

# LCHIP

Land & Community Heritage  
Investment Program



## LCHIP Board of Directors Meeting

September 28<sup>th</sup>, 2015

Players Ring Theater, Portsmouth, NH

Doug Cole, Board Chair

Minutes Approved at December 2, 2015 Board Meeting

### ATTENDANCE

Voting Members: Doug Cole, John Colony, Cynthia Copeland, Harold Janeway, Rusty McLearn, Mandy Merrill, Bill Norton, Judith Spang, Julia Steed Mawson

Non-Voting Members: Tracey Boisvert, Jennifer Gornert, Beth Muzzey

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

Barbara Newton, member of the Board of Directors of the Players Ring Theater welcomed the Board to the building and expressed the organization's appreciation for LCHIP assistance with the building.

### MINUTES FROM PREVIOUS MEETING

MOTION	To approve the Minutes from the July 16 2015 meeting as presented	Cynthia Copeland
SECOND		Bill Norton
VOTE		Approved Unanimously

### FINANCES

**June 2015 Finance Report** This report shows the entire fiscal year. Dijit provided explanations for several line items that were significantly different than the prior year or budget. Board member requested that such information be provided in writing both for June 2015 and for future Finance Reports.

MOTION	To approve the June 2015 Finance Report once a foot note explaining the big difference in line 4200 is added	Rusty McLearn
SECOND		Julia Steed Mawson
VOTE		Approved Unanimously

The auditor has completed site work and did not identify any problems.

**August 2015 Finance Report** The first Finance Report of the new fiscal year shows no major variances from budget.

MOTION	To approve the August 2015 Finance Report as presented	Bill Norton
SECOND		Mandy Merrill
VOTE		Approved Unanimously

**Trust Fund** Dijit discussed the new accounting procedure initiated by Treasury to provide accounting clarity that funds awarded to applicants but still held in the Trust Fund awaiting project completion are not available for other uses. Treasury, staff, bookkeeper and auditor are all working to create a viable process. Treasury will encumber the committed money to LCHIP. When a payment needs to be made, LCHIP will request that Treasury transfer the needed funds to an LCHIP account. Funds will be paid out from that account soon after they are transferred. LCHIP checks over \$10,000 require two authorized signatures (Chair, Vic Chair, E.D.). Bill suggested that electronic signatures might be used to facilitate logistics. Upcoming Finance Reports will show these funds outside the regular administrative budget, as GL lines 7100 and 8100. Board members suggest changing the name of these from “Other Income/Expense” to something more specific such as “Encumbered Project Funds.”

**Community Conservation Endowment** The Finance Committee has not yet received the June report on the CCE. Harold requested that it be sent.

**NOMINATING COMMITTEE**

LCHIP’s RSA (227-M4 IV (9b) states that Board members appointed by Governor and Council “may serve for no more than 10 successive years.” Two Board members, Bill and Rusty, representing local planning and cultural and historic resource interests respectively, will term off the Board next year. Both are also members of the Finance Committee.

The Nominating Committee created at the July meeting, Mandy, Doug, Bill and Dijit, met prior to this meeting. They noticed that there are no Board members from the North Country and suggest an extra effort to reach out for good candidates from there, making it clear what the time and travel commitment would be. (Phoning in to meetings can be done occasionally, but physical attendance is the normal expectation.) The Nominating Committee plans to email the Board explaining the process and seeking suggestions for possible candidates. They are also considering advertising for candidates to bring in new blood. A list of current Board members and their terms will be provided in the next Board mailing.

**STAFF UPDATES AND ACTION ITEMS**

**Projects Closed since Last Board Meeting** Two projects closed in July/August: Belknap Mill (flag pole) and Wingate Farm (in Winchester), which includes the first “option to purchase at agricultural value” used in New Hampshire, although the technique is popular in Massachusetts and other New England States. There are still 50+ open projects, mostly historic.

**Grant Round 14 Process Preview** As part of an ongoing effort to improve and stream line the decision making process at the upcoming grant making meeting, Dijit provided a preview of the expected process. The Finance Committee will meet before the meeting to recommend an amount to award, based on the income to date of the dedicated fund and the amount uncommitted in the Trust Fund. LCHIP staff will again provide Board members with a summary book showing details of each project before the meeting, as well as access to the complete applications. Board members requested that the summaries show community support and previous LCHIP grants. Consent calendar votes are likely for the top and bottom tier projects after removing projects that any Board member feels needs more discussion or tweaking. Rusty suggested distributing the Review Panel tiers ahead of time so each Board member can compare their personal evaluation with the Review Panel recommendation.

