



Board of Directors Quarterly Meeting

Doug Cole, Board Chair
Meredith Public Library

Tuesday, June 21, 2016, 3:00 – 5:00 p.m.

Approved at September 28, 2016 Board Meeting

Attendance:

Voting Members: Doug Cole, John Colony, Cynthia Copeland, Harold Janeway, Rusty McLear, Bill Norton, Julia Steed Mawson, Martha Fuller-Clark, Judith Spang

Non-Voting Members: Tracey Boisvert, Lorraine Merrill, Beth Muzzey

LCHIP Staff: Barb Beers, Paula Bellemore, Ben Haley (intern), Jenna Lapachinski, Dijit Taylor

Introductions

Beverly Heyduk, chair of the library trustees thanked LCHIP for providing them with a 2013 grant which was used for brick, chimney and roof work and installation of copper gutters. Beverly and Duncan McNeish, also a trustee, shared safety concerns from the town fire marshal (stairways and elevator) that have led the town and library trustees to consider moving the library functions to a different location and alternate future use of the current library building. Doug introduced LCHIP's intern, Ben Haley, a graduate student in Historic Preservation at UVM. Ben is working 20 paid hours a week assisting with monitoring historic properties.

Minutes of April 18, 2016 meeting

There were no questions or revisions proposed for the minutes from the April 18, 2016 meeting.

| | | |
|--------|---|----------------------|
| MOTION | To accept the minutes from the April 18, 2016 Board of Directors Meeting. | Harold Janeway |
| SECOND | | Judith Spang |
| VOTE | | Approved unanimously |

Meeting Schedule for FY 17

Sites and dates for the FY 17 LCHIP Board meetings are confirmed as follows:

September 28, 2016: Castle in the Clouds

November 17, 2016: New Hampshire Fish and Game (all day grant selection meeting)

January 17, 2017: Canterbury Shaker Village (snow date: January 20th)

April 3, 2017: Governor John Langdon House, Portsmouth

June 26, 2017: Harrisville (specific location to be determined)

Dijit offered to provide Board Member handbooks to any who did not receive them when they initially joined the Board.

Financial Topics

May 2016 Finance Report There were no questions to the annotated May 2016 Finance Report that was provided in the BOD packet.

| | | |
|--------|-------------------------------|----------------------|
| MOTION | To accept the finance report. | Bill Norton |
| SECOND | | Rusty McLear |
| VOTE | | Approved unanimously |

Transfer from Reserve Funds to Administrative Account Doug and Dijit reminded the Board that they had agreed to cover expenses beyond income from the reserve funds for FY 16. The amount needed for this is estimated to be less than \$110,000.

| | | |
|--------|--|----------------------|
| MOTION | To transfer up to \$110,000 from the Reserve Funds to the Administrative Account to balance the year's income and expense. | Martha Fuller-Clark |
| SECOND | | Rusty McLear |
| VOTE | | Approved unanimously |

Update on Trust Fund Income to the Trust Fund (used for grant funding) through the end of May is \$3,566,212, which is up \$748,605 from last year at this time.

CCE Disbursement Follow-up Market value of the Community Conservation Endowment as of the end of May is \$3,166,824, still recovering from the end of year downturn.

“Supplemental” Income Process Because the income to the Trust Fund is expected to exceed the budgeted amount, LCHIP must obtain approval from the Joint Fiscal Committee and the Governor and Council to accept and expend the additional funds. Treasury will take care of that process for LCHIP.

Auditor for FY16 The current audit firm, Hession and Pare, has been effective, easy to work with and reasonably priced. The state audit director sees no problem using the same auditor for a number of years. The Finance Committee recommends continuing with this firm for another year.

| | | |
|--------|---|----------------------|
| MOTION | To have LCHIP's FY 16 audit conducted by Hession and Pare Certified Public Accountants. | Judith Spang |
| SECOND | | Harold Janeway |
| VOTE | | Approved unanimously |

FY 2017 Administrative Budget

The budget was reviewed for FY 2017. The largest category is salaries which includes finance committee recommended increases for current permanent staff and intern funding for the rest of the summer and, as available, throughout the year. Communication and Outreach does not include funding for a display in the NH State Library (as was proposed last meeting) because LCHIP learned that it would not be a valuable use of resources. An error was noted in the printed budget. The proposed budget figure for consultant fees should read \$6,500 not \$3,500.

| | | |
|--------|--|----------------------|
| MOTION | To approve the administrative budget of \$342,640. | Rusty |
| SECOND | | Harold |
| VOTE | | Approved unanimously |

Nominating Committee Update

The two top candidates for the upcoming Board openings identified at the previous Board meeting have accepted the proposed nomination. The Governor's office is in the process of reviewing the candidates. The vacancy created by Amanda Merrill's recent appointment as Director of the Office of Energy and Planning will be filled by Rusty McLearn for the short term.

Staff Updates and Action Items

Projects: Eighty projects are currently open, 17 natural resource and 63 historic resource. The Board packet included information about projects closed April-May: Lucy Family Conservation Easements, Milan Community Forest, Phase 1 and Tuck Library

Grant Round 15 Schedule:

Applications are due Friday this week. Staff anticipates 50-60 applications. The natural resource review panel is scheduled to meet October 11 and the historic resource review panel is scheduled for November 1 (This was revised after the BOD meeting to Nov. 2). If dates need to be changed, October 28 should be avoided.

Voting Board members volunteering for the Review Panels are:

Natural Resource: Judith, Cynthia, Doug (attend but not score)

Historic Resource: Rusty, Chick, Martha, Doug (attend but not score)

Doug will attend each meeting but will not score applications. Harold may be available if needed. Review Panelists will be invited to attend site visits, which will be scheduled for Tuesdays and Thursdays during August and September

Exhibit opportunities:

Hooksett Visitors Center: We will produce a display for this site

State Library display space: As stated above, we will not be producing a display for this site.

