

LCHIP

Land & Community Heritage
Investment Program



Board of Directors Quarterly Meeting

Sanborn Mills Farm, Loudon

Monday, September 25, 2017

Approved at November 14, 2017 BOD Meeting

Many Board members were able to arrive early and participate in a quick tour of the very interesting antique and new buildings and grounds of Board member Colin Cabot's Sanborn Mills Farm.

Attendance

Voting members: Colin Cabot, Doug Cole, Chick Colony, Cynthia Copeland, Harold Janeway, Dick Lewis, Mandy Merrill, Bob Giuda,

Nonvoting members: Jared Chicoine, Rich Cook, Susan Francher, Elizabeth Muzzey, Pierce Rigrod, Steve Walker

LCHIP Staff: Paula Bellemore, George Born, Dijit Taylor

Minutes of June 26, 2017 BOD Meeting

No questions or revisions were proposed for the minutes from the June 26, 2017 meeting.

MOTION	To accept the minutes from the June 26, 2017 Board of Directors Meeting.	Colin Cabot
SECOND		Doug Cole
VOTE		Approved unanimously

LCHIP Conflict of Interest Forms

Mandy and Dijit have been reviewing the current Board conflict of interest forms. There does not seem to be a way to combine forms and still meet all requirements. There will continue to be three forms to complete each year.

Update on Board Recreation position

Julia Steed-Mawson has submitted a letter of resignation to the Governor effective this month. LCHIP has requested that Governor Sununu nominate Paul Doscher to the Board, representing recreation.

Board Contact List

Members were asked to submit any other corrections to Barb or Dijit.

Financial Topics

FY17 Finance Report

Doug Cole reviewed the FY17 year-end revenue and expense report, noting that expenses were \$11,300 under budget. In response to question from Sen Giuda, Dijit explained that \$200,000 in revenue from Moose plates was fixed in statute until the 2018 budget was adopted.

MOTION	To accept the June 2017 finance report.	Harold Janeway
SECOND		Cynthia Copeland
VOTE		Approved unanimously

August 2017 Finance Report

Doug Cole reviewed the August financial report. The budget reflects increases in salary etc. and other expenses as approved by the Board in the FY18 administrative budget. Doug noted that Line 6206 includes needed upgrades to the Access database.

MOTION	To accept the August 2017 finance report.	Bob Giuda
SECOND		Cynthia Copeland
VOTE		Approved unanimously

Balances: Trust Fund \$733,680 (FY17 \$735,000) CCE \$4,075,671 (FY17 \$3,305,750)

Staff Updates and Action Items

Grant Round 16 Process Overview

Site visits are going well. Total income from the county registry surcharge in FY 17 was about \$500,000 over budget. Finance Committee will provide recommendation about allocation of those funds at the November meeting.

Projects Completed June - August 2017

Per Board request, in the future the number of open projects will be included in the members' packets for each Board meeting.

Project Updates/Extensions

Mandy encouraged Board members to review Requests for Board action and submit any questions or concerns to staff prior to meetings. In addition, per Board request, in the future, project change requests will include the total project cost.

Milton Free Public Library withdrawal

The Milton Free Public Library was awarded \$16,020 in 2015 for structural repairs and reroofing that turned out to be more complex and thus more expensive than anticipated. The Library trustees have opted to withdraw acceptance of the grant and return the grant funds received to date (\$8,010). They anticipate submitting a new application with an expanded scope of work in a future grant round. Dijit noted that she considers this to be a very responsible action by the library trustees. No board action is required.

Northumberland proposed change in project structure

The Nature Conservancy (TNC) has notified LCHIP that it may want to retain ownership of the Cape Horn Connectivity property rather than conveying it to the Department of Natural and Cultural Resources (DNCR, formerly Department of Resources and Economic Development), as described in the grant application. An ATV trail is under consideration for the area, raising questions about whether this use is compatible with the conservation values the grant is supposed to protect. In April 2017 on the advice of the Department of Justice, the LCHIP Board reaffirmed Board's understanding that the transfer from the eligible applicant, TNC, to a non-eligible applicant, a state agency was planned.

