

New Hampshire Land and Community Heritage Investment Program
Annual Board of Directors Meeting Minutes
 Conservation Center (Forest Society), 54 Portsmouth St. Concord, NH 03301
 Tuesday, January 17, 2023 2:00 – 3:32 p.m.

ATTENDANCE

Voting Members: Chick Colony, Rich Cook, Bridget Freudenberger, Dick Lewis, Amanda Merrill, Rep. Renzullo, Susan Slack, Ben Wilcox

Non-voting Members: Pierce Rigrod, Shawn Jasper

Staff: Paula Bellemore, George Born, Ben Engel, Katie Midolo

Guest: Jennifer Webb, CPA with Hession & Pare LLC

OPENING - Chair Ben Wilcox opened the meeting at 2:00 p.m.

FY22 AUDIT PRESENTATION: Jennifer Webb, CPA Hession & Pare, PC presented a report on the FY22 audit. Webb stated that Hession & Pare, PC had found no material weaknesses or concerns in the course of the audit, and believes LCHIP’s internal controls and procedures to be reasonable, appropriate, and consistently implemented. *Shawn Jasper arrived 2:17p.m.*

MOTION	To accept the FY 2022 Audit Report as presented	Susan Slack
SECOND		Dick Lewis
VOTE	All in favor, motion carried	

MINUTES SEPTEMBER AND NOVEMBER 2022 – Ben Wilcox asked for any questions, concerns, or revisions to the minutes of the September 20 and November 15 2022 meetings. Executive Director Paula Bellemore noted that on page 2 of the September 2022 minutes the CGP numbering is incorrect, and should reference version XII and XIII, rather than XVII and XVIII.

MOTION	To accept the minutes from Sept. 20 2022 & Nov. 15 2022 as amended	Amanda Merrill
SECOND		Rich Cook
VOTE	Bridget Freudenberger abstained, all others voted in favor and the motion carried.	

FINANCE - Paula Bellemore reviewed the financial reports for November 30, 2022

MOTION	To accept the Financial Reports for November 30, 2022	Bridget Freudenberger
SECOND		Dick Lewis
VOTE	All in favor, motion carried	

Paula Bellemore reviewed a request to expend up to \$206,026 from the Community Conservation Endowment Fund: \$51,026 to be transferred to LCHIP’s administrative accounts to support LCHIP staff in overseeing monitoring on 359 LCHIP-assisted properties (121 historic buildings or structures and 238 conservation properties) and up to \$156,000 to be awarded to 157 different stewarding entities completing required annual monitoring in 2022. Bellemore reported that on January 12, 2023 approval for the expenditures had been secured from the Council on Resource and Development as required by statute.

MOTION	To approve FY23 expenditure of \$51, 026 for administrative expenses and up to \$156,000 for stewardship grants from the Community Conservation Endowment Fund, for total expenditure of no more than \$206,026.00.	Susan Slack
SECOND		Amanda Merrill
VOTE	All in favor, motion carried	

NOMINATING COMMITTEE - Susan Slack presented the Nominating Committee’s recommendation for Chair and Vice Chair. Ben Wilcox called for additional nominations from the floor. There were none.

MOTION	To elect Ben Wilcox to a two-year term as Board chair, and to elect Dick Lewis to a two-year term as vice-chair.	Susan Slack
SECOND		Bridget Freudenberger
VOTE	All in favor, motion carried	

GRANT EXTENSIONS – George Born reviewed requests for extensions to grant expiration dates for Grant Round 17 (2018) and 18 (2019) awards. Bellemore noted that the five requests represent a decrease from the average of 7-10 seen in the past and commended Born and Grants Coordinator Katie Midolo on their good work.

MOTION	To approve a final, six-month extension for the grant round 17 awards to the Kendrick-Wood Upper Valley Music Center, Lebanon and First Congregational Church, Farmington	Dick Lewis
SECOND		Rich Cook
VOTE	All in favor, motion carried	

MOTION	To approve a second extension to December 31, 2023 for the grant round 18 awards to the Parker J. Noyes Building, Lancaster (Norther Forest Center), the Moffat-Ladd House, Portsmouth (National Society of Colonial Dames in the State of NH) and the Marion Blodget Museum (Cohos Historical Society)	Dick Lewis
SECOND		Rich Cook
VOTE	All in favor, motion carried	

George Born, Ben Engel, and Katie Midolo presented a review of 2022 program impact and achievements. *Chick Colony departed at 3:15 p.m.*

Ben Wilcox adjourned the meeting at 3:32 p.m. reminding members that the next scheduled meeting would be held on Monday, March 27th at 2:00 p.m., location to be announced.

Respectfully Submitted,

Paula S. Bellemore
Executive Director

Ben Wilcox
LCHIP Board Chair

Approved March 27, 2023