



Board of Directors Update

January 31, 2021

The Board of Directors did not hold a regular board meeting in January, although most of the regular committees did hold meetings. To keep you up to date, enclosed are reports from those committee meetings. Please call me or the chairs of committees to discuss any questions, comments, or ideas you having concerning these reports. The minutes of the Board meeting on December 22nd, 2020 will be circulated for approval with the Board Meeting packet for the February Board meeting which is scheduled for Tuesday, February 23rd at 4pm.

UPDATES

Reports

1. **Major Gifts Committee** (*minutes, pg. 3*)
2. **Membership & Marketing Committee** (*no meeting*)
3. **Finance and Investment Committee** (*minutes, pg. 4*)
4. **Land Protection Committee** (*minutes, pg. 11*)
5. **Stewardship Committee** (*minutes, pg. 13*)
6. **Building Committee** (*no meeting, update, pg. 16*)
7. **Board Advancement Committee** (*minutes, pg. 18*)
8. **Executive Committee** (*minutes, pg. 20*)

February Committees / Board Meetings:

Tues., February 9th	1:15pm Stewardship Committee 4:00pm Executive Committee
Weds., February 10 th	2pm Major Gifts Committee 3:30pm Land Protection Committee
Thursday, February 11 th	EVENT: Camden Library Zoom Talk: Wing Goodale, Offshore Wind Energy and Wildlife – What’s Happening Along the East Coast and in Maine
Weds., February 13 th	2pm Major Gifts Committee 3:30pm Land Protection Committee
Weds, February 17 th	1:00pm Finance Committee 2:30pm Board Advancement Committee

Thurs., February 18 th	Noon: Membership and Marketing Committee
February 23 rd	CMLT Board Meeting
February, TBD	Building Committee

Zoom Call: Courtney Collins, Judy Wallingford, Tom Moore, Lys Pike, Ian Stewart, Kathy Young

1. Donor giving above \$10,000 – does it need its own name? What do we do for them?
 - There are fewer than 10 individuals who give at that level every year to operating – Ian and Kathy will work with them directly (many more give at that level through campaign and grant support which will be supported differently).
2. Megunticook Society – plan for 2021
 - There is the option of segmenting the letter that accompanies the newsletter and adding something extra for MS donors.
 - There will be a unique event for MS donors a few months away from the Partners Party (to which they are also invited).
3. Board & staff involvement in donor thanking:
 - Staff calls to under \$100 (monthly)
 - ED calls to \$500+ as they come in
 - Board calls to \$101-999
 - Board Chair to send a notecard to \$1000+ (monthly)
 - Board Chair calls to Summit Circle & Evergreen (December & January)
 - New members will get a postcard/survey or a phone call after 6 months.
4. RTM campaign recognition
 - Invite an artist to create an original work from the stone garden that will be created as a limited print run, numbered and signed. The original can be sold at a fall art auction.
5. Grant report: attached
 - Work will begin to have volunteers assist Kathy with grant research to look for new sources so we can expand the efforts.
 - We will be joining the Maine Philanthropy Center to use their database as well as google search other land trusts and organizations.

**COASTAL MOUNTAINS
LAND TRUST**



Finance and Investment Committee

January 20, 2021

Minutes

Present: Malcolm White (Treasurer), Roy Call, Landis Gabel, Tom Moore, Judy Wallingford, Malcolm White, Jay Freedman, Brad Hennemuth, Dan Johnson, Polly Jones and Ian Stewart.

Guest: Sada Geuss, *Investment Manager, Trillium Asset Management*

Discussion Items

1. Review of CMLT Investments

See below

2. Review of Monthly Financial Reports

Income and donations look spectacular. Discussion of what to do with excess carryover funds that were moved to Camden National Bank. Suggestions: use for purchase of needed RTM equipment (8-9K); reinvest a portion back into the market. If putting money back into the market, move slowly.

3. Status of Capital Campaign Fundraising – *no discussion*

Round the Mountain Campaign

Mt. Tuck

Beech Hill Preserve Expansion

• 1:15pm Review of Investment with Trillium: Sada Geuss

Sada presented a thorough and honest reporting of CMLT investments. Sada touched on Janet Yellen's position regarding increasing the federal deficit to counter effects of the pandemic, that this is the wrong time to be thinking about not spending. Post pandemic, parts of the economy will slowly recover, some not at all. In response to queries, she touched on Duration vs Maturity; Active vs Passive investing; how does Trillium decide what to work on. Many questions were asked, and all were answered in a knowledgeable manner. Committee is in favor of similar 1-2 times yearly updates from Trillium.

<i>Period</i>	<i>Account Performance</i>	<i>S&P Performance</i>	<i>Russell 2000 Small Cap</i>
<i>Past Month</i>	4.4%	3.7%	8.7
<i>Past 3 months</i>	14.3%	11.7%	31.4%
<i>YTD</i>	19.4%	16.3%	20%
<i>Since Inception</i>	13.8%	14.9%	13.1%

Status of Credit Line Loan, April 30, 2020: \$ 0 principal balance due.