Registries of Deeds: LCHIP will determine if Registrars are willing to display framed posters of LCHIP projects in their region and if so, get price estimates for producing them.

Project Updates:

Temple Israel (2012, GR 11) is very close to closing. Whittier Bridge (2007, GR 7) has closed.

Projects Extensions/Changes

Summaries of each project mentioned in this section were provided in the Board packet. There was individual discussion of each project, but groups of projects were voted on together to provide for greater efficiency.

Bow - Bow Bog Meetinghouse

LCHIP provided \$10,979 in 2012 toward the project window removal, restoration and reinstallation on the Bow Bog Meetinghouse. Completion has been delayed by windy weather. The grant recipient anticipates full completion by the end of July and is requesting a six month extension to December 2016 to allow the Heritage Commission to complete the documentation.

Gilford - Rowe House

The Thompson-Ames Historical Society was awarded a \$26,199 grant to replace the wood shingle roof, partial repointing of the southern gable and other work. Because they have had difficulty finding an experienced roofing contractor who can do this work for the budgeted amount, they are requesting that LCHIP allow reallocation of the entire grant to the roofing project.

Kingston - Bandstand

Near the completion of the bandstand rehabilitation, which was supported by a \$15,000 LCHIP grant in 2013, the Town of Kingston detected moisture issues in the roof framing. Kingston is requesting a second 6 month extension to allow for further inspection and proper repairs to be completed no later than December 2016

Langdon - Langdon Meetinghouse

The Langdon Heritage Commission seeks a change to the reuse of funds left over from their \$53,324 GR13 grant that was approved by the Board in April 2016. A simpler approach to the west gable end entrance frees up additional money which they would like to use for repairs to deteriorating clapboard, mentioned in the 2015 Annual Monitoring Report and perceived to be the next threat to the building's envelope.

| | | |
|--------|---|----------------------|
| MOTION | To approve the proposed change in scope of work requested for the Langdon Meetinghouse and the Rowe House and six month extensions requested for the Kingston Bandstand and Bow Bog Meetinghouse. | Martha Fuller-Clark |
| SECOND | | Julia Steed-Mawson |
| VOTE | | Approved unanimously |

Manchester - Palace Theatre

In 2013 the Manchester Palace Theatre was awarded a \$14,750 LCHIP grant for masonry work on the exterior of the building. The work was not completed in compliance with LCHIP requirements and the Secretary of the Interior's Standards for the Treatment of Historic Properties. This was discussed thoroughly at the April meeting when the Board authorized Dijit to initiate the withdrawal process. This was done and LCHIP received a withdrawal letter from the Palace Theatre.

| | | |
|--------|--|----------------------|
| MOTION | To accept the Palace Theatre's letter of withdrawal from the 2013 LCHIP grant. | Bill Norton |
| SECOND | | Julia Steed Mawson |
| VOTE | | Approved unanimously |

Moultonborough - Castle in the Clouds

The Castle Preservation Society is requesting a 6 month extension to complete work on a 2013 LCHIP grant of \$100,180 to restore dormers, a gable, and most of the building's windows and doors. Progress on the project has been slow due to moisture infiltration and the tight time frame for work between weather and tourist season. .

Portsmouth - Governor John Langdon House

In 2014, Historic New England was awarded \$39,000 in LCHIP funds to repair/replace and paint wooden gutters and downspouts to the Gov. John Langdon House. The project is nearly complete and running under budget by \$31,000. Historic New England would like to use this to repair failing water disbursement systems on two smaller buildings on the same site, the Carriage Barn and South Lodge. The expanded scope of work would include the installation of Carriage Barn gutters and downspouts, a partial roof replacement, repairs to the front of the Barn and gutter replacement for the South Lodge.

Orford – Mason Pond Conservation

In 2015 the Town of Orford was awarded \$92,500 in LCHIP funds to support the Upper Valley Land Trust (UVLT) in acquiring 146 acres of land for conservation. At that time the town anticipated holding a conservation easement. The Town has since reevaluated its capacity and prefers to hold only an executory interest in the property. Because the Town will not hold perpetual stewardship responsibilities, the Town and UVLT are requesting that the LCHIP award be reassigned to the UVLT.

| | | |
|--------|--|----------------------|
| MOTION | To approve the extension requested for the Castle in the Clouds, the change in scope of work for the Governor John Langdon House, and reassigning of the Mason Pond Conservation grant to Upper Valley Land Trust. | Martha Fuller-Clark |
| SECOND | | Harold Janeway |
| VOTE | | Approved unanimously |

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

Martha Fuller-Clark shared the text of Governor Hassan’s veto message pertaining to SB 324. SB 324 would have eliminated the land use board and required approval of federal land acquisitions by the governor and executive council. The Board then discussed the bill and its implications.

Other Business

The Board returned to the topic of the future of the Meredith Public Library. Dijit explained that she and Jenna have been in conversation with the town about the possible change in use of the building. The Board expressed concern about the building being repurposed. The use and location at the time of funding fit well with LCHIP’s vision. The Board requested that Dijit craft a letter to share their concerns with the town and library trustees. Beth has had experience writing this kind of letter and offered to assist.

Public Comments: None

Adjourn 4:50pm

Next Meeting: Tuesday, September 28, 2016, Castle in the Clouds, Moultonborough, 3 - 5 p.m.

Respectfully Submitted

Barbara A. Beers
LCHIP Office Manager

Douglas S. Cole
LCHIP Board Chair