

LCHIP Board of Directors Meeting
Office of Energy & Planning Conference Room
March 15, 2010

In attendance:

Tracey Boisvert
Jack Bronnenberg
Doris Burke
Susan Francher
Representative David Hess
Senator Harold Janeway
Julia Steed Mawson
Rusty McLear
Tim Murphy
Bill Norton
Representative Judith Spang
Bill Veillette
Deborah Turcott Young, LCHIP
Cheryl Carlson, LCHIP
Amy Dixon, LCHIP

Absent:

Senator Peter Bragdon
Charlie Bridges
Tom Burack
Van McLeod
Lorraine Merrill
Charlie Royce
Ray Ilg, LCHIP

Rusty McLear opened the meeting at 10:15 am. Introductions followed. The agenda was reviewed, no changes were made. Rep. Hess mentioned that he wanted to discuss the process of reviewing grants.

Minutes

The minutes from the December 14, 2009 and the January 11, 2010 meetings were presented.

MOTION: Senator Janeway made a motion to accept the meeting minutes from the December 14, 2009 and January 11, 2010 meetings, as presented. Seconded by Bill Norton. Unanimous vote.

Financials

Deb presented the financials for the period ending January 31, 2010.

MOTION: Doris Burke made a motion to accept the January 31, 2010 financials as presented. Seconded by Julia Steed Mawson. Unanimous vote.

Executive Director Action Items

Endowment Disbursement

2009 Community Conservation Endowment (CCE) Update

A. Last year the LCHIP Board and CORD agreed to disburse 50% of the estimated interest and dividends totaling approximately \$14,000.

B. 80 projects monitored their own properties and received a check ranging from \$93 to \$391
C. LCHIP staff had to monitor 10 projects receiving \$1,309 in income (\$336.67 in mileage costs alone for those visits plus 4 full days of staff time for 2 employees)

2010 CCE Recommended Action

This year 50% of estimated interest and dividends would equal approximately \$3,100 meaning disbursements would be cut by over 75%

Recommend as a result of lower interest and dividends this fiscal year, commit 100% of estimated interest and dividends to projects this year. The amount will likely be around \$6,000.

The Board discussed how OEP manages their endowment by using Fidelity, at a cost. Deb asked the Board for input on the 2010 CCE as to whether they want to commit 100% of the estimated interest, or 50% or somewhere in between. Senator Janeway suggested that the Board adopt an investment policy. Rusty and other Board members agreed. The funds should be invested as a permanent fund and not a short term fund. Deb suggested that members come to meet with Treasury and discuss all the options available to LCHIP. Rusty, Rep. Hess, and Sen. Janeway agreed to go with Deb and meet with Treasury to discuss this further. Bill Veillette suggested NH Charitable Foundation as an option to manage the fund, if Treasury allows it. MOTION: Sen. Janeway made a motion to allow Deb to go to CORD and seek approval for 100% of estimated interest and dividends to be disbursed to projects this year. Seconded by Bill Norton. Unanimous vote.

Password Policy

Deb presented the Password Policy, a new internal administrative policy. This policy requires all staff members to change computer passwords every 90 days and gives instruction as to how these passwords must be created.

MOTION: Tim Murphy made a motion to approve the password policy. Seconded by Julia Steed Mawson. Unanimous vote.

Risk Assessment Policy

Deb asked the Board if they felt like forming a Risk Assessment Committee or if they are comfortable with the way things are currently going. She stated that the audits have all gone well and that the Board approves the financials, but she asked for their input on this. Rusty stated that due to the size of the LCHIP organization, he think it is a bit much but understood the need to bring the topic up. He understood that there is potential that LCHIP could be criticized for not having one. Sen. Janeway said that he believes the organization is constantly in risk assessment mode. It was general consensus that a formal policy is not necessary. Tim Murphy asked if the Board does not adopt such a policy, would it continue to be a part of audit recommendations. Deb and Rusty both said yes, it would continue to be identified in the audit.

Project Updates

Ashland School, Ashland

Amy stated that the project has already received a timeline extension through September 30, 2010. Amy updated the Board that ½ of the windows at Ashland school have been put in and the elevator is underway. All the sheetrock is up and is nearly done. It was discovered that the third floor doors and casings do not have to be replaced in order to be fire compliant, only closers have to be put on the doors. The tin ceiling and floor boards on the third floor have been repaired. It is anticipated that the completion date for the project is May 28, 2010. Amy has given Ashland a draft stewardship plan, baseline documentation instructions, and a final budget worksheet for them to complete. Rep. Hess asked if the financing letter is on file and Amy stated that it isn't but she would contact Ashland later this afternoon.

Columbia Covered Bridge, Columbia

It is LCHIP staff's understanding that the repairs to the Columbia Covered Bridge are being completed presently with ARRA funding. According to the Selectmen's Secretary in an email dated 26 January 2010, "We will be sending you a letter stating that we wish to withdraw our grant application, however, we have been waiting until the State of NH finishes the repairs just in case they decide that they want to bill us for a portion of it." However, the reality is that the project timeline has now expired and the project is nearing completion. LCHIP staff recommends that the Board initiates the withdrawal of this grant award of \$4,920 (and the \$7,500 stewardship endowment contribution).

MOTION: Bill Veillette made a motion to initiate the withdrawal process for this grant, giving Columbia 30 days to respond. Seconded by Rep. Hess. Unanimous vote.

Androscoggin Headwaters, Errol

This project was granted \$250,000 in Round 8 towards the protection of a 31,000 acre project. LCHIP funds will be used for phase 5 of this project. The Trust for Public Land made it clear in their Round 8 presentation and application that they would be coming back to LCHIP in future rounds for additional monies up to \$500,000 to complete this multi-phase project, which could take four to five years to fully complete. Due to this type of multi-year, multi-phased project, the project agreement is different than most natural resource project and requires Board approval. After discussion, Board voted the following motion:

Changes to Project agreement:

Paragraph 3, delete the word "on"

Delete paragraph 4

Paragraph 5, add in the dollar amount, \$250,000

Amended version:

Recipient Special Provisions:

1. The Androscoggin Headwater project is a five phase project of which LCHIP's grant award will fund only phase V, the 938 acre Greenough Ponds. Therefore, LCHIP's language will only be required in the fee deed acquisition of the Greenough Ponds.
2. The Trust for Public Land will be granted a closing date of December 31, 2011 for phase V, the Greenough Ponds.
3. The timing of the closing of Phase V and subsequent disbursement of funds is not contingent upon the timing of the closing of the match properties.
4. Because the applicant has been granted an extended timeline to complete this project, the grant award funds of \$250,000 will be placed in a mutually agreed upon escrow account. This escrow account will be interest bearing, all interest earned will be paid back to LCHIP. The release of the escrow funds will not occur until all necessary project due diligence has been completed and reviewed by LCHIP staff. This escrow account will not remain open past the December 31, 2011 deadline. If the project is not closed by then all funds will be returned to LCHIP.

