



LCHIP BOARD OF DIRECTORS MEETING

Penacook Academy (a.k.a. Boscawen Town Offices), Boscawen

April 20, 2015

Doug Cole, Board Chair

Approved at July 16, 2015 Board meeting

Attendance:

Voting members: Doug Cole, Cynthia Copeland, John Colony, Martha Fuller-Clark, Harold Janeway, Rusty McLear (departed at 4 p.m.), Mandy Merrill, Judith Spang

Non-voting members: Tracey Boisvert, Susan Francher, Jennifer Gornert, Beth Muzzey, Pierce Rigrod

Staff: Paula Bellemore, Melissa Jones, Jenna Lapachinski, Dijit Taylor

Doug invited Bill Murphy, Clerk of the Works for the project, to discuss the 2002 LCHIP project that allowed converting the vacant Penacook Academy into the Boscawen town offices.

Doug said a few words about Dijit's husband Jeff Taylor, who passed away early in April.

Introductions:

John "Chick" Colony is the newest member of the board. He comes from Harrisville and is representing municipal interests.

Minutes of January 15th Board of Directors Meeting:

Mandy asked that Staff revise the April minutes to reflect that the Durham Town Council never actually voted to request a hunting waiver for Sprucewood Forest.

MOTION: To accept the January minutes as amended

SECOND:

VOTE:

Harold Janeway

Mandy Merrill

Approved unanimously
(Judith abstained)

Proposed Board Meeting Dates for FY2016:

Dijit asked if anyone has any obvious conflicts with the proposed meeting schedule provided to the Board. None were expressed.

Finances:

Investment Policy: Rusty announced that the Finance Committee recommends that the Board adopt the long-awaited Investment Policy for the funds held in the Community Conservation Endowment. The proposed policy was included in the Board packet. Harold noted that this is a new policy and has already been reviewed and approved by the Treasury Department. Martha asked if there was anything in the policy regarding the type of investment (i.e. ecologically conscious). Harold responded that the policy is silent on that issue and that it could be difficult, given that Fidelity invests the funds with other state funds. Tracey asked if this was a supplemental document to the custodial agreement between LCHIP and Treasury, which it is. Fidelity provides regular conference calls about the performance of the fund. Harold requested that the Finance committee be notified of these calls so that they may participate if desired.

MOTION: To approve the Investment Policy as proposed	Martha Fuller-Clark
SECOND:	Harold Janeway
VOTE:	Approved unanimously

Administrative Funding

The administrative budget for FY 2015 approved by the Board in June 2014 included a transfer of \$214,000 from the grant monies held at Treasury. However, the Finance Committee now recommends covering the remaining administrative costs with money from the LCHIP administrative fund, which currently exceeds the desired 2-3-year budget amount. This strategy would leave more money for grants in the Trust Fund. The total amount to be drawn down will depend on the expenses for the remainder of the year, but will be seen in the end of year Finance Report and is expected to be less than the \$214,000 that would have been drawn from the Trust Fund.

MOTION: To draw administrative costs for the rest of FY 2015 from the administrative account rather than the grant-making Trust Fund	Martha Fuller-Clark
SECOND:	Cynthia Copeland
VOTE	Approved unanimously

CCE Endowment Monitoring Disbursement

The Finance Committee supports an endowment monitoring disbursement of \$200 per unit, as has been done in the previous two years. Further background of the disbursement was included in the Board packet. This expenditure also requires approval from the Council on Resources and Development (CORD) which voted on 3/26/15 to allow expenditure of up to \$88,275. The total number of projects to receive these payments is still in a bit of flux, which is why the request is for an amount per unit rather than a total amount.

MOTION: To approve endowment monitoring disbursements of \$200 per unit for 2014 monitoring reports	Judith Spang
SECOND:	Harold Janeway
VOTE:	Approved unanimously

Finance Report

Dijit explained a change in expenses reflected in the March Finance Report: The grant money from the New Hampshire Charitable Foundation has been used up. We have a new agreement with the same marketing firm (Clearly Creative) to continue posting on the LCHIP website and doing layout for a monthly e-newsletter, but not continuing with the videos. The new cost is \$40 per month. There were no questions about the Finance Report as presented in the Board packet.

