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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CULTURAL RESOURCES

Division of Arts, Division of Historical Resources,
Division of Libraries, Film and Television Office
Office of Curatorial Services
*American Canadian French Cultural Exchange Commission,
Administratively Attached*



Van McLeod, Commissioner

January 7, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

100% Federal Funds

REQUESTED ACTION

The Department of Cultural Resources, Division of the Arts, requests permission, to award a General Project Grant in the amount of \$2,250.00 to The Fells, Newbury, (vendor code 162231) effective upon Governor and Council approval through June 30, 2013. Federal funds are available in 01-34-341010-1255000-500575

EXPLANATION

At a recent meeting, the Arts Council Board unanimously voted to accept the Arts Division's review panel's recommendations for the General Project grants based on its funding priority ranking within a competitive review. The five-member peer panel, facilitated by an Arts Councilor, considered fourteen criteria to arrive at a consensus ranking for each application. Each panelist is advised, both individually and collectively, of their obligation to disclose any conflict of interest and themselves from assessment if a conflict is present. The evaluative criteria range from the quality of the programming and administrative capacity to the public value/community support of the project.

The General Project Grants category provides grants and services that are designed to help Main Street Programs, municipalities, not-for-profit organizations and schools bring arts presentations and activities into communities to enhance the quality of life for citizens, attract visitors and help stimulate local economies through the arts.

The Fells has received \$3,364.00 during fiscal year 2013.

Respectfully submitted,

Van McLeod
Commissioner



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and The Fells (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: FY2013

2. OBLIGATIONS OF THE GRANTEE:

- The Grantee agrees to accept \$2,250.00 and apply it to the program(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
- Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



The Fells is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

- The Grantee agrees to provide up to two (2) complimentary tickets/admissions as requested for site visits by appropriate Council staff/evaluators.
- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.

3. PAYMENT will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council

4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.

5. SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency

Cassandra Mason 11/27/12
Signature Date

Name, Title: Lynn Martin Graton, Acting Director

GRANTEE SIGNATURE

Org/ Name: The Fells

Address: P.O. Box 276

Newbury, NH 03225 MARY P. Fall

Printed Name of Authorized Official for Grantee Boswell

Mary P. Fall BOSWELL 11-14-12
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Merrimack

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

Reswan 12-24-12
Office of Attorney General Date

On the 14 day of Nov 2012 before the undersigned officer, personally appeared

Mary P. Fall
(Print name of person whose signature is being notarized)

or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.

Susan A Solimine
Notary Public/ Justice of the Peace

Printed Name: SUSAN A Solimine

My Commission expires: SUSAN A. SOLIMINE, Notary Public
My Commission Expires May 21, 2013

New Hampshire
State Council on the
Arts



CERTIFICATION OF BOARD RESOLUTION

Authorization to Enter into Contracts with
New Hampshire State Council on the Arts

Important: To expedite your payment these steps must be followed in this order:

*** Resolution date must occur on or before the Grant Agreement is signed.**

**** Certificate on bottom of page must be signed and notarized on the same date or after the grant agreement is signed.**

1. *Resolution:

THIS IT TO CERTIFY that the following is a true and correct copy of excerpts from resolutions adopted at a meeting of the Board of Directors

THE FELLS on 14 December 2011
(name of organization)

at which time a quorum was present and voted, and further that said resolution has not been rescinded, altered or amended and is still in full force and effect.

"Be it resolved that MARY BOSWELL is hereby authorized
(Printed name of authorizing official)

on behalf of this Corporation to enter into contracts with the State of New Hampshire and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate."

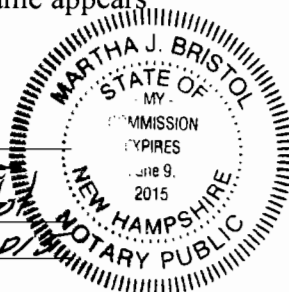
Signed: Thelma K. Hewitt
(Signature of Clerk/Secretary to the board)
Printed Name Thelma K. HEWITT

2. **Certificate

STATE OF NEW HAMPSHIRE
COUNTY OF Merrimack

On the 18th day of December, 2012 before the undersigned officer, personally appeared Thelma K. Hewitt, or satisfactorily proven to be the person whose name appears
(print name of person whose signature is being notarized)
above, and acknowledged s/he executed this document in the capacity indicated.

Martha J. Bristol
Notary Public Justice of the Peace
Printed Name: Martha J. Bristol
My Commission Expires 6-9-2015



MARY ROSE BOSWELL

EMPLOYMENT

E.D., THE Fells, Newbury, NH (2010--)

Executive Director, Enfield Shaker Museum, Enfield, NH (2007²⁰¹¹)

Manage all operations of historic site with 8 buildings, 3 gardens, 21 acres, and 1,100 acres owned by state for permanent recreational use. 4 FT staff, 7 PT staff, 100 active volunteers. Developed partnerships with Dartmouth College, Hopkins Center, Upper Valley Arts Alliance, NH Charitable Foundation, and others.

