

## Board Meeting Minutes

This page shows minutes for the current year. Meeting minutes are approved by the Board. Draft meeting minutes and audio are made available to any member of the public 24 hours after any meeting. If you wish to listen to audio or view draft minutes, contact Cheryl Carlson in the LCHIP office at 603-224-4113.



LCHIP Board of Directors Meeting  
CDFA Board Room, 14 Dixon Avenue, Concord, NH  
**January 23, 2009**

In attendance:

Tracey Boisvert  
Thomas Burack  
Senator Peter Bragdon (arrived 10:08am)  
Susan Francher  
Representative David Hess (arrived 10:06am)  
Senator Harold Janeway  
Lorraine Merrill  
Tim Murphy  
Bill Norton  
Charlie Royce  
Julia Steed Mawson  
Bill Veillette  
Craig Welch  
Deborah Turcott Young, LCHIP  
Amy Dixon, LCHIP  
Ray Ilg, LCHIP

Absent:

Charlie Bridges  
Jack Bronnenberg  
Rusty McLear  
Van McLeod  
Representative Judith Spang  
Cheryl Carlson, LCHIP

Public Members:

Grant Bosse, Josiah Bartlett Center for Public Policy  
Karen Carew, Carew & Company Auditors

Craig Welch opened the meeting at 10:02am with introductions.

Board Leadership

The report of the LCHIP Nominating Subcommittee on Board Leadership was presented by Susan Francher. Tim Murphy was nominated as Vice-Chair. Craig Welch was nominated as Chair until September 2009. Rusty McLear was nominated for a 2-year term as chair, beginning in January 2010. Tim Murphy was nominated, as vice-chair, to fill the position of Board chair from September 2009 through January 2010. In the event that Tim Murphy does not continue on the board after September 2009, the subcommittee nominated Charlie Royce to the position of board chair from September 2009 through January 2010.

MOTION: Bill Norton made a motion to accept the subcommittee's report and recommendations for the board leadership roles. Seconded by Bill Veillette. Unanimous vote.

#### Minutes

The minutes from the December 8, 2008 meeting were presented for approval.

MOTION: Tim Murphy made a motion to accept the December 8, 2008 minutes as printed. Seconded by Charlie Royce. Unanimous vote.

#### Financials

Deb presented the financials for the period ending December 31, 2008. Deb explained that some line items in the budget have been frozen and require her approval before expenditures are made.

MOTION: Bill Norton made a motion to accept the financials as presented. Seconded by Sen. Bragdon. Unanimous vote.

#### Financial Audit

Karen Carew of Carew & Company was in attendance and reviewed the FY2008 audit statements with the Board. Sen. Bragdon asked why the audit was done so late when the fiscal year ends June 30th. Karen Carew replied that the bulk of the audit work was completed in August, but wanted to hold off from presenting to the board until the discussions with Treasury about the trust fund overpayment had been completed. Senator Janeway asked if there was a management letter for the audit and Karen replied that yes, it is given to the Chair, however the controls for LCHIP have been fine the last two years, so the letter is not necessary. Representative Hess noted that on page 9, note C of the audit, it states that the FDIC insured amount is 100,000 and that it is actually 250,000. Karen replied that at the time of the audit it was 100,000 but yes, it has since gone up. Rep. Hess asked if LCHIP has any uninsured balances. Deb replied that the combined balance is currently around \$400,000 between LCHIP's two accounts and that she is in the process of investigating other options and accounts to get the balances protected. Senator Bragdon asked how long Karen has been doing the LCHIP audit. Karen replied that she had previously audited LCHIP when she worked at Mason & Rich. LCHIP then remained using Mason & Rich, but a different auditor for two years. Karen has now been back auditing LCHIP for the last year. Senator Bragdon asked if LCHIP puts the auditing contract out to bid. Deb replied that she will be putting it out to bid every two years.

MOTION: Sen. Janeway made a motion to accept the FY2008 audit as presented. Seconded by Rep. Hess. Unanimous vote.

## Project Update, Columbia Covered Bridge

Decide whether it is appropriate to withdraw the Town of Columbia's Round 1 grant award of \$4,920 (and the \$7,500 stewardship endowment contribution) and to invite the town to reapply in future grant rounds, without prejudice, if they still need to meet their municipal match to complete the project. No grant funds have been disbursed to date.

Amy presented updated information regarding the project that she received on January 21, 2008 via email. The NHDOT stated that the new project cost estimate was \$170,000 and that the work would take approximately 10 weeks and could be scheduled for fall 2009. The Town of Columbia would have to raise 20% of the project cost. NH DOT had not yet communicated the new project cost and timeline to the town.

MOTION: Sen. Janeway made a motion to extend the project timeline through the end of December 2009. Seconded by Bill Norton. Unanimous vote.

## Legislative Update

The board thanked Deb for the meetings she had with the Governor's office regarding the take back of LCHIP appropriations. The board briefly discussed that bills may be introduced to repeal LCHIP's dedicated fund, but no bills have been seen as of yet. Deb informed the board that she has received an LSR which would take \$1 million from LCHIP and give it to DES for milfoil eradication.

## Public Comments

There were no public comments at this meeting.

Having no further business before the Board, Rep. Hess made a motion to adjourn the meeting. Seconded by Sen. Janeway. Unanimous vote.

LCHIP Board of Directors Meeting  
CDFA Board Room, 14 Dixon Avenue, Concord, NH  
March 16, 2009

## In attendance:

Tracey Boisvert  
Charlie Bridges  
Susan Francher  
Senator Harold Janeway  
Rusty McLear  
Tim Murphy  
Bill Norton  
Charlie Royce

Paul Susca  
Bill Veillette  
Craig Welch  
Deborah Turcott Young, LCHIP  
Cheryl Carlson, LCHIP  
Amy Dixon, LCHIP  
Ray Ilg, LCHIP

Absent:

Senator Peter Bragdon  
Jack Bronnenberg  
Representative David Hess  
Van McLeod  
Lorraine Merrill  
Representative Judith Spang  
Julia Steed Mawson

Public Members:

None

Craig Welch opened the meeting at 10:05am and introductions followed. The agenda was reviewed and no changes were made.

