



## Board of Directors Quarterly Meeting

Susan Slack, Board Vice Chair

Monday, June 28, 2021

Department of Natural and Cultural Resources, Concord

Hybrid: At DNCR and via Zoom

### Minutes approved at September 27, 2021 Board Meeting

#### Introductions and Explanation

Vice Chair Susan Slack called the meeting to order at 2:00pm in the absence of Board Chair Ben Wilcox. Attendees introduced themselves and stated their Board position/interest. Susan welcomed new Board member Representative Andrew Renzullo.

#### Attendance

Voting members: Colin Cabot, Doug Cole, Chick Colony, Rich Cook, Dick Lewis, Mandy Merrill, Andrew Renzullo, Tom Sherman (2:25 – 3:45pm), Susan Slack, Judith Spang

Nonvoting members: Sandy Crystal (DES for Pierce Rigrod), Susan Francher, Shawn Jasper, Jim Oehler, Ben Wilson

LCHIP Staff: Barb Beers, Paula Bellemore, George Born, Dijit Taylor

#### Minutes of March 22, 2021 BOD Meeting

No changes were proposed other than minor typos that Dijit noted.

MOTION	To accept the minutes, as corrected, from the March 22, 2021 Board of Directors Meeting.	Dick Lewis
SECOND		Mandy Merrill
VOTE		Accepted unanimously

#### Proposed FY 22 Meeting Schedule

Locations for each meeting will be announced at a later date. The Franklin Historical Society Webster Tay House, Historic Harrisville, and Colin's Sanborn Mills Farm were suggested.

Date	Anticipated Principal Business
Monday, September 27, 2021	Quarterly Board Meeting Grant Round update
Monday November 15, 2021	All day grant decision making
Monday January 24, 2022 Snow date January 28	Annual meeting CCE Expenditure request HR Extension requests if needed Grant Round calendar
Monday, April 4, 2022	Quarterly Meeting
Monday June 20, 2022	Quarterly Meeting Administrative Budget NR Extension requests if needed

#### Nominating Committee

Doug Cole's term as the Business representative on the Board is ending this fall. Mandy responds to the request for volunteers for the nominating committee. Others who are interested can contact Dijit.

**Board Contact Information**

Provide Barb with any updates or corrections to contact information listed in the Board Packet.

**Financial Topics**

April 2021 Finance Report

Dijit reviewed the April Finance Report. Income is currently exceeding expenses. The differences between 2020 and 2021 are primarily due to timing of when projects receive grants and when they're ready for funds as well as COVID-related expenditures. Doug inquired of the insured cash sweep account status, pending since Treasury assigned LCHIP to write the grant payment checks. (An insured cash sweep account automatically transfers amounts in excess of the FDIC insured limits to other banks.) Dijit explained that review of the details of an agreement with a bank recommended by Treasury for this service is still on going.

MOTION	To approve the April 2021 Finance Report.	Doug Cole
SECOND		Colin Cabot
VOTE		9 in favor, no opposed, Rep. Renzullo abstained.

Fund updates: Provided in Board packet:

Trust Fund Income YTD      April 2021 \$5,288,112 (April 2020 \$3,682,104)  
 CCE Market Value            April 2021 \$7,088,325 (April 2020 \$5,024,358)

Treasury anticipates that the Trust Fund will receive about \$5.5 million by the end of the fiscal year. This may lead to different grant making decisions.

Grant Management System

Paula, other staff members and Colin elaborated on information provided in the BOD Packet: the need for a new grant management system (GMS), systems investigated, and a comparison of the top three options. Need: Number of active projects has grown from 22 in 2011 to 92 in 2021; number of properties under stewardship has increased from 89 in 2009 to 305 in 2020. The current database, used to track and manage projects, was custom built in 2004 using Microsoft Access and has become insufficient for the growing work load. A full GMS would enable staff to manage data, access data for reports, manage workflow throughout the whole grant lifecycle and optimize communication between staff, applicants, reviewers and grantees. Such an online system would streamline proposal submission and project evaluation. Costs vary with data complexity and needs. LCHIP staff identified FOUNDANT Grant Lifecycle Management as a system that would best meet LCHIP's needs. First year start-up cost of \$6,000 - \$10,000 and ongoing annual cost of \$7,500 are included in the proposed FY22 budget.

Proposed FY 22 Administrative Budget

The Finance Committee met previously and made adjustments to the proposed budget. The budget in the BOD Packet reflects these adjustments. Susan Slack provided an overview of the proposed budget. Income is pretty much the same from year to year. The proposed expenses have increased this year because of the aforementioned GMS, annual salary increases and related benefit increase and proposed staffing changes (recognize Natural Resource Specialist as Deputy Director and extend the Historic Resource Stewardship Coordinator position from part time to full time) Employees will also newly be paying a portion of their health insurance to

mirror what the State does. With approval from DOJ, a larger transfer from the CCE income to the budget is proposed to cover more of the cost of the Historic Resource Stewardship Coordinator position. This decision also requires approval from CORD. There was a suggestion to remove the \$3,000 budgeted in case of legal costs beyond those provided by MOU with DOJ. Although this line item has not been needed since 2011, it was retained as part of the budget. It was noted that each year's budget includes adding or removing dollars from the reserve funds to meet the Finance Committee's recommendation that LCHIP hold about \$240,000 in reserve funds to cover much of a year's operations in case LCHIP needed to operate without State support some year.

