LCHIP Annual Meeting  
January 11, 2016  
Chamberlin House, Concord, NH  
Doug Cole, Board Chair  
Approved at April 18, 2016 Board Meeting

ATTENDANCE  
Voting Members Present: Cynthia Copeland, Doug Cole, John Colony, Jeannie Forrester, David Kidder, Rusty McLear, Mandy Merrill, Bill Norton, Judith Spang, Julia Steed Mawson  
Non-voting Members Present: Tracey Boisvert, Susan Francher, Pierce Rigrod  
LCHIP Staff Present: Paula Bellemore, Melissa Jones, Jenna Lapachinski, Dijit Taylor

SITE ORIENTATION  
Nadine Miller (formerly Peterson) (a representative of the Concord Woman’s Club and from Division of Historic Resources) gave a history of the Chamberlin House and the work currently being done to it with support from an LCHIP grant in GR 13, 2014

MINUTES OF PREVIOUS MEETING

Mandy proposed and the group accepted an amendment, to fix a typo under the Grant Selection section (“accepts” should be “accepted”)

<table>
<thead>
<tr>
<th>MOTION</th>
<th>To approve the Minutes from the December 2, 2015 meeting as amended</th>
<th>Bill Norton</th>
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<tbody>
<tr>
<td>SECOND</td>
<td></td>
<td>Julia Steed Mawson</td>
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<tr>
<td>VOTE</td>
<td></td>
<td>Approved Unanimously</td>
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CONFLICT OF INTEREST FORMS  
Dijit explained and distributed the two forms – one required by the LCHIP Conflict of Interest Policy (part of the Financial Policies and Procedures Manual) and a second required by the Secretary of State for any person appointed to the Board. The forms for the Secretary of State are due back to that office by Friday, January 15th.

FINANCE REPORT  
The November, 2015 finance report was provided in the Board packet. Among the noted line items:
- Moose Plate money (typically provided monthly) came in too late to be included in this report.  
- Granite Bank is producing more interest than expected.  
- Office supplies were high due to unusual need for several expensive printer cartridges.

The Balance Sheet newly shows Projects Grants Encumbered and Project Grants Payable reflecting the change grant payments: Treasury now provides grant funds to LCHIP which them writes the checks to recipients.

The budgeted “Draw from Reserve” is expected to be withdrawn late in the fiscal year when it is clear how much is needed to balance the year’s income and expense.
TRUST FUND and CCE The balances in the Trust Fund and CCE at the end of November were $1.8 million and $3.2 million respectively. There is a telephone meeting with Fidelity next week to discuss the CCE investments.

CCE DISBURSEMENT Money is disbursed annually to grant recipients who have properly submitted monitoring reports. The grant agreement with each recipient specifies that they are required to submit a monitoring report each year. In 2014, about 10 projects failed to submit acceptable monitoring reports. When projects fail to submit acceptable monitoring reports, LCHIP does the monitoring (and takes payment.)

Disbursement is based on the difficulty of monitoring the property, measured in “units” with each project getting from one to four “units” defined in the CGP. For phased projects, there is some discretion concerning the amount set aside in the CGP and how the unit formula is applied.

For the last 3 years the amount disbursed has been $200/unit. $200 is an arbitrary figure which can be changed by the Board if it seems too high or too low. LCHIP staff recommends keeping the same amount again this year. It may be appropriate to rethink the amount per unit after the long awaited CGP revisions are completed. The number of units in the pool for 2015 monitoring appears to be about 300.

This expenditure also requires approval of the Council on Resources and Development (CORD). Dijit will take the request to them on January 14, 2016.

STAFF UPDATES AND ACTION ITEMS

Closed Projects Nine projects closed during the period September to December, including one from the grant awards made in December. There are presently 69 open Historic Resource projects and about 20 natural resource.

Grant Round Schedule Staff presented a proposed general grant round schedule for the current year. It is similar to the previous two years, although decision-making is earlier.

MOTION To accept the November 2015 Finance Report Rusty McLear
SECOND Bill Norton
VOTE Approved Unanimously

MOTION To endorse the expenditure of $200 per unit or up to $61,000 from the LCHIP Community Conservation Endowment fund in payment for acceptable timely monitoring of LCHIP-supported resources in calendar year 2015 Jeanie Forrester
SECOND Bill Norton
VOTE Approved Unanimously

NOMINATING COMMITTEE Bill presented a list of possible candidates for the two upcoming Board openings. The Nominating Committee is considering geographic distribution of potential board members as well as area of expertise, ability, and how they complement the group. He asked the Board to review the list and propose additional possible candidates. One was added on the spot and the town of another corrected.
Bill asked if August/September is enough time for site visits. Staff believes it is unless there is a substantial increase in the number of applications.

<table>
<thead>
<tr>
<th>Proposed Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 11, 2016</td>
<td>Board approves grant round and schedule</td>
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<tr>
<td>Early April</td>
<td>Grant round schedule announced</td>
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<tr>
<td>Early May</td>
<td>Grand round opens, application posted on website</td>
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<td>Mid May</td>
<td>Applicant Workshops</td>
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<td>Late June</td>
<td>Applications due</td>
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<td>July</td>
<td>Staff application reading period</td>
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<tr>
<td>Early August</td>
<td>Applications to Review Panel members</td>
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<tr>
<td>August - September</td>
<td>Site Visits</td>
</tr>
<tr>
<td>Early October</td>
<td>Review Panels</td>
</tr>
<tr>
<td>November</td>
<td>Decision making &amp; award announcement (avoiding Election Day)</td>
</tr>
</tbody>
</table>

Bill asked if August/September is enough time for site visits. Staff believes it is unless there is a substantial increase in the number of applications.

