightly better than Tuesdays. After ruling out Star Island as a meeting location because of logistics and expenses, Harrisville, Castle in the Clouds and Canterbury Shaker Village were preferred locations. Winter meetings are usually held in Concord, where the roads are fairly well maintained, even though Concord is not a close location for all board members.

## Financial Topics

### FY 15 Audit Presentation

John Hession and Jennie Webb, from Hession and Pare Certified Public Accountants, presented audit results for the fiscal year that ended June 30, 2015. In addition to the audit materials included in the Board packet, hard copies of their presentation summary, financial statements, internal control letter, management letter, and summary letter were provided to all in attendance. John summarized the findings: no difficulties were encountered in conducting the audit and no weaknesses were noted. The sole new suggestion was to provide better documentation for deposits. Progress has been made on the lingering recommendation from 2012 to include more complete information in the personnel files, but more work is still needed. The recent increase in the office manager's hours from 9 to 20 hours per week is expected to allow time to address the personnel file issue. A big change in the audit is the new requirement that the audit must include pension liability for employees who participate in the New Hampshire Retirement System.

Discussion of audit presentation, following departure of auditors: Several changes recommended in the previous year's audit have been implemented. There was some concern that the changes related to pension liability were more complex than needed and might increase the price of the audit. Dijit responded that this firm is expected to bill for less than the maximum in their proposal in spite of the added detail.

MOTION:	To accept the audit report	Bill Norton
SECOND:		Harold Janeway
VOTE:		Approved unanimously

### February 2016 Finance Report

A typo was noted on the Revenue and Expense page of the report. February 2015 in column heading should read February 2016.

MOTION:	To accept the finance report with the noted change	Amanda Merrill
SECOND:		Judith Spang
VOTE:		Approved unanimously

### Update on Trust Fund

Income to the Trust Fund is coming in ahead of budget: Year to date for March is \$2,983,606. up from \$2,257,398 in March of 2015. If the year-end total exceeds budget, LCHIP will need to appear before the Fiscal Committee to request that what is over budget be allocated to LCHIP.

The March Market Value of the CCE is \$3,112,810. The fund has regained much of what was lost in the market downturn at the end of CY 2015, being only \$163,241 under the July 2015 value of \$3,276,051.

### **CCE Disbursement Follow-up**

\$60,200 was distributed to 85 grant recipients. As is usual, we received thank you notes from a handful of the recipients. LCHIP will monitor the 15 projects that did not submit appropriate reports.

### **Nominating Committee**

An updated version of the candidate list for potential new members was provided in the Board packet. Mandy explained that the Nominating Committee has been seeking suggestions from the Board since September. The names on the list came from that process. The strengths of the potential candidates were discussed. Each voting board member marked a ballot for their top three for each of the two positions (planning and historic/cultural). Once the absent members are polled and the votes tallied, calls will be made to the candidates in the Board's order of preference. Everyone was encouraged to offer new names for possible future openings.

### **Staff Updates and Action Items**

Projects: There are 86 projects currently open, 20 natural resource and 66 historic resource. The Board packet included a list of the Projects Closed January – March: Mt. Major Phase 2, Black Brook Preserve Expansion, Peterborough Town House Study, Thales-Yeaton House, and Lane Tavern Exterior Restoration (right down the road from the meeting location).

Grant Round 15 Schedule: Further detail of the schedule approved in concept at the January meeting was provided in the Board packet and will be on the new website soon. The Grant Decision Making Meeting will be scheduled along with other Board meetings for FY 17. Election of new governor may impact the date of the Grant the Awards Announcement. .

#### **Program Opportunities:**

HR intern: There are 66 open historic resource projects. A summer intern could help a lot. With conditional approval from the Finance Committee, we have posted a job description for a 20-hour a week intern at \$10.00 per hour for up to twelve weeks. Jenna is conducting telephone interviews with each of the five applicants. The FY 16 budget includes enough money to pay the first half of an internship. The intern will be offered the position with the understanding that funding for the second half of internship depends on Board approval in June.

#### **Exhibit opportunities:**

Hooksett Visitors Center: Rusty has offered space for LCHIP to exhibit at the Hooksett Visitor's Center which state legislators visit frequently. We are investigating options and pricing for this.

#### **State Library display space:**

Exhibit space in the State Library has been offered to LCHIP for January 2017 when the new legislature convenes. We are exploring exhibit options, pricing, and the possibility of reusing the displays at municipal libraries or county registries of deeds. Staff will seek ideas and quotes from Clearly Creative and perhaps other PR firms.

### **Project Updates**

First Parish Church, Derry has found a way to resolve a design/construction problem without moving the building. Temple Israel and Whittier Bridge projects have responded well to warnings of grant withdrawal and are each moving with appropriate speed toward project completion and closing. Washburn Forest: LCHIP holds an interest in the parcel that is subject to a Forest Society suit against Northern Pass. LCHIP will work with the office of the Attorney General to determine if any action on LCHIP's part is needed.

## Projects Extensions/Changes

Summaries of each project below were provided in the Board packet.

### Manchester - Palace Theatre

In 2013 LCHIP awarded the Palace Theatre \$14,750 for masonry repairs. In 2014 they had submitted slim scope of work and conditions. Jenna met with them and suggested how to meet the conditions, including selecting a correct mortar and not using water repellent. The director called later to let Jenna know that they had moved forward with work without doing a mortar analysis and were concerned that the work might not meet LCHIP standards. Jenna reviewed the work several times and determined that the mortar that was used did not meet the grant conditions. In December 2015 Palace Theatre sent letter to LCHIP explaining that they hadn't applied water repellent and they wanted to move forward. LCHIP responded with the letter offering two options: withdraw or fix the work that had been done that didn't meet standards. Staff requests that the Board of Directors initiate the grant withdrawal process, which still allows an opportunity for the Palace Theatre to explain and redo the substandard work. No funds for the project have been disbursed to the Palace Theatre.