### **Minutes**

The minutes from the January 23, 2009 meeting were presented for approval.

MOTION: Charlie Royce made a motion to accept the January 23, 2009 minutes as printed. Seconded by Sen. Janeway. Unanimous vote.

### **Financials**

Deb presented the financials for the period ending February 28, 2009. Deb explained that some line items in the budget have been frozen and will require her approval before expenditures are made. She informed the Board that the savings account holding administrative funds had been closed. Funds were moved into two separate money market accounts at two different banks. These transactions were done in March and will be shown on the next financial statement. She mentioned that the \$24,500 donation for the Stone Arch bridge project in Keene is in one of the accounts, and that staff is working with the auditor to show this as a liability on the balance sheet. Rusty asked if LCHIP funds are invested at our discretion. Deb replied that the administrative funds are, but the Trust fund held at Treasury is not.

MOTION: Rusty McLear made a motion to accept the financials for period ending February 28, 2009. Seconded by Tim Murphy. Unanimous vote.

### **Executive Director Report**

Deb reported on the following:

### Project Update, Ashland School

The Ashland school project in Ashland was funded in grant round 1. The project is currently not moving forward. The interim executive director had previously entered into an MOU with Tri-County CAP to have the project completed by March of 2009. With the signing of that MOU, all remaining grant funds were disbursed to Tri-County CAP. Tri-County has stated that they are having trouble with fundraising. Craig Welch asked if the building had been transferred to Tri-County CAP and Deb replied that yes, it has. Deb and Amy will be meeting with Larry Kelly to talk further about the project and to see an accounting of the LCHIP funds that were disbursed. The Board will be updated at an upcoming meeting.

### Trust Fund Update

Deb reported that \$235,000 in recording fee funds was transferred for the month of January. She also reported that all of the general fund money has been spent. It is hoped that a grant round announcement may be made in June, it will depend on the funds coming in from the dedicated recording fee. Deb reminded the Board that it takes six months to run a grant round. If the round were to open in September, it would not close until March, at that point it could go back to a July grant round opening schedule.

### Endowment Fund Update

Deb explained that although endowment funds have always been set aside in the Community Conservation Endowment (CCE) fund, no funds have been disbursed. There was no formula for disbursing those funds. Deb worked with staff to develop a formula and now one is in place. Deb recently met with the Council on Resources and Development (CORD) board. She was given approval to expend 50% of the anticipated interest and dividends. She will be going back to CORD next year to make a report. Ray and Amy have gone through and ranked the projects. Payouts will range between \$77-\$300 and checks will only be requested for those that have completed their monitoring. If LCHIP does the monitoring, LCHIP will be paid.

Senator Janeway asked what happens if LCHIP finds a violation on a property. Deb replied that we would first talk to who manages the project and the property owner. LCHIP has an MOU with the Attorney General's office, so they could be consulted as well, if necessary. Rusty McLear asked what percentage of each grant goes to CCE. Deb replied that when the Board votes to approve a grant award, they also approve an additional endowment amount. For natural resource projects, it ranges from \$7500-\$40,000, based on 1% of the appraised value. For historic resource projects, it is based on the number of years of the stewardship agreement. Rusty asked how much money is in the CCE fund now. Deb replied that there is approximately \$1.4 million in the fund and \$29,000 in interests and dividends for this year. Charlie Bridges suggested that LCHIP announce at grant writing workshops that applicants that are reapplying must be good stewards of their previously funded projects and have completed their annual monitoring. He suggested that future grant awards be contingent on this compliance.

### Office Update

Deb informed the Board that in June a bylaw change would be brought to them for approval. The office will be moving to a new location and as such, a change to the bylaws for the office address, is required. The office move is a cost saving measure for the Program.

### **Legislative Update**

Deb will be attending the Division 1 House Finance meeting tomorrow at 11am. There were rumors of bills repealing LCHIP funding, but none have surfaced as of yet.

### **Public Comments**

There were no public comments at this meeting.

LCHIP Board of Directors Meeting  
Church Landing, Meredith NH  
June 12, 2009

#### In attendance:

Tracey Boisvert  
Charlie Bridges  
Jack Bronnenberg  
Susan Francher  
Representative David Hess  
Julia Steed Mawson  
Rusty McLear  
Tim Murphy  
Sarah Pillsbury  
Charlie Royce  
Representative Judith Spang  
Bill Veillette  
Craig Welch  
Deborah Turcott Young, LCHIP  
Cheryl Carlson, LCHIP  
Amy Dixon, LCHIP  
Ray Ilg, LCHIP

#### Absent:

Senator Peter Bragdon  
Senator Harold Janeway  
Van McLeod  
Lorraine Merrill  
Bill Norton

#### Public Members:

None

Craig Welch opened the meeting at 10:05am and thanked Rusty McLear for hosting the meeting at Church Landing, introductions followed. The agenda was reviewed and item 6, Legislative Update was moved before Item 5, Executive Director Action Items.

## **Minutes**

The minutes from the March 16, 2009 meeting were presented for approval.

MOTION: Tim Murphy made a motion to accept the March 16, 2009 minutes as printed. Seconded by Charlie Royce. Unanimous vote.

## **Financials**

Deb presented the financials for the period ending April 30, 2009. Deb explained that the Conservation Plate revenue is capped at \$200,000 and that the cap was reached in May. She pointed the Board to the financial statements that show the two money market accounts created that were not reflected on the past financial statement. The Trust Fund interest is coming in below previous estimates. Expenditures are being kept below budget, however due to declining revenues; \$50,000 was transferred from the money market account at Citizens bank to the checking account. It is anticipated that another \$50,000 may have to be transferred. Deb pointed out that on the balance sheet, there is \$100,000 held in a money market account at Merrimack County Savings bank and noted that \$24,500 of that is committed to the Keene, Stone Arch bridge project. This is a previous donation received from an anonymous donor and was committed by the Board to the project in Grant round 7. Also, the \$3,000,000 reduction made by the Governor's executive order last Fall will be taken out of the Trust Fund on June 30, 2009 so Trust fund interest revenue coming in will be even less.

