

**Town of Center Harbor
Heritage Commission Meeting**

- Approved 6/15/17 -

May 18, 2017

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson David Reilly, Richard Hanson, David Hughes, Karen Ponton, Nancy Sapack (alternate); Absent: Roland Garland
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by D. Hughes that: The Minutes of April 20, 2017 be approved as writtten. Passed with R. Hanson abstaining.
- III. **Order of Agenda & Additional Items:** No changes or additions.
- IV. **Unfinished/Continuing Business**
 - A. **Town House Rehab**
 1. **Foundation Project:** D. Reilly shared with the Commission that Target NE had clarified their bid proposal, as requested, and that they reduced their bid by approximately 9% to \$40,760. After discussion, motion by D. Reilly, seconded by R. Hanson: To accept Target NE's proposal of \$40,760 for the Town House foundation work, contingent upon funding being secured. Passed unanimously. K. Ponton reported that there is no standard Town contract; rather, she was advised to include the complete scope of work and the payment schedule. She will coordinate this with D. Reilly.
 2. **Phase 1B Archaeological Study:** Floorboards were carefully removed by Target NE to create the access required for the archaeological study. IAC Project Archaeologist J. Cofelice will be at the Town House tomorrow. D. Reilly and K. Ponton were present when the floorboards were removed and will be onsite with the archaeologist.
 3. **Front Porch Repair and Request for Payment of Supplies:** Meredith Rotarian Ron Maher completed repairs to the Town House front porch last week. The Commission expressed its wholehearted appreciation to the Meredith Rotary and Ron Maher for their help with this project. K. Ponton applied a coat of primer to the porch and will finish painting it in the next week or so. Motion by D. Hughes, seconded by N. Sapack: To authorize payment of \$145.73 to Middleton Building Supply for lumber and materials. Passed unanimously. A "Thank You Meredith Rotary" yard sign has been placed at the Town House. In addition, a letter of appreciation will be sent to the Meredith Rotary. R. Hanson will ask the Board of Selectmen to send a similar letter.

4. **Town House Tree Work:** D. Reilly reported that the Board of Selectmen will arrange for this work to be done. Road Agent J. Haines has already met with D. Reilly, D. Hughes and K. Ponton about which trees are to be removed.

B. Grants Update

1. **NHPA Building Conditions Assessment Grant:** K. Ponton submitted the grant application for \$3,600 to help offset the cost of a *Building Conditions Assessment* of the Village Schoolhouse. A decision is expected by the end of May.
2. **2017 Mooseplate Grant:** K. Ponton hand-delivered the application for a \$10,000 Mooseplate Grant to help match the LCHIP Grant funds for the Town House foundation work. A decision is expected no sooner than September 1, 2017.

C. Stewardship/Monitoring Plan: The Commisison reviewed and discussed the draft *Town of Center Harbor Historic Resources Stewardship Policy* (4/18/17) and the draft *Procedure for Implementing the Town of Center Harbor Stewardship Plan for the 1844 Center Harbor Town House* (4/27/17), as amended by the Town Attorney (see attached). Motion by D. Hughes, seconded by N. Sapack that: The Heritage Commission recommend that the Board of Selectmen adopt the *Town of Center Harbor Historic Resources Stewardship Policy* (4/18/17) as amended. Passed unanimously. Motion by K. Ponton, seconded by D. Hughes that: The Heritage Commission recommend that the Board of Selectmen adopt the *Procedure for Implementing the Town of Center Harbor Stewardship Plan for the 1844 Center Harbor Town House* (4/27/17), as amended. Passed unanimously.

D. Heritage Fund & Request for Reimbursemnt: The Commission reviewed the *Fund Report* dated May 15, 2017 (see attached) and the MVSb statement for April 2017. Motion by R. Hanson, seconded by D. Hughes: To reimburse K. Ponton \$25.66 for a yard sign and envelopes. Passed with K. Ponton abstaining.

E. Fundraising Plans

1. **DoGood Bonus Cards:** K. Ponton reported that *The Common Man* was to meet yesterday to discuss our request. Awaiting their decision.
2. **50/50 Raffles:** The Commission will be holding a 50/50 raffle at the July 7, 2017 band concert and another 50/50 raffle at the August 18, 2017 concert. D. Hughes was not able to obtain a “used” roll of raffle tickets. The CHCDA declined our request to hold a 50/50 raffle at this year's LobsterFest.