MOTION: Bill Veillette made a motion to approve the amended project agreement for Androscoggin Headwaters. The changes are to delete the word "on" in paragraph 3; to delete paragraph 4; and to add in the dollar amount of \$250,000 in paragraph 5 (which now becomes paragraph 4). The escrow portion will be reviewed by the Attorney General's office. Seconded by Sen. Janeway. Affirmative vote by all voting members, except Rep. Hess, who voted against. Motion carries.

Criteria, Guidelines, and Procedures change (CGP)

Deb brought forward a recommended change to LCHIP's Criteria Guidelines and Procedures in the Eligible Costs section.

Recommendation:
Add as Section 8: B-6, and
Add as Section 8:D-5

“Applicants may use up to 5% of the requested grant amount for administrative costs associated with preparation of the application or other due diligence as cash or non-cash match. No other administrative costs may be used as cash or non-cash match.”

Sen. Janeway asked if other grant making organizations do something similar. Rusty replied that CDFA and similar organizations have a limit. Deb stated that this is something that has always been done, LCHIP is just putting a maximum on it. Susan Francher said that 5% seemed fair and reasonable.

MOTION: Bill Norton made a motion to accept the CGP change as presented. Seconded by Tim Murphy. Unanimous vote.

Round 8 Update

Deb stated that after the grant round awards were made, Board members were sent a spreadsheet of all the funded projects, press releases and any news articles that were published regarding funded projects. Commitment letters were sent out to applicants who were awarded funding and standard project agreements are now being executed. Applicants have all given positive feedback regarding the grant round. Applicants who were not funded were given the option to come in and meet with LCHIP staff to discuss their project. She said that most who were not funded took advantage of this and they stated that they would also be reapplying in a future grant round. As a result of the grant round, Deb also has met with Rep. Hess and Bill Veillette so they could discuss their feedback regarding the round. Deb has met with Silvertch to get a quote on uploading upcoming grant applications to a password protected part of the LCHIP website in order to give all Board members access to the applications. Deb said this would give Board members a chance to look at all the applications and ask any questions between the time the grant round closes to the time the Board makes funding decisions. Deb said that at the June meeting she plans to describe the commitment of panel review members and ask the Board if any are interested in being on a review panel. Rep. Hess discussed at the meeting with Deb, using a consent calendar for projects. Deb had concerns that most projects could be taken off and then more would have to come and present, leaving the Board with up to two full days of just project presentations. She said that she hasn't heard from anyone that the results of the grant round were not good. Rep. Hess asked Deb to talk about the process, in detail, at the June Board meeting.

Round 9 Proposed Schedule

June 16, 2010	Application Writing Workshops
July 1, 2010	Grant Round Opens
August 20, 2010	Grant Round closes at noon
November 15, 2010	Board Meeting for Grant Round 9 Decisions

MOTION: Sen. Janeway made a motion to approve the Round 9 schedule as presented. Seconded by Bill Norton. Unanimous vote.

Legislative Update

Rep. Hess discussed HB 1664.

Other Business

Deb passed around a plaque given to LCHIP for the Clay Pond project. This plaque was accepted by Tom Burack, DES Commissioner and Rep. Hess, and passed on to Deb.

Deb and Board members congratulated Cheryl on 9 years of service to LCHIP.

Public Comments

None

Having no further business before the Board, the meeting adjourned at 11:55 am.

Submitted by:

Cheryl Carlson

Approved by:

Rusty McLear, Board Chair

LCHIP Board of Directors Meeting
Church Landing, Meredith, NH
June 11, 2010

Approved by Board 11/15/10

In attendance:

Tracey Boisvert
Charles Bridges
Jack Bronnenberg
Thomas Burack
Representative David Hess
Senator Harold Janeway
Julia Steed Mawson
Rusty McLear
Tim Murphy
Bill Norton
Representative Judith Spang
Bill Veillette
Deborah Turcott Young, LCHIP
Cheryl Carlson, LCHIP

Absent:

Senator Peter Bragdon
Doris Burke
Susan Francher
Van McLeod
Lorraine Merrill
Charlie Royce
Amy Dixon, LCHIP
Ray Ilg, LCHIP

Rusty McLear, on conference call, opened the meeting at 10:00 am.

Minutes

The minutes from the March 15, 2010 meeting was presented.

MOTION: Senator Janeway made a motion to accept the meeting minutes from the March 15, 2010 meeting, as presented. Seconded by Rep. David Hess. Unanimous vote.

Financials

Deb presented the financials for the period ending April 30, 2010.

In the expenses line the \$24,500 for Stone Arch Bridge project has been moved to the Asset Section, because it was not budgeted for the year. LCHIP is well on course for being under budget this year, due to a concerted effort to keep spending in check. Deb made the decision to give bonuses to the staff, because they have not had raises in several years. LCHIP has switched audit firms, deciding it was time for a fresh set of eyes to review the financials. The original price for the audit was over \$14,000; Deb negotiated it down, and secured a guarantee of no more than a 5% increase for the next two years.

MOTION: Senator Janeway made a motion to accept the April 30, 2010 financials as presented. Seconded by Bill Norton. Unanimous vote.

Legislative Update

This agenda item was moved forward due to its immediacy. Deb updated the Board on the budget situation, with input from Sen. Janeway and Rep. Hess. Legislators voted to take \$1.5 million from the FY10 LCHIP budget and apply it towards the General Fund to balance the state budget. Since FY08, \$6.9 million has been taken from the LCHIP budget. Currently there is \$5.5 million in the LCHIP trust fund, but just over \$4 million is committed to current or on-going projects. Deb noted the Governor's office did call first to see what monies had not been committed before they reduced the fund. There is language in the bill saying LCHIP would work with the Governor and other organizations, state agencies, NGOs to identify state-owned land that would be valuable to be put under conservation easement: the language does not require LCHIP to do anything collaborative with the Governor's office. This could either be very benign, or it could end up causing trouble for LCHIP in the long term. Deb really hopes the long term effect will not be the re-direction of LCHIP's mission. The important thing to note is the \$1.5 million which was taken from LCHIP would have funded half of the next grant round. This funding is for FY10 only; LCHIP does not face further cuts for FY11, but in the biennial process, half of the funding for FY11 has already been taken.

Sen. Janeway noted the main thrust was to balance the 2010 budget, with a tight deadline of two weeks and few options available; other dedicated funds were also raided. There was definitely a sense of resignation about the process. Rep. Hess is not concerned about the inclusion of conservation easements, because the bill did not mandate that actions be taken (by LCHIP or the State).

The long term ramification of the (second) major reduction in funding may be the re-direction of LCHIP's mission. The bottom line may be: fund LCHIP or kill it. Deb has heard from applicants for the next round, concerned about whether they should apply (due to reduced funding levels). Registrars are upset because they feel like they are lying to the public about where the transfer money is going, making it more of a tax than a fee. Deb always recommends that people talk to their Representatives about their concerns.