Transfers already completed for FY 2020-21 include: \$ 122,053.15

Transfers Available: \$ 34,492

Coastal Mountains Land Trust
Balance Sheet
As of December 31, 2020

Dec 31, 20

ASSETS

Current Assets

Checking/Savings

1010 · Bangor Savings Bank #1898	187,024.62
1015 · CNB Operating Checking #6521	200,023.01

ACQUISITION ACCOUNTS

1110 · BSB Acquisition ICS #8375	638,735.88
1115 · Trillium Fernald's Nk Acq #1778	400,265.10
1120 · Trillium Land Acquisition #0685	196,300.49

Total ACQUISITION ACCOUNTS 1,235,301.47

STEWARDSHIP ACCOUNTS

1150 · BSB Stewardship Savings #0691	4,085.63
1155 · Trillium Stewardship #5932	44,589.22
1160 · CNB Unrestricted Checking #0093	2,350.09

Total STEWARDSHIP ACCOUNTS 51,024.94

RESERVES & ENDOWMENTS

1170 · Trillium Res & Endowments #1928	2,897,947.08
1171 · Bangor Savings Money Mkt #4578	26.39

Total RESERVES & ENDOWMENTS 2,897,973.47

1180 · State Unemployment CD #9286 5,791.34

1185 · Petty Cash 200.00

Total Checking/Savings 4,577,338.85

Accounts Receivable

1200 · Pledges Receivable

1205 · Pledges Rec-Bald & Ragged	71,333.32
1210 · Pledges Rec-Beech Hill	5,000.00
1230 · Pledges Rec-Operating	30,000.00

Total 1200 · Pledges Receivable 106,333.32

Total Accounts Receivable 106,333.32

Other Current Assets

1330 · Prepaid Insurance 3,511.51

Total Other Current Assets 3,511.51

Total Current Assets 4,687,183.68

Fixed Assets

1510 · Building-Office	263,004.91
1520 · Landscaping-Office	10,433.25
1530 · Land-Office	43,083.00
1540 · Furniture & Equipment	126,239.69

1580 · Beech Hill Property

1581 · Beech Hill Barn	24,494.35
1582 · Beech Nut Renovation	564,242.73

Total 1580 · Beech Hill Property 588,737.08

1590 · Less accumulated depreciation (470,668.64)

Total Fixed Assets 560,829.29

Other Assets

Coastal Mountains Land Trust

Balance Sheet

As of December 31, 2020

	Dec 31, 20
1700 · Split-Interest Agreements	
1710 · Beneficial Interest in CRUT	11,917.83
1720 · Beneficial Int. in CRUT/BELL	177,429.31
Total 1700 · Split-Interest Agreements	189,347.14
1740 · Steven GRLE	153,281.64
1800 · Conservation Preserves	
1805 · Conservation Preserves-FMV/Cost	25,572,693.34
1810 · CMLT Allowance for Impairment	(23,968,985.67)
1815 · Preserve Improvements	95,300.15
Total 1800 · Conservation Preserves	1,699,007.82
1850 · Conservation Easements	
1855 · Easements-Basis	3,652,024.00
1860 · CMLT Allowance for Easement	(3,652,024.00)
1865 · Easement Improvements	908,159.35
Total 1850 · Conservation Easements	908,159.35
Total Other Assets	2,949,795.95
TOTAL ASSETS	8,197,808.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	17,093.24
Total Accounts Payable	17,093.24
Other Current Liabilities	
2110 · Accrued Vacation	5,640.19
2150 · Accrued Interest	346.21
Total Other Current Liabilities	5,986.40
Total Current Liabilities	23,079.64
Long Term Liabilities	
2512 · Mortgage Payable-Trumbull	10,800.00
Total Long Term Liabilities	10,800.00
Total Liabilities	33,879.64
Equity	8,163,929.28
TOTAL LIABILITIES & EQUITY	8,197,808.92

**Coastal Mountains Land Trust
Monthly Financial Dashboard**

April 1st - December 31 Annual Budget
12.31.20 YTD Monthly Analysis

	Percentage of fiscal year complete	75%	100%	
Income		4	2	
	Total YTD income*	742803	675,944	* includes special one-time
	Income as percentage of budget	110%	100%	forgiveable PPP funds
Cash position				
	Remaining Unrestricted Carryover Reserve	369389		
	Total endowment transfers available/not yet withdrawn	11316	146,644	
	Combined Total of Unrestricted Operating Carryover and Reserves to draw	380705		
	Credit Line Cash Availability/not yet withdrawn	100000		
Expenses				
	Total YTD expenses	529206	675,882	
	Expenses as percentage of budget	78%	100%	
Campaign Income (subtracting 7% allocation to operating)				
	Bald & Ragged Mountains	364768	232,500	
	% of 2020-21 Needed B&R funds raised	157%	100%	
	Mt. Tuck Region of Interest	51447	100000	
	Hurds Pond project	-700	0	
	Beech Hill Expansion Project	26714	140000	