**Project Extensions:**

A portion of the Southeast Land Trust of New Hampshire's Growing Pawtuckaway to Great Bay Greenway 1 project (Limperis) wishes to extend the closing date from the expected 12/15/15 to January of 2016 to accommodate the landowner's estate planning and tax needs and to allow NRCS extra time for project review.

MOTION	To extend the deadline for completion of the for the Growing Pawtuckaway to Great Bay Greenway 1 to January 31, 2016	Harold Janeway
SECOND		Julia Steed Mawson
VOTE		Approved Unanimously

Mary Keane Chapel at Enfield Shaker Village is seeking an additional extension. The project was Scheduled for completion by December 2013. The grant was made in a year with low funding and was for \$20,000 of the requested \$35,000. The organization underwent dramatic changes in personnel shortly after the award. They requested and received extensions through June 2015. Now, with matching funds in hand, they request an extension until September of 2016 because of issues with project design and hiring of contractors. Board concern about match is alleviated by LCHIP practice of requiring proof of match before disbursing funds.

MOTION	To approve a project timeline extension for the Mary Keane Chapel to September 30, 2016.	Harold Janeway
SECOND		Mandy Merrill
VOTE		Approved Unanimously

The New Durham 1774 Meetinghouse also received less than requested in a previous grant round and has sought and received extensions. Under the terms of the most recent extension (April 2015), the project was supposed to be completed by December 2015. However, late during the summer their contractor withdrew his bid. The town seeks a further extension until December 2016 to find another contractor and perhaps revise the scope of the project. The Board expresses concerns about the possible change in scope as well as the seeming decrease in town capacity.

MOTION	To approve a project timeline extension for the New Durham Meetinghouse until December 2016 contingent on LCHIP approving the RFP before it is distributed.	Rusty McLearn
SECOND		Julia Steed Mawson
VOTE		Approved Unanimously

The Whittier Covered Bridge (GR 7, 2007) in Ossipee is finally back under construction, after being plagued by funding, process and contractor problems. The town has previously requested and been granted six extensions to the project. The town now requests a 6-month extension to March of 2016 and say they are  $\frac{3}{4}$  of the way through the project.

MOTION	To approve an extension for the Whittier Covered Bridge project to March 2016, contingent on LCHIP receiving an appropriate revised time line no later than October 30, 2015.	Rusty McLearn
SECOND		Julia Steed Mawson
VOTE		Approved Unanimously

Bradford Town Hall seeks a change to the scope of their project. The \$105,000 awarded in GR 13, 2014, was for rehabilitation of the Town Hall including excavating the rear basement, under about 13 of the building. The town now feels that a new basement under the entire building would allow important structural repairs, address the connection between parts of the building that are different ages, as well as providing additional useable storage space. LCHIP funds would not be used to pay for this work. After considerable discussion, the Board finally concluded that the change would benefit the parts of the project supported by LCHIP.

MOTION	To approve the changed scope of work proposed for the Bradford Town Hall	Rusty McLear
SECOND		Julia Steed Mawson
VOTE		Approved Unanimously

Temple Israel in Portsmouth completed the physical work for their \$5000 GR 11 (2012) project late in 2014, as scheduled. They have failed to submit appropriate final documentation and have failed to respond to repeated attempts to contact. The Grant Withdrawal process allows LCHIP to send a certified letter explaining the delinquency and allowing a specific time frame for the applicant to respond and resolve the problem. If these conditions are not met, Board can later consider withdrawing the funds expended on the project to date. .

MOTION	To initiate the grant withdrawal process by having Dijit send a letter detailing the condition that may warrant withdrawal and seeking a written response within 30 days	Bill Norton
SECOND		Judith Spang
VOTE		Approved Unanimously

**LEGISLATION**

Legislator in attendance had nothing to report at this time

**OTHER BUSINESS**

Kinder Morgan Pipeline proposal : (Beth Muzzey left the room) LCHIP will write a letter to Federal Energy Regulatory Commission explaining the interest LCHIP holds on behalf of the state in potentially impacted properties. Julia also provided information about the proposal pipeline.

Beth talked about the gas holder building in Concord, an unusual old building recently in the news.

The meeting adjourned at 5pm, after which Peter Michaud, another member of the Players Ring Board of Directors, gave a tour of the building to those who were able to stay.

Respectfully Submitted,

Melissa Jones  
LCHIP Office Manager

Doug Cole  
LCHIP Board Chairperson