

**Town of Center Harbor  
Heritage Commission Meeting**

**- Approved 4/20/17 -**

**March 16, 2017**

Minutes

- I. **Call to Order:** Meeting called to order at 5:30pm. Present: Chairperson Kim Baker, Roland Garland, Richard Hanson, Karen Ponton, Dave Reilly; Nancy Sapack (alternate); Absent: David Hughes (alternate); Guests: Mark Billings, Mae Williams; Member of the Public: Craig Baker.
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by D. Reilly that: The Minutes of February 16, 2017 be approved as writtten. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes or additions.
- IV. **Unfinished/Continuing Business**
  - A. **Report of Town Meeting & Action on Warrant Article(s):** K. Baker reported that the Special Warrant Articles to: 1) appropriate \$5,000 to the Heritage Fund; 2) establish a *Town Properties Stewardship Expendable Trust Fund*; and 3) appropriate \$7,600 for a *Building Conditions Assessment* of the Schoohouse Museum all passed. Two residents spoke against rehabilitating the Town House, one of whom questioned the quality of the recent painting of the exterior. Several Commissioners slowly drove by or visited the Town House earlier today to relook at the painting job; to all, the job appears satisfactory. The Commission will relook at the paint job when weather permits in the Spring.
  - B. **Town House Sign:** K. Ponton reported that she met with Luke Royea at his shop; the sign restoration is underway and is expected to be completed by early May.
  - C. **Continued Work on Stewardship/Monitoring Plan:** K. Ponton reported that she and Harry Viens met with the Town Attorney on March 2, 2017 to discuss the draft *Stewardship Plan*. A representative from LCHIP was not included at that meeting, per the Attorney's request. The Attorney has copies of the draft *Plan*, information about the LCHIP requirement for a stewardship plan, and the sample model plans provided to the Commission by LCHIP. He expects to have comments back to the Commission in time for its April 20, 2017 meeting. R. Garland reported he is working on a monitoring form for use at the Village Schooolhouse.

#### **D. Heritage Fund**

1. **Financial Report:** The Commission reviewed the *Fund Report* dated March 13, 2017 (see attached) and the MVSb statements for February 2017. In response to recent letters, \$2,500 has been donated thus far towards matching LCHIP funds. The *GoFundMe* page is still up, but has not had any recent action. R. Hanson asked if the number of hits on the Commission webpage can be tracked; K. Ponton will check. K. Baker reported the Town House *Facebook* page does track hits.

2. **Request for Reimbursement:** Motion by K. Baker, seconded by R. Garland that: K. Ponton be reimbursed \$214.20 for postage, envelopes and printer ink. Passed with K. Ponton abstaining.

#### **F. Grants Update**

1. **LCHIP Grant:** K. Ponton met with Code Compliance Officer Ken Ballance twice to draft the *Request for Proposals (RFP)* for work on the Town House Foundation. The Commission reviewed and discussed the attached draft *RFP*. Motion by K. Ponton, seconded by R. Garland that: The *RFP for the Town House Foundation Project* be issued, with the phrase "not before" being replaced with the word "after". Passed unanimously. K. Ponton clarified that the *RFP* does not include the Phase 1B Archaeological Sensitivity Study. This Study will need to be completed before any work on the Town House foundation can begin.

2. **2017 Mooseplate Grant:** The *Letter of Intent* to submit a 2017 Mooseplate Grant application was sent March 8, 2017. The Town House Foundation Project was determined eligible to apply. K. Ponton has begun working on the application, which is due Friday, May 12 by noon.

#### **G. Fundraising Plans for 2017**

1. **DoGood Bonus Cards:** R. Garland is coordinating this activity. Consensus was to staff a table in front of Heath's 8am-6pm on Thursday and Friday, June 22 and 23, and 8a-3pm (approximately) on Saturday, June 24, 2017. (Note: the Historical Society will be having its program meeting on Thursday evening, June 22). R. Garland will provide the table. K. Baker will bring the Town House informational display. 300 *DoGood* cards have been requested from *The Common Man*. A longer period before card expiration was also requested. In addition to Commission members, volunteers from the community will be sought to help with this activity.