SBA Payroll Protection Program Loan

Internal Land Protection Project Debts

Remaining Mortgage for Mt. Tuck acquisition	10800
subtotal	10800

Investment Performance

<i>Period</i>	<i>Trillium Account Performance***</i>	<i>S&P Performance</i>	<i>Russell 2000 Small Cap</i>
<i>Past Month</i>	<i>4.40%</i>	<i>3.70%</i>	<i>8.70%</i>
<i>Past 3 months</i>	<i>14.30%</i>	<i>11.70%</i>	<i>31.40%</i>
<i>YTD</i>	<i>19.40%</i>	<i>16.30%</i>	<i>20.00%</i>
<i>Since Inception</i>	<i>13.80%</i>	<i>14.90%</i>	<i>13.10%</i>

*** Note these performance figures only reflect the equity portion of our Reserves & Endowments assets invested with Trillium

Summary of Reserve Funds	April 1st, 2020	Last Month	This Month
General Reserves and Endowments	2404624	\$2,801,022.02	\$2,897,973.47
Total Land Protection Reserves	1264103	\$1,228,589.45	\$1,235,301.47 Cash (w/o pledges)
Total Round the Mountain Funds	855649	\$669,175.70	\$638,973.54 Cash (w/o pledges)
Total Land Protection Reserves minus Round the Mountain funds	408454	\$559,413.75	\$596,327.93
Total Stewardship Reserves	123943	\$51,313.96	\$51,024.94 Cash***

*** Note that \$73700.47 was moved into General Reserves and Endowments

Coastal Mountains Land Trust
Monthly Statement of Operations - Short Form
April through November 2020

	Apr - Nov 19	Apr - Nov 20	Budget 2020-21
Ordinary Income/Expense			
Income			
Operating Income			
4000 · Contributions Income	210652	291437	345,500
4080 · Capital Campaign Allocations	28636	13233	34,300
4100 · Grants	29500	17000	85,000
4200 · Event Income & Expenses	0	5135	6,500
4251 · Beech Hill Farm Income	11090	0	0
Total Operating Income	279878	326805	471,300.00
Use of Reserves			
4900 · Release of Restricted Funds	110532	122053	146,644
4910 · Use of Unrest Operating Funds	80000	50000	58,000
Total Use of Reserves	190532	172053	204,644
Total Income	470409	498858	675,944
Expense			
6000 · Advertising	319	65	450
6142 · Community Engagement Exps.	5525	5258	8,000
6150 · Fees	18841	14090	19,750
6180 · Insurance	15722	20505	30,300
6230 · Property Management Expenses	43158	35865	56,260
6246 · Newsletter Expenses	6967	8823	9,000
6250 · Office Expenses	5652	18799	11,500
6256 · Postage and Delivery	2749	2395	4,250
6258 · Printing & Publication Exps	6161	8184	9,000
6260 · Professional Fees	16724	17757	19,750
6297 · Real Estate Taxes	217	2273	4,750
6300 · Repairs & Maintenance	5145	2390	5,750
6340 · Telephone & Internet	1592	1870	3,000
6350 · Travel & Ent	14214	7810	22,500
6400 · Utilities	1127	1106	3,500
6560 · Payroll	287131	310548	468,122
Total Expense	431244	457742	675,882
Net Earnings	39165	41117	62
Other Income			
TBD - PPP - Federal Loan (to be forgiven)	0	83800	0
Net Earnings including other income	39,165	124,917	62
Total Investment Income***			
Reserves & Endowments	58355	680360	0
Land Acquisition funds	37483	95472	0
Stewardship Funds	1641	11798	0
	97479	787630	0
*** Sum of 7800, 7805,7810 and 8800			

