

**Town of Center Harbor
Heritage Commission Meeting**

November 17, 2016

-Approved 12/15/16-

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson Kim Baker, Roland Garland, Richard Hanson, Karen Ponton, Dave Reilly, David Hughes (alternate); Absent: Nancy Sapack (alternate).

- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Garland that: The Minutes of October 20, 2016 be approved as written. Passed unanimously. Motion by K. Ponton, seconded by R. Garland that: The summary of the October 20, 2016 Public Meeting for the NHDHR survey grant be approved, with the correction of "Emergency Management Director" in place of "Hazard Mitigation Officer". Passed unanimously.

- III. **Order of Agenda & Additional Items:** K. Baker asked that "Attendance" be added to the Agenda.

- IV. **Unfinished/Continuing Business**
 - A. **Town House Rehabilitation**
 1. **Removal of Ramp:** The Commission expressed its thanks to Road Agent Jeff Haines and Jay Haines for helping remove and dispose of the ramp from the Town House porch. The porch floor appears to be in good condition.
 2. **Exterior Painting**
 - a. **Authorization for Final Payment:** K. Baker reported that Target NE has finished painting the Town House exterior. She contacted Code Compliance Officer Ken Ballance this past Monday by email and is awaiting his evaluation of the work. K. Baker, D. Reilly and K. Ponton separately viewed the work earlier this week and found the painting more than satisfactory. Motion by K. Ponton, seconded by D. Reilly to: Authorize final payment of \$6,770.00 to Target New England upon receipt of final invoice. Passed unanimously.
 - b. **Mooseplate Grant Update:** K. Baker reported the first disbursement check of \$5,000 was received this week and deposited. Now that painting is completed, she will submit request for final disbursement and related requirements (i.e. invoices, photos, etc.) to NHDHR.
 - B. **Assignments for Rick Kipphut, Volunteer:** K. Baker reported that R. Kipphut would like to pursue two (2) of the Commission's suggestions:
 - Conducting a survey of old barns (75years or older) in Center Harbor and

helping promote RSA 79-D, which grants property tax relief to eligible barn owners; and,

- Continuing research begun by R. Garland on the history of the Town's Boat/Canoe House and preparing the NHDHR *Inventory* to determine whether it is eligible for listing on the *State Register of Historic Places*.

K. Baker and K. Ponton plan to meet with R. Kipphut before the Commission's next meeting to discuss these projects in more detail.

C. Heritage Fund

1. **Financial Report:** The Commission reviewed the *Fund Report* dated October 31, 2016 (see attached) and the MVSB statement for October.
2. **Reimbursement Request:** Motion by K. Baker, seconded by R. Garland that: K. Ponton be reimbursed \$43.70 for holiday window candles and batteries. Passed with K. Ponton abstaining.

D. Stewardship/Monitoring Plan: The Commission began a general discussion about stewardship, broadening the scope to include all five (5) Town-owned historic structures: 1844 Town House, 1886 Village Schoolhouse, c.1990 Boat/Canoe House, 1909 Nichols Library and 1907 Kona Fountain. R. Garland will ask the Library Trustees if they would like to be involved in the process of developing a stewardship plan. D. Hughes will ask the Lakes Region Conservation Trust about their stewardship program. Sample LCHIP documents about stewardship and monitoring were reviewed. Some of the issues discussed were: planning to ensure that historic structures are maintained over the long term, the need to protect the historical value of the resources, the question of who is ultimately responsible for stewardship of Town properties, regular maintenance, annual monitoring (perhaps by the Heritage Commission, and every 5 years by the Code Compliance Officer), and finances dedicated for stewardship. Based on this discussion, K. Baker will write a first draft stewardship plan for discussion and revision at the December Commission meeting. Then, the revised, second draft will be reviewed at the Commission's January meeting, and presented to the Select Board for their review and feedback. Based on this feedback, further revisions may be made at the Commission's February meeting; then forwarded to the Select Board for comment. The aim is to have a final draft written and approved by early Spring 2017.

