



Board of Directors Quarterly Meeting
Governor John Langdon House, Portsmouth
Monday, April 3, 2017 3-5 p.m.
Approved at June 19, 2017 BOD Meeting

Attendance

Voting members: Colin Cabot, Chick Colony, Cynthia Copeland, Harold Janeway, Mandy Merrill, Bob Rimol, Judith Spang

Nonvoting members: Tracey Boisvert, Clark Freise, John Kanter, Myles Matteson

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

Introductions

Chair Pro-Tem Cynthia Copeland introduced Linda Marshall and Shawn Beckwith of Historic New England. Shawn shared updates pertaining to the positive impact LCHIP grants are having on two Historic New England buildings in Portsmouth, Jackson and Langdon Houses.

Minutes of November 17, 2016 BOD Meeting

No questions or revisions were proposed for the minutes from the November 17, 2016 meeting.

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| MOTION | To accept the minutes from the November 17, 2016 Board of Directors Meeting. | Colin Cabot |
| SECOND | | Harold Janeway |
| VOTE | | Approved unanimously with Mandy Merrill abstaining. |

Minutes of January 17, 2016 BOD Meeting

No questions or revisions were proposed for the minutes from the January 17, 2017 meeting.

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| MOTION | To accept the minutes from the January 17, 2017 Board of Directors Meeting. | Judith Spang |
| SECOND | | Harold Janeway |
| VOTE | | Approved unanimously with Mandy Merrill abstaining. |

Annual LCHIP Conflict of Interest Form

Members who had not yet completed the Annual LCHIP Conflict of Interest Form were asked to do so. At a subsequent meeting LCHIP staff expects to present a possible change to the LCHIP Bylaws that would simplify the annual conflict of interest reporting. The grant round conflict of interest form still awaits input from the Department of Justice.

Updated Board Contact List

Contact list was provided in the BOD Packet. Members should submit contact list updates to either Dijit or Barb.

Annual Election of Officers

The following slate of officers was proposed: Chair: Amanda Merrill; Vice Chair: Doug Cole; Secretary and Treasurer (as per LCHIP Bylaws this is the executive director): Dijit Taylor

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| MOTION | To accept the slate of officers as presented. | Harold Janeway |
| SECOND | | Colin Cabot |
| VOTE | | Approved unanimously |

As a result of the election, Mandy chaired the remainder of the meeting.

Historic Resource Specialist Search

Jenna Lapachinski will be leaving LCHIP and New Hampshire to return to Vermont. Dijit and Mandy both noted that Jenna has done a great job, we are sorry to see her go and wish her well. LCHIP intends to have the HR position filled before Jenna leaves at the end of June. We are in need of 1-2 BOD members to assist in the search for a replacement. Those interested should contact Dijit.

Nominating Committee for Recreation position

After serving for 10 years on the LCHIP board, Julia Steed-Mawson's term is up in September of 2017. John and Judith volunteered to serve on a Nominating Committee to fill this position.

Financial Topics

February balances: Trust Fund: \$6,747,561 CCE: \$3,651,297

The Trust Fund is growing faster than last year and the CCE is ahead of this time last year.

February 2017 Finance Report

Dijit presented the finance report. We are still having trouble getting moose plate money transferred in a timely manner. Money market account funds are moved to maximize interest rate. Anticipated income from the Trust Fund is still pending. Expenses are doing well. Book keeper has raised monthly fee to reflect increased workload. Higher than last year meeting expenses reflect lunches provided for Review Panelists joining site visits.

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| MOTION | To accept the February 2017 finance report. | Cynthia Copeland |
| SECOND | | Colin Cabot |
| VOTE | | Approved unanimously |

Finance White Paper

In the interest of time, discussion was deferred to the June BOD meeting. Board members were asked to review the document and contact Dijit with any questions.

Staff Updates and Action Items

Projects Completed January—February

The Board Packet included information on projects that closed January – February 2017: Stone Farm, Watson Academy, Powder Major's Farm, and Northwood Congregational Church.

Grant Round Schedule Update

The grant round will open May 1st and the orientation workshop will be held on May 4th. First time applicants are required to attend a workshop. Last year there were fewer questions at the workshop, probably because of clearer information on the new LCHIP website. Applications are due June 23rd.

Interns

LCHIP is seeking two interns for the summer. FY 17 funds will support stipends for the first half of the summer, FY 18 funds will be proposed to support the remainder. The HR intern will work for the NH Preservation Alliance. The NR position will be working on stewardship and GIS.

Change to LCHIP Criteria, Guidelines and Procedures (“Guidelines”)

Under the current *Guidelines*, stewardship funding is considered a non-cash match. The land trust community, which regularly puts real cash into stewardship funds, has raised concerns about this. LCHIP BOD minutes from 2002 show the Board intended to allow funds set aside for stewardship be considered cash, but the change to the *Guidelines* was never made. LCHIP staff requested that the Board authorize the delayed change.

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| MOTION | To adopt the proposed resolution to allow a Cash Match of a one-time cash payment to a stewardship fund established by the applicant for the resource asset. | Colin Cabot |
| SECOND | | Harold Janeway |
| VOTE | | Approved unanimously |

Project Updates

Acworth Grange has withdrawn their grant acceptance due to trouble determining usage for the building. This frees up \$28,000 to be awarded to another project.

Change/expanded scope of work requests

The first two project change requests (below) involve changes to the scope of work. Concerns were expressed regarding a general policy of allowing changes to the scope of work. It was agreed that decisions would continue to be made on a case by case basis. When future requests to change of scope of work are made, the Board will be provided responses to the following questions: Is this a logical continuation of the work they originally applied for? Is this work LCHIP would typically fund? Does this work help or support the work we are funding? How did this additional money become available?