Tom Burack noted it is important to bring people together to reiterate support for LCHIP. Julia Steed Mawson asked what structure is in place to rally former grantees to rise to the cause. Deb noted LCHIP is a government agency, so it cannot do any lobbying on its own behalf. However, the staff is going to make an effort to make LCHIP more visible; one goal is to have a social networking presence (e.g. Facebook). Tom Burack suggested making the rounds with conservation organizations to apprise them of the situation. Deb has already made phone calls to meet with "larger partners" to gauge their level of enthusiasm vs. exhaustion. But ultimately, the level of enthusiasm has to start with LCHIP. It is "John Q Public" who needs to stay aware of what is going on at LCHIP, which is hard to do. Is LCHIP seen as discretionary? If the on-going revenue situation continues, how do we position LCHIP? Survival; relevance; permanence. How does LCHIP make it through the drought?

Personnel Update

Amy Dixon is out on maternity leave; LCHIP did not have the money to hire a temporary replacement, so Deb is covering the Historic Resources desk. Ray Ilg has resigned from his position as Natural Resources Specialist; he will be at LCHIP until July 1. Ray has been very discouraged with the instability of LCHIP funding; he will be taking a position at Duck's Unlimited.

Executive Session

Motion was made to move into Executive Session; roll call was taken. Motion was made to seal the minutes. Motion to close Executive Session.

Executive Director Action Items

FY11 Budget

Deb distributed the latest (fifth) version of the budget. Originally the grant round was supposed to be \$2.5 - \$2.7 million; due to budget cuts, Deb expects the next round to be \$1.2 million, with a 10% administrative fee (\$120,000). The revenue line does not change; there is some small interest and income coming in from money market funds and monitoring. The interest will be probably be \$14,000-\$15,000. Deb directed the Board to the bottom line figure for each of the four scenarios, under those figures is a second figure, indicating what will need to be taken from reserve, during the course of the year, in order to keep the budget in the black. Deb noted funds have been removed from the reserve fund for the past four years, in order to “balance” the budget, because only \$335,000 could be brought in from LCHIP’s two funding sources (by statute). In order to be fully staffed, it would require a \$75,000 dip into reserves. At the end of FY10 there will be \$280,000 in reserve. Removing \$75,000 would bring the reserve fund down to about \$207,000.

The proposed budget is a little higher than the budget which was approved last year, which is partially due to change in employee family status, requiring a higher benefit package. Also retirement and health insurance costs have gone up (Deb usually budgets for a 10% increase). Because Cheryl will be going on maternity leave in the fall, Deb will have to hire some part time temporary help. The part time person will need to do the financial work, to keep the separation of duties clearly delineated. There are no salary increases. The other three scenarios show different staffing models. Deb proposed keeping the executive director and office manager as full time positions, but offered several staffing models for the two specialist positions. Only the second scenario does not require dipping into the reserve fund.

This budget assumes there will be a grant round, with \$1.2 million to be distributed. The questions for the Board are: What do you want the bottom line to look like? How comfortable are you about dipping into the reserve? Where would you like to go from here? Board decisions will guide how Deb handles staffing for the next year.

Rusty noted the most important decision to be made is: Shall there be a grant round? Rusty feels if LCHIP does not have a grant round, it would become less “significant;” it does not help the survival of the organization. The Board asked if the round could be delayed. Deb feels if LCHIP does not award the \$1.2 million, it might be taken away at the next special Legislative session (November).

Although a budget must be approved at the June meeting, the Board can come back to the Director and ask for budget amendments. Deb felt her budget reflects practical solutions to staffing issues. Rusty asked how the operation of LCHIP would be affected if the resource specialist positions became part time. Deb noted that service to the community would be compromised. Right now there are 38 active projects; 33 funded in the past round. In all but the fully staffed model, there are specialists missing each day of the week. Deb or Cheryl will have to answer questions as best they can, but no one knows the projects as well as the specialists. With Ray’s imminent departure, Deb is still considering how to best fill the natural resource specialist position; it may be a temporary slot for the coming year.

This current budget will give Deb a better idea of how to budget for the next grant round; she expects the next grant round will be equally difficult. The Board noted the next budget cycle might be worse, so anything LCHIP can do to conserve cash would be helpful.

Rusty asked the Board if they are willing to commit the \$75,000 from the reserve fund? The Board proposed taking 20% from the reserve fund, which equals \$50,000. There will be some salary savings until Ray's replacement is hired. Deb noted she is really concerned about having a natural resource specialist in place to review the grant round. It is possible to hire temporary help to fill the gap.

Deb asked for a vote of the Board to pass a budget of \$386,765. The budget was unanimously approved.

Project Updates

Columbia Covered Bridge, Columbia: They have formally asked for their grant award to be withdrawn, as they no longer require LCHIP funding. The Board voted unanimously to accept this request.

Newport, Pier Bridge: This project is asking for an extension to October 15, 2010. The Board suggested the project be extended to December 1, 2010, in case there are any mitigating issues.

Ashland School, Ashland: LCHIP has just received the letter of financial commitment from TD Bank North; Deb passed around the letter to the Board. There is no action needed; they already have an extension to September 30, 2010.

Haverhill, Pearson Hall: Both of the restoration consultants have had medical issues, so they are asking to extend to July 30, 2010. The Board recommends an extension to September 30, 2010. The Board voted unanimously to approve.

Greenfield, Crotched Mountain: This is a ground breaking project for handicap access. LCHIP recommends the project be extended through December 31, 2010. The Board voted unanimously to approve.

Auburn, Massabesic: Since the town of Auburn was awarded an LCHIP grant, an additional \$375,000.00 has come through for this project, bringing the town to the originally \$1 million fundraising goal. This funding has come by way of a grant by the Farm and Ranch Land Protection Program (FRPP) through the Natural Resources Conservation Service. As a result of this new funding and due to the fact that FRPP grant money can only be used to fund farm land, rather than one easement the project will now involve two. The total acreage of the project will remain the same, 129 acres. The Board voted unanimously to approve this change in scope.

Grant Round Process and Review Panel Discussion

There are 66 people signed up for the grant round workshop; others participated in the workshop last fall, so it is hard to predict how many grant applications will be arriving. Four or five eligibility requests arrive each day. Deb will let applicants know the level of expected funding; she will encourage them to be judicious with their requests.

Natural Resource Panel Review Meeting: Monday, September 13.

Historic Resource Panel Review Meeting: Tuesday, September 14.

At least one outside reviewer will sit on each panel. Board members will review each and every application, and score. Deb asked Board members to let her know in the next few weeks if they are interested in serving on the review panels.

In order to save money, Deb is not going to load all the applications to the web site (for Board review); she has found another way to load the applications; Cheryl will be teaching the Board members how to use this

new program at the September board meeting. All of the grant applications will be available on line, in advance of the board meeting.

The panels will receive the application packages by September 1, 2010.

Round 9 Proposed Schedule

June 16, 2010	Application Writing Workshops
July 1, 2010	Grant Round Opens
August 20, 2010	Grant Round closes at noon
November 15, 2010	Board Meeting for Grant Round 9 Decisions

CCE Update

Money is transferred into the endowment at the time projects close. Three people volunteered to review the endowment fund; they came up with a return of 4% annualized return. Fidelity would manage the money. The Treasury Department would draw up the paperwork. Sen. Janeway noted the Treasury Department does this with other funds; the Fidelity fee will be modest. The fund mix will be the same as for other funds. To date, all of the money has been sitting in a money market fund, but it is an endowment, and should be invested this way. Deb asked the Board to vote on this proposal. Board voted unanimously to have Deb take all steps needed to provide a finished, final report to the Board at the September meeting. Rusty proposed it would be prudent to pull together a small finance committee, to make the Board more active and responsive to Deb's financial questions.