Susan Francher, speaking for the Division of Forest and Lands (at DNCR) stated that DNCR agrees with TNC's preference to retain ownership at this time. Cynthia Copeland reminded the Board that the property was highly ranked in the review process, largely for its climate resiliency values, exemplary natural communities, and unique topography. Sen. Giuda (who was not on the Board when the award was made) expressed concern that TNC might be motivated to retain ownership in order to prevent construction of the potential ATV trail and voiced his preference for State ownership. A discussion ensued in which Board members expressed a need for clarification of the details and terms of the award and the implications of granting TNC's request. The Board directed the staff to compile and distribute project documentation for Board to review prior to taking action on the request

Mandy reminded Board and staff that if a delay in acting on TNC's request puts the project in jeopardy, the Board could consider holding a phone meeting to address the issue.

MOTION	To table discussion on the Northumberland, Cape Horn Connectivity Request for Board Action until no later than the January, 2018 meeting.	Doug Cole
SECOND		Cynthia Copeland
VOTE		Approved unanimously

Berlin, Brown Company House

In 2014, Tri-County CAP was awarded \$19,443 for work on the Brown Company House in Berlin. The project included new drainage, repair and replacement of rotten sills and siding, and the removal of the garage that contributed to moisture problems. The Recipient has virtually completed the work, but closing documentation and the final site visit remain to be done. The Recipient requests a four-month extension to the project timeline.

MOTION	To approve the extension of the Brown Company House project timeline to January 31, 2018.	Bob Giuda
SECOND		Harold Janeway
VOTE		Approved unanimously

Derry First Parish Church

In December 2015, LCHIP awarded the First Parish Church \$125,000 (out of a total project cost of \$301,211) to help repair the tower of the church. The contractor has since discovered that deterioration was considerably more advanced than earlier thought. It is anticipated that the total project cost will be significantly more than projected. With the anticipated expanded costs and scope of the project, the project as originally conceived cannot be completed by December 31, 2017. The Recipient requests an extension to December 31, 2018.

MOTION	To approve the extension of the First Parish Church project timeline to December 31, 2018.	Doug Cole
SECOND		Dick Lewis
VOTE		Approved unanimously

Hancock Meetinghouse

In 2014, the Town of Hancock was awarded a \$69,267 grant for the restoration of the Meetinghouse windows. At its June 2017 meeting, the LCHIP board granted an extension through September 30, 2017. The Town expects to complete all restoration activities by the deadline, but needs additional time to complete the closing documentation and the final site visit. The Recipient requests a four-month extension to their project timeline.

MOTION	To approve the extension of the Hancock Meetinghouse project timeline to January 31, 2018.	Bob Giuda
SECOND		Colin Cabot
VOTE	Approved unanimously	

Haverhill, Pearson Hall

In 2014, the Haverhill Historical Society (HHS) was awarded \$8,700 for the installation of replica six-over-six windows on the rear elevation and twenty replica shutters on the front elevation of Pearson Hall. The Historical Society has typically taken longer than 24 months to complete their projects, but has done quality work and is generally easy to work with. They received an administrative extension to June 30, 2017 and a board extension to Sept. 30, 2017. HHS hoped to complete work before deadline, however, limited availability of their contractors slowed progress and makes this unlikely. LCHIP staff will also need to do a final site visit. To remain in compliance, the Recipient requests a four-month extension.

MOTION	To approve the extension of the Pearson Hall project timeline to January 31, 2018.	Harold Janeway
SECOND		Bob Giuda
VOTE	Approved unanimously	

New Durham Meetinghouse

In 2012, LCHIP awarded \$13,000 to the Town of New Durham, half of the requested \$26,000. The original completion deadline was December 31, 2014, following which a series of extensions ensued. Following a positive response by the town to LCHIP's initiation of the grant withdrawal process, the Board granted the town until September to submit required due-diligence items in time for review and approval prior to the September 25 Board meeting. The town has submitted the required documentation and requested clarifications and now appears to be operating in good faith to comply with LCHIP's requirements.