- Increased operations budget from \$285,000 (2006) to \$478,000 (2011).
- Exceeded \$1.1 million capital campaign goal by \$22,000; income is still climbing.
- Raised \$440,000 for staff wages, 2007-2010.
- Developed Country Life Festival, 2nd most popular annual event.
- Opened museum year-round for first time in organization's history.
- Increased rental income from \$10,000 (2006) to \$107,875 (2011).
- Nearly doubled Annual Appeal income (\$27,712 in 2010; \$52,000 in 2011).
- Created Spring Forum, a lucrative program making the Museum one of top two centers for Shaker studies in U.S.

Executive Director, Belknap Mill Society, Laconia, NH (1987-2006)

- Positioned Mill as a leader in the community for cultural activities and economic development.
- Created nationally recognized best practices models for preservation, exhibits, education, management.
- Led community-wide effort to convert parking lot into a park with gardens and bandstand—now a gateway to the city.
- Led creation of the Riverwalk, a partnership with the City and 15 business owners and nonprofits.
- Launched first capital campaign in 20 years. Completed restoration of roof, foundation, masonry, and turbines; and installation of tenant offices, gift shop, lobby and air conditioning.
- Engaged community-wide development of ten-year plan for the Mill, incorporating it into City's plan.
- Led development of national award-winning living history program.
- Organized a pilot digitization project involving collections of Belknap Mill, City Library and local historical society.
- Increased visitation from 30,000 to 60,000.

Curator/Deputy Director, Canterbury Shaker Village, Canterbury, NH (1983-1987)

- Managed curatorial, archival, exhibit and security departments in a 22 building, 600-acre site.
- Increased curatorial staff and volunteers from 3 to 16; increased craft demonstrators from 3 to 36.
- Raised funds for conservation of collections, conservation long-range plan and annual implementation.
- Obtained and managed seven Federally funded projects.

Curator of Exhibitions, Museum of New Hampshire History, Concord, NH (1979-1983)

- Worked with garden clubs and horticultural groups on an "art and garden" exhibit.
- Planned, researched and installed in-house and traveling exhibits, one still in use today.
- Worked with a management team to create a five-year exhibition plan.
- Oversaw one major exhibit per year, and 4-6 smaller exhibits per year.
- Completed Master's thesis.

Preservation Virginia (Curator, 1974-78); (Membership Director/ Asst. Bookkeeper/Librarian, 1972-74)

- Oversaw collections and interpretation in 36 historic properties throughout the state of Virginia.
- Trained 48 volunteers, interns and paid staff at 16 furnished sites.
- Supervised restoration and interpretation of Bacon's Castle, Lynnhaven House, John Marshall House.
- Raised funds for conservation.
- Increased members from 6,000 to 8,000.
- Tracked admissions and gift shop income at 16 sites, including Jamestown Island.
- Doubled library and archival acquisitions, including letters signed by George Washington.

EDUCATION

- 2002 MBA, summa cum laude, University of Southern New Hampshire
1979 MA, Cooperstown Graduate Program, History Museum Studies, State University of New York – Oneonta
1972 AB, English and Communications, minor in Theater, College of William & Mary

Courses at Winterthur Summer Institute, Attingham Summer School in England, Antioch/New England Graduate School (Management for Nonprofits) and Smithsonian Institution

HONORS

- 2001 Award Honoree, The Women's Fund of New Hampshire
2000 NH Leader for the 21st Century- Cultural Category, *NH Business Magazine*
1999 Arts Education Award to Professional Outside the Field, NH Art Educators Association
1998 National Award for Museum Service, Institute of Museum & Library Services
American Association for State & Local History Award, for Education Program
1996 Norton Prize, for outstanding scholarship on industrial archeology
1993 American Association for State & Local History Award for Exhibit
1991 Excellence in Management Award, Corporate Fund, NH Charitable Foundation
1989, 1990 Excellence in Management Honorable Mention, Corporate Fund, NH Charitable Foundation
1987 American Association for State & Local History Award, for Publication
1986 Fellow, Early American Industries Association
Visiting Scholar, Winterthur Museum

PUBLICATIONS

- 2007-2011 Editor, Author, *The Friends Quarterly*, Enfield Shaker Museum
1999 Author, "Shaker Textiles," *Textiles in New England II*, Boston University
1994 Author, "Documenting Laconia's Knitting Mills," *IA Journal*, V. 20, #1 & 2
1991 Co-Author, *The Earth Shall Blossom: Shaker Herbs and Gardening*, Countryman Press
1987 Editor, Compiler, *Seasoned with Grace*, Countryman Press
1987-2001 Articles in *Historical NH*, *Oral History Review*, *Southern Textile News*, *Textile News*
1983 Co-Author, *NH in the 1930s: The Great Depression and the New Deal*, NH Humanities Council
1972-1978 Editor, Author, *Discovery Magazine*, Preservation Virginia

