

LCHIP Board of Directors Meeting

July 9, 2013

Discover Portsmouth Center

Board Chair Doug Cole

Approved 9/23/14

Before the Meeting:

The meeting was preceded by an optional but very interesting and informative tour of Strawberry Banke led by long time Strawberry Banke Board Member Martha Fuller Clark.

Attendance:

Voting Members: Doug Cole, Cynthia Copeland, Jeannie Forrester, Martha Fuller-Clark, David Hess, Harold Janeway, Rusty Mcllear, Mandy Merrill, Charlie Royce, Judith Spang, Julia Steed Mawson

Non-Voting: Tracey Boisvert, Susan Francher, John Kanter (welcome to new designee from NH F&G!), Beth Muzzey, Paul Susca

LCHIP Staff: Jess Charpentier, Amy Dixon, Melissa Jones, Dijit Taylor

Welcome to Discover Portsmouth Center:

Mary Ellen Burke – Executive Director of Discover Portsmouth, described the Historical Society and the Discover Portsmouth building and programming

Legislative Update:

A toast in sparkling cider was made to celebrate getting full funding for the program.

Approval of Minutes of Previous Meeting:

MOTION: Charlie Royce moved acceptance of the minutes of the March 18 2013 with a correction that it was Charlie Royce not Charlie Bridges who made the motion concerning amount to distribute from CCE.

SECOND: Julia Steed Mawson

VOTE: Approved unanimously

Meeting Dates/Locations:

Board was offered a choice of eight possible project locations for the June 2014 meeting and selected Fuller Library in Hillsborough. Subsequent logistical issues changed the date of the June meeting to Wednesday the 18th.

Monday, September 23, 2013 3:00 p.m. – 5:00 p.m.	State Library, 20 Park Street, Concord
Monday, December 16, 2013 8:30 a.m. – 3:30. p.m.	NH Fish &Game Department, 11 Hazen Drive, Concord
Monday January 27, 2014 3:00 p.m. – 5:00 p.m. (snow date: Friday January 31, 2014)	Department of Resources and Economic Development, 172 Pembroke Rd Concord
Monday, March 17, 2014 3:00 p.m. – 5:00 p.m.	Folsom Tavern, 164 Water Street, Exeter
Wednesday, June 18, 2014	Fuller Library, 29 School Street, Hillsborough

MOTION to accept schedule as presented: Julia Steed Mawson

SECOND: Jeanie Forrester

VOTE: Approved unanimously

June Financial Report:

Dijit explained that in the rush to provide a month and year end report, a couple of income items were mislabeled: \$2500 was for Administered Fees-Rumney and \$8000 is transfer from CCE for signage backlog. Amy showed an example of the new bronze historic resource sign.

MOTION to approve Financial Report: Rusty McLear

SECOND: Charlie Royce

VOTE: Approved unanimously

Financial Documents:

The Finance Committee is still working to create an investment policy for the Community Conservation Endowment and to review the Financial Policies and Procedures Manual. They hope to have both ready to present to the Board at the September meeting.

Rebranding:

The budget as proposed includes \$15,000 for consultant to assist with the rebranding that has been under discussion since last September. Mandy wondered what “rebranding” encompassed. Doug said it could be a new name, new logo, etc. as well as better promotion. Martha feels that we should promote LCHIP better – i.e. posters in the Registry of Deeds offices – and improve the understanding of the program. Susan hopes that we do address the rebranding issue within the year, even if we don’t put it in today’s budget. Judith asked if we should put in a smaller number. Beth thought we shouldn’t call it “rebranding”, but “outreach strategy”.

The consensus was to remove the line item from the budget completely. Rusty commits to speaking with several firms and coming to the September meeting with proposals and firm quotes for specific work. He observes that we might consider raising the private money for this, rather than using public funds.

Budget for FY14:

In addition to removing an expense item for “rebranding” the Board increased one salary line to make it more comparable to state employment at the level of responsibility and amount of time in service. The Administration Fee for Grants was revised to be 5% of the total budgeted amount for the registry fee income, or \$208,000. The budget includes replacing outdated major electronic equipment (router and server) and making the Natural Resource Specialist position full time.