MOTION: Tim Murphy made a motion to accept the financials for period ending April 30, 2009. Seconded by Jack Bronnenberg. Unanimous vote.

## **Legislative Update**

Rep. Hess reported that the Governor will be announcing a plan for the revenue shortfall at a press conference on Monday. Deb informed the Board that when LCHIP submitted the FY 10-11 budget to the Governor, it was for \$4.5 million for FY10 and \$4.5 million for FY11. The budget made it through the Governor's office and the House. In the Senate, they voted to take 50% of the recording fee revenue to give back to the General Fund. Deb said she is still trying to get a determination if that is 50% of the budgeted amount or 50% of what comes in for recording fee revenue. Rep. Marjorie Smith opposed the Senate's position. Many partners, real estate community professionals and county registrars are disappointed. As of now the amount collected from the recording fee is \$3,030,000 which meets the current grant commitments made. The Committee of Conference still has to meet and their work should be done by June 18<sup>th</sup>.

## **Executive Director Action Items**

Bylaws change: LCHIP offices have moved to West Street therefore the bylaws, Article IV; Section 1 needs to be changed to reflect the new address.

MOTION: Charlie Royce made a motion to change the bylaws as referenced above. Seconded by Tim Murphy. Unanimous vote.

## Project Update, Ashland School

The Ashland school project in Ashland was funded in grant round 1. The project is currently not moving forward. The interim executive director had previously entered into an MOU with Tri-County CAP to have the project completed by March of 2009. With the signing of that MOU, all

remaining grant funds were disbursed to Tri-County CAP. Tri-County has stated that they are having trouble with fundraising. Craig Welch asked if the building had been transferred to Tri-County CAP and Deb replied that yes, it has.

To date, Tri-County CAP has expended \$78,337.81 of their LCHIP grant money, primarily on architect and legal fees while making preliminary plans and negotiating the purchase and sales agreement. Deb and Amy met with Larry Kelly to talk further about the project and to see an accounting of the LCHIP funds that were disbursed. Rusty asked if Tri-County has the ability to pay the funds back to LCHIP if the grant were to be withdrawn. At the meeting with Larry, Tri-County agreed it could pay back the funds, but based on their spreadsheet of funds, it isn't reflected that it could be paid back. Deb asked the Board if they would be interested in having Tri-County CAP come in and talk about the project and where it currently stands. Some Board members agreed it might have value for them to present. Tim Murphy suggested informing Tri-County CAP about the meeting and where the Board is leaning in its decision and also to involve the Attorney General's office and see what their opinion is. After discussion the following motion was made:

MOTION: Rep. Spang made a motion to initiate the grant withdrawal process for the Ashland School Project and give Tri-County CAP 30 days to respond. Seconded by Rep. Hess. Unanimous vote.

#### FY2010 Administrative Budget

Deb presented the FY2010 administrative budget in the amount of \$391,471.88 to the Board. Deb informed the Board that this budget includes depreciation as a line item, as it was never budgeted for in years past. She noted that a revenue line item for a 5% admin fee has been added to the budget. It was approved last year but the grant round was cancelled. She noted that there were no increases in salaries, and also noted that she has not been receiving the employer contribution to her retirement for over a year, initially due to a statutory finding and then by personal election to save money for the organization. The budget has been cut in many areas and staff is doing all they can to reduce spending. Nearly every line item has been cut, some have been zeroed completely. Staff was excused from the room while Deb continued the budget presentation with the Board.

MOTION: Charlie Royce made a motion to accept the FY10 budget as presented. Seconded by Rusty McLear. Unanimous vote.

#### Grant Round Discussion

Deb stated that the grant round discussion would be taking place in July, after the Committee of Conference has met. LCHIP is also holding a public hearing on a DOT Request in Haverhill, NH for the Slope stabilization on NH Route 10 in Haverhill NH, project #14154 on June 24, 2009. A conference call will be held on July 10, 2009 to discuss these items.

#### FY2010 Board Meeting Calendar

Deb presented the FY2010 meeting schedule to the Board.

MOTION: Rusty McLear made a motion to accept the calendar. Seconded by Rep. Spang. Unanimous vote. The calendar can be viewed online at: <http://www.lchip.org/who-we->

[are/Board-meetings-schedule.asp](#)

**Public Comments**

There were no public comments at this meeting.

Having no further business before the Board, the meeting adjourned at noon.

LCHIP Board of Directors Meeting  
Conference Call  
July 10, 2009

In attendance:

Tracey Boisvert  
Rusty McLear  
Tim Murphy  
Bill Norton  
Sarah Pillsbury  
Charlie Royce  
Representative Judith Spang  
Bill Veillette  
Craig Welch  
Deborah Turcott Young, LCHIP  
Cheryl Carlson, LCHIP  
Amy Dixon, LCHIP  
Ray Ilg, LCHIP

Absent:

Senator Peter Bragdon  
Jack Bronnenberg  
Charlie Bridges  
Susan Francher  
Representative David Hess  
Senator Harold Janeway  
Julia Steed Mawson  
Van McLeod  
Lorraine Merrill

Public Members:

None

Craig Welch opened the conference call at 10am. Introductions followed.

**DOT Public Hearing**

A public hearing was held at Alumni Hall on June 24, 2009 at 7pm. This hearing was held pursuant to RSA 227-M:13 II for the Slope stabilization on NH Route 10 in Haverhill NH, NH

Department of Transportation (NHDOT) project #14154. By statute, LCHIP holds the public hearing, takes public comments and then the LCHIP Board of Directors makes a decision which will be conveyed to NH DOT. The LCHIP staff recommendation is to approve the application using either the 2:1 or 4:1 options provided that DOT continues to work with Upper Valley Land Trust and the property owner throughout the process.

MOTION: Tim Murphy made a motion to approve the application using either the 2:1 or 4:1 options provided that DOT continues to work with Upper Valley Land Trust and the property owner throughout the process. Seconded by Rusty McLear. Unanimous vote.

### **Grant Round 8**

Staff would like to open grant round 8 on September 1, 2009 with applications due on October 16, 2009. Decisions would be made at the January 11, 2010 meeting, with a snow date of January 15, 2010.

