

**Town of Center Harbor
Heritage Commission Meeting
April 21, 2016
Minutes**

-Approved 5/19/16-

- I. **Call to Order:** Meeting called to order at 4:32pm. Present: Chairperson Kim Baker, Roland Garland, Karen Ponton, Dave Reilly. Absent: R. Hanson, David Hughes (alternate)

- II. **Approval of Minutes:** Motion by K. Ponton, seconded by D. Reilly that: The Minutes of March 3, 2016 be approved as written. Passed unanimously. Motion by K. Ponton, seconded by D. Reilly that: The Minutes of March 5, 2016 be approved with the following corrections: on page 2, delete [small kitchen] and replace with PREP AREA in 3rd bullet and delete [kitchen] and replace with PREP AREA in 8th bullet; and insert SITE between the words "major" and "work" under Item II.A.2. Passed unanimously.

- III. **Order of Agenda & Additional Items:** No changes or additions.

- IV. **Unfinished/Continuing Business**
 - A. **Town House Rehabilitation**
 1. **Building Assessment & Rehab Plan w/CPW Architects:** K. Baker will contact Chris Williams about attending the May 19 Commission meeting.
 2. **Additional Future Meeting(s) w/CPW Architects:** Postponed to May.
 3. **Timeframe to Submit Draft Report to NHPA, Revise and Submit Final Report:** K. Ponton reported that after speaking with NHPA staff member Beverly Thomas, the draft report was submitted electronically on April 7; NHPA will review it at their May 4 meeting. Their comments will need to be addressed in the final report.
 4. **Completion of NHPA Grant Requirements and Evaluation:** The Commission anticipates all requirements and the evaluation will be completed by the end of June.

 - B. **March 2016 Town Meeting & Appropriation:** K. Ponton reported that the \$15,000 appropriation has been transferred into the Heritage Fund account by Robin Woodaman.

 - C. **Town House Building Maintenance & Other**
 1. **Cleaning Out Town House:** The Commission expressed its appreciation to Jeff Haines and his crew for doing a great job cleaning out the Town House.
 2. **Yard Clean-up:** K. Baker has contacted the Boy Scouts, who will help clean up and rake the Town House grounds later this summer.

D. Select Board Action on Center Harbor Village Schoolhouse & Boathouse: K. Ponton reported that the Select Board will be contracting with Mae Williams to prepare the *Inventory* for placing the Village Schoolhouse on the *NH Register of Historic Places*. No Board action was taken on the Boathouse at this time.

E. Heritage Fund: The Commission reviewed the *Fund Report* dated March 31, 2016 (see attached) and the MVSB statement for March, which they initialed. The current Fund balance is \$20,036.83.

F. Fundraising

1. Update on Donations: To date, \$7,012 has been received. K. Baker reported that Uncle Hilde's Lumber Outlet has offered to donate much of the lumber for repair of the Town House; Royea Signs and Grafix has offered to donate the building sign; and Chris Williams has been donating his time for the Town House building assessment.

2. Possible Fundraising Ideas/Plans for 2016

a. 2016 LobsterFest: K. Baker has a call in to Bill Riciardi, as he had previously indicated the CHCDA may support the Town House rehabilitation this year.

b. Table Outside Heath's during Summer Weekend: It was the consensus of the Commission to man an informational display and solicit donations outside of Heath's grocery store this summer. K. Ponton scheduled the weekend of Friday, June 24 and Saturday, June 25 with Heath's. Commisison members K. Baker, R. Garland, D. Reilly and K. Ponton are all available at different times that weekend. The focus will be on the prime traffic times of Friday afternoon and evening and Saturday morning and afternoon. K. Ponton will also contact The Common Man about their *Give \$10-Get \$10 Off Coupon* program.

G. Grants Update

1. Conservation License Plate/Mooseplate Grant: K. Baker is finishing up the grant application and will be hand-delivering it to NHDHR in Concord on Monday, April 25. \$10,000 is being requested to help fund the approximately \$30,000 clapboard and sill repair and repainting of the Town House exterior to prevent further deterioration. The Commission expressed its appreciation to the several members of the public who wrote letters of support. Funding to repair and replace the front porch is not included in the grant application. K. Baker felt this is a project that could be handled by a coordinated, volunteer effort. (See Item VI.C.1 below).

2. LCHIP Grant: K. Baker is unavailable to work on the LCHIP grant application for this round, and suggested the Commission apply next year. She recommended the Commission pursue some of the smaller grants previously

discussed that have application due dates in the Fall.

H. **"Permanent" Town House Display for CHHS Schoolhouse Museum:** R. Garland, CHHS President, recommended the Commission work on a display later this year. In the meantime, K. Ponton will get rackcards to Garland for distribution at the Museum.