FY 2011 Meeting Dates

Board voted unanimously to approve the calendar, as presented.

Telecommuting Policy

This is an internal policy, but Deb would like to have the Board approve. Deb has felt over the past year it is important to put the policy in writing, and add the policy to the LCHIP Employee Manual. Deb used the SCA policy as a model. The Telecommuting Policy was unanimously approved.

Other Business

Tim Murphy was recognized for his ten years of service to LCHIP; he is leaving the Board. Tim was presented with a piece of artwork as a small token of appreciation of his dedication to LCHIP. Tom Burack gave a thank you speech.

Public Comments

None

Having no further business before the Board, the meeting adjourned at 11:47 am.

Submitted by:

Cheryl Carlson

Approved by:

Rusty McLearn, Board Chair

LCHIP Board of Directors Meeting
NH Office of Energy and Planning, Concord, NH
September 20, 2010

Minutes

Approved by Board of Directors 11/15/10

Attendance

Board Members: Tracy Boisvert (OEP), Charlie Bridges (NHF&G), Susan Francher (DRED), Representative David Hess, Johanna McKenna (DES), Rusty McLear, Van McLeod (DCR), Joanne Morin (OEP), Bill Norton, Charlie Royce Dick Uncles (DAMF), Bill Veillette

LCHIP Staff: Cheryl Carlson, Amy Dixon, Aaron Ferraro, Dijit Taylor,

Guests: Jon Evans and CR Willeke, DOT

Absent: Senator Peter Bragdon, Jack Bronnenberg, Senator Harold Janeway, Representative Judith Spang, Julia Steed Mawson

Chairman Rusty McLear opened the meeting at 10:03 am. Rusty welcomed Dijit Taylor, Acting Executive Director and Aaron Ferraro, new Natural Resources Specialist. Introductions followed. Rusty also welcomed Cheryl Carlson back from maternity leave.

Rusty noted the discussion of the update of the Rte 12 project (Charlestown) would be moved forward on the agenda.

Minutes

The minutes from the June 11, 2010 meeting were presented. Lacking a quorum, the minutes were not accepted.

Rt. 12 Project, Charlestown-Walpole ~ Presentation by Jon Evans, NHDOT

DOT provides and update of their request to acquire about 4.3 acres of the Fall Mountain State Forest, protected in part with funds from LCHIP. A public hearing was held on 7/29/10, with Tim Murphy attending on behalf of LCHIP. DOT has been working with DRED (landowner), TNC (Primary easement holder) and LCHIP (executory interest holder) since 2007 on this project. The acres DOT seeks to acquire are for a road relocation to protect the nearby Connecticut River. The primary resource for which the property was protected, the Northeastern Bulrush, is not located in the acres under discussion. In discussion, Tracey points out that the LCHIP law allows for minor takings by DOT. Rep. Hess asked if this would impact public access to the land, which is won't because the primary access point is on the other side of the property. LCHIP Board was meant to vote on the proposal within 14 days of the 7/29 hearing, but was given an extension until 10/11/10. Board vote will need to be solicited outside of this meeting.

Financial Report

Income and Expense statements for FY 2010 and July and August 2010 were presented. Taylor noted that the net loss for the year had been budgeted at \$57,471, while the actual loss was "only" \$12,407. The audit has begun quickly to take advantage of Cheryl's knowledge during her last days with LCHIP.

Project Updates

Ashland School, Ashland: Amy reports that the construction is complete, the project was finished prior to deadline and Headstart has moved in.

Massabesic Partnership, Auburn: Aaron reported on some proposed changes in the project structure, beyond those that were approved by the Board at the June meeting. The proposed changes in the details of the conservation effort appear to be within the normal range of variation as an applicant's project proceeds toward closing. The applicant has indicated the money required (in total) has been secured. A final project agreement that clarifies easement holder and owner details and protects LCHIP's investment will be developed by staff.

Birch Ridge, New Durham: Amy noted that the applicant's public hearing has been postponed to September 22, so there is no update today.

LCHIP General Policy Discussion

An applicant has asked for clarification regarding phased disbursement of awarded grant funds. There is a precedent to disperse an applicant's awarded funds to the same project in multiple phases, often to address various timing and funding partner closing requirements. LCHIP "Criteria, Guidelines and Procedures," RSA Chapter 227-M require that total funds disbursed in a grant must always be less than or equal to 50% of the appraised resource asset value (plus eligible expenses).

Question: Can LCHIP fund greater than 50% of the resource's value at the closing of a first phase of a project if the total investment will be under 50% when all closings are complete for the project?

Discussion: Rep. Hess recommended going to legal counsel and Board for help with these kinds of issues. Bill Veillette recommended sticking to the letter of legislation; require applicants to provide the full 50% match for each phase. Charlie Bridges reminds that at least 25% of the match must be in cash. Joanne Morin said the staff should bring these issues to the Board. Rusty wants the staff to bring scope changes like this to legal counsel and then to the Board for action. Charlie Royce noted the need for caution with a new legislature coming in. Consensus: Project changes seeking more than 50% of value of an initial phase of a project should be reviewed by legal counsel and the Board.

Grant Round 9

Board members were given a list of the grant applications: 14 NR, 22 HR applications, 20 with cultural resources too, in 33 towns and from 34 applicants. The staff is currently reviewing the applications; the panel reviews are scheduled for September 27 and 28. Charlie Royce inquired which applicants were new (not re-applicants). This information will be included in future application summaries.

Legislative Update

Rep. Hess noted that legislators can begin filing new legislation the Wednesday after the election.

Other Business

The Upper Merrimack Oxbow Closing Celebration will take place on September 22, 2010 at 11:00 am. Charlie Bridges and Aaron Ferraro will attend for LCHIP.

There are two Board openings: Business (position formerly held by Doris Burke) and Regional Planning (position formerly held by Tim Murphy).

Cheryl Carlson, longtime LCHIP office manager, is leaving LCHIP to move to Texas. Rusty presented her with flowers, a gift and accolades from the Board for her years of effective service.

Executive Session: The board met in Executive Session, including a report from the Executive Director Search Committee.

Public Comments

None

There being no further business before the Board, the meeting adjourned at 11:15 am.

Submitted by:

Elaine Loft

Approved by:

Rusty McLear, Board Chair

LCHIP Board of Directors Meeting
Friday, October 8, 2010
Via telephone conference call
Minutes

Approved by Board of Directors 11/15/10

Board members in attendance:

Sen. Peter Bragdon
Sen. Harold Janeway
Julia Steed Mawson
Rusty McLear

Charles Royce
Rep Judith Spang
Bill Veillette

Also attending: Dijit Taylor, LCHIP Interim Executive Director

The group discussed the DOT proposal to acquire 4 +/- acres of land on the western edge of the 950+/- acre Fall Mountain Conservation area, subject of a DOT presentation at the September 2010 LCHIP Board meeting. The land was acquired for conservation in 2004, with part of the funding from LCHIP. The property is now owned by the New Hampshire Department of Resources and Economic Development, subject to a conservation easement held by The Nature Conservancy, with LCHIP holding executory interest in the conservation easement. DRED and TNC approve of the proposed acquisition. Judith stated that in-holdings near the top of the property are on the market and might be of greater conservation value than a cash payment.

