

Town of Center Harbor
Heritage Commission Meeting

-Approved 9/20/18-

August 16, 2018
Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson David Reilly, Roland Garland, David Hughes, Karen Ponton, Virginia Fisher (alternate), Nancy Sapack (alternate); Absent: Richard Hanson
- II. **Approval of Minutes:** Motion by D. Hughes, seconded by R. Garland that: The Minutes of July 19, 2018 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes.
- IV. **Unfinished/Continuing Business**
 - A. **Town House Rehab**
 1. **Roof Work:** K. Ponton reported that Avatar Construction has not yet signed the contract. Because of increases in the cost of materials, Avatar needs to increase the bid by 10%. Motion by D. Hughes, seconded by R. Garland: To reconsider the Commission's decision of May 17, 2018 to award the roof project contract to Avatar. Passed unanimously. After discussion, motion by D. Hughes, seconded by R. Garland: To award the contract for the Town House roof project to Target New England for \$14,600.00. Passed unanimously.
 2. **Plans for Interior - Informational Meeting with the Public and "Work session" with K. Ballance on Building Conditions Report:** Postponed to Fall 2018.
 3. **Annual LCHIP Documentation Report:** This Report must be submitted to LCHIP each year by December 31 for the next 5 years (2018-2022). The Commission thanked Road Agent J. Haines and CHDPW crew members Richard and Jay for hanging the LCHIP plaque on the Town House.
 - B. **Heritage Fund & Request for Reimbursement:** The Commission reviewed the *Fund Report* for August (see attached) and the MSVB bank statement for July. Motion by D. Reilly, seconded by R. Garland: To reimburse K. Ponton \$120.00 for name badges, printer ink and stamps. Passed with K. Ponton abstaining. Badges were given to Commissioners.
 - C. **Fundraising**
 1. **Raffles at Town Band Summer Concerts:** The 50/50 raffle at the July 20th Town Band Concert raised \$120.00; the concerts on July 27th and August 3rd were canceled due to the weather; the last concert on August 10th raised \$160.00. The Commission expressed its appreciation to the August 10th winner, who donated her winnings back to the Heritage Fund. This summer's 50/50 raffles generated a total of \$1,845.00. R. Garland suggested for next year that the winner's share of the pot be announced when the winning ticket is drawn.
 3. **Special Event - Sunday, August 19 from 2-4:00pm:** The Commission finished planning this event. Invitations have been sent. D. Hughes reported that he updated Code Compliance Officer K. Ballance on our plans and we can proceed. He reconfirmed delivery of the port-o-potty on Sunday morning, and will bring the tent canopy about 1:00pm that afternoon. D. Reilly offered to help set up the canopy. V. Fisher has prepared about a 7-minute script for the tours. K. Ponton will ask Road Agent J. Haines about parking on the lower lawn, and will pick up the two 4-ft tables we are borrowing from the Town Hall. N. Sapack and K. Ponton will clean the Town House tomorrow.

D. Historical Resources Inventory: M. Williams and K. Ponton met yesterday to merge the barn surveys with the Historic Resource Information forms, and to review the process for editing and updating current forms, as well as for creating forms for historic properties identified in the future. A hard copy of the *Community Planning Survey* is now in the reference section at the Town Library.

E. Barn Survey Project: See Item D above.

F. Strategies to Promote Historic Preservation: Commission members briefly continued their discussion of strategies to promote the preservation of local historic buildings and structures. The Commission recognizes the importance of engaging the community and generating community support. The question is how to best do this. Suggestions included a "Tell Us Your Story" column in local newspapers or a forum or blog on the website to gather oral histories.

V. New Business: None.

VI. Other Business: None.

VII. Adjournment: Motion by D. Hughes, seconded by R. Garland to adjourn at 5:30pm. Passed unanimously.

Respectfully submitted,

Karen Ponton
Secretary

atts(1)

Center Harbor Heritage Commission

Heritage Fund Report (8/6/18)

I. Town Appropriations

Appropriation 2015	\$ 500.00	(\$467.16)	
Appropriation 2016	\$15,000.00	(8,435.00)*	
Appropriation 2017	\$5,000.00	(5,208.32)***	
Appropriation 2018	\$5,000.00		
Appropriations Balance			<u>\$ 11,389.52</u>

II. Donations

2015 Donations	\$ 4,017.67	(\$ 4,119.74)**	
2016 Donations	6,437.12		
2017 Donations	8,926.23		
2018 Donations	930.60	(\$ 6,155.87)****	
50/50 Raffles	1,685.00		
	160.00 _P		
Bonus Cards	1,130.00		
	70.00 _P		
Donation Jar	66.27		
	<u>5.00_P</u>		
\$ 23,427. 89			<u>\$ 13,152.28</u>

III. Town House Rehab

IV. Heritage Fund Balance (I + II + III) \$ 24,541.80

V. MVSB Account

6/30/18	Statement Balance	\$22,621.80
7/05	Deposit	1,330.00
7/16	Deposit	235.00
7/25	Deposit	<u>120.00</u>
7/31/18	Statement Balance	\$24,306.80

Reconciliation w/Pending under II (+\$235.00) \$ 24,541.80

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

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

*** 2017 Town House Rehab Expenses- porch repair & \$5,000 towards Phase 1B
archaeology report & foundation work (to match \$21,155.87 LCHIP Grant)

**** 2017 Town House Rehab Expenses – towards foundation work less \$10,000 Moose Plate
Grant (to match LCHIP Grant)

P Pending

VI. Operating Budget 2018

\$1,000.00

Expenses:

Reimburse K. Ponton for Supplies

(28.46)

Reimburse K. Ponton for Paper &
Printer Ink

(68.85)

Reimburse K. Ponton for Grant Report
Photos & Materials

(41.46)

Balance:

\$ 861.23