F. Barn Survey Project Update: K. Ponton reported on behalf of R. Kipphut. R. Kipphut will be meeting with a few more barn owners this weekend and will be conducting another barn survey on Saturday. The Commission indicated its support of his request to have an informational table or to pass out information about the barn survey at the 50/50 raffles and at the *DoGood Bonus Cards* event at Heath's.

G. NHDHR Survey Update: Postponed to June. D. Reilly reported that M. Williams is working on final revisions to the model survey format manual.

H. Other: On behalf of the Heritage Commission, D. Reilly presented the *NH Register of Historic Places* plaque for the 1886 Village Schoolhouse to the Centre Harbor Historical Society and its President R. Garland yesterday. Commissioners R. Hanson, D. Hughes and K. Ponton attended. Erin Plumer covered the event for an upcoming issue of the *Meredith News*.

V. New Business: None.

VI. Other Business

A. Announcement: Thursday, May 25, 2017 Program at 7PM: *On This Site Once Stood...* with speaker Maggie Stier. This program is being jointly sponsored by the Heritage Commission and the Historical Society. Ms. Stier will be referencing some of Center Harbor's lost historic architecture, for example, the Colonial Inn. In so doing, her talk supports the Select Board's charge to the Heritage Commission to present educational programs based upon the Town's *Inventory of Historic and Cultural Resources*.

B. Announcement: Country School Association of America Annual Conference June 11-14, 2017 Colby-Sawyer College.

C. Webpage Clicks: K. Ponton reported that there have been 765 "clicks" on the Heritage Commission webpage since the Town website was launched on January 1, 2016. The Commission expressed its thanks to Aimee Manfredi-Sanschagrin for compiling this data.

VII. Adjournment: Motion by R. Hanson, seconded by D. Hughes to adjourn at 5:37pm.
Passed unanimously.

Next Meeting: June 15, 2017 at 4:30pm

Respectfully submitted,

Karen Ponton, Secretary
atts(3)

***Town of Center Harbor
Historic Resources Stewardship Policy***

The Town of Center Harbor is the proud owner of five (5) historic structures:

- The 1843 Center Harbor Town House
- The 1886 Center Harbor Village Schoolhouse
- The c.1900 Center Harbor Boat House
- The 1909 James E. Nichols Library
- The 1907 Kona Fountain.

The Town of Center Harbor Board of Selectman, in conjunction with the Town Heritage Commission and the Trustees of the James E. Nichols Library, recognize and support the maintenance of these historic structures by ensuring annual inspection and planned upkeep as needed and as fiscally reasonable under the Town Meeting appropriations process. Specific inspection and maintenance plans will vary based on the characteristics of each structure. In keeping with the Town's Building Maintenance and Repairs Policy, all inspection and maintenance plans must be reviewed by the Selectmen in advance and are subject to the Selectmen's approval (and that of the Trustees concerning the James E. Nichols Library). Such inspection and maintenance activities shall be documented in an appropriate fashion to preserve a record of such actions. The Town Properties Stewardship Expendable Trust Fund as created by the March 2017 Town Meeting, in addition to other available funding sources, may be used to fund such actions.

4/27/17

***Procedure for Implementing the Town of Center Harbor Stewardship Plan
for the 1844 Center Harbor Town House,
located at 175 Daniel Webster Highway***

Introduction: As stewards of the 1844 Center Harbor Town House property, the Town of Center Harbor Board of Selectman recognizes that it is important to preserve the historical value of this Town-owned historic structure. The goal of the following *Procedure for Implementing the Town Historic Resources Stewardship Policy for the Center Harbor Town House* is to protect the investment Center Harbor citizens, the Town Heritage Commission and others have made to restore this historic structure by ensuring that it is maintained in good condition over time.

Procedure: An inspection of the existing condition of the Center Harbor Town House will be conducted on an annual basis either by (i) knowledgeable volunteers, (ii) at the discretion of the Selectmen, by Town personnel, or (iii) at the discretion of the Selectmen and with their prior written approval of a qualified bid, by a hired outside consultant. Identifying building and structure needs and problems before they become significant issues will minimize maintenance costs and lessen the need for expensive, large-scale repair projects. This will also facilitate long-range planning for major improvements, such as roof replacements.