Coastal Mountains Land Trust
Restricted Funds and Grants Report

	Balance as of	Activity April-December, 2020 -----						Fund	Less	Add	Cash
	March 31, 2020	Contributions	Grants	Inv Income	Release of	Capital	Interfund	Balance as of	Outstanding	Mortgage	Fund Balance
		(Excl in-kind)		& Appreciation	Funds	Purchases	Transfer	Dec 31, 2020	Pledges	Payable	Dec 31, 2020
				(Net of Fees)	or Withdrawal		(& surplus fund transfers)				
RESERVES & ENDOWMENTS											
Permanently Restricted Funds (PRFs): Managed for long-term protection:											
Land Trust Endowment PRF - Corpus \$47,738.60	47,738.60	5,000.00		16,356.81	(2,367.00)	0.00	0.00	66,728.41			66,728.41
McLellan Poor Preserve Endowment PRF-Corpus \$22k	25,210.43	0.00		8,321.63	(1,404.00)	0.00	0.00	32,128.06			32,128.06
Fernalds Neck Preserve Endowment PRF-Corpus \$550k	550,000.00	0.00		178,717.42	(28,221.00)	(12,768.00)	0.00	687,728.42			687,728.42
Temporarily Restricted Funds (TRFs): Managed per restrictions:											
Land Trust Stewardship Reserve TRF-Contributions total-\$334,819.38)	334,819.38	0.00		0.00	(10,000.00)	0.00	0.00	324,819.38			324,819.38
Conservation Lands Defense TRF-Contributions total-\$224,896.28	224,896.28	0.00		0.00	0.00	0.00	0.00	224,896.28			224,896.28
Beech Hill Preserve TRF-Contributions total \$280,000	281,755.10	0.00		0.00	0.00	0.00	(1,755.10)	280,000.00			280,000.00
Pendleton TRF - Goal \$50,000	0.00						50,378.72	50,378.72			50,378.72
Howe Hill Farm TRF - Goal \$75,000	46,037.86	3,421.90		0.00	0.00	0.00	0.00	49,459.76			49,459.76
Board Designated Funds (BDFs): Managed for growth of BDFs											
Land Trust Operating Reserve BDF	201,969.06	0.00		65,716.34	(11,013.00)	0.00	0.00	256,672.40			256,672.40
Bald & Ragged BDF - Baseline total \$200,000	200,000.00	0.00		62,338.45	0.00	0.00	(40,000.00)	222,338.45			222,338.45
Land Trust Stewardship Reserve BDF - income from line above	163,417.52	0.00		159,813.58	(21,046.00)	0.00	0.00	302,185.10			302,185.10
Beech Hill Preserve BDF - income from line above	0.00	0.00		93,007.70	(15,642.00)	0.00	1,755.10	79,120.80			79,120.80
Conservation Lands Defense BDF	147,064.03	0.00		122,821.62	(20,201.00)	0.00	0.00	249,684.65			249,684.65
Pendleton BDF	0.00	150.00		12,580.48	0.00	0.00	23,321.75	36,052.23			36,052.23
Howe Hill Farm BDF	0.00	0.00		15,408.23	0.00	0.00	0.00	15,408.23			15,408.23
Unrestricted Invested Funds: Surplus operating funds managed for growth											
Surplus Operating Funds-Short Term Investment	181,715.69	0.00		38,656.89	(50,000.00)	0.00	(150,000.00)	20,372.58			20,372.58
TOTAL Reserves & Endowments Investment Account	2,404,623.95	8,571.90	0.00	773,739.15	-159,894.00	-12,768.00	-116,299.53	2,897,973.47	0.00	0.00	2,897,973.47
ACQUISITION FUNDS											
Fund managed with unpredictable, near-term use of corpus:											
Fernalds Neck Acquisition Reserve TRF	322,225.66			78,039.44				400,265.10			400,265.10
Funds managed with frequent, unpredictable income and expense:											
Ducktrap River Watershed TRF	4,650.21				(3,297.71)			1,352.50			1,352.50
Bald & Ragged Mountains TRF (Land Acq)	385,782.37	264,767.60	100,000.00		(4,806.76)			710,306.86	(71,333.32)		638,973.54
Bald & Ragged Mountains TRF (Trails)	469,866.45				(176.00)	(505,126.80)		0.00			0.00
Bald & Ragged Mountains BDF (Trails)						(60,000.00)	60,000.00	0.00			0.00
Beech Hill Expansion TRF	-63,871.22	26,714.25						(37,156.97)	(5,000.00)		(42,156.97)
Beech Hill Expansion BDF							35,000.00	35,000.00			35,000.00
Morgan / Hurds Pond TRF (Morgan donation balance)	98,666.42	-700.00						97,966.42			97,966.42
Meadow Brook/Hurds Pond TRF (D. Thanhouser donations balance)	46,668.46				(3,432.88)	(9,800.00)		33,435.58	0.00		33,435.58
Mt. Tuck Region of Interest TRF	-34,399.59	51,447.15			(8,377.29)			8,670.27		10,800.00	19,470.27
Mt. Tuck Region of Interest BDF							20,000.00	20,000.00			20,000.00
General Acquisitions BDF	34,514.46			29,244.57	(2,764.00)		(30,000.00)	30,995.03			30,995.03
TOTAL Acquisition Funds	1,264,103.22	342,229.00	100,000.00	107,284.01	-22,854.64	-574,926.80	85,000.00	1,300,834.79	-76,333.32	10,800.00	1,235,301.47
STEWARDSHIP FUNDS											
Funds managed to expend corpus as soon as possible:											
Beech Hill Preserve 100th Anniversary Capital Campaign TRF	27,761.03					(9,925.00)		17,836.03			17,836.03
Mount Percival Preserve Stewardship TRF	12,695.00							12,695.00			12,695.00
Long Cove Hdwaters/Main Stream Prsvs (CMP) Stewardship TRF	7,995.19				(1,454.00)			6,541.19			6,541.19
Pendleton Stewardship TRF	50,378.72						(50,378.72)	0.00			0.00
Pendleton Stewardship BDF	23,321.75						(23,321.75)	0.00			0.00
RunBelfast	975.32	-246.87						728.45			728.45
General Stewardship BDF	815.74			12,408.53				13,224.27			13,224.27
TOTAL Stewardship Funds	123,942.75	-246.87	0.00	12,408.53	-1,454.00	-9,925.00	-73,700.47	51,024.94	0.00	0.00	51,024.94
PROOF	3,792,669.92	350,554.03	100,000.00	893,431.69	(184,202.64)	(597,619.80)	(105,000.00)	4,249,833.20	(76,333.32)	10,800.00	4,184,299.88