MOTION to accept budget as revised: Rusty McLear

SECOND: Dave Hess

VOTE: Unanimous in favor

**Approved
FY 2014 Budget
(July 2013 - June 2014)
with \$4,160,000 grant round**

INCOME		EXPENSES	
Monitoring Income	\$600	Salaries	\$165,150
Admin Fee - grants	\$208,000	Payroll Taxes	\$12,634
Legislated admin fee	\$0	Medical & Dental	\$53,771
Moose Plate	\$200,000	Retirement	\$16,871
Citizen's MM Interest	\$125	LTD - 100% employer	\$2,300
Merrimack Cty Interest	\$185	Office Supplies	\$1,500
Trust Fund Interest	\$0	Telephone/Internet	\$2,700
Other Income	\$0	IT Support	\$3,000
Rumney Mitigation admin fee	\$4,000	Web Hosting - Internet	\$1,200
CCE transfer for signage	\$0	Postage	\$650
Total Revenue	\$412,910	Photocopying	\$200
		Printing	\$350
		Dues/Subscriptions	\$500
		Office Equip/Maintenance	\$13,000
		Rent	\$15,000
		Insurance	\$5,000
		Travel/Mileage	\$5,500
		Meetings/Retreats/Workshops	\$1,000
		Professional Staff Development	\$1,750
		Audit	\$7,500
		Bookkeeping	\$4,800
		Consultant	\$7,500
		Signage-backlog	\$6,900
		Signage - new	\$8,000
		Payroll Service Fees	\$1,765
		Contingency	\$2,000
		Total Expenses	\$340,541
		Net Income	\$72,369

Projects Closed:

There were no questions about the list of projects closed since the March meeting in the Board packet.

Rumney Library:

Amy described the mitigation fund, which was a result of a wind farm's impact on the historic village of Rumney. LCHIP keeps 10% for admin costs; the rest goes to eligible Rumney projects/entities. The Board voted to expend \$25,000 for handicapped access feasibility study for the public library. Now the library is requesting \$40,000 for the next step, to further refine and develop the preferred design alternative chosen after the conclusion of the feasibility study.

A review committee consisting of LCHIP Board members, Bill Norton and Cynthia Copeland, Nadine Peterson of the NH Division of Historical Resources and LCHIP staff, Dijit Taylor and Amy Dixon, and, met on June 10, 2013 to review the proposal. The committee recommends that the LCHIP Board approve the proposal to complete final design and bid documents within the \$40,000 budget presented. Cynthia passed around pictures of the building and proposed addition.

MOTION to release funds to library: Harold Janeway
SECOND: Judith Spang
Vote: Approved unanimously

Grant Round Schedule:

July 22	Grant Round opens
July 30	Grant Writing Workshops
September 13	Applications due at noon
December 16th	Board Grant Decision-making

MOTION to approve Grant Round schedule as presented: Judith Spang
SECOND: Julia Steed Mawson
VOTET: Approved unanimously

LTA Standards & Practices:

Dijit presented an overview of standards and practices #3 and #4, highlighting the few areas where LCHIP needs to make modest improvements:

- Selection and evaluation of board members
- Orientation material for new Board members should include the conflict of interest and policies and emphasize legal and fiduciary responsibilities Even better compliance with providing board meeting material one week before meeting
- More regular review/updates of *Criteria, Guidelines and Procedures*

ADA Public Access Requirements:

Dijit described recent confusing federal Department of Justice guidance concerning access by individuals with mobility impairment to publicly accessible land. Judith was concerned that easement holders would suddenly be told they had to allow ATVs. Judith thinks each property should have a specific public access plan. Dave Hess thinks LCHIP should merely be a source of information, but to expect existing projects to retroactively comply would be asking a lot. The general consensus for the time being is to wait and see how the conservation groups deal with the issue.

Volunteers for Review Panels and CGP Review:

- Judith, Doug, Dave, Tracey, Susan and John volunteered for Natural Resources
- Mandy, Beth, Paul, Martha, Julia for Historic Resources
- Charlie Bridges and Mandy volunteered to help draft revisions to the *CGP*.

Recognition of Charlie Bridges: Charlie Bridges has just retired from the New Hampshire Fish and Game Department. Charlie is the longest serving member of the LCHIP Board, having served as designee for five different Executive Directors of Fish & Game since 2000. He has attended more than 80 Board meeting, and provided invaluable information and advice about dozens of projects. Commendations, thanks and a gift were presented to Charlie in appreciation for his long and illustrious service.

Doug shared beautiful lilies from Cole Gardens.

Adjourned at 5:10 p.m.

Respectfully Submitted,

Doug Cole
Chairperson, LCHIP Board of Directors

Melissa Jones
LCHIP Office Manager