MOTION	To approve the extension of the New Durham Meetinghouse project timeline to December 31, 2018.	Cynthia Copeland
SECOND		Dick Lewis
VOTE	Approved unanimously	

Portsmouth Player's Ring Theater

In 2014, the Players' Ring Theatre was awarded \$25,000 to rehabilitate the Players' Ring Theatre. Proposed work includes exterior masonry repairs, replacement of non-historic windows and repair of exterior trim and doors to be completed by December 30, 2016. However, the City of Portsmouth has begun a major project at the nearby wastewater treatment plant which will require large trucks to pass by the building. The original contractor has withdrawn his proposal because of safety concerns about working on staging near so much truck activity. After some

delay, the Players' Ring has found another qualified contractor who is willing to work through the challenges brought on by the wastewater treatment project. The Ring requests a project timeline extension through December 31, 2018, to complete the project with the new contractor.

MOTION	To approve the extension of the Player's Ring project timeline to December 31, 2018.	Bob Giuda
SECOND		Colin Cabot
VOTE	Approved unanimously	

Warner, Pillsbury Library

In 2014, the Pillsbury Free Library Trustees were awarded a \$50,000 grant to support the installation of rain gutters and diverters, drainage improvements, exterior repointing, window repairs, the installation of new storm windows, plaster repair and repainting, and repainting of the lower level meeting room. With two previous extensions, the project was to be completed by September 30, 2017. The Library has completed the bulk of the work but needs a little more time to finish work on the lower level meeting room and complete the closing documentation and final site visit.

MOTION	To approve the extension of the Pillsbury Library project timeline to January 31, 2018.	Colin Cabot
SECOND		Harold Janeway
VOTE	Approved unanimously	

Preliminary Discussion of Impact of Number of Open Projects and Extensions

Staff and Board members expressed concern about the current volume of open projects and the frequent requests for extensions, in particular those involving Historic Resources. Fifty one historic resource projects are now open, with an additional twenty or more likely to be funded in the current grant round.

A discussion of project time lines and completion factors ensued. Dijit explained that natural resource projects are given 18 months for completion and historic resource projects 24 months which is meant to allow for two full construction seasons. The ED can give an administrative extension of six months without Board approval. Dijit noted that most extension requests are related to contractor availability, unanticipated structural problems, fundraising complications and closing paperwork. Steve Walker observed that the NHDES ARM fund did not hold a grant round in 2017 at least in part to reduce the number of open projects.

Staff and Board members noted several potential changes that might be taken to alleviate the current pressures arising from the large number of open projects. These included:

- 1) Increase in HR completion time to 30 months
- 2) Increase the length of allowable administrative extensions
- 3) Limit HR grants to full-funding (many that struggle to complete received partial funding)
- 4) Increase staffing level
 - a. Initiate legislative removal statutory cap on revenues from moose plates and trust fund interest (RSA 227-M:7-a), thus potentially allowing for additional funding for staff positions.
 - b. Per request from Sen. Giuda, Dijit provided an overview of LCHIP's current

funding sources, as also summarized in the Finance White Paper presented at the April 2017 Board meeting and discussed at the June meeting.

- c. Sen. Giuda expressed an interest in the possibility of legislative changes to better meet LCHIP's program needs and also requested a brief summary of past, current, and proposed staffing tied to productivity measures.

Mandy suggested that staff brainstorm further changes that might increase the number of projects closing in the required timeframe. She suggested that the Board be prepared to discuss these issues at Board meetings in the near future, but after the November meeting.

Legislation of Interest to LCHIP

Representative UMBERGER has proposed a piece of legislation that addresses moose plates, but the intent is unknown at this time.

Other Business

Cynthia attended a celebration of the recently completed renovations to the Rochester City Hall Annex. She noted that the project, which received support from LCHIP, moose plates and the Certified Local Government program, was very well done and has been well received in the community.

Public Comments

None.

The meeting was adjourned at 5:00 p.m.

Next Meeting: Tuesday, November 14, 2017 8:30 a.m.- 4 p.m. NH Fish & Game

Respectfully Submitted

Paula Bellemore
LCHIP Natural Resource Specialist
Recorder

Amanda Merrill
LCHIP Board Chair