PROFESSIONAL AFFILIATIONS

- National:** American Association of Museums - National Project on Interpretation, 1999
American Association for State & Local History – Professional Development Committee, 2000-2003; State Chair, 1991-1998
Institute of Museum & Library Services – Grant Reviewer & Panelist, 1999-2006
National Endowment for the Humanities – Grant Reviewer, 1999
- Regional/ State:** New England Museum Association - Trustee, 1992-1996; Search Committee, 1994
NH Citizens for the Arts, Trustee, 1996-2000; President, 2000-2003
NH Charitable Foundation, Leadership Circle, 1991
NH Dept. of Travel & Tourism Committee, 2007-2010
NH Preservation Alliance - Trustee, 1996-1997
NH Scenic By-Ways Commission, 2000-
NH Visual Arts Coalition, President, 1992-1994
NH State Historical Resources Council, 2004–
- Local:** Lower Shaker Village Community Association, Trustee, 2010 –
Franklin Heritage Commission, Secretary, 2005–
Greater Laconia Chamber of Commerce, Trustee, 1991-1995
Laconia Main Street Program, Trustee and founding member, 2001-2005
Lakes Region Heritage Roundtable, Trustee, 1994-1996; President, 1996-1997

The Fells
PRELIMINARY Profit & Loss
January through December 2011

	<u>Jan - Dec 11</u>
Ordinary Income/Expense	
Income	
4000 · Annual Appeal	53,304
4100 · Education	38,212
4200 · Events	123,485
4300 · Membership	135,214
4400 · Other Income	34,703
4500 · Rental Fees	34,950
4600 · Shop	22,164
4700 · Visitation	27,466
Total Income	<u>469,499</u>
Gross Profit	469,499
Expense	
5000 · Advertising/Publicity	23,299
5100 · Class Expenses	5,479
5200 · Credit Card Fees	2,057
5300 · Gardens & Grounds Expenses	17,774
5400 · General & Administrative	38,584
5600 · General Supplies	3,627
5700 · Insurance Expense	19,489
5800 · Inventory	14,870
5900 · Maintenance & Repairs	7,626
6000 · Postage/Mailing Expense	12,325
6100 · Printing Expense	12,704
6200 · Event Production Costs	36,343
6300 · Utilities	21,782
6400 · Wages/Benefits	255,190
Total Expense	<u>471,149</u>
Net Ordinary Income	<u>-1,650</u>
Net Income	<u><u>-1,650</u></u>

FELLS 2012 BOARD OF DIRECTORS (5/2/12)

Board Officers

John Ferries, Chair

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Term Expires: 12/31/12

David Bashaw, Vice Chair

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Term Expires: 12/31/13

Thelma Hewitt, Secretary

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Term Expires: 12/31/13 **

Thomas Stark, Treasurer

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Term Expires: 12/31/13 **

Board Members

Matthew Ayers

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Term Expires: 12/31/14

Kristen Begor

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Term Expires: 12/31/14

Bill Colehower

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Term Expires: 12/31/13

Bill Dowd

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Term Expires: 12/31/13

Laura Beth Foster

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Term Expires: 12/31/14

FELLS 2012 BOARD OF DIRECTORS (5/2/12)

Susan Galligan

[REDACTED]

Term Expires: 12/31/12

Tom Guterl

[REDACTED]

Term Expires: 12/31/12

Ann Loeffler

[REDACTED]

Term Expires: 12/31/12**

Hod Moses

[REDACTED]

Term Expires: 12/31/12**

Allan Munro

[REDACTED]

Term Expires: 12/31/14

Spouse: Kathy

Term Expires: 12/31/14

Bill Palmer

[REDACTED]

Term Expires: 12/31/14

Charlton "Rink" Reynders, Jr.

[REDACTED]

Term Expires: 12/31/15

Peter Voss

[REDACTED]

Term Expires: 12/31/14



CERTIFICATE OF LIABILITY INSURANCE

OP ID: SG

DATE (MM/DD/YYYY)

11/12/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Colby Insurance Agency, Inc The Gallery Suite 211 276 Newport Road New London, NH 03257 E. Jon Barselle INSURED The Fells PO Box 276 Newbury, NH 03255	603-526-2451 603-526-2903	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #: FELLS-1	FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A : Co-operative Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	NAIC #
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			BP0166825	03/25/12	03/25/13	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Museum - Historic Preservation Site

CERTIFICATE HOLDER**CANCELLATION**

New Hampshire State
 Counsel on the Arts
 19 Pilsbury Street, 1st Floor
 Concord, NH 03301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Stacey A Hagne

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State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that The Fells is a New Hampshire nonprofit corporation formed September 19, 1996. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 20th day of November A.D. 2012

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State