

# LCHIP

Land & Community Heritage  
Investment Program



## Board of Directors Meeting

NH Fish and Game Dept. 11 Hazen Drive, Concord

Ben Wilcox, Board Chair

Monday, April 04, 2022 2:00 – 4:30pm

Minutes approved at June 20, 2022 Board Meeting

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### ATTENDANCE

Voting Members: Colin Cabot, Chick Colony, Rich Cook, Sen. Bob Giuda (via Zoom, at 2:47pm), Mandy Merrill, Rep. Andy Renzullo, Sen. Tom Sherman, Susan Slack, Ben Wilcox

Non-voting Members: Scott Crowder, Susan Francher, Shawn Jasper, Jim Oehler, Pierce Rigrod, Ben Wilson

LCHIP Staff: Paula Bellmore, George Born, Ben Engel, Katie Midolo, Cassie Bernyk

Guests: John Hession and Jennifer Webb, Hession & Pare to present FY2021 Audit

### AUDIT PRESENTATION\*

Jennifer and John from Hession & Pare presented draft results from the FY 2021 audit. The auditors noted that the decrease in cash shown on the statement of financial position was due to timing of project grant payments at year-end, and that the decrease in accounts receivable was due to a delay in payment from the State for CCE incentive payments made in FY20. The current year also shows an increase in CCE receivables and payables, attributed to a larger number of projects with CCE payments closing in 2021. The auditors found no material weaknesses and commended management on careful bookkeeping.

MOTION	To accept the FY21 Audit as presented by Hession & Pare.	Susan Slack
SECOND		Colin Cabot
VOTE		Approved unanimously

### CONSENT AGENDA

Minutes of November 17, 2021 BOD Meeting and 2022 Grant Round Schedule\*

Proposed Schedule for LCHIP Grant Round 2022\*

MOTION	To accept the minutes from the November 17, 2021, Board of Directors Meeting and approve the 2022 Grant Round Schedule as presented.	Rich Cook
SECOND		Mandy Merrill
VOTE		Approved unanimously

\* Indicates that supplementary materials were provided to the Board, and are attached to, and made part of, these minutes.

## FINANCIAL TOPICS

February 2022 Finance Report\* - Paula Bellemore reviewed the financial reports as of Feb. 28, 2022, noting that the revenue and expense report includes a new “forecast” column prepared by the executive director and reflecting forecasted year-end revenue and expenses. Paula pointed out a \$7,150 increase in the project sign budget line to fund pre-acquisition of historic resource signs to be delivered at the mid-point or final site visit, and noted that the forecast column decreased personnel costs reflective of recent staff changes.

MOTION	To accept the February 2022 Finance Report as presented.	Susan Slack
SECOND		Sen. Tom Sherman
VOTE		Accepted unanimously

Community Conservation Endowment Expenditure Request\* - Paula reviewed the purpose of the Community Conservation Endowment, and explained that at CORD’s January 20, 2022 meeting LCHIP requested, and CORD approved, an increase in the CCE unit value from \$200 to \$250 for payments distributed in FY 2022. If approved by the LCHIP Board, the resulting increase in total payments would result in total payments of \$120,750, an increase of \$31,350 over FY21.

MOTION	To approve an increase in the CCE disbursement unit value to \$250.00, and an expenditure of up to \$120,750 from the LCHIP Community Conservation Endowment for the purpose of supporting acceptable and timely monitoring of LCHIP-assisted resources by state agencies, local municipalities, and qualifying nonprofit corporations in 2021.	Colin Cabot
SECOND		Mandy Merrill
VOTE		Accepted unanimously

## EXECUTIVE COMMITTEE

Changes to Bylaws\* - Susan Slack and Paula introduced the proposed changes to the Bylaws which are intended to bring LCHIP’s Bylaws into compliance with RSA 227-M and 91-A. There were no questions regarding the proposed changes.

MOTION	To approve the proposed changes to Bylaws as presented.	Sen. Tom Sherman
SECOND		Colin Cabot
VOTE		Accepted unanimously

## NOMINATING COMMITTEE

Nominating Committee Report\* - Ben Wilcox reviewed the work done by the nominating committee to identify a candidate to fill the public seat vacated by Doug Cole representing business interests. The nominating committee recommended the Board request Governor Sununu and the Executive Council appoint Bridget Freudenberger of Colebrook to the position. Bridget's resume was circulated to the Board and is attached to these minutes.

