

LCHIP

Land & Community Heritage
Investment Program



Board of Directors Quarterly Meeting

Peterborough Town House
Amanda Merrill, Board Chair

Tuesday, September 25, 2018

Approved at November 14, 2018 BOD Meeting

Attendance

Voting members: Colin Cabot, Doug Cole, Chick Colony, Harold Janeway, Dick Lewis, Neal Kurk, Mandy Merrill, Susan Slack, Judith Spang, Ben Wilcox

Nonvoting members: Rich Cook, Susan Francher, Pierce Rigrod, Beth Muzzey, Stephen Walker

LCHIP Staff: Paula Bellemore, George Born, Dijit Taylor

Introductions

Seth MacLean, Operations Manager for Peterborough's Department of Public Works, thanked LCHIP for support and provided an overview of the preservation taking place with assistance from LCHIP.

Minutes of June 25, 2018 BOD Meeting

A correction was proposed to add the word *submitted* to the first sentence on p. 5 under the Grant Round 17 Application overview so it would read "Fifty-eight project proposals were submitted by the June 22 deadline."

MOTION	To accept the minutes from the June 25, 2018 Board of Directors Meeting with the correction proposed above.	Colin Cabot
SECOND		Harold Janeway
VOTE		Approved with 8 in favor. Susan Slack abstained. Judith Spang not yet present for the vote.

Based on p. 4 Extension and Change Requests, Beth was invited to provide an update of proposal to create a group to explore attracting more contractors for historic preservation work. Taking the question as initial positive feedback from LCHIP, Beth invited others to participate in this group. Colin volunteered to assist. They will report at the January board meeting.

Board of Directors and Staff Contact List

Rich Cook's email has changed to Richard.Cook2@wildlife.nh.gov.

Office Relocation

LCHIP has a verbal agreement for a five-year lease for offices at 3 N Spring St. Bill Norton has been assisting. Negotiated rent is lower than asked, but higher than the current. No suitable office space with a comparably low price was available. At 3 N Spring St. there is more space, with individual offices for each of the permanent staff and more on-site parking. Dijit was asked

if the rent will cause expenses to exceed those authorized in the administrative budget. She explained that at \$9000 more for the year, it is likely to do so, although some savings may be made in other areas. A change in office rent was not included in the FY19 administrative budget because the need to move was not determined when the budget was created and approved. There was no proposal to amend the administrative budget.

Financial Topics

FY 18 Administrative Finance Report

Finance Committee chair Doug Cole presented the finance report. Overall, expenses for FY 18 were \$14,000 lower than budgeted and income was \$26,000 over the budget, primarily due to the Trust Fund interest. As a result, only \$107,000 was needed from the reserve funds for administrative expense, rather than the budgeted \$154,000. IT costs were over budget, but this was offset by office equipment and consulting that were under budget. Dijit was asked if the consultant fee includes the Department of Justice. It does, but the \$3,000 for other legal help was not needed.

MOTION	To accept the FY 2018 finance report.	Ben Wilcox
SECOND		Dick Lewis
VOTE		Approved unanimously Judith Spang not yet present for the vote.

August 2018 Administrative Finance Report

Doug reviewed the August Finance Report. It is early in the year so there's not much to report. Conservation License Plates income has been slow to start, but are expected soon.

MOTION	To accept the August 2018 finance report.	Harold Janeway
SECOND		Colin Cabot
VOTE		Approved unanimously Judith Spang not yet present for the vote.

Funds Updates

Fund	YTD August 2018	YTD August 2017
Trust Fund (Income)	\$730,512	\$733,680
Community Conservation Endowment (Balance)	\$4,754,632	\$4,075,671
	Increase in CCE included about \$400,000 in additions to the fund and about \$300,000 in gains on investment	

Banking/Trust Fund Update

Transfers for grant payments from the LCHIP Trust Fund at NH Treasury Department often involve large enough amounts of money that the account exceeds the FDIC insured limits. While a long-term solution is sought, funds are moved between accounts to minimize exposure. Dijit is researching different types of accounts for review and recommendation by the Finance committee. Treasury notes, collateralization accounts and sweep accounts are under consideration. Liquidity, interest and fees are all factors to be considered.

