

# LCHIP

Land & Community Heritage  
Investment Program



LCHIP Annual Meeting  
January 11, 2016  
Chamberlin House, Concord, NH  
Doug Cole, Board Chair  
**Approved at April 18, 2016 Board Meeting**

## ATTENDANCE

Voting Members Present: Cynthia Copeland, Doug Cole, John Colony, Jeannie Forrester, David Kidder, Rusty McLearn, Mandy Merrill, Bill Norton, Judith Spang, Julia Steed Mawson

Non-voting Members Present: Tracey Boisvert, Susan Francher, Pierce Rigrod

LCHIP Staff Present: Paula Bellemore, Melissa Jones, Jenna Lapachinski, Dijit Taylor

**SITE ORIENTATION** Nadine Miller (formerly Peterson) (a representative of the Concord Woman’s Club and from Division of Historic Resources) gave a history of the Chamberlin House and the work currently being done to it with support from an LCHIP grant in GR 13, 2014

## MINUTES OF PREVIOUS MEETING

Mandy proposed and the group accepted an amendment, to fix a typo under the Grant Selection section (“accepts” should be “accepted”)

MOTION	To approve the Minutes from the December 2, 2015 meeting as amended	Bill Norton
SECOND		Julia Steed Mawson
VOTE		Approved Unanimously

**CONFLICT OF INTEREST FORMS** Dijit explained and distributed the two forms – one required by the LCHIP Conflict of Interest Policy (part of the *Financial Policies and Procedures Manual*) and a second required by the Secretary of State for any person appointed to the Board. The forms for the Secretary of State are due back to that office by Friday, January 15<sup>th</sup>.

**FINANCE REPORT** The November, 2015 finance report was provided in the Board packet. Among the noted line items:

- Moose Plate money (typically provided monthly) came in too late to be included in this report.
- Granite Bank is producing more interest than expected.
- Office supplies were high due to unusual need for several expensive printer cartridges.

The Balance Sheet newly shows Projects Grants Encumbered and Project Grants Payable reflecting the change grant payments: Treasury now provides grant funds to LCHIP which then writes the checks to recipients.

The budgeted “Draw from Reserve” is expected to be withdrawn late in the fiscal year when it is clear how much is needed to balance the year’s income and expense.

MOTION	To accept the November 2015 Finance Report	Rusty McLearn
SECOND		Bill Norton
VOTE		Approved Unanimously

**TRUST FUND and CCE** The balances in the Trust Fund and CCE at the end of November were \$1.8 million and \$3.2 million respectively. There is a telephone meeting with Fidelity next week to discuss the CCE investments.

**CCE DISBURSEMENT** Money is disbursed annually to grant recipients who have properly submitted monitoring reports. The grant agreement with each recipient specifies that they are required to submit a monitoring report each year. In 2014, about 10 projects failed to submit acceptable monitoring reports. When projects fail to submit acceptable monitoring reports, LCHIP does the monitoring (and takes payment.)

Disbursement is based on the difficulty of monitoring the property, measured in “units” with each project getting from one to four “units” defined in the *CGP*. For phased projects, there is some discretion concerning the amount set aside in the *CGP* and how the unit formula is applied.

For the last 3 years the amount disbursed has been \$200/unit. \$200 is an arbitrary figure which can be changed by the Board if it seems too high or too low. LCHIP staff recommends keeping the same amount again this year. It may be appropriate to rethink the amount per unit after the long awaited *CGP* revisions are completed. The number of units in the pool for 2015 monitoring appears to be about 300.

This expenditure also requires approval of the Council on Resources and Development (CORD). Dijit will take the request to them on January 14, 2016.

MOTION	To endorse the expenditure of \$200 per unit or up to \$61,000 from the LCHIP Community Conservation Endowment fund in payment for acceptable timely monitoring of LCHIP-supported resources in calendar year 2015	Jeanie Forrester
SECOND		Bill Norton
VOTE		Approved Unanimously

**NOMINATING COMMITTEE** Bill presented a list of possible candidates for the two upcoming Board openings. The Nominating Committee is considering geographic distribution of potential board members as well as area of expertise, ability, and how they complement the group. He asked the Board to review the list and propose additional possible candidates. One was added on the spot and the town of another corrected.

**STAFF UPDATES AND ACTION ITEMS**

**Closed Projects** Nine projects closed during the period September to December, including one from the grant awards made in December. There are presently 69 open Historic Resource projects and about 20 natural resource.

**Grant Round Schedule** Staff presented a proposed general grant round schedule for the current year. It is similar to the previous two years, although decision-making is earlier.

