

LCHIP

Land & Community Heritage
Investment Program



Board of Directors Quarterly Meeting

Belknap Mill, Laconia

Amanda Merrill, Board Chair

Monday, June 25, 2018

Approved at September 25, 2018 BOD Meeting

Attendance

Board members: Colin Cabot, Rich Cook, Doug Cole, Chick Colony, Harold Janeway, Shawn Jasper, Dick Lewis, Mandy Merrill, Neal Kurk, Brad Simpkins, Judith Spang, Stephen Walker, Ben Wilcox (Nine voting members in attendance)

LCHIP Staff: Barb Beers, Paula Bellemore, George Born, Benjamin Cantor-Stone (HR intern), Dijit Taylor

Introductions

Tara Shore, the Mill's Operations Manager, gave board members and staff a tour of the facility. Amanda Gourgue, Belknap Mill's new Executive Director, welcomed and thanked LCHIP for support of mill rehabilitation projects.

Minutes of January 23, 2018 BOD Meeting

No questions or revisions were proposed for the minutes from the January 23, 2018 meeting.

MOTION	To accept the minutes from the January 23, 2018 Board of Directors Meeting.	Harold Janeway
SECOND		Doug Cole
VOTE		Approved with 8 in favor. Judith Spang abstained.

April 17, 2018 Meeting Notes

The April meeting was "unofficial" due to lack of a quorum. Meeting notes were included in the BOD packet. Corrections included spelling of Neal Kurk's name and clarification that Monday is preferred over Tuesday for Board meetings when the Legislature is in session.

Board of Directors and Staff Contact List

An updated list was provided. Harold Janeway's email was updated during the meeting.

Meeting schedule and locations for FY 19

Schedule and locations were provided in the meeting packet.

Tuesday, September 25, 2018
Thursday, November 15, 2018
Monday, January 14, 2019
Monday, March 25, 2019
Monday, June 24, 2019

Peterborough Town House
NH Fish & Game, Concord
Kimball Jenkins Estate – Carriage House, Concord
Pillsbury Free Library, Warner
Flag Hill Winery, Lee

FINANCIAL TOPICS

May 2018 Administrative Finance Report

Finance Committee Chair Doug Cole reviewed the May Finance Report. There were no questions about the report.

MOTION	To accept the May 2018 finance report.	Harold Janeway
SECOND		Ben Wilcox
VOTE		Approved unanimously

Auditor for FY 18

Hession and Pare have conducted LCHIP's audits since 2012. Although it is prudent to change audit firms periodically, LCHIP has gotten some of the benefit of fresh eyes on the books with three different field agents through those years. Given the pending changes in procedures for transfers from the Trust Fund to LCHIP, the Finance Committee recommends retaining the same audit firm for the 2018 audit.

MOTION	To retain Hession and Pare Certified Public Accountants as LCHIP auditors for FY 18.	Colin Cabot
SECOND		Dick Lewis
VOTE		Approved unanimously

Proposed FY 19 Administrative Budget

Doug presented the proposed administrative budget for FY19. The budget includes Finance Committee-recommended salary increases to bring LCHIP more in line with comparable state positions, increased hours for the office manager and funding for a potential office move related to possible sale of the current building. The draft budget distributed in the Board packet included clarifying notes for each line item. The note to Telephone/internet was corrected during the meeting to read "has increased to about \$277.60/month."

MOTION	To approve the administrative budget of \$399,505 for FY 19.	Judith Spang
SECOND		Ben Wilcox
VOTE		Approved unanimously

Funds Updates and Proposed Changes

The Community Conservation Endowment is at \$4.4 million, up from \$3.6 million a year ago.

The exact amount in the Trust Fund held at Treasury was unavailable. Fiscal Committee and Governor and Council approval to accept and expend an anticipated amount over the budgeted \$3.5 million has been obtained.

Treasury is seeking to streamline the process by which it transfers Trust Fund money to LCHIP. This may involve LCHIP holding much larger than current amounts in its own accounts. Finance Committee is working to determine the best kinds of accounts to use if this happens.

ACTION ITEMS

Extension and Change Requests

Dijit explained that the changes made to the extension policy in January are working, reducing the number of extension requests that require Board approval. Completion of HR projects is impacted by challenges of raising matching funds, contractors, construction time, and weather. The question of lengthening the timeline for HR project completion was raised again. Beth Muzzey has proposed establishing a group to explore attracting more contractors for historic preservation work to help move projects progress more expeditiously. Beth was not in attendance to provide an update on progress of establishing such a group.