2. **50/50 Raffles:** A volunteer is still needed to coordinate this activity. R. Hanson will ask Select Board chairperson Harry Viens to speak with Bill Ricciardi about possibly holding a raffle at LobsterFest. There was some discussion but no consensus on whether to hold a raffle at every summer Town Band Concert or only at a select few. No Commissioner has experience with running a raffle, so there were many unanswered questions about how to best organize this activity. Further discussion

postponed to April meeting.

3. **Other:** Mark Billings shared some of his extensive experience with fundraising and capital campaigns for land conservation projects with the Commission. He offered several helpful suggestions and answered Commissioner's questions. Of note is the importance of being able to "tell the story" about the project to prospective donors and to keep "telling the story" at every available opportunity (which may include going door-to-door to reach summer residents, speaking to community organizations, having a "fun" activity that brings visibility to the project, such as plastic flamingos and "getting flocked", and challenge grants); to not be afraid of asking a prospect for more than he/she might be able to give (some donors perceive this as flattering); and to always leave the meeting with a prospective donor having asked for the name(s) of other possible prospects. M. Billings also reminded the Commission of the similarity between the Wicwas Grange, which is used extensively by the community, and the potential for the Town House. The Commission expressed its thanks and appreciation to M. Billings for his insights.

H. **NHDHR Survey Update:** Mae Williams provided a brief update on the model survey format she is developing. Commissioners received a copy of her draft *NH Town-wide Area Form Product Proposal and Manual* for review prior to today's meeting. The Commission suggested that the manual be made both reader- and user-friendly. M. Williams asked that additional comments be forwarded to her at [mae@unlockinghistory.com](mailto:mae@unlockinghistory.com). The Commission expressed appreciation to M. Williams for her hard work.

I. **Barn Survey Project Update:** Postponed to April as R. Kipphut was unable to attend today's meeting.

## V. New Business

A. **Election of Officers:** Motion by R. Garland, seconded by K. Ponton that: D. Reilly be appointed Chairperson for 2017-2018. Passed unanimously. K. Baker shared that she is resigning from the Heritage Commission due to other commitments. She offered her help as a volunteer on projects, such as talking with local organizations about the Town House rehabilitation. She and D. Reilly plan to meet next week to facilitate the change in leadership. R. Hanson will ask the Select Board to appoint a replacement to fill the one year remaining in her term. The Heritage Commission expressed its appreciation to K. Baker for her service on the Commission and as its chairperson. Motion by K. Baker, seconded by R. Hanson that: K. Ponton be appointed Secretary for 2017-2018. Passed unanimously. R. Garland needs to be recommissioned for a new 3-year term (2017-2020).

B. **Report of Meeting with Local Heritage Commissioners:** D. Reilly gave a

brief report on the information-sharing meeting held in Moultonborough on February 25, 2017 with Heritage Commissioners from Ashland, Belmony, Center Harbor, Laconia, Moultonborough, and Wolfeboro.

**VI. Other Business**

**A. Announcement:** The Country School Association of America will hold its annual conference June 11-14, 2017 at Colby-Sawyer College.

**D. Other:** R. Hanson will not be able to attend the April Commission meeting.

**VII. Adjournment:** Motion by R. Hanson, seconded by R. Garland to adjourn at 7:37pm.  
Passed unanimously.

**Next Meeting:** April 20, 2017 at 4:30pm

Respectfully submitted,

Karen Ponton  
Secretary

atts(2)

# Center Harbor Heritage Commission

## Heritage Fund Summary Report (3/13/17)

### I. Town Appropriations

Appropriation 2015	\$ 500.00	Expenses 2015	( \$467.16)
Appropriation 2016	\$15,000.00	Expenses 2016	( 8,435.00)*
Appropriations Balance			<u>\$ 6,597.84</u>

### II. Donations

2015 Donations	\$ 4,017.67		
2016 Donations	6,437.12		
		Expenses 2016	(\$ 4,119.74)**
2017 Donations	1,300.00		
	650.00		
	300.00#		
	125.00#		
	25.00#		
Donation Jar	<u>5.60</u>		
	\$ 12,860.39		
			<u>\$ 8,740.65</u>