V. **Other Business: ILHS Student Project:** K. Baker reported that she gave the student a tour of the Town House. She has not yet received a copy of the student's report.

VI. New Business

A. Next Steps in Town House Rehabilitation

1. **Prioritize Work/Tasks for 2016:** K. Baker will prepare a list of the work and prioritized tasks that she would like accomplished by the end of the year, for discussion at the Commission's next meeting.

2. **Request for Proposals (RFPs):** Motion by K. Ponton, seconded by D. Reilly: To issue a Request for Proposals (RFP) for exterior painting, including clapboard repair, of the Town House. Passed unanimously. The Commission discussed at length the information and job specifications for the RFP, including but not limited to:

- Work is to include repair of damaged/rotten wood and hand scrapping and painting of the exterior clapboard, building sills, and complete windows (window sills, mullions, sashes, frame, etc.).

D. Reilly questioned how much of the wooden clapboard and building sill has been damaged by rot and asked that this be ascertained and included in the RFP. K. Baker will check with Jeff Haines. D. Reilly also questioned whether sill damage can be repaired without excavating underneath the building.
- Contractor must be trained in the process of stripping, collecting and disposal of lead paint.
- Paint must be applied by hand brush.
- Quality primer and paint must be used. K. Baker will check with Chris Williams about whether oil-based or latex products should be used and number of coats to be applied.
- Contractor must agree to adhere to the *Secretary of the Interior Standards for Rehabilitation*. The preservation brief on *Exterior Paint Problems on Historic Woodwork* is available online from the Secretary; the Commission will also post it on their webpage. (A copy may be found in the *Building Conditions Assessment Report*, Appendix iv).

- Proof of liability insurance.
- A site visit is required.

K. Baker will prepare a draft RFP for Commission members to review and edit before it is published. She will also check with R. Woodaman.

B. Public Hearing & Notice: It was the consensus of the Commission to hold a Public Hearing on May 19, 2016 at 7:00pm in the Cary Mead Room to receive input from the public on the Town House rehabilitation. R. Woodaman will be asked to post the notice as required by law.

C. Other

1. **Town House Porch:** As identified by CPW Architects in their report, the front porch of the Town House has been seriously damaged by moisture and is in need of prompt attention. The Commission discussed at length K. Baker's recommendation that volunteers be used to repair and rebuild the Town House front porch and that it be accomplished over a summer weekend. Many questions were raised about how to safely remove the existing porch, what portions could be salvaged, how to support the existing porch roof during repair and whether the large stone stoop/step extends completely under the porch, as from the photos it appears the porch floor was built on top of this stoop. K. Baker will ask the Select Board for permission to remove some of the porch floor boards to see what is underneath. She will also ask J. Haines for help.

K. Baker asked Commission members to bring the names of possible volunteers and possible volunteer contractors to the next meeting. For example, K. Baker will approach the shop teacher at Interlakes High School for his help and possibly that of his students. R. Garland offered to contact the Huot Technical School in Laconia.

2. **Project Oversight:** Throughout much of the discussion, the Commission raised the issue of who is going to ensure that work on the Town House is done correctly and in accordance with historic preservation guidelines, as well as supervise and direct any volunteers. K. Baker will talk with Chris Williams about possibly donating his time to help oversee the project.

VII. Adjournment: Motion by K. Ponton, seconded by K. Baker to adjourn at 6:42pm. Passed unanimously.

Respectfully submitted,
Karen Ponton
Secretary
att (1)

Center Harbor Heritage Commission

Heritage Fund Report (3/31/16)

I. Town Appropriation

Appropriation 2015	\$ 500.00	Expenses	
		2015	(\$467.16)
		GoFundMe.com	
		Service Fees	(8.20)
Appropriation 2016	\$15,000.00		
Remaining Appropriation Balance			<u>\$15,024.64</u>

II. Donations

2015 Donations	\$4,017.67	
<u>2016 Donations</u>	2,125.00	
	750.00	
Donation Jar	19.52	
GoFundMe	<u>100.00</u>	
	\$7,012.19	<u>\$7,012.19</u>

III. Christopher Williams Architects (Retainer) (\$2,000.00)

IV. Heritage Fund Balance (I + II - III) \$20,036.83

V. MVSB Account

(\$100 min daily balance; otherwise \$5/month service fee. \$0.50/item processed over 100/cycle)

2/29/16	Statement Balance	\$4,175.51
3/10	Deposit	19.52
3/14	Deposit	750.00
3/18	Deposit (2016 Appropriation)	15,000.00
3/31/16	Statement Balance	<u>\$20,036.83</u>

Reconciliation \$20,036.83

VI. Operating Budget 2016 \$1,000.00

Expenses:

Reimburse K. Ponton (Stamps,
envelopes, paper) (46.98)

Balance \$ 953.11

(* Pending)