MOTION made by Rusty, seconded by Harold: The LCHIP Board of Directors approves the proposal from the New Hampshire Department of Transportation to acquired the LCHIP interest in 4+/- acres of the Fall Mountain Conservation area along NH Route 12 in Walpole and Charlestown, under the terms specified in RSA 227-M:13.

AMENDMENT made by Judith, seconded by Harold: The LCHIP Board of Directors approves the proposal from the New Hampshire Department of Transportation to acquire the LCHIP interest in 4+/- acres of the Fall Mountain Conservation area along NH Route 12 in Walpole and Charlestown, under the terms specified in RSA 227-M:13 with compensation to be at full fair market value of the property interest at the time of the department's acquisition, or as replacement land with conservation value within the Fall Mountain Conservation area, with a preference for land with conservation value.

Vote on the amendment: Unanimous in favor

Vote on the motion as amended: Unanimous in favor.

Rusty closed the meeting at 9:50 a.m with thanks to all for their participation.

Respectfully submitted,

Dijit Taylor
Interim Executive Director

Rusty McLear
LCHIP Board President

(Seven voting members constitute a quorum per RSA 227-M: 4 V. The conference call was recorded.)

LCHIP Board of Directors Meeting
NH Fish & Game
November 15, 2010
MINUTES
Approved by LCHIP Board of Directors 1/10/11

In Attendance: Board Members: Tracey Boisvert (designee for Joanne Morin), Charlie Bridges (designee for Glenn Normandeau), Jack Bronnenberg, Cynthia Copeland, Susan Francher (designee for George Bald), Representative David Hess, Senator Harold Janeway, Julia Steed Mawson, Rusty McLearn, Joanne Morin, Beth Muzzey (designee for Van McLeod), Bill Norton, Charlie Royce, Representative Judith Spang, Paul Susca (designee for Tom Burack), Dick Uncles (designee for Lorraine Merrill), Bill Veillette. LCHIP staff: Amy Dixon, Aaron Ferraro, Dijit Taylor. Member(s) of the Public: Robert Gillette, Ossipee

Absent: Senator Peter Bragdon

Rusty McLearn opened the meeting at 8:15 am. Rusty welcomed new board member Cynthia Copeland who represents regional planning. Introductions followed. The agenda was reviewed, no changes were made.

Approval of Minutes of Previous Meetings

The minutes from the June 11, 2010, September 20, 2010 and October 8, 2010 meetings were presented.

MOTION: Rep. Spang made a motion to accept the meeting minutes from the June 11, 2010, September 20, 2010, and October 8, 2010 meetings, as presented. Seconded by Sen. Janeway. Approved by unanimous vote.

Financials

- a. Administrative Budget: Dijit presented the financial report for the period 7/1/10 - 10/31/10.
- b. Bank Signatories: Charlie Royce presented a resolution that would update the names on LCHIP bank accounts and other financial materials.

MOTION: That Rusty McLearn, Chair of the LCHIP Board of Directors be authorized to make all changes necessary to bank accounts and other financial and official materials to remove the name of Deborah Turcott Young and add that of the new Executive Director to those accounts and documents. Seconded by Sen. Janeway. Approved by unanimous vote.

- c. Audit: Dijit reported that a draft audit had recently been received for review. There appear to be no major problems. The final audit will likely be presented at LCHIP Board of Directors meeting in January 2011.

Board Membership

The board position representing business is currently vacant, following the retirement of Doris Burke. Rusty has proposed a name to fill the vacancy to the Board's Executive Committee. He inquired if the Board felt this was acceptable or if a nominating committee should be formed. The Board discussed their interest in having input on nominees and the ability to propose nominees, but felt that a sub-committee specific to the designation of the position was not necessary. For this and future Board vacancies, the vacancy will be announced to the full Board and all will be asked to make recommendations. Those names suggested will be presented to the entire Board for discussion before seeking approval from the Governor and Council. Suggestions for the business position will be sought for discussion at the January Board meeting.

Legislative Preview

Rep. Spang said that she was not aware of any LSR's that have been filed yet; however, the deadlines for filing are still pending. The Board discussed the potential for legislation that may affect the program's future funding and ability to operate.

Structural Funding Discussion

Given the ongoing funding challenges, Rusty raised the question to the Board of whether there are other sources of funding, such as foundations, which might help leverage state funds. The Board felt that this was an idea worth pursuing. Issues and contacts: the LCHIP applicants who received funding from foundations may perceive that LCHIP is taking money that could have gone directly into projects; long-time LCHIP Board Member Tim Murphy may have ideas; contact New Hampshire Charitable Foundation about this idea; some state agencies (DES& DOT) administer mitigation funds. Rusty said that he will write up a summary of his idea and will circulate it among the Board.

Project Update – Whittier Covered Bridge

Amy reminded the Board that the project has already received a timeline extension through December 30, 2010. Amy reported that in the year since the Town of Ossipee received their project extension, they have encountered many delays in getting approval from the Federal Highway Administration (FHWA) and NH Department of Transportation (NHDOT) to proceed with the design-building approach to the bridge rehabilitation. Since the town's last extension they have successfully advertised a Request for Qualifications and received three qualified bidders. Response to the RFQ came in May, but the town did not obtain approval from FHWA and NHDOT for the Request for Proposals (RFP) until September 2010; however, they cannot release the RFP until a tranche of their federal grant is released. The town has been told by FHWA that the disbursement should be made shortly, but have not been given an exact date.

Robert Gillette, who represents the project for the town, added that because of the delays incurred, the project as outlined in their approved Scope of Work cannot currently be completed for the amount of money they have available. With the amount of money currently available the town will be able to rehabilitate the bridge on dry land, but will require additional funds to get the bridge back over the Bear Camp River.

Amy suggested that the Board consider giving a project extension for one year and to revise the project scope of work so that it does not include moving the rehabilitated bridge back on the river.

MOTION: Charlie Royce made a motion to extend the project timeline for the Whittier Covered Bridge Project to December 31, 2011 and to limit the project's Scope of Work to rehabilitation in place. Seconded by Bill Norton. Approved by unanimous vote.

Review of Applications

Conflict of Interest - All Board members completed a form disclosing any conflicts of interest with any of the applications under review. Board members made the following conflict of interest disclosures:

Tracey Boisvert (non-voting): Sits on DES Aquatic Resource Mitigation (ARM) selection committee; OEP may be involved in monitoring at Black Mountain in the future.

Charlie Bridges (non-voting): Sits on Forest Legacy and State Conservation grant program committees. NH Fish & Game is a likely easement holder in Black Mountain Project. NH Fish & Game will own Phase V of the Androscoggin Headwaters Project.

Jack Bronnenberg (voting): Former member of the Strafford Conservation Commission

Susan Francher (non-voting): Manager of the Androscoggin Headwaters Project for the NH Forest Legacy Program.