MOTION: Charlie Royce made a motion to approve staff's recommended schedule for grant round 8. Seconded by Bill Norton. Unanimous vote.

Bill Veillette asked if applicants would be making presentations to the Board for this grant round. Deb stated that the Board will be given a slate of three tiers: definitely fund; projects not recommended to fund and a middle tier that don't fall into the other two tiers. The middle tier projects would be giving presentations to the Board. Projects from the first two tiers would be voted on as a slate and the middle tier would be project by project. Sarah asked if there would be panel reviews and Deb answered yes. Rusty asked if the panelists would be available at the January decision making meeting and Deb replied that a Board liaison and a staff member will be represented on each panel and would attend the January meeting.

### **Budget Update**

Deb reported HB1 and HB2 passed. In HB1, there was a footnote added that any funds that LCHIP wants to expend over \$3.44 million will have to go to Governor and Executive Council for approval. LCHIP has never had to do this before and Deb called the Attorney General's office, however, prior to receiving an answer the Governor had signed the bill, which means it became law. HB2 allows LCHIP to keep all of its funding for FY 2010. In FY 2011, LCHIP must give back 50% of all funds received for that fiscal year, to the general fund. The FY 2011 funds will be transferred to the general fund at the end of the fiscal year.

### **Public Comments**

There were no public comments at this meeting.

Having no further business before the Board, the meeting adjourned at 10:40am.

LCHIP Board of Directors Meeting  
Office of Energy and Planning Conference Room  
September 14, 2009

In attendance:

Tracey Boisvert  
Senator Peter Bragdon (arrived 11:13 am)  
Jack Bronnenberg  
Charlie Bridges  
Susan Francher  
Julia Steed Mawson (arrived 10:37 am)  
Rusty McLear (arrived 10:25 am)  
Tim Murphy  
Bill Norton  
Charlie Royce  
Representative Judith Spang (arrived 10:45 am)  
Paul Susca  
Dick Uncles  
Bill Veillette  
Craig Welch  
Deborah Turcott Young, LCHIP  
Cheryl Carlson, LCHIP  
Amy Dixon, LCHIP

Absent:

Representative David Hess  
Senator Harold Janeway  
Van McLeod  
Ray Ilg, LCHIP

Public Members:

Larry Kelly, Tri-County CAP  
Dick Huot, Tri-County CAP

Craig Welch opened the meeting at 10:08am. Introductions followed. Joanne Morin, the new Director from the Office of Energy and Planning came in and introduced herself to the Board and welcomed everyone to the OEP offices. Craig thanked her for letting the Board use the conference space. The agenda was reviewed and the Audit and Grant round updates were moved up to the beginning, due to lack of quorum.

**Executive Director Action Items**

Deb informed the Board that the audit Request for Proposals (RFP) had been sent out. Of the proposals received, most were significantly higher than the previous auditor and higher than the amount in the budget for the audit. Deb informed the Board that the audit line item will be over budget for FY10. The firm of Graham & Graham was selected. Their original bid was for \$14,500 but Deb negotiated a price of \$7,250 with a guarantee increase of no more than 5% over the next two years, and LCHIP will be using their services for the next three years. The prior years audit was \$4500.

Graham and Graham have already started their audit work and has been doing a tremendous job. Their auditors have caught things that no other auditor has. For example, any accounts payable check over the amount of \$5,000 must be signed by the Executive Director and also the Board chair or Vice-chair. The health insurance bill each month is over this amount and has always been signed solely by the Executive Director, since the Program's inception. Due to the fact that the Chair and Vice-chair live outside of Concord, Deb asked the Board for input on the current policy. Charlie Royce asked if the 2 signatures is a state statute or an audit requirement. Deb stated that it is part of the LCHIP Bylaws, Article XIV, Section 1. Bill Veillette added that a policy of that type should not be in the Bylaws, it should be an internal Policy and Procedures issue.

**MOTION:** Bill Veillette made a motion to withdraw Article XIV, Section 1 Authority to Execute Checks, from the bylaws and instead have the Executive Director draft a Check Writing policy which would be an internal policy, to be approved by the Board at an upcoming meeting. Seconded by Charlie Royce. Unanimous vote. Per the Bylaws, Section XV, written notice of the proposed Bylaw change above will be given to all members at least seven (7) days prior to the date of the next meeting and then voted on.

### **Grant Round 8 Update**

Deb announced that grant round 8 opened on September 1, 2009 and applications will be due by noon on October 16, 2009. A mandatory grant writing workshop was held on September 10<sup>th</sup> at the NH Department of Environmental Services auditorium, with approximately 120 people attending. From that group there are approximately 65 historic resource applications and 35 possible natural resource applications that could be applying. LCHIP staff made clear to applicants to only apply for the funds necessary to implement the project. Deb also encouraged the Board, when making funding decisions, to not partially fund projects, as that has caused problems in that past where projects were not able to be completed. Funding decisions for this round will be made at the January 11, 2010 meeting, with a snow date of January 15, 2010.

Two funded projects have recently withdrawn. The first is the Massabesic Project and also the California Brook project; both have withdrawn due to lack of landowner agreement. The total of their awards, plus the anticipated funds from the registry fees, may equal approximately \$3 million dollars by January 2010.

Once applications are received, staff will do a cursory review and then the Historic Resource panel and Natural Resource panel are scheduled to meet in November. Projects will then be ranked and the Board will be presented with a slate of three tiers: definitely fund; projects not recommended to fund and a middle tier that don't fall into the other two tiers. The middle tier projects would be giving presentations to the Board. Projects from the first two tiers would be voted on as a slate and the middle tier would be project by project. Charlie Bridges suggested that the top historic and natural resource projects also present.

### **Project Updates**

#### Whittier Covered Bridge, Ossipee – Extension Request

Although the town has requested a project timeline extension through July 31, 2010, this only brings the project to 50% completion. LCHIP staff recommends that the Board of Directors

consider extending the project timeline to December 31, 2010 to ensure project completion.

