

LCHIP

Land & Community Heritage
Investment Program



Board of Directors Quarterly Meeting

Historic Harrisville

Monday, June 26, 2017

Approved at September 25, 2017 BoD meeting

Attendance

Voting members: Colin Cabot, Doug Cole, Chick Colony, Cynthia Copeland, Dick Lewis, Mandy Merrill, Martha Fuller Clark, Judith Spang

Nonvoting members: John Kanter, Elizabeth Muzzey, Pierce Rigrod, Steve Walker,

LCHIP Staff: Barb Beers, Paula Bellemore, George Born (incoming HR Specialist) Andy Healey (NR intern), Jenna Lapachinski, Dijit Taylor

Introductions

Dijit and Mandy introduced incoming Historic Resource Specialist, George Born and Natural Resource Intern, Andy Healey. Chick Colony shared how LCHIP has supported Historic Harrisville with a total of \$477,205 through three different grants.

Minutes of April 3, 2017 BOD Meeting

No questions or revisions were proposed for the minutes from the April 3, 2017 meeting.

MOTION	To accept the minutes from the April 3, 2017 Board of Directors Meeting.	Doug Cole
SECOND		Colin Cabot
VOTE		Approved unanimously

Annual LCHIP Conflict of Interest Form

Members who had not yet completed the Annual LCHIP Conflict of Interest Form were asked to do so.

Meeting schedule and locations for FY 18

Schedule and locations were provided in the meeting packet.

Monday, September 25, 2017	Sanborn Mills Farm, Loudon
Tuesday, November 14, 2017	NH Fish & Game, Concord
Tuesday, January 23, 2018	The Nature Conservancy, Concord
Tuesday, April 17, 2018	Canterbury Shaker Village, Canterbury
Monday, June 25, 2018	Belknap Mill, Laconia

Nominating Committee Report re Recreation position

John Kanter, representing the Nominating Committee, summarized the skills and qualifications of the three very strong candidates for the BOD Recreation position that will be open in October. Board members had received resumes in their Board Packets. After discussing how each could contribute to the LCHIP Board, members used paper ballot to indicate their order of preference.

Financial Topics

May 2017 Finance Report

Finance Committee member Dick Lewis reviewed the May Finance Report. Year to date expenses are under budget and income is slightly over budget, largely because of timing of moose plate transfers. There were no questions about the finance report.

MOTION	To accept the May 2017 finance report.	Doug Cole
SECOND		Judith Spang
VOTE		Approved unanimously

May 2017 balances: Trust Fund: \$3,763,016; CCE: \$3,651,296. Both are higher than at the same time in 2016.

Finance White Paper

There were no questions about the Finance White Paper that was provided to BOD members earlier in the year. Board members were pleased with the clarity and value of this explanation of how LCHIP's finances work.

Auditor for FY 17

The Finance Committee recommended retaining the current auditor, Hession and Pare. They have done the audits since 2012, using three different field agents and cost several thousand dollars less than the previous auditor and consistently complete the audit for less than the maximum fee in the engagement letter.

MOTION	To retain Hession and Pare Certified Public Accountants as LCHIP auditors for FY 17.	Colin Cabot
SECOND		Dick Lewis
VOTE		Approved unanimously

Proposed Budget for FY 18

Doug presented the proposed budget on behalf of the Finance Committee. The budget includes Finance Committee-recommended salary increases and funding for an LCHIP display at the Hooksett Welcome Center. Proposed IT costs are lower than in FY17 because of prior year system updates. Bookkeeping costs have increased due to additional time needed for grant and CCE checks and related record keeping, much of which was formerly done by Treasury.

MOTION	To approve the administrative budget of \$368,025 for FY 17.	Martha Fuller Clark
SECOND		Judith Spang
VOTE		Approved unanimously

Staff Changes: Historic Resource Specialist

There will be an overlap of a couple of weeks between the outgoing (Jenna Lapachinski) and incoming (George Born) Historic Resource Specialists. Mandy thanked Jenna again for all her good work and presented gifts from the Board and Staff.

Grant Round 16 Applications Overview

Fifty project proposals were submitted requesting \$5.6 million and leveraging \$40 million. There will be about \$3.5 million to give. Proposals represent 9 counties, 41 towns, and 7 cities conserving 4,007 acres and buildings dating from 1769 to 1967. There are 34 historic and 16 natural resource proposals.

Review panels are scheduled for October 3 (NR) and 10 (HR). Board members are sought to serve on each panel. Cynthia volunteered for Natural Resources, Chick and Colin for Historic Resources. Staff will follow up to seek one more Board member for the NR panel.

Projects Completed March – May 2017

There were no questions about the projects that closed March - May 2017 included in the Board Packet: Pearson Hall 2, Musquash 2 – Mathes, Wentworth-Gardner House, Whitten Woods, Collins Brook Headwaters, Vose Farm, Milan Community Forest Phase 3

Project Changes: Requests/Extensions

Nashua, Sullivan Farm

Following up on a discussion at the April Board meeting about a requested limitation to public access for hunting at Sullivan Farm in Nashua, staff provided the additional information Board members requested in the Board Packet for this meeting. LCHIP's standard language requires that land protected with LCHIP funding allow public access for hunting, effectively preventing the landowner from posting the land. There are exceptions allowing landowners to limit public access during certain agricultural and forest management activities, and for more general posting with prior approval by LCHIP.

The applicant has requested that the land owner retain the right to control access for hunting on the farm. There was considerable discussion about the policy, the individual situation and a variety of alternative arrangements. Ultimately, the Board felt that existing hunting regulations and the flexibility within LCHIP's standard policy was sufficient to the conditions at this property.

