

**Town of Center Harbor  
Heritage Commission Meeting**

*Approved 11/17/16*

**October 20, 2016**

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson Kim Baker, Roland Garland, Richard Hanson, Karen Ponton, Dave Reilly, Nancy Sapack (alternate); Guest: Alison Rush, PSU Graduate Student in Historic Preservation; Absent: David Hughes (alternate).
  
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by K. Baker that: The Minutes of September 15, 2016 be approved, as written. Passed unanimously.
  
- III. **Order of Agenda & Additional Items:** There were no changes to the Agenda.
  
- IV. **Unfinished/Continuing Business**
  - A. **Town House Rehabilitation**
    1. **Archaeological Sensitivity Study – Next Steps:** K. Ponton confirmed with the NHDHR by telephone earlier today that the Study is still in the process of being reviewed. It is currently with Richard Boisvert, State Archaeologist.
    2. **Exterior Painting Update & Authorization for Next Payments:** K. Baker reported that the painter has reached the half-way point in his work and has submitted an invoice for partial payment. She contacted Code Compliance Officer Ken Ballance earlier this week and is awaiting his evaluation of the painting. K. Baker, D. Reilly and K. Ponton separately viewed the work earlier this week. Because at least half of the painting has been satisfactorily completed, motion by R. Hanson, seconded by R. Garland to: Authorize payment of \$7,070.00 to Target New England. Passed unanimously. Rather than schedule an additional meeting, it was the consensus of the Commission to place "Authorization of Final Payment" on the agenda for November.
    3. **Electrician – Update & Authorization for Payment:** R. Hanson reported that the Select Board declined the Commission's request to cover the cost of the electrician. Motion by K. Baker, seconded by D Reilly to: Authorize payment of \$120.00 to Kozlowski Electric. Passed unanimously.
    4. **Prioritized Work/Tasks Remaining for 2016:** Remaining tasks are: (1) completion of painting the exterior of the Town House, and (2) whether to propose a warrant article for the 2017 Town Meeting. Consensus was that, given the weather, it is too late in the year to repair the front porch.



5. **Town House Porch Project:**

- a. **Meredith Rotary Club Request Submitted:** Awaiting decision. K. Ponton has asked H. Viens, as a member of the Rotary, to help keep track of this request.
- b. **What Next?** The Commisison decided to focus much of its January 2017 meeting on plans to have work done on the Town House porch in early Spring 2017. K. Ponton submitted a written estimate of \$2,200 from Target NE to repair the porch, which will be held for discussion in January.
- c. **Removal of Ramp:** The Select Board approved removal of the ramp at their April 27, 2016 meeting. With the exterior painting nearly completed, removing the ramp at this time will add to the building's aesthetics and visual appeal. Motion by K. Baker, seconded by D. Reilly to: Remove the handicap ramp. Passed unanimously. D. Reilly and K. Ponton volunteered to help k. Baker remove the ramp. K. Baker will ask Road Agent Jeff Haines if he could dispose of the ramp once it is removed.

6. **Restoration of Town House Sign:** K. Ponton reported that Luke Royea will be donating the restoration of the Town House sign. He is very proud to be doing this work, especially since discovering the signature of "Sonny Ambrose" on the front of the sign. L. Royea was taught how to hand-letter signs by Sonny Ambrose. The sign is now at Royea Signs and Graffix on Route 25B. After discussion, consensus was that having the two dates of 1843 and 1907 on the sign is confusing. Motion by R. Hanson, seconded by R. Garland that: The date "1843" remain on the sign, but the date "1907" be deleted. Passed unanimously. The Commission expressed its appreciation to L. Royea for this donation.
7. **Holiday Decorations:** K. Ponton reported that last year, the Town provided wreaths for the double front doors of the Town House, and suggested adding battery-powered candles to the windows for the Christmas and New Year's holidays. Motion by K. Baker, seconded by K. Ponton that: The Town House be decorated with battery-powered candles in the windows for the holidays, at a cost not to exceed \$50.00. Passed unanimously.

B. ***Heritage & Cultural Resources Inventory***

1. **NHDHR Model Survey Grant:** K. Ponton distributed copies of the *Model Survey Grant Timeline* that Amy Dixon, NHDHR staff contact, provided. (See attached). The first public meeting immediately follows this meeting at 6pm.
2. **Assignments for Rick Kipphut:** After discussion, consensus was to offer R. Kipphut his choice(s) of the following research opportunities:
  - a) Continue research begun by R. Garland on the history of the Town's Boat/Canoe House. In particular, find out whether the Sutton House or the



Colonial Inn built the original wood structure. Prepare the NHDHR *Inventory* to determine whether the boat/canoe house is eligible for listing on the *State Register of Historic Places*.

b) Update the 1983 National Register of Historic Places *Inventory* of the Village Historic District regarding the demolition of the Kahle, Dane and Morrill structures, as recommended in the Town Master Plan.

c) Conduct a survey of old barns (75 years or older) in Center Harbor and help promote RSA 79-D, which grants property tax relief to eligible barn owners. To date, only two (2) property owners in Center Harbor have taken advantage of RSA 79-D.

d) Research the Congregational Church on Main Street, if it has not been done.

e) Research the Finn Gatehouse

K. Baker will present these options to R. Kipphut.

#### C. Heritage Fund

1. **Financial Report:** The Commission reviewed the *Fund Report* dated September 30, 2016 (see attached) and the MVSB statement for September.
2. **Reimbursement Requests:** Motion by K. Ponton, seconded by D. Reilly that: K. Baker be reimbursed \$2.19 for an envelope. Passed unanimously. Motion by K. Baker, seconded by R. Garland that: K. Ponton be reimbursed \$47.00 for stamps. Passed with K. Ponton abstaining.