MOTION: To accept the March 2015 Finance Report Martha Fuller-Clark
SECOND: Rusty McLear
VOTE: Approved unanimously

Auditor for FY15

The Finance Committee recommends retaining Hession & Pare P.C. for the FY 2015 audit, their fourth year as LCHIP's auditor.

MOTION: To retain Hession & Pare P.C. for FY 15 audit Harold Janeway
SECOND: Rusty McLear
VOTE: Approved unanimously

Staff Updates and Action Items:

Completed Projects: The Board had no questions about the projects closed in the previous quarter, Spender Hill Farm, Johnson Farm & Islands and the Thompson Barn.

Audit Suggestions: Based on suggestions from our auditor, Dijit has revised the procedure for accrual of Sick Leave for the Executive Director. It now matches that of the rest of the staff, with a maximum accrual of 120 hours and any hours beyond that going to the Sick Bank. From 2008 until now, the Executive Director had no maximum accrual amount. Dijit had accrued over 300 hours of sick leave.

New Durham Meetinghouse: In 2012, this project was awarded \$13,000 (half of their original request of \$26,000), so lacked the match funds to start the project. A normal 2-year project schedule would have had the project completed by December, 2014, but they requested and received a 6-month administrative extension until June, 2015. They have now secured the necessary match and are able to start. They are requesting an extension through December 31, 2015 to actually do the work during the upcoming construction season. Jenna believes they will be able to complete the work in that time.

MOTION: To approve New Durham extension through December 31, 2015 Judith Spang
SECOND: Martha Fuller-Clark
VOTE: Approved unanimously

Grant Round 14

Because of concerns in the legislature, staff proposed that the grant round be delayed to open after the final passage of the state budget. Elements of the Board discussion included that the Governor, the House and the Senate President have already committed not to raid our fund and the Senate majority party is on record saying they will not raid dedicated funds. The Board preferred to stick with a schedule similar to last year, which allows maximum time for careful project review and good decision-making. The Board felt this reflects “it’s business as usual” and “we have every reason to believe we will have out dedicated fund.” Dijit is authorized check if there would be any negative ramifications of holding the grant round on a schedule similar to last year.

MOTION: To start the grant round as early as possible,

based on staff discretion

SECOND:

VOTE:

Harold Janeway

Martha Fuller Clark

Approved unanimously

Kinder Morgan gas pipeline

(Beth Muzzy left the meeting before the topic was presented because of her position on the Site Evaluation Committee.) The proposed gas pipeline will pass through two LCHIP properties – one in Mason and one in Hudson. Staff is monitoring the situation. The Department of Justice is providing some assistance and coordination for the many state agencies potentially impacted. Dijit has attended five meetings about the project to date, including one at which the developer’s question was how to break the agreements protecting the parcels. State agencies and non-profits are on a steep learning curve concerning the FERC process. This is a steep learning curve that all parties (non-profits, state agencies, etc.) are learning, and Dijit will keep the board informed as the process unfolds.

Presentations by LCHIP Staff:

Staff have recently attended and presented at both the Saving Special Places land conservation conference and NH Preservation Alliance Conference, as well as Leadership North Country.

Legislation of Interest to LCHIP:

Martha and Judith, the only legislative members present, reported that SB 38, establishing a commission to develop a land conservation plan and conservation bill has passed. Bills to provide funding for the agricultural land protection program and for water supply land were tabled in the Senate. The budget is still being discussed in the Senate.

Other Business:

Beth Muzzey described the Five-Year Preservation Plan, which is looking for input through an on-line survey or public listening sessions. DHR is also using Hurricane Sandy funds for disaster planning, etc.

Adjournment:

The meeting was adjourned at 4:45 p.m.

Respectfully Submitted,

Melissa Jones
LCHIP Office Manager

Doug Cole
LCHIP Board Chair