Action Items

Dijit shared that the new extensions policy is working: most projects can be completed without requiring board request and action.

Staff have been complimented on LCHIP logo wear during site visits and will provide board members with information about how to acquire should they so desire.

Extension Request: 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 appropriately granted in December 2015, January 2017 and April 2018. Because non-LCHIP supported construction in the building prevents the completion of the LCHIP-required baseline documentation report by the intended August 30, 2018 deadline, the town is requesting a further extension. Staff recommends an extension until December 2018. Because this puts the total project length beyond the maximum of 54 months allowed in the current extension policy, both an extension and a waiver of the normal length of the extension policy are needed.

MOTION	To waive the extension policy and allow an extension of the Middleton Old Town Hall project timeline to December 31, 2018.	Judith Spang
SECOND		Doug Cole
VOTE		Approved unanimously

Conflict Policy

LCHIP's current conflict policy and related conflict forms lack precision and clarity, particularly in the area of participation in decision-making where a conflict may exist or be perceived to exist. Mandy and Dijit have been working to improve the policy. Discussion of a revised draft of the policy that was included in the meeting packet identified a number of remaining questions about the policy. A subcommittee of Susan, Ben and Neal offered to assist Mandy and Dijit in further refining the policy. The conflict/disclosure form for the current grant round will be based on the existing policy.

Project and Grant Updates

Projects Completed June - August 2018

Details of these projects that closed June through August 2018 were provided in the board packet: Acworth Horse Sheds; Chase's Mill (Alstead); Library Planning Study (Belmont); Currier-Sanborn Conservation Area (Belmont); Kimball Jenkins Carriage House (Concord); Pine Hill Community Forest (Conway); Rowe House (Gilford); Pearson Hall (Haverhill); Miner Memorial Library (Lempster); Proctor Preserve – Cold Brook (Lyndeborough); Cape Horn Connectivity (Northumberland); Jackson House (Portsmouth); Salem Town Forest Expansion; Sanbornton Congregational Church; Preservation Planning Block Grant-4 (statewide); Chocorua Viewshed (Tamworth); Wolfeboro Railroad Freight Shed Planning Study.

Related to the completed projects, board members inquired about:

- the archeological material found at Jackson House. It was 18th century detritus that had been thrown out the kitchen window
- whether LCHIP follows up on planning studies. LCHIP has no set pattern of planning study follow up. Many, like Wolfeboro, lead to applications in a subsequent year. Some carry out identified needs without LCHIP assistance. NHPA provides as report of the projects funded through the block grants and could be asked to provide further follow up for those.

Project and Grant Round Updates

Staff and review panel members have completed 19 site visits days and have three more to go. Review panels, meeting October 9 (NR) and 16 (HR), discuss projects and rank them with one to five stars. The all-day grant selection Board Meeting is Thursday November 15. Summary books and electronic copies of all applications are scheduled to go out to Board members on November 1.

Dijit was asked about available funds to distribute in grants. She responded that \$3.5 million is the budgeted amount. That but can be increased by the amount over budget that came in during FY 18 but will need to be reduced by the needed CCE amounts and some administrative money (to replace the nearly depleted administrative reserve funds.) She will provide the available information to the Finance Committee who will come to the Board meeting with a recommended amount to distribute in grants for Board to vote on.

There is a pending law suit against the town of Hebron for construction that is taking starting at the Hebron Academy/Town Hall building. The town unsuccessfully sought for LCHIP funding for the building a few years ago. Those bringing suit are including information about LCHIP in their publicity materials.

Owner of land in Mason conserved with assistance from LCHIP is seeking an amendment to the conservation easement. LCHIP and LCHIP's Department of Justice attorney will discuss this with the Department of Justice Charitable Trust Unit.

Legislation of Interest to LCHIP - None

Other Business and Public Comments - None

Adjourn: 5 p.m. Motion to adjourn: Doug Cole; Second: Judith Spang

Next Meeting: Thursday, November 15, 2018
NH Fish and Game Headquarters, Concord 8:30 p.m. – 3:30 p.m.

Respectfully Submitted,

Dijit Taylor
LCHIP Executive Director

Amanda Merrill
LCHIP Board Chair