MOTION: Charlie Royce made a motion to grant the extension request for the Whittier Covered Bridge project to December 31, 2010. Seconded by Bill Norton. Unanimous vote.  
Ashland School, Ashland – Presentation and Discussion

The two previous Executive Director's have already disbursed the full \$300,000 grant award to Tri-County CAP for this project. Tri-County's final timeline extension expired in March 2009. The LCHIP Board of Directors voted to initiate the withdrawal of the 2001 grant to Tri-County CAP on June 12, 2009, and Tri-County CAP was given 30 days to respond. They responded in writing and requested to make a presentation to the Board.

Today, Larry Kelly and Dick Huot from Tri-County CAP are in attendance to give a presentation to the Board on the project's status. Larry started off by saying that the Town of Ashland supports this project and that Tri-County CAP is committed to completing the project as quickly and efficiently as possible. He said the project has stalled because it has lost two project directors and there were some issues with some members of the School Board. He introduced Dick Huot, Community Planning and Specials Project Director for Tri-County CAP, who took over the presentation from that point. Dick informed the board that the first floor of the Ashland School building is rented and that Tri-County CAP has contracts for the space from HUD, Headstart, and Community Services. He said that the second and third floors are not rented yet, but that organizations have expressed interest.

MOTION: Rep. Spang made a motion to grant Tri-County CAP a conditional extension through December 14, 2009 provided that by November 30, 2009 Tri-County CAP submits their project due diligence and meets the conditions below:

1. A written report detailing construction bids to be submitted to LCHIP by October 2, 2009.
2. Written proof of Planning Board approval of the Site Plan to be submitted to LCHIP on October 9, 2009.
3. LCHIP policy states that construction cannot begin until TCCAP has received written approval of the plans from both LCHIP and the Division of Historical Resources. LCHIP is coordinating the review with the DHR and anticipates having a written response before mid-October.
4. A letter detailing contractor and sub-contractor selection to be submitted to LCHIP no later than October 30, 2009.
5. A letter from the Business Finance Authority evidencing proof of the \$1,062,750 in Bond Financing by November 30, 2009.

(MOTION continued)

If Tri-County CAP does not meet all of these conditions, LCHIP will seek full recapture of the \$300,000 grant. Seconded by Rusty McLear. Unanimous vote.

Trumbull Pond, Webster – Extension Request

The Ausbon Sargent Land Preservation Trust (ASLPT) has requested a project timeline

extension through June 30, 2010. LCHIP staff recommends that the Board of Directors consider extending the project timeline as requested.

MOTION: Jack Bronnenberg made a motion to grant the extension request for the Trumbull Pond project to June 30, 2010. Seconded by Charlie Royce. Unanimous vote.

#### Philbrook Farm, Shelburne – Extension Request

This project has requested a project timeline extension through December 31, 2009. LCHIP staff recommends that the Board of Directors consider extending the project timeline as requested.

MOTION: Senator Bragdon made a motion to grant the extension request for the Philbrook Farm project to December 31, 2009. Seconded by Bill Norton. Unanimous vote.

#### **Minutes**

The minutes from the June 12, 2009 and the July 20, 2009 meetings were presented for approval.

MOTION: Bill Veillette made a motion to accept the June 12, 2009 and July 20, 2009 minutes as printed. Seconded by Tim Murphy. Unanimous vote.

#### **Financials**

Deb presented the financials for the period ending June 30, 2009 and also July 31, 2009.

MOTION: Rusty McLear made a motion to accept the June 30, 2009 and July 31, 2009 financials as presented. Seconded by Charlie Royce. Unanimous vote.

#### **Legislative Update**

Senator Bragdon reported that revenues for the State are coming in lower; July and August were down 15%. September is the first month that the State expects to see business tax revenue coming in so that will be an indicator of how things might go. He also mentioned the \$110 million dollar Joint Underwriting Association (JUA) court case.

#### **Other Business**

Dick Uncles discuss the implications of the dairy crisis with the Board. He stated that the massive losses on sales of milk put a lot of farmland and woodland at risk. The Commissioner is in Vermont today helping to launch a new program similar to the 'fair trade' concept to support New England dairy farms called 'Keep Local Farms,' the effort will provide channels for milk drinkers and fans of the agrarian landscape, heritage, and environmental benefits provided by dairy farms, to pay a little more in order to maintain the region's dairy industry.

Today is Craig's last meeting as an LCHIP Board member. The entire Board and staff thanked Craig Welch for his service to the LCHIP Board. Deb presented Craig with a framed photo and Craig thanked everyone.

#### **Public Comments**

There were no public comments at this meeting.

Having no further business before the Board, the meeting adjourned at 12:11 pm.

LCHIP Board of Directors Meeting  
Fish & Game, West Conference Room  
December 14, 2009

**In attendance:**

Tracey Boisvert  
Senator Peter Bragdon  
Charlie Bridges  
Doris Burke  
Susan Francher  
Representative David Hess  
Senator Harold Janeway  
Julia Steed Mawson  
Rusty McLear  
Tim Murphy  
Bill Norton  
Charlie Royce  
Representative Judith Spang  
Sarah Pillsbury  
Bill Veillette  
Deborah Turcott Young, LCHIP  
Cheryl Carlson, LCHIP  
Amy Dixon, LCHIP  
Ray Ilg, LCHIP

**Absent:**

Jack Bronnenberg  
Van McLeod  
Lorraine Merrill

**Public Members:**

Jeff Graham, Graham & Graham CPA  
Keri Rossi, Graham & Graham CPA

Tim Murphy opened the meeting at 10:03 am. He thanked Charlie Bridges for letting the Board use the Fish & Game meeting room. He also introduced Doris Burke as the newest Board member and welcomed her. Introductions followed. Tim stated that his appointment to the Board ended in September and he could not be reappointed as he will have reached 10 years on the Board as of September 2010. He is currently in holdover status until a new Board member is named. The agenda was reviewed, no changes were made.

**Minutes**

The minutes were presented from the 9/14/09 meeting. Charlie Royce made a motion to approve

the minutes as presented. Seconded by Bill Norton. Unanimous vote. Rep. Hess stated that he had some concern about approving grants as a slate, as indicated in the minutes under Grant Round 8 update. Deb stated that later in the meeting today, the grant round would be discussed and that he could discuss his concerns then.