Concord, Chamberlin House – retroactive waiver (supermajority vote needed)

In November 2017 the Board voted to provide the full requested funding for Phase 2 rehabilitation at the Chamberlin House. There was discussion at the time about whether the cost of a new furnace (required on short notice because of the unexpected closing of Concord Steam) was an acceptable match for the LCHIP funds. The *LCHIP Criteria, Guidelines and Procedures (Guidelines)* (section 7B3 (a)) allow for modernization if required to fulfill the recommendations of a Historic Structures Report. Following the meeting, LCHIP staff found that the historic structure report for the Chamberlin House was completed in 2007 (years before the unexpected closing of Concord Steam), and therefore was silent on the need for a new furnace. LCHIP staff came to believe that including the costs of the furnace as match should have been considered as a waiver as allowed under *Guidelines section 11*. This would not change the project but would clarify the basis for the decision and reinforce the Board's commitment to following the *Guidelines*.

MOTION	To approve a retroactive waiver to allow the cost of the furnace installation as part of the match for the 2017 grant to the Chamberlin House as an exception to usual match requirements.	Harold Janeway
SECOND		Colin Cabot
VOTE		Approved unanimously by a supermajority of 9

Kingston, Josiah Bartlett House

In 2014 The Preservation Alliance was awarded LCHIP grant support for legal and ancillary services to develop a preservation easement and baseline documentation for the Josiah Bartlett's 1774 home, a National Historic Landmark. Before an easement was enacted, the house was sold. The NH Preservation Alliance has requested an extension to December 31, 2018 to determine if the new owners will accept an easement under the terms of the original grant application.

MOTION	To approve the extension of the Josiah Bartlett House project timeline to December 31, 2018.	Colin Cabot
SECOND		Doug Cole
VOTE		Approved unanimously

Middleton Old Town Hall

The Town of Middleton was awarded an LCHIP grant in 2013 for structural work on the Old Town Hall. Extensions were granted in December 2015 and January 2017. The contractor was

unable to move forward until issues of code and second floor egress could be resolved Resolution was reached with help from LCHIP and DHR staff. All LCHIP-supported construction has been completed, but time is needed for final documentation to be completed.

MOTION	To approve the extension of the Middleton Old Town Hall project timeline to August 30, 2018.	Doug Cole
SECOND		Dick Lewis
VOTE		Approved unanimously

HR eligibility requirements, tabled motion from November meeting

During the November grant selection meeting a number of questions arose regarding what kinds of historic resource projects LCHIP can pay for. Motion 16 was made “to amend the LCHIP application process to require applicants to submit requests for specific historic elements only.” The motion was seconded and tabled. The *Guidelines* provide structure and flexibility for acceptable types of work and require consistency with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. Dijit provided the Board with a memo explaining the criteria and selection process: LCHIP provides guidance to applicants via a required workshop, follow-up on the intent to apply form, detailed grant application instructions and site visits. The 2018 Historic Resource application includes changes to clarify areas of confusion from 2017.

MOTION	To take Motion 16 off the table.	Neal Kurk
SECOND		Chick Colony
VOTE		Approved unanimously

MOTION	To amend the LCHIP application process to require applicants to submit requests for specific historic elements only.	Neal Kurk
SECOND		Chick Colony
VOTE		All opposed, motion failed.

Grant Round 17 Application overview and Board volunteers for Review Panels

Fifty-eight project proposals were submitted by the June 22 deadline. Twenty natural resource applications range from 10 to 6,000 acres. Thirty-eight historic resource applications have structure dates from 1721 to 1917. The total LCHIP request is \$7.1 million with a total project value of \$29 million.

Board members are sought to serve on review panels. Judith and Neal volunteered for Natural Resources, Chick and Colin for Historic Resources.

Projects Completed April – May 2018

There were no questions about the four projects that closed April - May 2018 that were included in the Board Packet.

Legislation of Interest to LCHIP - None
Other Business and Public Comments - None

Adjourn: 4:50 p.m. Motion to adjourn: Harold; Second: Colin.

Next Meeting: Monday, September 24, 2018, Peterborough Town House 2:30 p.m. – 4:30 p.m.

Respectfully Submitted

Barbara A. Beers
LCHIP Office Manager

Amanda Merrill
LCHIP Board Chair