

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 2/15/18-

January 18, 2018

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson David Reilly, Roland Garland, Richard Hanson, David Hughes, Karen Ponton, Nancy Sapack (alternate); Absent: Virginia Fisher (alternate); Guest: Mae Williams
- II. **Approval of Minutes:** Motion by R. Hanson, seconded by R. Garland that: The Minutes of December 14, 2017 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 Rehab: Foundation Project**
 1. **LCHIP Baseline Documentation Report:** K. Ponton hand-delivered the *Baseline Documentation Report* to LCHIP on January 16, 2018. The Select Board received the draft *Stewardship Agreement* from LCHIP at their January 17th meeting and forwarded it to the Town Attorney for review. The final LCHIP disbursement is pending approval of the *Baseline Report* and the executed *Stewardship Agreement*. An electronic copy of the *Baseline Report* will be kept at the Town Offices. A hard copy is on file with the Heritage Commission.
 2. **Mooseplate Grant Final Report:** K. Ponton hand-delivered this *Report* to NHDHR on January 16th. The final Mooseplate disbursement of \$5,000 is expected in the next couple of weeks.
 - B. **Historical Resources Inventory:** M. Williams updated the Commission on progress with the Historical Resources Inventory and the NHDHR Grant. Approximately 80% of the 115 individual survey forms are almost complete. She will email forms that may need additional research to K. Ponton to circulate to Commission members, as well as completed forms for final review. She is also working on static mapping to overlay the 1864 and 1890 historic maps onto the Town map, and is planning to have a draft Report ready by April 1st.
 - C. **Barn Survey Project:** R. Kipphut was unavoidably unable to attend tonight's Commission meeting, but will be at the February meeting. He recently surveyed D. Reilly's barn and will be visiting another 4-5 barns in Slab City over the coming weeks.
 - D. **Heritage Fund:** The Commission reviewed the *Fund Report* dated December 31, 2017 (see attached) and the MVSB statement for December 2017. Motion by D. Hughes, seconded by R. Garland: To accept the Year-end December 31, 2017 Fund

Report, which corresponds to the closing balance on the December 29, 2017 MSVB Statement. Passed unanimously. The Commission noted that its 2017 Operating Budget of \$1,000 closed under budget by \$142.46. \$1,000 was requested for 2018. Donations total \$19,381.02 to date, with \$8,926.23 received in 2017. So far, \$810 in donations has been received this month.

E. Village Schoolhouse Conditions Assessment & NHPA Grant: Alba Architects received the comments from the NH Preservation Alliance on the revised draft *Assessment Report* and revised the *Report* again. NHPA accepted these revisions as the final *Report*. A copy of this final *Report* is on file at the Town Offices. The NHPA grant monies of \$3,600.00 have been received and deposited into the Heritage Fund account.

F. 2018 Town Meeting - Annual Report: D. Reilly is in the process of writing the Commission's report for the *Town Annual Report*. Town Moderator Charley Hanson approved having the table-top poster showing progress on the Town House rehab displayed at the Town Meeting. Photos of work on the foundation will be added to the poster.

V. New Business: Plans for 2018

A. Town House Roof: Plans are to replace the Town House roof, as the shingles are showing excessive curling and some are loose. There is no evidence of the roof leaking. The Commission briefly discussed applying for another Mooseplate Grant to help fund this cost. Further discussion postponed to next meeting.

B. Fundraising: The Commission briefly discussed holding an "open house" at the Town House, similar to that held in August 2016, to attract donors, and continuing with the successful *Do Good Bonus* cards and Town concert raffles. Further discussion postponed to next meeting.

VI. Adjournment: Motion by R. Hanson, seconded by D. Hughes to adjourn at 5:53pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
att(1)

Center Harbor Heritage Commission

Heritage Fund Summary Report (12/31/17)

I. Town Appropriations

Appropriation 2015	\$ 500.00	(\$467.16)
Appropriation 2016	\$15,000.00	(8,435.00)*
Appropriation 2017	\$5,000.00	(208.32)A
		(901.74)B

Appropriations Balance

\$ 10,487.78

II. Donations

2015 Donations	\$ 4,017.67	
2016 Donations	6,437.12	(\$ 4,119.74)**
2017 Donations	5,600.00	
	25.00	
	150.00	
	100.00	
	25.00	
	100.00	
	250.00	
DoGood Cards	1,200.00	
Raffles	1,315.00	
Donation Jar	25.00	
	<u>136.23</u>	
	\$ 19,381.02	

\$ 15,261.28

III. Town House Rehab

LCHIP Grant (1 st Disbursement)	\$ 10,640.00
LCHIP Grant (2 nd Disbursement)	\$ 6,384.00
Mooseplate Grant (1 st Disbursement)	\$ 5,000.00
Target New England (1 st Payment)	(10,190.00)
Target New England (2 nd Payment)	(10,190.00)
Target New England (3 rd Payment)	(10,190.00)
Target New England (Final Payment)	(10,190.00)
Target New England (Floor Work)	(650.00)

IV. Transfer to General Fund for NHPA Grant

(Village Schoolhouse Building Conditions Report) (3,600.00)

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

\$ 2,763.06

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

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

A Town House Porch Repair

B Phase 1B Archaeology Report

V. MVSB Account

11/30/17	Statement Balance	\$ 36,908.06
12/01	Transfer to General Fund	(10,190.00)
12/12	Deposit	175.00
12/15	Deposit	100.00
12/21	Transfer to General Fund	(21,030.00)
12/21	Transfer to General Fund	(3,600.00)
12/29	Deposit	400.00
12/30/17	Statement Balance	\$ 2,763.06

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	(214.20)
Reimburse K. Ponton for Yard Sign & Mailing Envelope	(25.66)
Reimburse K. Ponton for Raffle & Display Supplies	(24.35)
Reimburse R. Kipphut for Postcards & Postage	(43.65)
Reimburse K. Ponton for Raffle Supplies	(33.19)
Reimburse K. Ponton for Stamps & Misc.	(54.72)
Reimburse K. Ponton for Flashdrive, Printer Ink, Copies, Page Protectors	(49.65)
Reimburse K. Ponton for Postage, Envelopes & Batteries	(74.80)
Reimburse R. Kipphut for Postcards & Postage	(33.60)
NHPA Annual Dues (2018)	(50.00)
Reimburse K. Ponton for Grants' Final Report Supplies	(90.31)
Reimburse K. Ponton for Grant Report Photos	(63.41)
Balance:	\$ 142.46