MOTION	To apply LCHIP's standard language about public access for hunting in the Sullivan Farm project	Doug Cole
SECOND		Colin Cabot
VOTE		Approved unanimously

New Durham, Meetinghouse

The New Durham Meetinghouse has received three extensions from the BOD. Their failure to meet the most recent deadline triggered a letter to the town from LCHIP initiating the grant withdrawal process. The town responded by explaining that they had received no acceptable bids for the project, the RFP has since been rewritten and acceptable bids from acceptable contractors have come in.

MOTION	To require the New Durham to complete due diligence for the Meetinghouse project within 90 days in order to be considered for an extension through the 2018 construction season.	Colin Cabot
SECOND		Martha Fuller Clark
VOTE		Approved unanimously

Jaffrey, Meetinghouse

The town of Jaffrey received a \$54,600 grant towards replacing the wood shingle roof on the Meetinghouse. Bids came in under budget. The town requests a change in scope of work to include repairs on the deteriorating clock faces on the tower, making efficient use of access to the roof/tower. The town request approval to use up to \$6000 of LCHIP funds not needed for the shingles toward the anticipated \$13,000 cost for this clock face work. The remainder of the funds would be returned to LCHIP.

MOTION	To approve the change in scope of work on the Jaffrey Meetinghouse to include repairs to the clock faces.	Judith Spang
SECOND		Dick Lewis
VOTE		Approved unanimously

Additional Extension Requests

Descriptions of each of the following projects seeking extensions were provided in the Board packet. There were no questions regarding any of the requests and, to increase efficiency, the projects were voted on together.

Berlin, Brown Company House

In 2014 Tri-County CAP was awarded \$19,443 for work on the Brown House. The project included new drainage, repair and replacement of rotten sills and siding, and removal of a garage that contributed to water issues. The bulk of the work has been completed, but an especially wet spring has delayed the projects. They requested a three month extension to September 30, 2017.

Enfield, Mary Keane Chapel

In 2011 the Trustees of the Enfield Shaker museum were awarded \$20,000 toward the completion of moisture mitigation and drainage improvements around the 1932 granite and marble chapel on the Enfield Shaker museum site. Changes in staff and board leadership delayed the organization's ability to raise the necessary funds. That has been accomplished, but upon review of the scope of work, LCHIP and DHR determined that certain elements did not meet the Secretary's Standards which further delayed the project. A new project manager and civil engineer will submit a revised scope of work and work will begin upon approval by LCHIP and DHR. A final extension request has been made for December 31, 2017.

Gilford, Rowe House

In 2014, the Thompson-Ames Historical Society was awarded \$26,199 to help rehabilitate the Rowe House. The Society, in partnership with the Town of Gilford, struggled to find a qualified contractor who could replace the wood shingle roof within their budget. In June of 2016 LCHIP voted to allocate their entire grant to the roof. A qualified contractor was secured but had to withdraw from the project when their lead roofer left the company. The Town secured a new contractor but anticipates the work will not be completed until the spring of 2018. They requested a twelve-month extension to June 30, 2018.

Hancock, Meetinghouse Windows

In 2014, the Town of Hancock was awarded \$69,267 for restoration of the Meetinghouse windows. Work has been completed on 32 windows, but additional time is needed to complete the remaining seven windows and closing documentation. A three-month extension request has been made for September 30, 2017.

Haverhill, Pearson Hall 3

In 2014, the Haverhill Historical Society was awarded \$8,700 for the installation of replica windows and shutters. More than 80% of the work has been completed, but due to the limited availability of their contractors coupled with the damp, cold spring weather, progress has been slow. They requested a 90-day extension to September 30, 2017.

Kingston, Josiah Bartlett House Preservation Easement

In 2014, the New Hampshire Preservation Alliance was awarded \$22,000 toward the acquisition of a preservation easement on the Josiah Bartlett House in Kingston. A contract to sell the property to a family member fell through after taking the property off the market for some time. NHPA is now seeking an interim buyer for the property with the goal of executing the easement and marketing the property with the easement in place. New zoning would allow it to be used as a B&B or restaurant. A six month extension to December 31, 2017 has been requested.

Warner, Pillsbury Free Library

In 2014, the Pillsbury Free Library Trustees were awarded a \$50,000 to help rehabilitate the exterior of the building and repaint the lower level meeting room. The bulk of the work has been completed, but the meeting room has moisture damage and extensive spalling. LCHIP staff recommended the library hire a mason to evaluate and develop a plan to address masonry and paint problems. A three month extension to September 30, 2017 has been requested.

MOTION	To approve the extension requests for Brown Company House, Hancock Meetinghouse Windows, Pearson Hall 3 and Pillsbury Free Library to 9/30/17, for Mary Keane Chapel and Josiah Bartlett House Preservation Easement to 12/31/17 and for Rowe House to 6/30/18.	Martha Fuller Clark
SECOND		Judith Spang
VOTE		Approved unanimously

Legislation of Interest to LCHIP

The recently passed state budget includes full funding of \$3,500,000 for LCHIP in each year of the biennium.

Other Business and Public Comments Strafford Regional Planning Commission honored LCHIP with its annual excellence award.

Adjourn: 5:15PM

Next Meeting: September 25, 2017, Sanborn Mills Farm, Loudon 3-5 p.m.

Respectfully Submitted

Barbara A. Beers
LCHIP Office Manager

Amanda Merrill
LCHIP Board Chair