Rep. David Hess (voting): Member of the Society for the Protection of New Hampshire Forests (SPNHF) Development Committee

Sen. Harold Janeway (voting): Pledge of money to Battles Farm Project

Bill Veillette (voting): Will recuse himself from Discover Portsmouth Center and NH Preservation Alliance discussions.

Overview of Process

Dijit announced that the amount available for grant making at this meeting is \$1.9 million. She outlined the day's process, which will start with a brief slide show providing an overview of all 35 complete applications received. This would be followed by presentations from 12 applicants, selected by Board request prior to the meeting. Following the applicant presentations, staff will present another slide show with further details of projects there were not invited to make presentations. Board voting would be through a consent calendar format to the extent possible.

Representatives from the following projects made presentations to the Board, with 8 minutes to present information on their application & 7 minutes to answer questions from the board: Albany Town Forest; Barrett House, New Ipswich; Bartlett Roundhouse; Battles Farm, Bradford; Desbiens/Gove Forest, Acworth; Discover Portsmouth Center; Evans Mountain, Strafford; Foss Mountain, Eaton; Pawtuckaway II, Epping; Preservation Planning Grants; Shattuck Farm, Jaffrey; Wilton Library. Board members were provided with evaluation sheets and asked to rank each project as high, medium, or low based on available information.

Public Comments - None

Project Discussion and Grant Making Decisions

Following the applicant presentations, Dijit presented the projects that ranked lowest through the review panel process. The Board members removed the Newfield Community Church project and the Park Hill Meetinghouse from the list, then unanimously voted to remove these projects from consideration for funding: Cottage at the Rocks, Bethlehem; Canaan Historical Museum; Fuller Library, Hillsborough; Gage Road Fields, Wilton; Hampton Meadow Farm; Hollis Town Hall; Mariposa Museum, Peterborough; Nettleton House, Newport; Nissitissit Headwaters, Mason.

The projects that were ranked highest through the review panel process were then presented through a staff slide show and discussed by the Board.

MOTION: Rep. Hess moved to fund the top ranked projects as presented. Seconded by Julia Steed Mawson. Unanimous vote to approve funding for the following projects:

Allenstown Meetinghouse; Androscoggin Headwaters, Errol; Austin Hall, Strafford; Barrett House, New Ipswich; Black Mountain Forest, Sutton & Warner; Eccardt Farm, Washington; Evans Mountain, Strafford; Gilmanton Academy Cupola; Langdon Meetinghouse; Milton Town House; New Durham Town Hall Study; Northwood Congregational Church Study; Parson Main Statue/Central Square, Rochester; Pawtuckaway II, Epping & Nottingham; Potter Farm, Northumberland; Wilton Library.

Lastly, the remaining, middle ranked projects were discussed by the Board. Applicants for each of the projects, except Newfields Community Church and the Park Hill Meeting House, had made presentations to the Board earlier in the day.

MOTION: Charlie Royce moved to not fund the Bartlett Roundhouse. Seconded by Bill Veillette. Approved by unanimous vote.

MOTION: Rep. Hess moved to not fund the Discover Portsmouth Center. Seconded by Charlie Royce. Approved by unanimous vote, with Bill Veillette recusing himself.

MOTION: Rep. Hess moved to fund the Albany Town Forest with a grant for \$145,000 plus LCHIP's administrative fee and endowment contribution on the condition that the town and the Trust for Public Land revise their application for approval by the LCHIP Board of Directors within 90 days to include a minimum of 280 acres of conservation land with the location of the potential town center site specified. Seconded by Charlie Royce. The motion passed with nine voting members in favor and Jack Bronnenberg voting no.

MOTION: Bill Veillette made a motion to fund Newfields Community Church contingent on fully meeting the Secretary of the Interior's standards, including the steeple being properly prepared and painted with two coats. Seconded by Julia Steed Mawson. The motion passed with eight members voting to approve the motion. Reps. Hess & Spang voted against the motion.

MOTION: Bill Veillette made a motion to fund the list of projects as it remained, with the constraints voted above on the Albany and Newfields projects. Seconded by Charlie Royce. The motion was approved unanimously to provide funding for the following projects:

Albany Town Forest; Battles Farm, Bradford; Desbiens/Gove Forest, Acworth; Foss Mountain, Eaton; Newfields Community Church; Park Hill Meeting House, Westmoreland; Preservation Planning Grants; Shattuck Farm, Jaffrey.

The Board requested that a press conference be held at the LOB to announce the grant awards.

Executive Session

Rusty asked staff to leave for the Board's executive session at 4:15. Upon staff return, Rusty thanked Dijit and staff for assisting with the board meeting. Rusty announced that the Board had confirmed the search committee's recommendation to select Dijit Taylor as permanent executive director of LCHIP, pending nomination and approval by Governor and Council.

Adjournment

There being no further business before the Board, Rep. Spang made a motion to adjourn. Seconded by Bill Norton and passed unanimously. The meeting adjourned at 4:30 pm.

Submitted by:

Amy S. Dixon

Approved by:

Rusty McLear, Board Chair

LCHIP Board of Directors Meeting
Annual Meeting
NH Fish & Game
January 10, 2011
Minutes approved by LCHIP Board of Directors 3/18/11

In Attendance: Board Members: Tracey Boisvert (designee for Joanne Morin), Charlie Bridges (designee for Glenn Normandeau), Cynthia Copeland, Susan Francher (designee for George Bald), Representative David Hess, Julia Steed Mawson, Rusty McLear, Lorraine Merrill, Beth Muzzey (designee for Van McLeod), Bill Norton, Charlie Royce, Representative Judith Spang, Sarah Pillsbury (designee for Tom Burack), Bill Veillette. LCHIP staff: Amy Dixon, Aaron Ferraro, Dijit Taylor. Member(s) of the Public: J.T. Horn, Trust for Public Land; Michael Redmond, Crotched Mountain Foundation

Absent: Senator Peter Bragdon, Jack Bronnenberg

Rusty McLear opened the meeting at 10:04 am. Introductions followed. The agenda was reviewed, Rusty stated that the project updates for Lyman Town Forest and Crotched Mountain under Staff Updates and Action Items would move up on the agenda since the project proponents were in attendance.

Approval of Minutes of Previous Meetings

The minutes from the November 15, 2010 meeting were presented.

MOTION: Rep. Spang made a motion to accept the meeting minutes from the November 15, 2010, meeting as presented. Seconded by Bill Norton. Approved by unanimous vote.

Conflict of Interest Forms

Annual conflict of interest forms were circulated and completed by all board members in attendance. Absent board members will be sent reminders to complete and submit their conflict of interest forms.

Project Updates

Lyman Town Forest: J.T. Horn of the Trust for Public Land explained the need to restructure the project based on the outcome of the March 2010 town meeting in which a bond for 40% of the acquisition costs for the purchase of 1,081 acres on Gardner Mountain was defeated. Instead of the purchase of the property for a community forest TPL proposes to convey a conservation easement to the Ammonoosuc Conservation Trust with the restricted fee interest held by a private timberland investor as a working forest. As the project applicant, TPL is seeking approval for the change in scope to this project from the LCHIP Board. A letter outlining the change of scope was submitted to the board and LCHIP file.