Proposed Date	Event
January 11, 2016	Board approves grant round and schedule
Early April	Grant round schedule announced
Early May	Grand round opens, application posted on website
Mid May	Applicant Workshops
Late June	Applications due
July	Staff application reading period
Early August	Applications to Review Panel members
August - September	Site Visits
Early October	Review Panels
November	Decision making & award announcement (avoiding Election Day)

Bill asked if August/September is enough time for site visits. Staff believes it is unless there is a substantial increase in the number of applications.

MOTION	To accept the grant round schedule as proposed.	Julia Steed Mawson
SECOND		Amanda Merrill
VOTE		Approved Unanimously

## Project Updates

**Cornish Meetinghouse** finds that the project for which they were granted funding is coming in below budget. They seek an update to their scope of work to allow LCHIP funds and match to be used also to improve the entryway to the building. The work is Phase 2 of their Conditions Assessment and Master Plan. The discussion included concerns about setting precedent, and an agreement that the letter of approval should be very clear that this is not an automatic approval and that the details of the work must be fully reviewed by LCHIP.

MOTION	To allow scope of work for the Cornish Meetinghouse (GR 13, 2014) to change allowing use of LCHIP funds and match for plaster repair and removal of calcimine paint in the entryway.	Rusty McLearn
SECOND		David Kidder
VOTE		Approved Unanimously

Based on the information included in the Board Packet and discussion at the meeting, the Board unanimously approved timeline extensions until December 31, 2016 for the following projects:

Project	Motion	Second
5RCT's Pierce/Stickney Hill project (GR 12, 2013)	Jeanie Forrester	Amanda Merrill
Lempster Meetinghouse (GR 12, 2013)	Amanda Merrill	Julia Steed Mawson
Middleton Old Town Hall (GR12, 2013)	Rusty McLearn	Julia Steed Mawson
The Cottage at the Fells (Gr11, 2012)	Rusty McLearn	Cynthia Copeland
Warner House (GR 12, 2013)	Rusty McLearn	Amanda Merrill
Wentworth Gardner House (GR12, 2013)	Judith Spang	Amanda Merrill

**Temple Israel, Portsmouth** Is now back in contact with LCHIP. The project work has been completed, but paperwork is pending. Jenna expects this to be done by the end of January.

**First Parish Church Derry** Applicant is providing further information about why moving the building is needed and makes sense. Jenna and Dijit are scheduled to meet with them early in February to learn more. FPC plans to send paperwork to National Park Service requesting approval to move building. If NPS approves, LCHIP may want to follow suit. Update anticipated at the April Board meeting.

**CONSERVATION PLAN COMMISSION** Conservation organizations supporting the current Commission to create a statewide Conservation Plan have asked whether LCHIP might be able to help pay for staff support for the Commission. Dijit, Doug and Mandy have met with them about this. The Office of the Attorney General has misgivings about LCHIP funds going to a project which does not specifically lead to direct resource protection. After considerable discussion, including from Martha who chairs the commission, there was a general consensus that LCHIP should maintain its low profile and probably not be involved in providing financial support for this project. There is broad agreement that LCHIP needs to think further about how to handle funding requests for studies.

**OFFICE MANAGER SEARCH** Dijit is reviewing the 50 applications received and expects to interview selected top candidates around the beginning of February.

**KINDER MORGAN** As mentioned at previous meetings, the gas pipeline currently proposed by Kinder Morgan's North East Direct project passes through two LCHIP assisted land conservation properties (500 acres Fifield Tree Farm in Mason and Hudson part of the 205 acre Tri-Town Tree Farm). Board discussed whether to file for intervenor status in the Federal Energy Regulatory Commission process. The Board felt that since it is the obligation of the Attorney General to defend LCHIP property interests, LCHIP does not need to file for intervenor status. Many other groups affected (land trusts, municipal entities and several state agencies) including the groups holding the conservation easements on both properties are so filing.

MOTION	That LCHIP not file for intervenor status with FERC in the Kinder Morgan pipeline proposal	Rusty McLear
SECOND		Bill Norton
VOTE		In favor: 9 Abstaining: 1 (Julia who has a conflict)

**HB 1197**, presented at the request of the state Treasurer, seeks to amend the LCHIP enabling legislation to reflect the reality that Moose Plate money is transferred to LCHIP by the Department of Safety not Treasury. This shouldn't be a problem for LCHIP.

**HB1686** seeks to repeal the entire LCHIP program. Dijit plans to attend and speak at the Finance Committee meeting this week and will continue to follow the bill from then on. One elected official suggests that inviting grant recipients from the committee members' town would be useful.

The meeting adjourned at 5pm. The next Board meeting is scheduled for April 18<sup>th</sup> at the Sanbornton Congregational Church from 3-5.

Respectfully Submitted

Dijit Taylor, Executive Director

Douglas S. Cole, LCHIP Board Chairperson