### **Financials**

Deb presented the financials for the period ending October 31, 2009. Deb pointed out that the Trust Fund interest line is at \$0. Treasury recently transferred the interest for July and August, approximately \$2000; however, nothing else has been transferred for trust fund interest. Rusty asked Deb to run some calculations to find out when the Program would run out of money, if revenues and spending remained as is. Deb said she would start that as part of the budget process which she will be starting in March. Deb also informed the Board that there is currently an LSR introduced to zero fund the Program.

MOTION: Bill Norton made a motion to accept the October 31, 2009 financials as presented. Seconded by Sen. Janeway. Unanimous vote.

### **Executive Director Action Items**

Deb informed the Board that the audit firm of Graham and Graham has been doing a tremendous job working on the Program's audit. It has been a very positive experience. Their auditors have noted deficiencies that will be discussed during their presentation to the Board.

At the September meeting, the Board had recommended that the check writing policy be taken out of the bylaws and instead put into the internal policy manual. Today the Board is presented with the bylaws update and the new policy.

MOTION: Charlie Royce made a motion to remove Article XIV Sections 1 and 2 from the Bylaws. Seconded by Rep. Spang. Unanimous vote.

Deb presented the new check policy:

The Executive Director will have authority to sign checks issued by the NH Land and Community Heritage Investment Program in an amount of \$10,000 or less. Both the Executive Director and the chairperson(s) of the Board of Directors or the vice-chairperson of the Board of Directors, will sign checks that are issued by LCHIP in excess of \$10,000. The Executive Director will have the authority to sign checks that are payable to any employee, other than the Executive Director. The chairperson or the vice-chairperson of the Board of Directors, will sign checks that are payable to the Executive Director.

**Exception:** All Payrolls are processed through an independent payroll company and are direct deposited into employee accounts and only require an initial signature. The Executive Director will have the authority to sign initial payroll checks.

MOTION: Bill Norton made a motion to approve the check policy. Seconded by Rep. Spang. Unanimous vote.

The auditors have also suggested that LCHIP institute an Asset Disposition Policy. LCHIP currently has no such policy in place and Deb presented a policy to the Board today for their review. The policy was suggested by the auditors and will help to protect staff and the Executive Director. Previously LCHIP staff had purchased laptops that were no longer in commission as they were replaced with desktop computer systems. The previous auditor relayed to the Executive Director that they could be sold to employees at any amount. Two of the three laptops were sold last fiscal year to staff members at \$100 each. The Executive Director's purchase did not take place until this current fiscal year, as the laptop was still in use by the Program. The laptop was deemed valued at \$200 and was sold at \$100 (same as the other two), so the current auditors deemed it a loss of \$100. To protect all staff members, this policy was presented to the Board. In the future, items disposed of will be sold, with approval of the Executive Director, and an asset disposition form filled out. Purchases made by the Executive Director will be approved by the Board chair/vice chair.

MOTION: Julia Steed Mawson made a motion to approve the Asset Disposition policy. Seconded by Charlie Royce. Unanimous vote.

### **Project Updates**

#### **Project Name:** Ashuelot River Headwaters Project

All of the due diligence has been completed for the closing of this remaining parcel; however, the current owners (John P. Wright Revocable Trust) have not completed their subdivision of the retained 10 acres and annexation of 2.8 acres to an abutter with the town of Lempster. Both of these activities need to be completed before the Wright Trust can convey the land to the Forest Society. The landowners, the town of Lempster and SPNHF are confident that this will happen prior to the end of January, 2010. After discussion, Rep. Hess recommended extending their timeline to March of 2010.

MOTION: Rep. Hess made a motion to extend the Ashuelot project timeline to March 31, 2010. Seconded by Charlie Royce. Unanimous vote.

#### **Project Name:** Crotched Mountain

In the last six months the Crotched Mountain Foundation has acquired the assistance of TPL and the NH Division of Forest and Lands to help in the completion of this project. Prior to this, the project moved along very slowly, however, since they have acquired assistance things have moved along a bit smoother. Much of the due diligence is in the works of being completed, however, the due diligence process related to the federal Forest Legacy grant program has slowed things down. This program has been known to slow projects down due to their stringent review process.

The LCHIP staff has had a meeting with TPL and Crotched Mountain and has expressed concern about the lengthy timeline it has taken this project to move forward. Both personnel from TPL

and Crotched Mountain reassured the LCHIP staff that an extension through February 2010 would be a sufficient amount of time to complete this project. Staff recommended the Board approve this timeline extension through the end of February 2010. Susan Francher said that February would not work for this project. She stated that the project expects to close in Summer due to the federal review for funding this project, she suggested June of 2010. Deb suggested May of 2010 as that would bring them to the 6-month extension mark, and then the Board could discuss the project further at the June 2010 meeting.

**MOTION:** Julia Steed Mawson made a motion to approve the project extension for the Crotched Mountain project to May 28, 2010. Seconded by Sen. Janeway. Unanimous vote.

**Project Name:** Pier Bridge, Newport

LCHIP staff recommends extending the project timeline to June 30, 2010. The project will be submitted to FHWA soon for approval and will soon be put out to bid.

**MOTION:** Sen. Janeway made a motion to approve the project timeline for Pier Bridge to June 30, 2010. Seconded by Rep. Spang. Unanimous vote.

**Project Name:** Pearson Hall

LCHIP staff recommends extending the project timeline to June 30, 2010. The project is underway and close to 50% complete with exterior masonry repairs and the parapet reconstruction completed by winter 2009. Construction of the front door and repairs/replacement of window will resume in the spring of 2010 and will be completed by the end of June.

**MOTION:** Rep. Spang made a motion to approve the project extension for Pearson Hall to June 30, 2010. Seconded by Charlie Royce. Unanimous vote.

**Audit Presentation by Graham & Graham**

Jeff Graham introduced himself and also Keri Rossi from Graham & Graham, to the Board of Directors. He went over a brief history of their company and then proceeded to review the audit. He discussed each component of the audit: statement of financial position; statement of activities; statement of functional expenses; statement of cash flows; and then the notes to the financial statements. He pointed out that the employee benefits are state regulated and not internally driven. He also reviewed the SA115 letter and the deficiencies letter. Jeff stated that in regard to the 'internal accounting knowledge' deficiency, that if the Board of Directors had someone that could lend technical support, then that item could be moved from the significant deficiency category to the control deficiency.

