

**Town of Center Harbor  
Heritage Commission Meeting**

**-Approved 4/19/18-**

**March 15, 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)
- II. **Approval of Minutes:** Motion by R. Hanson, seconded by R. Garland that: The Minutes of February 15, 2018 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** R. Garland asked that Heritage Commission Vision be added.
- IV. **Unfinished/Continuing Business**
  - A. **2018 Town Meeting:** The Commission expressed its great appreciation to Center Harbor residents for appropriating \$5,000 for the Town House rehab at last night's Town Meeting.
  - B. **Town House Rehab: Foundation Project**
    1. **LCHIP Final Disbursement:** The Board of Selectmen signed the *Stewardship Agreement* at their March 7<sup>th</sup> meeting, and the executed *Agreement* has been recorded at the Belknap County Registry of Deeds, Book 3159 Page 506. The *Agreement* requires that the Town House be kept in as good or better condition as it is right now, and that an *Annual Monitoring Report* be submitted to LCHIP by December 31 for 5 years, starting 2018 through 2022. The Heritage Commission is responsible for seeing that these *Reports* are submitted. The final LCHIP disbursement of \$4,131.87 has been received and deposited.
    2. **Roof RFP:** The Commission reviewed the RFP that K. Ponton prepared with the assistance of Code Compliance Officer K. Ballance (see attached). The chimney flashing will not be included, as K. Ballance recommended that a chimney mason perform this work. K. Ponton spoke briefly with Dave Cutter about replacing the chimney flashing when the shingles are off the roof, probably sometime mid-Fall. The RFP will be issued next week, with sealed bids due April 19 at 3:00pm.
    3. **2018 Mooseplate Grant Application:** K. Ponton submitted the *Intent to Apply* form, and has started writing the grant application for the Town House Roof Project. Commission members are asked to help obtain letters of support from the community for the Project.
    4. **Plans for Interior:** Consensus was to hold a "work session" later in the year to review the *Building Conditions Report* for the Town House that Christopher P. Williams Architects, PLLC prepared and its recommendations for needed work on the building's interior. K. Ballance will be invited to help the Commission understand the scope of work and how to effectively plan, prioritize and properly sequence the various tasks over the next few years. The Commission also discussed holding an information session about the Town House rehab later this year to share with the community what has been accomplished and to invite public input into future plans for the building. R. Hanson noted that there could eventually be considerable use of the building for 6 months of the year. (See VI.A below). Consensus was to hold this meeting in the Cary



Mead Room, possibly before a Selectmen's meeting, rather than at the Town House.

**C. Heritage Fund:** The Commission reviewed the *Fund Reports* (see attached) and MSVB bank statements for January and February. The final LCHIP disbursement mentioned under IV.B.1 above will appear on the March statement. Motion by D. Hughes, seconded by R. Hanson: To reimburse K. Ponton \$41.46 for additional photos and materials related to the LCHIP Grant. Passed with K. Ponton abstaining.

**D. Barn Survey Project:** R. Kipphut reported that he is working to finish updating inventory forms for barns he has already surveyed by M. Williams' April 1<sup>st</sup> deadline. He is also adding information related to the 1860 and 1982 historic maps of Center Harbor. Unfortunately, the recent snow storms have made accessing additional barns nearly impossible, so these site visits will wait until later in the Spring. R. Kipphut will be volunteering at the *Old House and Barn Expo*, and he hopes to meet some local barn owners there.

**E. Historical Resources Inventory:** Postponed until May. K. Ponton reported that M. Williams continues to work on finishing the initial draft of her report by April 1. She plans on attending the May 17<sup>th</sup> Commission meeting. R. Garland asked about including historic photos of the Boat/Canoe House that the Historical Society has; the Commission recommended he email the photos to M. Williams and have her decide about their inclusion.

**F. Continued Discussion of Fundraising Plans:** In addition to Town concert raffles and *Do Good Bonus* cards through the Common Man, the Commission briefly discussed possibly holding an open house at the Town House, like was held in summer 2016, and another event, i.e. a small reception, for major donors. Further discussion postponed to next meeting.

## V. New Business

- A. Members whose Term Expires March 2018:** D. Reilly noted that there are discrepancies between what is listed in the *2018 Town Report* and what some Commissioners understand their terms to be. By the Commission's records, D. Hughes, D. Reilly and K. Ponton's terms expire March 2018; R. Garland and R. Hanson's expire 2020; N. Sapack's expires 2019 and V. Fisher's, 2020. D. Reilly will pursue with Town Clerk Mary Richardson. K. Ponton offered to become an alternate if one of the current alternates would like the opportunity to serve as a Commissioner.
- B. Appointments of Chairperson and Secretary:** Postponed to next meeting.

## VI. Other Business

- A. Limited Use of Town House:** R. Hanson continued to strongly recommend that the Commission start using the Town House in some limited way so that it becomes part of the community again. R. Hanson and K. Ponton will arrange to meet with K. Ballance to gain his perspective on what minimally needs to be done to the building so that, for example, a few meetings might possibly be held there this summer. Concern about the loss of any more historic structures in Town, i.e. the Coe House/Lavinia's, led to discussion of how the Commission might better encourage their preservation rather than demolition. D. Hughes mentioned that Laconia has a demolition ordinance requirement for buildings 50 years or older. R. Kipphut shares information about the



property tax incentive offered by RSA 79D when he meets with historic barn owners, and information is posted on the Commission's webpage. K. Ponton recalled there is also a State property tax incentive for commercial properties, and offered to get additional information. Commissioners asked if there was any such incentive for preserving private properties; K. Ponton will check with the NH Preservation Alliance. B. **Heritage Commission Vision:** Given the time, postponed to next meeting. (See attached prepared by R. Garland).