E. LCHIP Grant Update: The LCHIP Board will be making decisions on grant applications at their meeting today. K. Ponton submitted the additional estimated costs for a Phase 1B archaeological study and related floorboard work to LCHIP, and asked this be included in our grant request. LCHIP is expected to notify applicants before Thanksgiving.

F. Fundraising Plans for 2017: Approximately \$5,000 will be needed for labor and materials to repair the Town House porch. In addition, if the Town House Foundation Project is awarded an LCHIP grant, fundraising plans will need to address raising approximately \$22,000 in matching funds. It was the consensus of the Commission to continue to try and raise most of these funds through grant opportunities, various events and activities, and donations of labor and materials. The Commission decided to repeat the successful *Do Good Bonus Card* fundraiser held last June outside of Heath's, possibly on Friday and Saturday, June 23 & 24, 2017. Holding a 50/50 raffle, possibly during the Friday night summer concerts in the park, was also suggested. R. Hanson will check with Select Board about a raffle.

G. 2017 Warrant Article: The Commission began discussing whether to propose a Warrant Article at the 2017 Town Meeting. Consensus was to postpone further discussion until the December meeting when the outcome of the LCHIP and MVSB grant requests will be known.

H. Village Schoolhouse Update: The State Historic Resources Council gave final approval for listing the Village Schoolhouse on the *State Register of Historic Places*. K. Ponton and R. Garland will prepare a press release. Motion by K. Ponton, seconded by R. Garland that: The Commission purchase a NH State Register of Historic Places plaque for the Village Schoolhouse. Passed unanimously.

V. Other – Attendance: K. Baker asked if Commission members could attend the January, February, and March meetings if the time were moved back an hour to 5:30pm. The Commission agreed. Meetings will return to a 4:30pm start time in April, and continue to be held on the third Thursday of the month.

VI. Adjournment: Motion by K. Ponton, seconded by D. Reilly to adjourn at 6:05pm. Passed unanimously.

Next Meetings: December 15, 2016 at 4:30pm

Respectfully submitted,

Karen Ponton
Secretary

att(1)

Center Harbor Heritage Commission

Heritage Fund Report (11/30/16)

I. Town Appropriation

| | | | |
|---------------------------------|-------------|--------------|--------------------|
| Appropriation 2015 | \$ 500.00 | Expenses | |
| | | 2015 | (\$467.16) |
| | | GoFundMe.com | |
| | | Service Fees | (16.40) |
| Appropriation 2016 | \$15,000.00 | | |
| Remaining Appropriation Balance | | | <u>\$15,016.44</u> |

II. Donations

| | | | |
|-----------------------|---------------|--|--------------------|
| 2015 Donations | \$4,017.67 | | |
| <u>2016 Donations</u> | 4,583.10 | | |
| Bonus Cards | 1,210.00 | | |
| Donation Jar | 39.02 | | |
| GoFundMe | <u>200.00</u> | | |
| | \$10,049.79 | | <u>\$10,049.79</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) | | |
| | (7,070.00 2 nd Payment) | | |
| | (6,770.00 Balance)* | | |
| Mooseplate Grant | 5,000.00 | | |
| Kozlowski Electric | (120.00) | | |
| Archeological Sensitivity Study | (975.00) | | (\$13,435.00) |

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

\$ 7,511.49

VI. MVSB Account

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

| | | | |
|----------|----------------------|-------------|--|
| 10/31/16 | Statement Balance | \$ 9,065.59 | |
| 11/02 | Deposit | 118.10 | |
| 11/14 | Deposit | 97.80 | |
| 11/16 | Deposit (Mooseplate) | 5,000.00 | |
| 11/30/16 | Statement Balance | \$14,281.49 | |

Reconciliation w/Pending under IV (-\$6,770.00)

\$ 7,511.49

(* Pending)

| | |
|--|-----------------|
| VI. <u>Operating Budget 2016</u> | \$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) | (47.00) |
| Reimburse K. Baker (Envelope) | (2.19) |
| Reimburse K. Ponton (Candles) | <u>(43.70)</u> |
| Balance | \$ 306.71 |

(* Pending)