Coastal Mountains Land Trust
Capital Additions
As of December 31, 2020

	Type	Date	Source Name	Memo	Amount
1510 · Building-Office					
Total 1510 · Building-Office					
1520 · Landscaping-Office					
Total 1520 · Landscaping-Office					
1530 · Land-Office					
Total 1530 · Land-Office					
1540 · Furniture & Equipment					
	Check	09/02/2020	Justin Electric	1/3 deposit on 2 indoor heat pumps	2,150.00
	Check	10/23/2020	Justin Electric	Balance of 2 indoor heat pumps + installation	4,300.00
Total 1540 · Furniture & Equipment					6,450.00
1580 · Beech Hill Property					
1581 · Beech Hill Barn					
Total 1581 · Beech Hill Barn					
1582 · Beech Nut Renovation					
Total 1582 · Beech Nut Renovation					
Total 1580 · Beech Hill Property					
1590 · Less accumulated depreciation					
Total 1590 · Less accumulated depreciation					
1800 · Conservation Preserves					
1805 · Conservation Preserves-FMV/Cost					
	Check	07/09/2020	David Thanhauser	Bornet Property' - Hurds Pond	9,800.00
Total 1805 · Conservation Preserves-FMV/Cost					9,800.00
1810 · CMLT Allowance for Impairment					
Total 1810 · CMLT Allowance for Impairment					
1815 · Preserve Improvements					
	Check	05/22/2020	Young's Construction, Inc.	Resurface and grade Fernalds Neck Road and f	12,768.00
	Check	06/26/2020	R.F. O'Donnell, Inc.	Trail improvement on Beech Hill	9,925.00
	General Journal	10/31/2020		Gate Foote property - donated	2,000.00
Total 1815 · Preserve Improvements					24,693.00
Total 1800 · Conservation Preserves					34,493.00
1850 · Conservation Easements					
1855 · Easements-Basis					
Total 1855 · Easements-Basis					
1860 · CMLT Allowance for Easement					
Total 1860 · CMLT Allowance for Easement					
1865 · Easement Improvements					
	Check	04/16/2020	Custom Float Services, Inc.	BR Site Location: Thorndike Brook Dam, Hope f	3,405.00
	Check	06/30/2020	OBP Trailworks LLC	RTM Trail Construction	9,926.80
	Check	07/02/2020	Stonescape Masonry	20% deposit for stone seating at Hope Street a	5,534.40
	Check	07/21/2020	OBP Trailworks LLC	RTM Trail Construction	35,270.27
	General Journal	08/19/2020	Hammond Lumber Company	RTM-Hope St kiosk	3,309.76
	General Journal	08/19/2020	Ruesswick, Wayne	RTM-Hope St kiosk	1,000.00
	Check	08/28/2020	Hammond Lumber Company	Invoice #s 3565545-1, 3569625-1, 3574263-1	624.60
	Check	09/11/2020	Town of Camden - V	Camden Snow Bowl kiosk	30.00
	Check	09/11/2020	Treasurer State of Maine	2020 MCC Mini Team - 4 weeks	10,000.00
	Check	09/11/2020	Custom Float Services, Inc.	BR Site Location: Thorndike Brook Dam, Hope f	7,595.00
	Check	09/22/2020	OBP Trailworks LLC	RTM Trail Construction	107,073.45
	Check	10/01/2020	Hammond Lumber Company	Invoice #s 3605673-1, 3647868-1	79.50
	Check	10/01/2020	Chris Packards Excavation, LLC	Hope Street parking lot - RTP Project #1823	4,816.00
	General Journal	10/08/2020		In-Kind - Cedar Works - wood donation for kiosk	500.00
	Check	10/16/2020	OBP Trailworks LLC	RTM Trail Construction	157,458.66
	Check	10/16/2020	OBP Trailworks LLC	In-kind discount on trailwork	5,000.00
	Check	10/30/2020	Hammond Lumber Company	Invoice #s 3717448-1, 3725551-1	1,234.85
	Check	11/12/2020	OBP Trailworks LLC	RTM Trail Construction	27,766.98
	Check	11/12/2020	Bonarrigo Construction	Pick up, delivery, and set up of Hope Street Brid	1,500.00
	Check	12/04/2020	Stonescape, Inc.	Mile markers, stone benches, boulder bences	34,362.60
	Check	12/23/2020	OBP Trailworks LLC	RTM Trail Construction	158,448.69
Total 1865 · Easement Improvements					574,936.56
Total 1850 · Conservation Easements					574,936.56
TOTAL					615,879.56

Coastal Mountains Land Trust
Land Protection Committee Agenda
January 13, 2021

Members Present: (to a video conference meeting due to the coronavirus pandemic) Heather Rogers (chair), Ian Stewart, Roger Rittmaster, Malcolm White, Sadie Lloyd, Scott Hoyt, Courtney Collins, Margo Davis, Lys Pike, Kathy Young, David Noble, Jack Shaida, David Thanhauser, Judy Wallingford
Members Absent: Ryan Gates, Jim Krosschell

Review of updated Land Protection Project Criteria Sheet

The Committee reviewed a new criteria sheet that is based on the conservation planning process completed in 2020 and also incorporates the Board Information Sheet. In the future, this document will be the one document the Board and Committee will see in reviewing projects as it includes all the information in one place.