VII. **Adjournment:** Motion by D. Hughes, seconded by R. Garland to adjourn at 6:01pm. Passed unanimously.

Respectfully submitted,

Karen Ponton  
Secretary

atts(4)



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

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**REQUEST FOR PROPOSALS  
Re-shingle 1844 Town House Roof**

The Town of Center Harbor Heritage Commission is requesting bids to re-shingle the roof 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 Roof" **by 3pm on Thursday, April 19, 2018**. 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).

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**Bid Specifications & Scope of Work**

The Town of Center Harbor Heritage Commission is requesting bids to re-shingle the roof of the 1844 Town House building located at 175 Daniel Webster Highway.

The *Scope of Work* includes:

- Remove and dispose of old shingles
- Code application of asphalt paper layer
- Install drip edge to all roof edges, including the gables
- Re-shingle entire roof with architectural asphalt shingles similar to existing
- 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 September 15, 2018.***

**Insurance Requirements**

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

1. General Liability: \$1,000,000 per occurrence; \$2,000,000 in the aggregate. Must provide coverage for bodily injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit. Must provide coverage for all owned, non-owned and hired vehicles.
3. Workers' Compensation: The statutory requirements of RSA Ch. 281 must be met.
4. 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.
5. 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.



# Center Harbor Heritage Commission

## Heritage Fund Summary Report (1/31/18)

### I. Town Appropriations

Appropriation 2015	\$ 500.00	( \$467.16)
Appropriation 2016	\$15,000.00	( 8,435.00)*
Appropriation 2017	\$5,000.00	( 1,110.06)***

Appropriations Balance \$ 10,487.78

### II. Donations

2015 Donations	\$ 4,017.67	(\$ 4,119.74)**
2016 Donations	6,437.12	
2017 Donations	8,926.23	
2018 Donations	<u>810.60</u>	
	\$ 20,191.62	

\$ 16,071.88

### III. Town House Rehab

LCHIP Grant (1 <sup>st</sup> & 2 <sup>nd</sup> Disbursement)	\$ 17,024.00	
Mooseplate Grant (1 <sup>st</sup> Disbursement)	5,000.00	
Target New England	( 41,410.00)	(\$ 19,386.00)

### IV. NHPA Grant for Village Schoolhouse Building Conditions Report

Transfer to General Fund	( 3,600.00)
NHPA Grant	3,600.00

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

\$ 7,173.66

### VI. MVSB Account

12/30/17	Statement Balance	\$ 2,763.06
1/04	Deposit	450.00
1/09	Deposit	3,600.00
1/11	Deposit	150.00
1/17	Deposit	<u>210.60</u>
1/31/18	Statement Balance	\$ 7,173.66

Notes: \* 2016 Town House Rehab Expenses-Phase 1A archaeology report, electrician & painting less \$10,000 Mooseplate Grant

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

\*\*\* 2017 Town House Rehab Expenses- porch repair & Phase 1B archaeology report



# Center Harbor Heritage Commission

## Heritage Fund Summary Report (2/28/18)

### I. Town Appropriations

Appropriation 2015	\$ 500.00	( \$467.16)
Appropriation 2016	\$15,000.00	( 8,435.00)*
Appropriation 2017	\$5,000.00	( 1,110.06)***

Appropriations Balance \$ 10,487.78

### II. Donations

2015 Donations	\$ 4,017.67	(\$ 4,119.74)**
2016 Donations	6,437.12	
2017 Donations	8,926.23	
2018 Donations	810.60	
	100.00	
	<u>20.00</u>	
	\$ 20,311.62	

\$ 16,191.88

### III. Town House Rehab

LCHIP Grant (1 <sup>st</sup> & 2 <sup>nd</sup> Disbursement )	\$ 17,024.00	
Mooseplate Grant (1 <sup>st</sup> Disbursement)	5,000.00	
Mooseplate Grant (2 <sup>nd</sup> Disbursement)	5,000.00	
Target New England	( 41,410.00)	(\$ 14,386.00)

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

\$12,293.66

### V. MVSB Account

1/31//18	Statement Balance	\$ 7,173.66
2/06	Deposit	20.00
2/08	Deposit	5,000.00
2/27	Deposit	<u>100.00</u>
2/28/18	Statement Balance	\$12,293.66

Notes: \* 2016 Town House Rehab Expenses-Phase 1A archaeology report, electrician & painting less \$10,000 Mooseplate Grant

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

\*\*\* 2017 Town House Rehab Expenses- porch repair & Phase 1B archaeology report

## **Heritage Commission Vision**

**Our vision is to establish and properly recognize, inventory and protect the Town's Historical Resources, valued for their cultural, aesthetic or community significance.**

**The Commission will creat, and/or participate in, educational programs to preserve and improve our Town's historical image.**

**###**