MOTION:	To approve the request to implement the withdrawal process for the Palace Theatre.	Judith Spang
SECOND:		Harold Janeway
VOTE:		Approved unanimously

### Durham - Emery Farm

The Hills Conservation Easement (Emery Farm) was awarded a \$300,000 LCHIP grant. The project is making good progress and was also awarded an NRCS Agricultural Land Easement grant. The NRCS review process takes up to a year to complete, so grant recipient is requesting a 12-month extension to June 20, 2017.

MOTION:	To approve the Project Completion Deadline extension requested for the Emery Farm project.	Julia Steed Mawson
SECOND:		Harold Janeway
VOTE:		Approved unanimously

### East Kingston - Monahan Farm

Although the town was the applicant and recipient of the \$85,000 grant for this project, the Southeast Land Trust of NH (SELT) has been working with the town on this project. The town requested that LCHIP reassign the grant to SELT because they are will be the primary easement holder and are better staffed than the town to execute the project.

MOTION:	To approve reassignment of the grant from the town of East Kingston to Southeast Land Trust of NH.	Harold Janeway
SECOND:		Bill Norton
VOTE:		Approved unanimously

**Epping – Harvey Forest**

This \$400,000 GR 13 (2014) Growing Pawtuckaway to Great Bay Greenway grant award to SELT is 80% completed and it expected to close by end of December 2016. However, to avoid any timing concerns, SELT has requested that the deadline for completion be extended to June 30, 2017.

MOTION:	To approve the Project Completion Deadline extension requested for the Harvey Forest.	Cynthia Copeland
SECOND:		Amanda Merrill
VOTE:		Approved unanimously

**Epping - Limperis**

This is part of the GR 12 (2013) \$400,000 Growing Pawtuckaway to Great Bay Greenway grant award. SELT previously sought and was awarded an extension to January 31, 2016 to allow time for NRCS review of project materials. In January SELT was informed that the review was delayed further and NRCS would be unable to release funds by the January deadline. SELT is requesting the deadline be extended to December 31, 2016.

MOTION:	To approve the Project Completion Deadline extension requested for the Limperis project	Amanda Merrill
SECOND:		Bill Norton
VOTE:		Approved unanimously

**Grafton - East Grafton Church**

The work on the church is coming in under budget, primarily because a 19<sup>th</sup> century wood floor discovered under the linoleum in the sanctuary can be refinished rather than replaced. The grant recipient has requested that they be allowed to use the saved grant money to complete different/additional work. The different work is refinishing the floor; proposed new work includes installation of a concrete pad as base for the oil tank, limited plaster repair, interior painting, updating electrical work, new lights in basement and attic and restoration of 23 historic window sashes. The list is long for the amount of money because it depends on available skilled volunteer labor. It is so rare for projects to come in under budget that LCHIP does not currently have a process for addressing this type of question. Board was concerned that this situation not become a platform for recipients extending their projects in ways that would not have be acceptable in the normal grant decision making process. Jenna explained that this work is acceptable, represents logical next steps and that for each element a full explanation would need to be provided. In addition, each would receive review and approval by both LCHIP and DHR. The Board wanted to be sure that the record show their requirement that the proposed new work must be in keeping with the original grant and still require the same level of review as any other project element.

MOTION:	To approve the requested change in the scope of work to the East Grafton Church under the LCHIP grant	Bill Norton
SECOND:		Judith Spang
VOTE:		Approved unanimously

### Langdon – Meetinghouse

The Langdon Meetinghouse is completing its 4<sup>th</sup> LCHIP grant, this one to include construction of an ADA compliant second entrance and additional first floor work. Like East Grafton above, the project is coming in under budget with the project 90% completed. The town would like to extend the scope of work to use the left-over \$10,000 in grant funds to improve the accessibility of the primary entrance by replacing the wooden top step with a more appropriate granite landing to meet building code. They would also frost-proof the landing and install a new railing. The LCHIP office and DHR would review the detailed proposal.

MOTION:	To approve the proposed change in scope of work requested for the Langdon Meetinghouse	Amanda Merrill
SECOND:		Judith Spang
VOTE:		Approved unanimously

### Tamworth - Chocorua Viewshed

In making the grant award for the Chocorua viewshed in 2014, the LCHIP Board approved the concept of this project to protect an iconic view. Because the project structure had not been finalized between the applicant and the widely dispersed family group that owns the land, the grant recipient was required to get LCHIP Board approval of the final project. It has now been determined that the project structure will be a conservation easement (CE) on a portion of the 7.6 acres that overlooks the lake. This will preserve the view from Rte 16, which was the intent of the original application and the grant award. The applicant is working with skilled advisors (Tom Masland and Paul Doscher) whose assistance will be useful in working out public access and parking issues for a parcel that will continue to be privately owned. The grant recipient, the Chocorua Lake Conservancy is also requesting an extension of the project deadline to June 30, 2017.

MOTION:	To approve the project structure and requested extension of the Project Completion Deadline for the Chocorua viewshed.	Harold Janeway
SECOND:		Julia Steed Mawson
VOTE:		Approved unanimously

### Legislation of Interest to LCHIP (with further update from any legislators attending)

SB324: Senate requires the Governor's Council to review all land acquisitions. Judith is on the committee that will discuss this bill in the following week.

### Other Business

Public Comments: none

Adjourn 5:02pm

Next Meeting: Tuesday, June 21, 2016, Meredith Public Library, 3 – 5 p.m.

Respectfully Submitted

Barbara A. Beers  
LCHIP Office Manager

Douglas S. Cole  
LCHIP Board Chair