MOTION: Charlie Royce made a motion to allow TPL to change the scope of work as proposed. Seconded by Julia Steed Mawson. Approved by unanimous vote. During discussion, Rep. Hess suggested that the applicant explore including a right of termination of the fee interest so it reverts to the Land Trust if all other resolutions fail. The suggestion was not meant to be a requirement of the motion.

Crotched Mountain: Michael Redmond of the Crotched Mountain Foundation explained that the original application funded by LCHIP in 2007 was to place an easement on 1,165 acres matched by a Forest Legacy grant. CMF has partnered with TPL to complete the complex transaction. J.T. Horn explained that the project has met many challenges at the Federal level. Most recently the U.S. Forest Service appraisal of the property and the proposed universally accessible trails has delayed

the submittal and approval of all the required due diligence to complete the project. A project timeline extension is requested of the LCHIP Board.

MOTION: Bill Norton made a motion to approve the project timeline extension for the Crotched Mountain Project to September 30, 2011. Seconded by Rep. Spang. Approved by unanimous vote.

Albany Town Forest: LCHIP Staff reminded the Board that the GR9 award to TPL and the Town of Albany for the Albany Town Forest was contingent upon their revision and resubmission of their original application to include a minimum of 280 acres of conservation land with the location of the unrestricted area delineated (and not to exceed 20 acres) within 90 days of the grant award date (11/15/10). However, this deadline would require a special board meeting either by conference call or in person. LCHIP staff suggested granting an extension to the conditional approval so the revised application can be considered at the 3/18/11 board meeting.

MOTION: Bill Norton made a motion to extend the deadline to 03/20/11 and for the board to review the revised application at the 3/18/11 board meeting. Seconded by Charlie Royce. Approved by unanimous vote.

Financials

- a. Audit: Dijit presented comments made by the auditor and stated that overall LCHIP's audit had gone well with few substantive comments on the organization's operation.
- b. Administrative Budget: Dijit presented the financial report for the period 11/1/10-12/31/10.
- c. Trust Fund Budget: Dijit reported that the trust fund managed by the NH State Treasury seems to be growing regularly by the addition of the registry fee income.

During a brief discussion on financials Dijit mentions that it is the first Board she has worked with that does not have a Treasurer. Bill Norton questions if a Finance Committee would have value to improve oversight of financial activity. Rusty agrees that it might be useful. The board consensus is that the audit indicates all financial activities are in good shape.

Annual Report The Fiscal Year 2010 Annual Report was distributed to the Board.

Projects that have closed since November 15, 2010

Oceanic Hotel, Star Island; Plainfield Cider Orchard; Kearsarge Gore Farm, Warner; Massabesic Audobon Project Phase I, Auburn; Newbury Center Meetinghouse.

Grant Round 9 Review

Rusty began the conversation by observing that he thought Grant Round 9 went very well and asked the Board for input. Bill Veillette was glad that the review panel scoring sheets were not the only influencing factor in ranking the projects this round. He felt that the panel discussion was very valuable for ranking projects. Other board members agreed with this thought. Rusty suggested that additional instruction on scoring might make scores between reviewers more uniform or equivalent. Rep. Hess strongly encouraged the participation of voting members of the Board on the review panels. Board members of the Board shared generally positive feedback from the public about the grant process. Cynthia Copeland has talked with some people who are confused about project eligibility and the public access requirements. Perhaps LCHIP should consider whether there is a need to communicate with potential applicants about the current realities of the public access requirement or anything that has changed in the ten years of the program. Staff requested additional Board input concerning application forms and process prior to the next meeting.

Legislative Preview

Rep. Hess is not aware of any LSR's specific to LCHIP but stressed that it impossible to exaggerate the risk to the program in the next six months because of large projected deficit that will need to be addressed in the biennial budget process. LCHIP's greatest challenge is likely to be late in the session. LCHIP's goal should be to keep the program intact and avoid repeal; to maintain some level of funding from the dedicated fund that allows the program to continue to function and to keep that amount as high as possible.

What else should LCHIP do to position itself for success? Craft a message that new legislators will appreciate, inform of positive local impacts; perhaps further celebration of 10th anniversary.

Candidates for open board position representing business

Douglas Cole of D.S. Cole Growers in Loudon and Cole Gardens in Concord was proposed to fill the vacant business seat on the board. Lorraine spoke in support of his candidacy.

MOTION: Bill Veillette made a motion to nominate Douglas Cole to the fill the vacant business seat on the board pending approval by Governor and Council. Seconded by Julia Steed Mawson and passed unanimously.

Structural Funding Discussion

Rusty continues to explore the idea of a public-private partnership to leverage state funds directed to LCHIP. He has met with representatives from the Pew Charitable Trust and the NH Charitable Foundation. Charlie Royce and Dave Hess volunteered to join him as a committee to continue to explore additional funding options.

Other Business

Dick Uncles, formerly a designee for Lorraine Merrill from the Department of Agriculture, has retired and a card wishing him well is circulating.

Dijit informed the board that a past LCHIP employee has filed for unemployment benefits. If the former employee is found eligible, LCHIP will be required to pay an employer contribution that was not included in the budget. This item may show up in future financial reports for FY11 or may be budgeted for in FY12.

Public Comments - None

Adjournment

There being no further business before the Board, Rep. Hess made a motion to adjourn. Seconded by Charlie Royce and passed unanimously. The meeting adjourned at 12:06 pm.

Submitted by:

Amy S. Dixon

Approved by:

Rusty McLear, Board Chair

LCHIP Board of Directors Meeting
NH Office of Energy & Planning
March 18, 2011
Minute Approved by Board of Directors 7/15/11

In Attendance: Board Members: Tracey Boisvert (designee for Joanne Morin), Charlie Bridges (designee for Glenn Normandeau), Jack Bronnenberg, Susan Francher (designee for George Bald), Representative David Hess, Julia Steed Mawson, Rusty McLearn, Senator Amanda Merrill, Beth Muzzey (designee for Van McLeod), Charlie Royce (via phone), Tom Sloan (designee for Lorraine Merrill), Sarah Pillsbury (designee for Tom Burack), Bill Veillette. LCHIP staff: Amy Dixon, Aaron Ferraro, Dijit Taylor. Member(s) of the Public: Gregg Caporossi, Trust for Public Land; Jack Rose and Rob Nadler, Town Albany of Selectmen and Land Governance Board; Doug Cole

Absent: Cynthia Copeland, Bill Norton, Senator Russell Prescott, Representative Mark Warden

Rusty McLearn opened the meeting at 10:04 am. The agenda was reviewed; Rusty stated that the project update for the Albany Town Forest under Staff Updates and Action Items would move up on the agenda since the project proponents were in attendance.

Approval of Minutes of Previous Meetings

The minutes from the January 10, 2011 meeting were presented.

MOTION: Jack Bronnenberg moved to accept the meeting minutes from the January 10, 2011, meeting as presented. Seconded by Julia Steed Mawson. Approved by unanimous vote.