MOTION	To enter a nonpublic session under RSA 91A:2 paragraph 2A for compensation of public employees.	Mandy Merrill
SECOND		Rich Cook
VOTE		Voted yes unanimously

Nonpublic session was entered at 2:55pm and the public session resumed at 3:40pm. Staff except the Executive Director left the room during the nonpublic session.

MOTION	To accept the proposed FY22 administrative budget of \$532,313.	Doug Cole
SECOND		Dick Lewis
VOTE		Accepted unanimously by 8 (Tom Sherman unavailable to vote)

### **Action Items**

The following three extension requests were discussed separately and voted on collectively.

#### Salisbury, Child's Forest

Child's Forest is a 547-acre conservation easement acquisition. The project was slowed in early 2019 when a title issue threatened NHF&G's ability to fund the project. The issues were resolved. The Forest Society and NH F&G indicated that they will be ready for a fall closing.

#### Hampton, James House

James House was awarded a \$28,000 grant in 2015 for exterior stabilization. Work is being done by a single contractor plus some volunteers. Project has been delayed by coronavirus restrictions and by the demands put on the contractor, who is also the primary caregiver for his aging mother. Work is still ongoing and closing documentation is still to be completed. Staff recommend that the board approve a second waiver to its 54-month project-completion policy to allow an extension through June 30, 2022

#### Peterborough Town House

All physical work on the building is complete, along with some of the closing documentation. Items remaining include the stewardship agreement, draft press release, and final payment.

There is some concern about whether the accessibility improvements meet the terms of the project agreement. The proposed extension allows time for recipient time to complete final closing requirements and for an additional staff visit to assess the accessibility improvements.

MOTION	To approve the following extensions: Child’s Forest and Peterborough Town House projects to December 31, 2021 and James House to June 30, 2022	Rich Cook
SECOND		Colin Cabot
VOTE		Accepted unanimously

#### Rindge Conservation Project

In 2019 The Town was awarded \$175,000 to acquire 360 acres, subject to LCHIP conservation restrictions and a conservation easement to be held by the Monadnock Conservancy. In late 2020 LCHIP was informed that the seller had reneged on the earlier agreement and sold to a gravel operator, but that the Town was negotiating with the new owner to conserve 225<sup>+/-</sup> acres of the property. Staff met with an ad hoc review panel consisting of five LCHIP BOD members or designees. They reconsidered the project with the changes and felt that it would have been funded in the 2019 grant round and recommended granting the request which includes reducing the LCHIP grant award to \$125,000.

MOTION	To approve changes in the project that include reducing the acquired land to 225 <sup>+/-</sup> acres and a reduction in the grant award amount to \$125,000.	Doug Cole
SECOND		Dick Lewis
VOTE		Accepted unanimously

#### Harrisville, Community Church

Chick Colony recused himself from discussion and left the room. In the 2020 grant round, the Harrisville Community church requested an LCHIP grant of \$133,500 for repairs and improvements. The Board awarded \$76,000 specifically for moisture mitigation, structural repairs, exterior repair and paint, window restoration. This work has come in under budget and the Community Church is requesting to use the unused funds to support project elements that were excluded from the grant. There is no threat associated with the unfunded elements of the proposal. Review panelists were polled on this proposed change: the only area of consensus was the possible restoration of the sanctuary floor, but there is no current evidence that a restorable floor exists.

MOTION	To confirm the grant award and scope of work approved in 2020.	Colin Cabot
SECOND		Doug Cole
VOTE		Accepted unanimously

#### **Information Items**

##### 2021 Proposal Overview

Dijit summarized the proposals submitted by 6/25/21. Eleven natural resource projects (with 2 repeats) included 3 farms, 3 forests, 3 rivers, and 2 recreation areas. Thirty-five historic

resource projects (with 19 repeats) included 5 planning studies and 30 rehabilitation/restoration project – 22 of which are supported by studies funded directly by LCHIP or NHPA with LCHIP’s assistance. A proposal for the Concord Gas Holder was submitted: the proposed work is eligible but the current owner, Liberty Utilities, is not. The total request for projects is \$5.9 million with an estimated \$5 million to spend.

Further *Guidelines* revisions

There are no proposed changes to the *Guidelines* for this meeting. We expect more in September. When those have been addressed, there are policy issues to tackle that will likely require more time in a format such as a retreat. Those issues fall into the following categories:

- Selection criteria
- Match property
- Dollar values
- LCHIP’s own stewardship responsibilities
- Cultural resources
- Executive Director authority

Summary Status of 2021 Legislation of Interest to LCHIP

The state budget passed and it included \$5 million for LCHIP for each of the next two years.

Bill Number	Content	Action
HB 82	Allows amending conservation easement between a governmental body and a landowner.	Retained
HB 621	This bill allows registers of deeds to retain up to 10 percent of the surcharge assessed under the land and community heritage program for the sole purpose of archival restoration of the official land record.	Retained
SB 146	Omnibus Environmental Bill Part VII proposed changing LCHIP’s RSA to give higher priority to agricultural land for food production	LCHIP change removed
SB 56	Increases the revenue level at which non-profits must submit audits from \$1,000,000 to \$3,000,000	Laid on table

Projects Completed March – May 2021      List provided in the BOD Packet.

**Other Business** - None

**Public Comments** - None

Adjourn: 4:37 p.m.    Motion to adjourn: Doug Cole      Second: Mandy Merrill

Next Meeting: Monday, September 27, 2021, 2:00 - 4:30 p.m. Location/format TBD

Respectfully Submitted,

Barbara A. Beers  
LCHIP Office Manager

Susan Slack  
LCHIP Board Vice Chair