MOTION	Move to recommend Bridget Freudenberger of Colebrook for appointment by Governor Sununu and the Executive Council to the LCHIP Board of Directors representing business interests.	Susan Slack
SECOND		Mandy Merrill
VOTE		Accepted unanimously

## BOARD ACTION

Effingham Town Hall\* Recipient requests approval to revise the LCHIP-funded scope of work as follows:

1. Add already-completed asbestos testing and removal and preventative powder-post beetle treatment (\$8,095), along with yet-to-be-undertaken repair of powder post beetle damage (estimate pending).
2. Remove HVAC and possibly electrical work (budget \$86,500 and \$4,694 respectively) from the funded scope of work.

Susan Slack shared that she is a resident of Effingham, serves on the Effingham Historic District Commission, in which the Effingham Town Hall is located, and has contributed financially, although she would not consider herself to be a "major donor". Susan stated that while she felt she was able to maintain objectivity, she felt it appropriate to disclose her connection to the project. There were no objections raised to her participation.

Farmington Congregational Church\* - Recipient requests approval to extend the current grant expiration date by 12 months to December 31, 2022 and to revise the LCHIP-approved scope of work as follows:

1. Remove comprehensive stained-glass restoration
2. Add minor repairs to the sash and trim of 18 stained-glass windows and eight small tower windows
3. Add protective coverings for eight small tower windows
4. Add repointing of tower brick masonry in compliance with the Secretary's Standards

Wentworth Brown\* - Historic Haverhill, Inc. requests approval to extend the grant expiration date to Dec. 31, 2023 and to revise the LCHIP-approved scope of work for the Wentworth-Brown House as follows:

1. Remove all expenses related to acquisition from the originally funded project (~\$257,625 TPC)
2. Allocate the \$150,000 LCHIP award to:
  - a. Emergency stabilization work completed in Phase 1 (~\$55,300 TPC)
  - b. Additional rehabilitation work (~\$244,700 TPC) to include Clapboard repair/replacement and exterior painting on Little House, Carriage Barn, Main House; Gutter restoration, structural work, and exterior siding, trim, and painting on Connector and Horse Barn, and engineering study of, and removal of additional trees near, the Little House.

Gale School\* - Lakes Region Community Developers requests a Board waiver of LCHIP’s Criteria, Guidelines, and Procedure (CGP) requirement that a perpetual preservation easement be placed on resources benefiting from a cumulative total of \$400,000 or more in rehabilitation funds.

GR17 (2018) Board (second) Extension Request\* - The Kendrick-Wood Upper Valley Music Center in Lebanon requested a second extension for its Grant Round 17 award, revising the expiration date to Dec. 31, 2022.

GR16 (2017) Final (third) Extension Requests\* - The Bartlett Roundhouse in Bartlett and the Belknap Mill in Laconia each requested final extensions for the Grant Round 16 (2017) awards, revising the grant expiration dates to June 30, 2022.

After a discussion of each request, the following motion was made, seconded and approved:

<b>MOTION</b>	<p>Approve</p> <ol style="list-style-type: none"> <li>1. revisions to the approved scopes of work for the Effingham Town Hall, Farmington Congregational Church, Wentworth-Brown House, and Gale School as described above, and</li> <li>2. Extension of the grant expiration dates for the Farmington Congregational Church and Kendrick-Wood Upper Valley Music Center to December 31, 2022, and</li> <li>1. Extension of the grant expiration dates for the Wentworth-Brown house to December 31, 2023, and</li> <li>2. Extension of the grant expiration dates for the Bartlett Roundhouse and Belknap Mill to June 30, 2022, and</li> <li>3. Waive the requirement that a perpetual preservation easement be placed on the Gale School in Belknap, and require the existing term stewardship agreement be extended by 30 years, for a total term of 40 years.</li> </ol>	Colin Cabot
<b>SECOND</b>		Chick Colony
<b>VOTE</b>		Accepted unanimously

Next Meeting: Monday, June 20, 2022 2:00 p.m. Location TBA

Adjourn: 3:20pm

Respectfully Submitted,

Cassie Bernyk  
LCHIP Operations Coordinator

Ben Wilcox  
LCHIP Board Chair