Rusty McLear asked what makes LCHIP a component unit of the State. Jeff replied that because the revenues are capped and some members of the Board are appointed, then that impacts whether or not LCHIP is a component of the State. Sen. Janeway asked if the Board could go into executive session to speak with the auditors while staff was out of the room. Bill Veillette had concerns about sustainability with the revenues being limited, increased inflation, and having no control of benefits. Jeff stated that the audit reports stands for 365 days and if he thought that there was not enough funds to sustain the Program for a year he would have made a note of that

in the report.

The Board went into executive session at 11:41am. Staff reentered the room.

MOTION: Charlie Royce made a motion to adopt the FY09 audit report. Seconded by Rusty McLear. Unanimous vote.

### **Project Update – Ashland School**

The LCHIP Board of Directors voted to initiate the withdrawal of the 2001 grant to TCCAP on June 12, 2009. TCCAP made a presentation to the LCHIP Board of Directors on September 14, 2009. At the September meeting the Board laid out a series of conditions in consideration of granting an extension:

6. A written report detailing construction bids to be submitted to LCHIP by October 2, 2009.

**This report was received by LCHIP September 29, 2009.**

7. Written proof of Planning Board approval of the Site Plan to be submitted to LCHIP on October 9, 2009.

**The Planning Board's approval of the Site Plan was delayed because of questions concerning access and drop off areas for the prospective building occupants and visitors. The case was reconsidered on November 4, 2009, and was approved.**

8. LCHIP policy states that construction cannot begin until TCCAP has received written approval of the plans from both LCHIP and the Division of Historical Resources. LCHIP is coordinating the review with the DHR and anticipates having a written response before mid-October.

**LCHIP and the DHR have reviewed and approved all aspects of the project except the proposal to replace all of the building's original windows. TCCAP and their architect are exploring the idea of rehabilitating the windows, but have yet to make that commitment. TCCAP will schedule a site visit with LCHIP and the DHR when mock ups of both a rehabilitated window and a replacement window have been received, hopefully in December 2009. LCHIP and the DHR have not provided their written approval of the plans until the future of the historic windows has been determined. TCCAP does have verbal approval to begin work on the building that does not affect the windows.**

9. A letter detailing contractor and sub-contractor selection to be submitted to LCHIP no later than October 30, 2009.

**This was received by LCHIP on October 27, 2009. Milestone Construction of Concord has been retained as the General Contractor for the project.**

10. A letter from the Business Finance Authority evidencing proof of the \$1,062,750 in Bond Financing by November 30, 2009.

**LCHIP received a copy of the approval letter for Bond Financing from the BFA on December 1, 2009. TCCAP is negotiating interest rates with two different banks and hopes to have a financing commitment by the end of December 2009.**

To date, Tri-County CAP has expended \$78,337.81 of their LCHIP grant money, primarily on architect and legal fees while making preliminary plans and negotiating the purchase and sales

agreement.

**Action Needed by LCHIP Board of Directors:**

Vote to formally withdraw and seek recapture of the \$300,000 grant to Tri-County CAP or to grant an extension to September 30, 2010 to complete the rehabilitation of the historic Ashland School.

The Board asked for Ashland to submit a timeline. Deb stated she would get the timeline and inform the Board at the March 2010 meeting.

MOTION: Rep. Hess made a motion to grant Tri-County CAP an extension to September 30, 2010 to complete the rehabilitation of the Ashland School. In addition the Board of Directors mandates that Tri-County CAP provide LCHIP with final financing and executive commitment letter by March 10, 2010. If any of these items are not met, the Board of Directors shall seek full recapture of the \$300,000 grant without any further Board action. Seconded by Rusty McLear. Unanimous vote.

**Grant Round 8 Update**

Deb announced that grant round 8 opened on September 1, 2009 and applications were due by noon on October 16, 2009. LCHIP received 18 natural resource applications and 32 historic resource applications. The Board will be presented with a slate of three tiers: definitely fund; projects not recommended to fund and a middle tier that don't fall into the other two tiers. The middle tier projects would be giving presentations to the Board. Projects from the first two tiers would be voted on as a slate and the middle tier would be project by project. The Board will make the funding decisions at the January 11, 2010 meeting held at NH Fish & Game. The snow date will be January 15, 2010.

**Other Business**

None

**Public Comments**

None

Having no further business before the Board, the meeting adjourned at 12:05 pm.

LCHIP Board of Directors Meeting  
Fish & Game, West Conference Room  
January 11, 2010

**In attendance:**

Tracey Boisvert  
Charlie Bridges  
Doris Burke  
Susan Francher  
Representative David Hess  
Senator Harold Janeway

Julia Steed Mawson  
Rusty McLear  
Lorraine Merrill  
Tim Murphy  
Bill Norton  
Charlie Royce  
Representative Judith Spang  
Paul Susca  
Bill Veillette  
Deborah Turcott Young, LCHIP  
Cheryl Carlson, LCHIP  
Amy Dixon, LCHIP  
Ray Ilg, LCHIP

**Absent:**

Senator Peter Bragdon  
Jack Bronnenberg  
Van McLeod

Tim Murphy opened the meeting at 8:10 am. He thanked Charlie Bridges for letting the Board use the Fish & Game meeting room. Introductions followed. The agenda was reviewed, no changes were made.

**Board Leadership**

The Board nominates new leadership generally at the annual meeting in January.

MOTION: Bill Veillette made a motion that pursuant to the Board's original vote on January 23, 2009, Rusty McLear is nominated as Board Chair for a 2 year term starting January 2010 and ending January 2012. Charlie Royce is nominated as Vice-chair for a 2 year term starting January 2010 and ending January 2012. Seconded by Bill Norton. Unanimous vote.

**Conflict of Interest forms**

Each year, at the annual meeting in January, Board members fill out new conflict of interest forms. The forms were passed out and completed by all Board members.