Review Land Protection Committee Job Description

Minor edits were made to this document that will be forwarded to the Board for approval.

Active Projects

Camden, Rockport, Lincolnville & Hope Area

Town of Lincolnville Property swap, Lincolnville

- David Kinney, the Town Manager has said that this swap has risen to the top of the town attorney's pile and anticipates movement forward soon.

Bald & Ragged Mountains Focus Area - no active projects at this time

Belfast, Belmont, Northport, Swanville Area

Eurovia Properties, south of Hurds Pond, Belfast

- Heather is planning to check in again in early 2021.

Sturrupe/Shelley, Tilden Pond, Belmont

- The landowners have reviewed the draft of the CE and had very few changes to make.
- They would like to have the option for one division of the property, which needs further discussion.
- The timeframe to close is relatively soon; hopefully the Committee will have a draft to review in February.

Conard/Randall Property, Northport

- The survey to divide the property should be done in March, after which time closing could happen soon.

Beck Property, Belfast

- Heather is waiting to hear back from the landowner after having provided information for him to consider about the various ways to conserve land.

Searsport Stockton, Stockton Springs, Prospect

Babb Property, Searsport

- The Purchase and Sale Agreement has been signed, closing by July 1.
- Heather is in the process of getting a surveyor to contract for the work that needs to be done to define the boundary between their retained land and the land they will sell to the Land Trust.

Grove Property, Searsport

- No new updates.

Projects with potential or possible perceived conflicts of interest with Committee Members

Waldo, Morrill, Knox & Brooks Area

No current projects

Active Land Protection Projects, No Updates

Bresnahan Property, Camden and Rockport

Griffin, Camden

Hope Orchards, Hope

Elder, Northport

Little River-Lower Reservoir Parcels, Northport & Belfast

Stevens Life Estate Additions, Searsport

Bowden Point Subdivision, Prospect

Smith (Mt. Tuck), Stockton Springs / Prospect

Haas (Mt. Tuck), Stockton Springs

Little River Upper Reservoir, Belfast

Sherman's Point Realty Trust Property, Camden

Perkins Property, Lincolnville

MacManus/Filmeridis Property, Camden

Coastal Mountains Land Trust
Stewardship Committee Agenda
January 12, 2020

Note*. We will not be spending much time on the updates, please read through them ahead of time and prepare questions. Our goal is to spend all the meeting discussing the questions in the Agenda. However, if there are questions that are generated please ask!

Updates December 2020

Organization Updates

- We are currently working on Annual work plans for the organization. We hope these are done by the end of February. We may present a version next meeting. Our hope for this year is it much more clearly lays out the topics and work that the Stewardship Committee will be responsible for and can assist with. More on this next month.
- Jackie had her last day on December 30th. The stewardship team is now Ryan, Ryan, and Jack are the current stewardship staff members. Staff responsibilities will be shuffled somewhat to keep up with the new work plan. More on this next month. For now Ryan G remains the manager for all Knox county Preserves and Fernald's Neck while Jack the manager for Waldo county preserves, splitting easements. Ryan O assists both of them.
- This summer we will have two 10-week interns
 - The first will be the long-awaited Pendleton internship, which will focus on Waldo county preserves and trails, including the trails of our partner organizations.
 - The second will be an intern through the MCHT Rockefeller conservation internship program that we have participated in the past. This position will service the entire service region and support the stewardship staff with general maintenance and monitoring. They will have special focus on the RTM, Beech Hill and Fernalds Neck.

Round the Mountain Trail

- We opened the Hope St Trailhead on December 9th to great fanfare and a huge surge in use.
 - The lot has been frequently full, even on weekdays with cloudy weather.
- On December 17th and December 24th, and January 1st we had over 50 cars at, with more than half of those parking on the street.

- **We put up multiple no parking signs** to keep cars away from the house opposite the field. We have communicated with the Hope road commissioner about it. It does not seem like the town will enact a parking ban on the Hope St anytime soon.
- We are getting some aluminum dog on leash signs which will be put up soon. Also thought about building leashes and copying the lend a leash like at Beech Hill.
- Ryan G is working on the feasibility of grooming the RTM using Snowbowl (see agenda) equipment. He has put together a group of potential volunteers and is working out equipment, logistics, permissions, and liability. More to come!

Beech Hill

- Mowing Update- Mowing of the Blueberry Fields has started with little snow pack and with help of the volunteer work crew helping to cut and drag off some of the larger trees.

Agenda

1. Grooming on the RTM

- We may begin grooming the RTM for general use (XC skiing, snow shoeing, and fat biking), I.e. we will smooth the trail but wont make a track.
- Ryan has received an offer from a volunteer and the Snowbowl to use some snowmobiles and a groomer. Here is a link to see what that is.
<https://www.yellowstonetrack.com/product-page/60-ginzugroomer>
 - I think that their drag may be more than what we need or want on our trail. That style seems like it would work best with a deeper snow pack later in the winter.
- We could also borrow one of the following <http://tiddtech.com/product/snow-groomers/6-snow-roller/> from The Camden Hills high school also has one that we may be able to borrow to try see how it goes.
- We would like to get a groomer for the Land Trust, either purchased or made by a local fabricator if we do this annually.