#### D. Fundraising Plans for 2016

1. **August 28<sup>th</sup> Town House Tour for Donors:** K. Ponton reported that 27 people, including the Commission, attended. Commission members felt it was a good opportunity for donors to see first-hand how their donations are being used. Although not planned as a fundraising event, several said they would be donating again. Overall, the event was a success.
2. **Plans for 2016 & 2017:** Postponed to November meeting.
3. **Other Donations:** There were two (2) donations this past month: \$50 and \$100.

#### E. Grants – Update

1. **Conservation License Plate/Mooseplate Grant:** K. Baker has been in contact with the NHDHR and is awaiting the first check from the Department of



Revenue. K. Baker reported, per NHDHR Grants Coordinator Amy Dixon, that the check had been delayed in the Department of Revenue; A. Dixon will pursue.

2. **LCHIP Site Visit:** K. Ponton is preparing the update LCHIP requested of all applicants, which is due October 26, 2016.
3. **MVSB Grant Request:** K. Baker hand-delivered the grant application for \$10,000 to MVSB. Recipients will be notified in December.
4. **Other:** K. Baker shared information about the "Preserve America" program," which is a Federal initiative to encourage and support efforts to preserve and enjoy our natural and cultural heritage. A town may apply for and receive recognition as a "Preserve America Community." She will research further. Such recognition for Center Harbor might be helpful in obtaining grants.

#### V. **Other Business**

A. **Village Schoolhouse Update:** The State Historic Resources Council is meeting October 31, 2016 to give final approval for listing the Village Schoolhouse on the *State Register of Historic Places*.

B. **Stewardship/Monitoring Plan:** Postponed to the November meeting. K. Ponton will email background materials to Commission members for review in preparation for this meeting.

#### VI. **New Business**

A. **2017 Warrant Article:** Given time constraints, postponed to November meeting.

B. **Next Meetings:** November 17 from 4:30 to 6:30pm  
December 15, 2016 at 4:30pm

C. **Other:** K. Baker was contacted by the owner of the Center Harbor Christian Church on Bean Road about selling the building. K. Baker indicated the Commission is not interested in purchasing any buildings and reminded the owner that the building is in Moultonborough.

VII. **Adjournment:** Motion by K. Ponton, seconded by R. Garland to adjourn at 5:44pm.  
Passed unanimously.

Respectfully submitted,

Karen Ponton  
Secretary

att(2)



# Center Harbor Heritage Commission

## Heritage Fund Report (9/30/16)

### 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		
2016 Donations	3,475.00		
Donations	890.00		
Bonus Cards	1,210.00		
Donation Jar	33.02		
GoFundMe	<u>100.00</u>		
	\$9,725.69		<u>\$9,725.69</u>

### III. Building Conditions Assessment

Christopher Williams Architects (Retainer)	(\$2,000.00)		
Balance	( 6,119.74)		
NHPA Grant	<u>4,000.00</u>		
	(\$4,119.74)		(\$4,119.74)

### IV. Town House Rehab

Town House Painting	( 3,500.00 Deposit)		
	*(13,640.00 Balance)		
Archeological Sensitivity Study	( 975.00)		(\$18,115.00)

### V. Heritage Fund Balance (I + II - III -IV)

\$ 2,515.59

### VI. MVSB Account

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

8/31/16	Statement Balance	\$26,600.33	
9/8	Deposit	100.00	
9/16	Deposit	50.00	
9/22	Transfer to Reimburse		
	Town General Fund	10,594.74	
9/30/16	Statement Balance	\$16,155.59	
Reconciliation w/Pending under IV (-\$13,640.00)			<u>\$ 2,515.59</u>

(\* Pending)

VI. Operating Budget 2016 \$1,000.00

Expenses:

Reimburse K. Ponton (Stamps, envelopes, paper)	( 46.98)
Public Hearing Notices	( 86.00)
RFPs in Newspapers	(236.00)
Reimburse K. Ponton (Stamps, envelopes, thumbdrive & supplies for LCHIP)	( 40.97)
Reimburse K. Ponton (Stamps, envelopes, invitations & workshop fee)	( 98.69)
Reimburse K. Ponton (Postage, paper goods, poster & refreshments for Open House)	( 91.76)
Reimburse K. Ponton (Stamps)	<u>( 47.00)*</u>
Balance	\$ 352.60

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(\* Pending)



## NHDHR Model Survey Grant Timeline

	Description	Proposed Date
0	Execution of Contract	Aug 2016
	Meeting Date with Town (Regular Heritage Commission Meeting?)	Sept 2016
		HC Meeting
1a	Consultant review existing projects	Aug-Sep 2016
1b	Proposed Month for Initial Expert Panel Meeting	Oct 2016
	Draft product proposal to NHDHR & HC?	Feb 2017
2	NHDHR review date for process & product proposal	Apr 1, 2017
3	Case Study	Apr 2017-2018
	Community engagement timeline	Apr-Dec 2017
	<ul style="list-style-type: none"> <li>● Some kind of announcement at Town Meeting?</li> <li>● Announcement in local paper &amp; public info sessions?</li> <li>● Monthly involvement with HC meetings. Perhaps we can invite other Town board &amp; groups to meetings to try to get as many voices heard as possible?</li> </ul>	
	Interim draft review date to NHDHR & HC	Feb 2018
4	Final case study product delivery	Apr 1, 2018
	Meeting to discuss study w/ DHR/HC/etc?	Late Apr 2018?
	This would allow suggestions for improvement to be incorporated into Assessment report?	
4b	Assessment report	Jun 1, 2018
	Grant close date	Jun 2018