Exeter, Winter Street Cemetery scope of work change

At the recommendation of qualified contractors, the town is requesting the LCHIP project be expanded to include a General Cemetery Assessment and Gravemarker Assessment. Assessments would cost \$5,000 leaving \$16,000 for conservation works and potentially \$5,000 for archeology.

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| MOTION | To approve the proposed expanded scope of work at the Winter Street Cemetery. | Colin Cabot |
| SECOND | | Harold Janeway |
| VOTE | | Approved unanimously |

Portsmouth, Jackson House scope of work change

Historic New England was able to use a less invasive approach to complete structural repairs with significant project savings. The work is now 2/3 complete and is expected to be \$50,000 under budget. Historic New England is requesting permission to expand the scope of work to include stabilization and realignment of lean-to sill and rubble wall, stabilization of historic plaster, cladding replacement and staining to provide a weather-tight exterior.

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| MOTION | To approve the proposed expanded scope of work at the Jackson House. | Harold Janeway |
| SECOND | | Bob Rimol |
| VOTE | | Approved unanimously |

Barrington, Stonehouse Forest extension

Southeast Land Trust of NH (SELT) has made good progress and raised 91% of the total funding required for this land acquisition. They expect to acquire the property by the end of 2017, but are requesting a 12-month extension to allow for any unforeseen delays.

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| MOTION | To approve the extended project deadline to June 30, 2018. | Judith Spang |
| SECOND | | Colin Cabot |
| VOTE | | Approved unanimously |

Ashland, Whitten Woods appraisal date waiver

Squam Lakes Conservation Society acquired the core parcel for this project in 2015. The appraisal met LCHIP's appraisal timing requirement at the time of the acquisition and indicated the purchase price was \$25,000 below market value. Fifty acres have been added to this project since the purchase, adding value at no increase in cost. Strict interpretation of the appraisal timing requirements in the *LCHIP Guidelines* would demand an additional appraisal of the conservation easement that was created later. Because the appraisal was valid at the time of the acquisition, SLCS is requesting a waiver of LCHIP's appraisal timing requirement.

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| MOTION | To approve a waiver of LCHIP's appraisal timing requirement. | Harold Janeway |
| SECOND | | Colin Cabot |
| VOTE | | Approved unanimously |

Nashua, Sullivan Farm hunting exception

The applicant is requesting that the land owner retain the right to control access for hunting on Sullivan Farm, arguing that hunting on the 50-acre property would not be safe for the public or farm workers and would be inconsistent with the purposes of the CE. The land owner has been managing hunting on the farm. Board members felt they needed more information and postpone decision until the June meeting. John Kanter, NH Fish and Game designee will confer with his department and report back at the next Board meeting. Board members should relay additional requests for information about the site or project to Dijit. The applicant will also be asked to talk further with the land owner.

Londonderry, Mathes transfer

To ensure full compliance with the guidance from the New Hampshire Department of Justice about state agencies holding interest in land protected with assistance from LCHIP, LCHIP staff recommended that the Board formally approve the anticipated transfer of the Mathes property from the Applicant, SELT, to a State Agency, NH Fish and Game, consistent with the original Project Proposal as submitted.

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| MOTION | To approve the transfer of the Mathes property from the Applicant, SELT, to a State Agency, NH Fish and Game, consistent with the original Project Proposal submitted. | Harold Janeway |
| SECOND | | Colin Cabot |
| VOTE | | Approved unanimously |

Northumberland, Cape Horn Expansion transfer

To ensure full compliance with the guidance from the New Hampshire Department of Justice about state agencies holding interest in land protected with assistance from LCHIP, LCHIP staff recommended that the Board formally approve the anticipated transfer of the Cape Horn property from the Applicant, TNC, to a State Agency, DRED, consistent with the original Project Proposal as submitted.

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| MOTION | To approve the transfer of the Cape Horn property from the Applicant, TNC, to a State Agency, DRED, consistent with the original Project Proposal submitted. | Colin Cabot |
| SECOND | | Harold Janeway |
| VOTE | | Approved unanimously |

Projects including this type of transfer will be highlighted more clearly to the Board in future Grant Selection meetings. Natural Resource Specialist Paula Bellemore is currently reviewing all projects with state interests and the rationale for state involvement. The document will be available to the Board when completed.

Legislation of Interest to LCHIP

HB359-FN-A-L: Reallocates 30% of LCHIP dedicated fund to the town or city where it originated to be used for conservation efforts within the collecting town or city. This bill was killed.

SB 136: Eliminating the land use board and requiring approval of federal land acquisitions by the governor and council. The bill creates acreage caps and process deterrents for federal acquisition of land and conservation easements. This bill was re-referred to the Senate Executive Departments and Administration Committee, which must make a recommendation regarding the bill to the full Senate at the beginning of the 2018 legislative session.

Other Business

FY 18 Meeting Times and Locations

Dijit asked for feedback on the times and locations of future BOD meetings, specifically if there are particular project sites they would like to visit and how far they are willing to travel, with Albany and Sugar Hill as examples of distant but desirable meeting locations.

Public Comments: none

Adjourn: 5:05PM

Next Meeting: Monday, June 26, 2017, Historic Harrisville, 3-5 p.m.

Respectfully Submitted

Barbara A. Beers
LCHIP Office Manager

Amanda Merrill
LCHIP Board Chair