2. Maine Island Trails (MITA) and Beauchamp Pt:

- We have been approached by MITA about putting Beauchamp Point Preserve into their 2021 island trail guide. <https://mita.org/>
- Staff recommends that the preserve is including using the language below. The guide is reprinted annually so if we had issue we could remove it from the guide.
- Ian has spoken to the abutter and they are ok with this as long as we effectively keep people on the shore.

“Beauchamp Point: (lat/lon) Conserved by the Coastal Mountains Land Trust, this water access only headland preserve features an all tide gravel beach that provides a nice place to rest or

picnic at the mouth of Rockport Harbor. Visitors are asked to stay on the beach and refrain from venturing into the woods. The preserve is open for day use only, no fires. “

3. Trail Counters

- We got a grant from LL Bean to order 5 trail counters.
- We did order the Trafx system. <https://www.trafx.net/> Due to ship January 20th, 2021
- We have 3 people counters and 2 vehicle/bike counters that are mobile and can be moved around to all the preserves. At least one of each will go on RTM, thoughts on other locations? We want at least one in Waldo County?
- In speaking with other Land Trusts there is a learning curve as expected with any new technology and it might be worth having a team of Volunteers manage the counters. They stated that it is easy once it is set up, but it always takes longer than expected to download and gather information.

4. Hurd's Pond Trails, Sucker Brook and Hawk Fry to Bessey Trails

- Last July we acquired two new properties for the Meadow Brook Preserve from David Thanhauser. There are trail opportunities on both.
- The Bormet tract lies between the Hawk Fry tract (the main Meadow Brook parcel, with the nice trail from Oak Hill Rd to the rock dam) and the Bessey tract on Swan Lake Ave. It allows us to open a trail that goes across the preserve. This trail is almost all built except for a small section of it. That goes near a wetland. We have two options.
 - One: build a bridge over the narrowest section of wetland. This bridge crosses 12' of open water, and ~30' of wetland.
 - Two: get permission from the neighbor for a temporary trail across his property. This section would circumnavigate the wetland and would allow for the trail to be completed quickly and without cost, but offers no permanence. David T knows the landowner and thinks he would go for it.
- The Sucker Brook Tract does not directly abut the rest of the Preserve, it is off Oak Hill Rd to the north west. David T is interested in building a standalone trail sometime this year. The trail would walk by and cross sucker brook and make its way to wet meadow. Someday it could cross meadow brook and connect to other trails. What does the committee think about going forward with a small standalone trail here?

CMLT Building Committee Minutes

Meeting January 19, 2021

Attending (all by Zoom conference video): Roy Call, Gianne Conard, Ryan Gates, Dan Johnson, Polly Jones, Ian Stewart, Malcolm White

The meeting was called to order by Committee Chair, Roy Call at 3:34 pm. Polly Jones, Office Manager, was welcomed to the meeting as a new committee member.

1. Foundation — Diagnostic Steps & Possible Solutions

Roy introduced the subject by giving an overview of what has occurred over the past few months. There was a series of site visits by different firms; and Ian, Ryan and Malcolm were present at all of them. JJ Bonariggo Construction of Belmont made the first site visit and proposed concrete stabilization of the foundation by broadening the foundation base, but the firm has yet to submit a written proposal. Next TC Hafford Basement Systems of Portland did a site visit on 12/4/20. They have submitted a written proposal to install push piers to stabilize the foundation for about \$21,200, an approach with which they have a lot of experience. They give a 20-year warranty on their work. The third site visit was by Randy Scamfer, a structural engineer, and he was asked to give his opinion of the two approaches. Randy recommended getting soil samples to determine what is below the foundation and also to try to get photos and/or drawings of the old Seabright Mill to learn its historical footprint. Finally, Summit GeoEngineering did a site visit on 1/5/21 and submitted a proposal for evaluating foundation subsidence and potential causes at a cost of about \$7,000.

Ian, Ryan and Malcolm then gave their comments and opinions on the site visits and proposals received. Committee discussion ensued about the different approaches, recommendations, and questions raised. Ian said he thinks this is the office building in which CMLT should stay, however, additional space may be needed for organizational growth. There was committee consensus that the building is essentially functional as is. There were differing opinions about the need for soil sampling. Gianne said, if this is the building CMLT will stay in, then soil sampling should definitely be done where the foundation is sinking and where a building expansion will occur. Malcolm questioned the need for soil sampling given the likelihood that ledge will be hit fairly soon if the push pier approach is taken and also given TC Hafford's 20-year warranty. Ryan stated his opinion that CMLT should choose a push pier or augur approach to stabilize the foundation. There was general agreement that TC Hafford's proposal leaves a number of questions unanswered about its total cost and also that it would be helpful to get references from TC Hafford's past customers where push piers were installed.

Consensus decisions made: (1) get a firm number from JJ Bonariggo for removal and re-installation of the deck; (2) get a better understanding of the total cost of TC Hafford's proposal; (3) talk to a few of TC Hafford's past customers to get their opinion about the push pier approach and working with TC Hafford; and (4) get a bid for the push pier approach from another firm, a TC Hafford competitor.