The Board of Selectmen, at its discretion, may direct Town staff, hire outside consultants, or involve knowledgeable volunteers to conduct the annual inspection of the Town House. The *Town Properties Stewardship Expendable Trust Fund* (ETF) created at the 2017 Annual Town Meeting, along with other available funding sources, may be used to fund periodic monitoring and long-term maintenance planning for the Town House.

The annual building inspection of the Town House will include at least all the following elements:

1. Foundation & Site (Signage, parking area, drainage, cracks in foundation walls, accumulation of water in crawlspace, leaves and debris)
2. Chimney, Fireplaces & Masonary Walls (Crumbling, loose bricks, missing mortar)
3. Roof (Gutters, downspouts, flashing, venting, shingles)
4. Exterior Wood (Failing paint, rotten clapboard, porch flooring)
5. Doors & Windows (Failing paint, rotten sills, cracked panes, glazing, hardware)
6. Paint (Flaking, blistering, weathering)
7. Interior Walls & Ceilings (Plaster cracks, stains)
8. Interior Floors (Excessive wear, warping, damage)
9. Railings and Fences (Loose joints, rotten wooden railings, rust)
10. Pests (Wood-damaging insects, rodents)
11. Electrical (Service, lighting)
12. Mechanical (Plumbing, alarm systems, heating)

Areas that require repair or further investigation will be photographed. Photographs will be dated and labeled with a brief description of the condition being documented in the photo. A full set of photographs documenting existing conditions at the Town House will be taken every five (5) years.

A written report based on the inspection of the Town House will be prepared and a prioritized work plan developed. The work plan will be used to establish a budget for annual maintenance and major improvements for the building. The existing *Building Repairs & Maintenance ETF*, in addition to other available funding sources, may be used to fund needed repairs, maintenance and other work identified during the annual inspection. An annual work report will document the work performed during the year, including a description of existing conditions needing work, the scope of work addressed, materials used, any unusual conditions found, further recommendations, the name of the contractor or staff who did the work, and the name of the person preparing the report. Inspections and work reports will be kept in Town property files and become part of the maintenance history for the Town House.

The Center Harbor Board of Selectmen in conjunction with the Town's Heritage Commission is responsible, subject to volunteer availability and/or available appropriations or alternate funding for ensuring that annual inspections of the Town House are conducted and properly documented, as outlined above.

Insurance: The Town of Center Harbor maintains appropriate levels of property and liability insurance for the Town House.

Land Trust Standards: The Board of Selectmen adopted the applicable sections of the Land Trust Alliance's *Land Trust Standards and Practices* on May 18, 2016.

LCHIP Contact: A member of the Town of Center Harbor Heritage Commission serves as the contact person for reporting to grant agencies, such as LCHIP, that require annual monitoring of the Center Harbor Town House.

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Center Harbor Heritage Commission

Heritage Fund Summary Report (5/15/17)

I. Town Appropriations

Appropriation 2015	\$ 500.00	(\$467.16)	
Appropriation 2016	\$15,000.00	(8,435.00)*	
Appropriation 2017	\$5,000.00		
	Appropriations Balance		<u>\$ 11,597.84</u>

II. Donations

2015 Donations	\$ 4,017.67		
2016 Donations	6,437.12	(\$ 4,119.74)**	
2017 Donations	2,750.00		
	25.00#		
	100.00#		
Donation Jar	<u>6.25</u>		
	\$ 13,336.04		
			<u>\$ 9,216.30</u>

III. Town House Rehab

IV. Heritage Fund Balance (I + II)

\$20,814.14

V. MVSB Account

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

3/31/17	Statement Balance	\$20,588.65
4/05	Deposit	100.49
4/27	Deposit	4,008.00
	<i>(NOT Heritage Fund monies. Inadvertently deposited into this account)#</i>	
4/28/17	Statement Balance	\$24,697.14

Reconciliation w/Pending under II & V (+\$125 -4,008.00)

\$20,814.14

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

VI. Operating Budget 2017 \$1,000.00

Expenses:

Donation to Historical Society for joint Program in May	(100.00)
Reimburse K. Ponton for Postage & Printer Ink	<u>(214.20)</u>
Balance	\$ 685.80