### III. Town House Rehab

### IV. Heritage Fund Balance (I + II) \$15,338.49

### V. MVSB Account

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

1/31/17	Statement Balance	\$14,238.49
2/10	Deposit	50.00
2/13	Deposit	125.00
2/16	Deposit	200.00
2/21	Deposit	200.00
2/28	Deposit	75.00
2/28/17	Statement Balance	\$14,888.49

Reconciliation w/Pending under II (+\$450) \$15,338.49

Notes: \* 2016 Town House Rehab Expenses for archaeologist, electrician & painting,  
less \$10,000 Mooseplate Grant

\*\* 2015-6 Building Conditions Assessment less \$4,000 NHPA Grant

# Pending

**TOWN OF CENTER HARBOR HERITAGE COMMISSION  
CENTER HARBOR, NEW HAMPSHIRE**

03226

POST OFFICE BOX 140

603-253-4561

FAX 603-253-8420

**REQUEST FOR PROPOSALS  
1844 Town House Foundation Work**

The Town of Center Harbor Heritage Commission is requesting bids for work on the foundation of the 1844 Town House building located at 175 Daniel Webster Highway. Bid specifications can be viewed on the Town's website at [www.centerharbornh.org](http://www.centerharbornh.org) or picked up at the Town office located at 36 Main Street. Bid documents must be received at the Town of Center Harbor, PO Box 140, 36 Main Street, Center Harbor NH 03226-0140 in a sealed envelope clearly marked "Town House Foundation Project" **by 3pm on Thursday, April 20, 2017**. The Town of Center Harbor reserves the right to accept, reject, modify, or negotiate any and/or all proposals, or any portion thereof in the best interest of the Town of Center Harbor. Questions may be directed to Code Enforcement Officer Ken Ballance at 603-455-6823 or [chcode@metrocast.net](mailto:chcode@metrocast.net).

### **Bid Specifications & Scope of Work**

The Town of Center Harbor Heritage Commission is requesting bids for work on the foundation of the 1844 Town House building located at 175 Daniel Webster Highway.

The *Scope of Work* includes:

- Excavate soil and field stone foundation for temporary access beneath the building
- Hand excavate soil to a depth of 28 inches from bottom of existing floor joists to create a crawlspace
- Spread excavated soil on-site
- Replace existing stone-pile piers and install additional piers:
  - Install eight (8) 20X20X15-inch concrete footings with metal re-bars
  - Install eight (8) 4" lolly columns on top of footings
- Jack and level the building
- Stabilize primary beam joints; method to be determined with Contractor and Project Director
- Necessary replacement of carrying beam shall be determined by assessment as work progresses; application of such beam shall be through approval of Project Director.
- Install 6ml poly vapor barrier over crawlspace dirt floor
- Secure interior foundation walls
- Replace 3 wood vents in foundation wall with new aluminum louvered vents that can be opened and closed.
- Rebuild of an area of stonework at the northeast corner to properly support the corner of the frame, and add 2 feet of rigid insulation buried below grade at 45-degree angle
- Repair exterior foundation walls:
  - Re-point all open mortar joints in field stone foundation.
  - Completely fill openings large enough to allow animal entry
  - Remove temporary access
- Clean up the site
- The Contractor must agree to abide by the *Secretary of Interior Standards for Rehabilitation*.

***The Town House Foundation Project is contingent upon funding being secured. Estimated start date is after September 1, 2017.***

### **Insurance Requirements**

Certificates of Insurance shall be required for contractor and sub-contractors naming the Town of Center Harbor as an additional insured.

- a. General Liability: \$1,000,000 per occurrence; \$2,000,000 in the aggregate. Must provide coverage for bodily injury and property damage.
- b. Automobile Liability: \$1,000,000 combined single limit. Must provide coverage for all owned, non-owned and hired vehicles.
- c. Workers' Compensation: The statutory requirements of RSA Ch. 281 must be met.
- d. Professional Liability: \$1,000,000 per occurrence; \$2,000,000 in the aggregate. Must provide specialized coverage (i.e. malpractice, errors and omissions, etc.) as appropriate.
- e. Other Coverage: Specific projects may require other coverage, including but not limited to: performance bonds, payment bonds, delivery bonds. These sureties will be specified in the process by which a Contractor is identified, selected and contracted.