2. Organizational Growth & Space Planning

Ian said that the staff is currently going through the annual planning process for the next fiscal year and that the result of the planning process will give a good picture of the expected growth in the number of staff over time and the amount of office space needed. Ian said this information should be available by the end of February. He also said he thinks the space added in an addition to the building as sketched by Meg Barclay several years ago will be sufficient to meet the needs of the organization.

3. Roof Options

The committee briefly discussed the current condition of the roof and agreed that the entire building should be re-roofed this coming summer or fall and that architectural, asphalt shingles should be selected not a standing seam, metal roof approach. The committee also decided that bids, in addition to the one from Horch Roofing for \$15,665, should be obtained for re-shingling the entire roof with architectural shingles.

4. Next Meeting Date

The committee will meet again in mid-to-late February when additional information, as discussed above, is available.

The meeting was adjourned at 4:52 pm.

Minutes by Roy Call

Coastal Mountains Land Trust

Minutes for Board Advancement Committee Wednesday Jan 20 2021

1. Board Advancement Committee Job Description.

Committee adopted as written. The committee will begin to take action on some areas of this next meeting.

2. Board Meeting Assessment Tool: Discuss and adopt.

Ian will tweak the lay out of this survey and place it in the February board package. Board members will then complete it and return it to VP.

3. Review and update: Search for new board members.

Dan will ask board for names of potential candidates at next board meeting and Ian will ask staff. Committee will examine donor list for longtime, consistent names who might have potential.

4. Advisory Council: Continue to define and discuss. See notes from last meeting below

- Committee continued to define and refine the description for this council
- Next step will be to choose 2 people we believe would be excellent candidates and have a meeting to see what they think.
- A board member will act as the liaison to council
- BAC Will decide on a limited number of topics to present to council per meeting
- Each committee member will bring 2 names and a couple of potential topics to next meeting

5. Board Learning Sessions: Topics?

- Fundraising workshop
- Megunticook River Restoration
- D.E.I.
- First Light follow up
- Adaptive Outdoor Education Center
- Natural History - Wayne Goodale
- Teacher who used building at Beech Hill - How it went
- User Group Feedback for RTM Trail

6. Board Advancement Objectives for 2021.Preliminary discussion

Ian is including ideas and tasks for committee in his annual planning. Ian and Dan will meet and discuss his list before next meeting

7. Student Committee/Board Members.

- The committee began to formulate the recruiting and membership criteria for 2 student board members
- Dan will contact three area high school principals in April and ask for their help and input in choosing potential members
- There will be one student from Knox County and one from Waldo County. Waldo members will alternate between Belfast and Searsport.
- One criteria will be a one page application essay.
- Ian and Dan will meet and compile criteria to present to the committee at the next meeting

COASTAL MOUNTAINS
LAND TRUST



Executive Committee

January 12, 2020

AGENDA

Invited: Judy Wallingford (President), E. Daniel Johnson (Vice President), Malcolm White (Treasurer), Darby Urey (Secretary), Roger Rittmaster, and Ian Stewart, Executive Director

Darby minutes

Organizational

Job and Committee Descriptions

Review of Board Leadership Job Descriptions

- Executive Committee description will be fine tuned for grammar and small substantive changes. The committee delved into the bylaws to ascertain whether the at-large member is a voting member; how the EC is created (by election or as a matter of course as officers) and a review of authority of the committee. Specific attention paid to authority to make decisions between board meetings; whether an “election” to the EC needs to be made. Ian will prepare some policy language on how the EC might make an emergency decision between meetings. Historically, this has not been an issue but makes sense to address this before it becomes an issue. Ian will also review board succession policy as well to ensure that we do not become unnecessarily static.
- President, no substantive changes
- Vice President, no substantive changes
- Treasurer, no substantive changes
- Secretary, no substantive changes

Executive Director Review Process / Documentation – Judy is working on a new ED review criteria that she has sent around to Board and Ian.

Ian asked whether we need to include “What’s going on at the Board” in Board packets as they do consume a fair amount of staff time. We agreed that they could be paired down to just events and not duplicate minutes from committees.

Finance

PPP

Discussion of Surplus Operating Carryover: \$400,000; good discussion around allocations between projects, building, staff, equipment, endowment, etc.

Building interest rates; Dan reports a 30 year rate for a family member at 2.15%.

Discussion of \$200K in CNB account – does it need to be invested? Finance Committee will focus on this in the coming meetings with recommendations to be made.

Development Committee / Campaigns

Status of Campaigns

RTM – all very positive with many new donations

Beech Hill - same

Mt. Tuck - same

January Board Meeting

Landis's discussion question – should we spend an hour outside of the January Board meeting to evaluate lessons learned from 2020 and how that impacts our land trust moving forward? Specific attention to the RMT and its incredible popularity; blueberry free pick opportunities; opportunities in Waldo county to really attract the public; Judy will steer the meeting. Staff will be invited. Shooting for 1/26/2021. Ian will try to narrow with a few questions to hone the discussion.

Other Business