



Board of Directors Annual Meeting
Tuesday, January 17, 2017 4:00 p.m.
Via telephone
Approved at April 3, 2017 BOD Meeting

Housekeeping

Attendance (7 voting members required for a quorum)

- Voting members: Colin Cabot, Doug Cole, Chick Colony, Cynthia Copeland, Senator Martha Fuller Clark, Senator Bob Giuda, Dick Lewis, Representative Judith Spang, Julia Steed Mawson
- Non-Voting members: Tracey Boisvert, Susan Francher
- Staff: Jenna Lapachinski (for some historic resource project questions), Dijit Taylor,

It has been a bit difficult to assemble a quorum for this meeting, in part because three Board positions were vacant. Sen Giuda was recently appointed which helped us meet the quorum requirement. Welcome Senator!

Because this telephonic meeting focuses on items that require votes, staff will send the Board members other materials: revised Board member contact information, projects closed September – December, LCHIP Annual Conflict of Interest Form (different from the Grant Round conflict of interest form in November) and Secretary of State's financial disclosure form.

Doug explained that January is the Annual Meeting which usually includes the election of officers. The intended candidate for Board Chair is Amanda Merrill who is currently on temporary assignment preventing her from serving as a voting member of the Board. Newly elected Governor Sununu supports Merrill's return to the Board and intends to expedite her nomination. Thanks to Doug for his willingness to continue as Board Chair for some reasonable time until Mandy can return and be properly nominated and voted on.

Financial Topics

FY 2016 Audit – The audit found the LCHIP financial records clean and sound. The only comment was on application of the asset allocation policy. The auditor believes expenses for the new server and website should have been capitalized. The bookkeeper doesn't fully agree but will make the needed adjusting entries so the start of FY 17 matches the audit for the end of FY 16. It was also noted that one bank account included amounts in excess of the FDIC insured level at some times during the year. Dijit will work with the Finance Committee to rectify this to the extent practicable. The Finance Committee is expected to make a recommendation at a future meeting about whether to continue with this audit firm or seek proposals from others.

LCHIP

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MOTION	To accept the draft audit as presented.	Colin Cabot
SECOND		Judith Spang
VOTE	Approved with 8 in favor. Sen Giuda abstains, too new to have had an opportunity to review the materials.	

CCE Disbursement Request

As explained in the Board packet for the meeting, LCHIP provides annual incentive payments to previous grant recipients who have submitted an appropriate monitoring report indicating that the resource protected with LCHIP support is meeting its legal obligations. Payments are drawn from the income to the Community Conservation Endowment (CCE), which presently holds \$3.4 million. Year to date income is \$147,866. Payments of \$200 per “unit” have been made since 2013. (A “unit” is a measure of the difficulty of monitoring a property. Properties may be assigned from one to four units based on guidance in the *LCHIP Criteria, Guidelines and Procedures*.) Expenditures for this purpose require approval from both the LCHIP Board of Directors and the Council on Resources and Development (CORD). CORD approved the request at their meeting on January 12, 2017. Staff sought a little flexibility in the total amount to be distributed to allow for double checking the count of 217 properties/324 units of eligible projects for calendar year 2016.

MOTION	To endorse expenditure of \$200 per unit, or approximately \$64,800 from the LCHIP Community Conservation Endowment fund as incentive payments for submittal of reports documenting acceptable timely monitoring of LCHIP-supported resources in calendar year 2016.	Dick Lewis
SECOND		Julia Steed Mawson
VOTE	Approved with 8 in favor. Sen. Giuda abstains	

Grant Round 15 Encumbrance

The Board packet showed both the grant amount awarded to 35 projects in November and the related encumbrances to the Community Conservation Endowment. The encumbrance is held at the Treasury Department. The grant amount committed in November 2016 was \$3,499,206. The amount needed for the Community Conservation Endowment is \$352,265, so the total to be encumbered is \$3,851,471.

MOTION	To approve encumbrance of \$3,851,471 for Grant Round 15 grants and CCE.	Colin Cabot
SECOND		Judith Spang
VOTE	Approved with 8 in favor. Sen. Giuda abstains	



Schedule for Grant Round 16, 2017

A grant round schedule similar to that from 2016 is proposed.

2017 Date	Grant Round Activity
February 1	Announce Grant Round
May 1	Grant Round Opens
Early May	Workshop
Late May	Intent to Apply forms due
June 23	Applications Due
August – September	Site visits
Late September or early October	Review Panels
Early November	Board Deliberations
Week of November 20	Awards Announcement (pending governor's interest and schedule)

MOTION	To approve the proposed schedule for Grant Round 16.	Dick Lewis
SECOND		Martha Fuller Clark
VOTE		Approved unanimously

Project Extensions

Dijit reports that staff believes all of the requested extensions seem reasonable and warranted. They are expected to easily complete the work and needed documentation in the time provided. In keeping with discussion at the September 2016 Board meeting about having become perhaps too lenient with extension requests, staff proposes that five of these extensions be granted with language allowing the Executive Director to initiate withdrawal policy if projects are not completed by the end of the extended time. Initiating the withdrawal policy comprises a written request from the Executive Director to the recipient, detailing the condition that may warrant withdrawal, and asks for a written response from applicant within thirty days. This approval would give staff the option to act quickly if the project completion situation warrants, rather than waiting for Board approval at a subsequent meeting. Under the extension/withdrawal policy, the Board retains final approval of any request to withdraw a grant.

Board briefly discusses whether written extension criteria would be helpful to staff or recipients. Or perhaps the grant application should emphasize the importance of completing projects within the allotted time frame.

Each of the six extension requests is discussed individually, but grouped to increase efficiency of voting. Historic Resource Specialist Jenna Lapachinski joins the meeting briefly to provide additional information. The Board felt that longer extensions made more sense for a couple of projects. The Middleton project was not subject to the immediate possibility of initiating the withdrawal policy if this new deadline is not met.

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MOTION	To approve timeline extensions for the Belmont Bandstand to March 31, to Lempster Meetinghouse to September 30 and to the Castle in the Clouds ³ to July 31. If work and documentation of each project has not been completed by the new deadline, staff can initiate the withdrawal process.	Julia Steed Mawson
SECOND		Bob Giuda
VOTE		Approved unanimously

MOTION	To approve timeline extensions for the Kingston Bandstand and the Warner House to August 15, 2017. If work and documentation of each project has not been completed by the new deadline, staff can initiate the withdrawal process.	Julia Steed Mawson
SECOND		Bob Giuda
VOTE		Approved unanimously

MOTION	To approve timeline extensions for the Middleton Old Town Hall to August 31, 2017.	Martha Fuller Clark
SECOND		Judith Spang
VOTE		Approved unanimously

Legislation of Interest to LCHIP

House Bill 359 proposes to return 30% of the fees collected to support LCHIP back to the communities where the transactions being recorded took place.

Senators Fuller Clark and Giuda both express opposition to the proposal and plan to attend the hearing scheduled for Thursday of this week to let their opposition be known. Dijit also plans to testify and will provide information about numbers of projects, number of applicants and leverage.

There being no other business, the meeting was adjourned at 5 p.m.

Respectfully Submitted

Dijit Taylor
LCHIP Executive Director

Douglas S. Cole
LCHIP Board Chair