**MOTION**

To accept the grant round schedule as proposed.  
Julia Steed Mawson

**SECOND**

Amanda Merrill

**VOTE**

Approved Unanimously

**Project Updates**

**Cornish Meetinghouse** finds that the project for which they were granted funding is coming in below budget. They seek an update to their scope of work to allow LCHIP funds and match to be used also to improve the entryway to the building. The work is Phase 2 of their Conditions Assessment and Master Plan. The discussion included concerns about setting precedent, and an agreement that the letter of approval should be very clear that this is not an automatic approval and that the details of the work must be fully reviewed by LCHIP.

**MOTION**

To allow scope of work for the Cornish Meetinghouse (GR 13, 2014) to change allowing use of LCHIP funds and match for plaster repair and removal of calcimine paint in the entryway.  
Rusty McLear

**SECOND**

David Kidder

**VOTE**

Approved Unanimously

Based on the information included in the Board Packet and discussion at the meeting, the Board unanimously approved timeline extensions until December 31, 2016 for the following projects:

<table>
<thead>
<tr>
<th>Project</th>
<th>Motion</th>
<th>Second</th>
</tr>
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<tbody>
<tr>
<td>5RCT’s Pierce/ Stickney Hill project (GR 12, 2013)</td>
<td>Jeanie Forrester</td>
<td>Amanda Merrill</td>
</tr>
<tr>
<td>Lempster Meetinghouse (GR 12, 2013)</td>
<td>Amanda Merrill</td>
<td>Julia Steed Mawson</td>
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<tr>
<td>Middleton Old Town Hall (GR 12, 2013)</td>
<td>Rusty McLear</td>
<td>Julia Steed Mawson</td>
</tr>
<tr>
<td>The Cottage at the Fells (Gr 11, 2012)</td>
<td>Rusty McLear</td>
<td>Cynthia Copeland</td>
</tr>
<tr>
<td>Warner House (GR 12, 2013)</td>
<td>Rusty McLear</td>
<td>Amanda Merrill</td>
</tr>
<tr>
<td>Wentworth Gardner House (GR 12, 2013)</td>
<td>Judith Spang</td>
<td>Amanda Merrill</td>
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</tbody>
</table>
Temple Israel, Portsmouth  Is now back in contact with LCHIP. The project work has been completed, but paperwork is pending. Jenna expects this to be done by the end of January.

First Parish Church Derry  Applicant is providing further information about why moving the building is needed and makes sense. Jenna and Dijit are scheduled to meet with them early in February to learn more. FPC plans to send paperwork to National Park Service requesting approval to move building. If NPS approves, LCHIP may want to follow suit. Update anticipated at the April Board meeting.

CONSERVATION PLAN COMMISSION  Conservation organizations supporting the current Commission to create a statewide Conservation Plan have asked whether LCHIP might be able to help pay for staff support for the Commission. Dijit, Doug and Mandy have met with them about this. The Office of the Attorney General has misgivings about LCHIP funds going to a project which does not specifically lead to direct resource protection. After considerable discussion, including from Martha who chairs the commission, there was a general consensus that LCHIP should maintain its low profile and probably not be involved in proving financial support for this project. There is broad agreement that LCHIP needs to think further about how to handle funding requests for studies.

OFFICE MANAGER SEARCH  Dijit is reviewing the 50 applications received and expects to interview selected top candidates around the beginning of February.

KINDER MORGAN  As mentioned at previous meetings, the gas pipeline currently proposed by Kinder Morgan’s North East Direct project passes through two LCHIP assisted land conservation properties (500 acres Fifield Tree Farm in Mason and Hudson part of the 205 acre Tri-Town Tree Farm). Board discussed whether to file for intervenor status in the Federal Energy Regulatory Commission process. The Board felt that since it is the obligation of the Attorney General to defend LCHIP property interests, LCHIP does not need to file for intervenor status. Many other groups affected (land trusts, municipal entities and several state agencies) including the groups holding the conservation easements on both properties are so filing.

<table>
<thead>
<tr>
<th>MOTION</th>
<th>That LCHIP not file for intervenor status with FERC in the Kinder Morgan pipeline proposal</th>
<th>Rusty McLear</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECOND</td>
<td></td>
<td>Bill Norton</td>
</tr>
<tr>
<td>VOTE</td>
<td>In favor: 9</td>
<td>Abstaining: 1 (Julia who has a conflict)</td>
</tr>
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</table>

HB 1197, presented at the request of the state Treasurer, seeks to amend the LCHIP enabling legislation to reflect the reality that Moose Plate money is transferred to LCHIP by the Department of Safety not Treasury. This shouldn’t be a problem for LCHIP.

HB1686 seeks to repeal the entire LCHIP program. Dijit plans to attend and speak at the Finance Committee meeting this week and will continue to follow the bill from then on. One elected official suggests that inviting grant recipients from the committee members’ town would be useful.

The meeting adjourned at 5pm. The next Board meeting is scheduled for April 18th at the Sanbornton Congregational Church from 3-5.

Respectfully Submitted

Dijit Taylor, Executive Director  Douglas S. Cole, LCHIP Board Chairperson