Project Update

Albany Town Forest: Aaron reviewed the staff update from the meeting materials: At the 11/15/10 project selection meeting, the LCHIP board awarded the Albany Town Forest a grant for \$145,000 on the condition that the town of Albany and the Trust for Public Land revise their initial application to reflect the following:

- 1) A minimum of 280 acres will be conservation land with the location of the unrestricted area delineated and not exceeding 20 acres;
- 2) LCHIP suggests that the applicant define the restricted uses for the excluded area;
- 3) LCHIP suggests applicant incorporate a clause that would combine the excluded area into the easement after a specified time if infra-structure was not completed.

Charlie Bridges and Aaron visited the site with the applicants. The Applicants for the Albany Town Forest have provided a revised application which shows the Town Forest area as 302.5 acres and the proposed town center is shown as 7.5 acres, with the proposed town center site is delineated by existing topographic features. The revised application indicates the intended uses of the excluded area would be municipal building(s), town green, permeable parking lot, parking and access, Community Supported Agriculture (CSA), and recreational fields. The Town agrees to accept restrictions on the use of the area. The Town of Albany agrees that the excluded area would be incorporated into the conservation area if the improvements are not completed in 50 years. Charlie Bridges reports that the area excluded from the revised application is the most suitable area for the municipal uses and would protect the highest conservation values of the parcel.

Staff recommended that the Board approve the revised application because it met the conditional approval

Jack Rose thanked the board for consideration of the revised application and Gregg Caporossi confirmed details within the application addendum.

MOTION: Rep. Hess made a motion to approve the amended project as proposed. Seconded by Jack Bronnenberg. Approved by unanimous vote.

Financial Information

- a. Audit: Dijit distributed printed copies of the final audit.
- b. Administrative Budget: Dijit presented the year-to-date financial information for the period 7/1/2010-2/28/2011
- c. Trust Fund Budget: Dijit reported that the registry fee income to the trust fund managed by the NH State Treasury seems to be coming in as expected, with a slight increase in monthly income since the previous fiscal year.
- d. Bookkeeping: Dijit has distributed an RFP for bookkeeping services was distributed and anticipates interviewing 2-3 qualified candidates for the position. Rusty asked whether the Board felt comfortable continuing to operate without a Treasurer. The overall sentiment was that the Board was comfortable. Rep. Hess pointed out that there are sufficient checks and balances in place to protect the organizations money.

Projects that have closed Since January 10, 2011

Massabesic Audubon Part 2, Auburn (49 acres); Foss Mountain, Eaton (99 acres); Eccardt Farm, Washington (141 acres); Tippin' Rock Farm, Swanzey (93 acres).

Appointments by Governor and Council

Dijit reported that she was invited to meet with the Governor's staff regarding her appointment as Executive Director. Doug Cole's appointment to the business seat on the Board is in process.

Conference Announcements

Dijit announced the upcoming statewide Historic Preservation and Land Conservation conferences, to be held on April 8 and 9 respectively and distributed registration materials for anyone interested in attending.

Operational Change – Audio Minutes

Dijit told the Board that staff will no longer keep audio recordings of Board meetings after the written minutes have been approved by a vote of the Board.

Installment Purchase Agreements for Land Conservation

Dijit reported that installment purchase agreements are successfully being used for land conservation in other states. A report has been prepared exploring the possible application of this strategy in New Hampshire. LCHIP is mentioned in the report as potentially having a key role. If the Board is interested, she will invite someone to present additional information at a future Board meeting. Rusty asked her to send the link to the report to all Board members.

Project Signage

Dijit observed that project signage has not been ordered or distributed in several years. She thinks the signs are very important and will attempt to include catching up on signage in the budget for the coming year.

Legislative Update

Rep. Hess updated the Board that the Governor had included LCHIP in his budget at the same level as FY 11 – with half of the recording fee coming to LCHIP and half being redirected to the General Fund. The House Finance Committee Division 1 voted on March 11, 2011 to redirect the entire recording fee with the exception of \$120,000 a year for administrative purposes to the General fund for the next biennium. The House budget will be voted on later in the month and cross over to the Senate for their further discussion on March 31, 2011.

The board discussed strategies for the long term success of LCHIP. Any requests to Board members for official comment concerning LCHIP in the unfolding state budget should be referred to Rusty or Dijit.

Charlie Bridges informed the Board that the Fish & Game Commission unanimously passed a resolution at its most recent meeting in support of LCHIP retaining all of the funds generated by the recording fee. Fish & Game's public affairs office will publicize the resolution. The Board discussed ways to use the resolution to generate public and legislative support for LCHIP.

Grant Round Schedule

Dijit reported that staff is preparing materials in anticipation of the next grant round opening sometime in the summer of 2011. The Board will hold a formal vote on the schedule of a new grant round at their next scheduled meeting, June 10, 2011. The impact on LCHIP of the current legislative session may be better known at that point.

Structural Funding Options

Rusty said that since the discussion of structural funding options depends on further leveraging LCHIP funds, it is on hold until the situation with LCHIP funding becomes clearer.

Administrative Fee

Dijit explained that the Treasury Department wants assurance that the Board had approved the transfer of an administrative fee from the Trust Fund.

MOTION: Bill Veillette made a motion to pass the following resolution: Seconded by Jack Bronnenberg.

Whereas the LCHIP operational budget adopted at the LCHIP Board meeting on June 11, 2010 included an administrative fee of 10% of grants anticipated to be awarded in FY 11 and their associated transfer to the Community Conservation Endowment, and

Whereas the September 20, 2010 LCHIP Board preview of applications received included the 10% administrative fee agreed on at the June meeting, and

Whereas the project selection meeting on November 15, 2010 clearly included the 10% administrative fee for a total administrative fee of \$172,268.45 to be transferred from the LCHIP trust fund to the LCHIP administrative account, therefore

Be it resolved that the Board of Directors of the Land and Community Heritage Investment Program hereby affirms its intent and hereby formally requests that the Treasury Department transfer said \$172,268.45 from the LCHIP Trust Fund to the LCHIP administrative account.

Approved by unanimous vote.

Proposed Changes to CGP

Dijit presented some staff recommended changes to CGP. Susan Francher and Charlie Bridges both commented on the changes and indicated they were OK with the concept of the changes. The consensus of the Board was that the proposed changes needed further discussion. Rusty proposed that the Board form a subcommittee to address possible changes to the CGP. Changes could then be presented for Board approval at their next regularly scheduled meeting on June 10, 2011. Rep. Hess, Sen. Merrill, Susan Francher, Charlie Bridges, Rusty, and Julia Steed Mawson volunteered to serve on the CGP subcommittee.

Other Business

Rep. Hess explained that Rep. Judith Spang was not reappointed by House leadership to the LCHIP Board and recognized her for her valuable contributions to the program over the years. Rusty said that he reached out to thank Judith for her work.

Public Comments – None

Adjournment

There being no further business before the Board, Rep. Hess made a motion to adjourn. Seconded by Julia Steed Mawson and passed unanimously. The meeting adjourned at 12:03 pm.

Submitted by:

Amy S. Dixon

Approved by:

Rusty McLear, Board Chair