**Meeting Overview**

Deb reported to the Board that there were 50 applications received in grant round 8 and one that was ineligible. The staff reviewed the applications and the panels met, reviewed and scored the applications. The panels consisted of experts in their fields, staff, and Board liaisons. After the projects were reviewed and scored by the panels, staff conducted site visits to all projects except studies and slate 3 projects. Slate 1 is presented to the Board today as recommended to fund, and needs to be voted on. Slate 3 are projects that are not recommended for funding, and also needs to be voted on. Slate 2 projects are projects that will be scored by each Board member, after representatives from each of those projects makes a presentation at today's Board meeting. Deb passed out the Slate 1 worksheet to Board members. Paul Susca asked if the difference between slates 1 and 2 was funding and Deb replied that the difference was the way the projects scored. Amy and Ray used a PowerPoint presentation and reviewed the slate 1 projects to the Board.

Board Members made the following conflict of interest disclosures:

**Charlie Bridges** (non voting member) – NH Fish & Game is working with applicants on several projects and may provide funding to some. Projects are: Birch Ridge; Upper Merrimack Oxbow; Lyman Town Forest; Pawtuckaway River Corridor; Schoodac Brook.

**Doris Burke** (voting member) – Board member for NH Preservation Alliance which may provide small grants and staff assistance to projects as requested. PSNH has made a small grant to the Portsmouth Historic Society.

**Susan Francher** (non voting member) – Androscoggin Headwaters project has requested Forest Legacy funds and has been submitted for FY11 consideration. I serve as staff to the NH Forest Legacy Committee and is the NH Program Coordinator.

**Julia Steed Mawson** (voting member) – Massabesic Partnership project. I serve as chair of the Massabesic Audubon Center advisory committee.

**Bill Veillette** (voting member) – NHPA Planning Grants. I serve on NHPA committees that might influence grant decisions.

Representatives from the following slate 2 projects made presentations to the Board:

Slate 2 presentations

Newbury, Center Meetinghouse

Goffstown, Grasmere Town Hall

Webster/Warner, Schoodac Brook/Trumbull Pond

Epsom, Epsom Meetinghouse

Statewide, NH Preservation Alliance planning grants

Portsmouth, Discover Portsmouth Center

Belmont, Province Road Meetinghouse

Francestown, Shattuck Pond to Dinsmore Brook

Peterborough, Wilder Thermometer Park

Harrisville, Temple Rehabilitation

Ossipee, Carroll County Courthouse

Auburn, Massabesic Partnership project

Plainfield, Cider Orchard

Milton, NH Farm Museum

Dublin, Old Dublin General Store

Swanzey, Tippin' Rock Farm

Bethlehem, Cottage at the Rocks

Errol, Androscoggin Headwaters

**MOTION:** Charlie Royce made a motion to approve slate 1 as presented (below), includes \$78,000 of DOT Transfer Money for Lyman Total Forest, for a total allocation of \$1,930,222.09 of funds from the LCHIP Trust fund. Motion to deny funding to slate 3 which are projects not recommended for funding. Seconded by Doris Burke.

Discussion followed. Bill Veillette asked why the Pittsburg project was in slate 3 and Deb replied that it scored very low. Amy said that the restoration on that project has already

occurred. Julia asked if Board members would receive sheets on why the slate 3 projects were not recommended and Deb replied that the applicants will receive a letter and would also be offered and in person meeting with LCHIP staff to discuss it. Unanimous vote.

Slate 1 – Funded

Hopkinton, Bohanan Farm  
New Durham, Birch Ridge  
Canterbury, Upper Merrimack Oxbow Project  
Lyman, Lyman Town Forest  
Warner, Kearsarge Gore Farm  
Epping, Pawtuckaway River Corridor  
Newport, South Church  
Hancock, Hancock Historical Society museum  
Acworth, Acworth Meetinghouse  
Canterbury, Carriage House/Ministry Shop (CSV)  
Danville, Webster Stagecoach Stop  
Rye, Star Island (Shining the Star)  
Langdon, Langdon Meetinghouse  
Milton, Milton Townhouse  
Washington, Washington Meetinghouse  
Francestown, Francestown Town Hall  
Hancock, Hancock Meetinghouse  
Hollis, Hollis Town Hall  
Thornton, Old Town House

Slate 3 – Not Funded

Acworth, Desbiens/Gove  
Bradford, Battles Farm  
Danville, Hallcom Pond  
Deerfield, Town Hall  
Eaton, Foss Mtn  
Exeter, First Baptist Church  
Jackson, Town Hall  
Jaffrey, Shattuck Farm  
Londonderry, Grange #44  
Pittsburg, Indian Stream Historic Schoolhouse  
Strafford, Evans Mountain  
Wilton, Wilton Public Library

The Board scored the slate 2 projects that made presentations then discussed the projects, in depth. The Massabesic project funding was increased; Newbury was decreased; Peterborough project included funding for an archaeological study. It was suggested that the Massabesic project might also be eligible for DES funding.

MOTION: Bill Veillette made a motion to approve slate 2 projects as presented below.

Seconded by Charlie Royce. Unanimous vote.

Slate 2

Auburn, Massabesic Partnership Program \$200,000.00  
Belmont, Province Road Meeting House \$50,000.00  
Bethlehem, Cottage at the Rocks \$9,000.00  
Errol, Androscoggin Headwaters \$250,000.00  
Francestown, Shattuck Pond to Dinsmore Brook \$60,000.00  
Goffstown, Grasmere Town Hall \$54,000.00  
Harrisville, The Temple Rehabilitation \$64,340.50  
Milton, Jones Farm Exterior Restoration, Phase I \$50,000.00  
Newbury, Center Meeting House \$100,000.00  
Peterborough, Wilder Thermometer Park \$8,000.00  
Plainfield, Plainfield Cider Orchard \$118,000.00  
Statewide, Preservation Planning Grants \$22,500.00  
Swanzy, Tippin' Rock Farm \$88,680.00  
Webster, Schoodac Brook - Trumbull Pond \$75,000.00

**Other Business**

None

**Public Comments**

None

Having no further business before the Board, the meeting adjourned at 3:30 pm.