

Town of Center Harbor
Heritage Commission Meeting

-Approved 12/20/18-

November 15, 2018

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson David Reilly, Richard Hanson, David Hughes, Karen Ponton, Virginia Fisher (alternate); Absent: Nancy Sapack (alternate).
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by D. Hughes that: The Minutes of October 18, 2018 be approved as written. Passed unanimously.

- III. **Order of Agenda & Additional Items:** *Town House Artifacts Stored at Historical Society and Volunteer Appreciation Event* added.

IV. Unfinished/Continuing Business

A. Town House Rehab

1. **Moose Plate Grant & Roof Work:** The first Moose Plate Grant disbursement of \$4,975.00 has been received and deposited. Although begun on October 30th, progress on the Town House roof work has been unavoidably delayed due to the weather. As of today, the south roof and most of the privy shed roof have been re-shingled. The contractor has assured the Commission that the roof work will be completed, despite the weather. He has rented a lift and, if there is snow on the rest of the roof, it will be removed along with the the old shingles. He will also clean up any stains or marks on the painted exterior.

2. **Follow-up on "Work session" with K. Ballance:** The Commission discussed its meeting last month with Code Compliance Officer Ken Ballance, which they found very helpful. In addition to what is noted in those minutes, consensus was that:

- Meetings would probably be held there a couple of times a week.
- Most of the meetings would be attended by 10-12 people.
- Although building code may allow a 90 person maximum capacity, consensus was to limit capacity to 50 people.
- About 10 cars can now park at the Town House. Parking could be added for a total of about 20 cars.

K. Ponton reported that she emailed George Born at LCHIP about whether roughing in the plumbing and electric, drilling a well and installing a septic system would be eligible for LCHIP funding. Apparently, it depends on what is contained in the *Building Conditions Assessment Report*. She will seek additional clarification.

3. **Annual LCHIP Documentation Report:** K. Ponton has begun preparing the Report, which is due December 31. There was some discussion about asking the Town to reimburse the Commission for the cost of one of its members preparing this stewardship Report.

B. Heritage Fund Reports and Request for Reimbursement: The Commission reviewed the *Fund Reports* for October and November (see attached) and the MSVB bank statements for September and October. Motion by D. Hughes, seconded by V. Fisher: To reimburse K. Ponton \$276.42 for postage, envelopes and printer ink. Passed with K. Ponton abstaining.

C. Fundraising Update: Since the September meeting, \$4,100.00 in donations have been received, for a total of \$8,046.87 to date. This is about \$880.00 shy of total donations for 2017. The names of a few potential new donors were suggested, and some Commissioners offered

to contact them.

D. Historical Resources Inventory and Map Overlay: CAI has completed the map overlay and it is up and running on the Town website. This is a significant accomplishment for the Commission.

E. Barn Survey Project Update: R. Kipphut has completed 35 barn surveys, which are included with the Historic Resources Inventory and on the map overlay. There are now 42 historic barns, agricultural buildings and carriage houses in the Inventory. Additional barn surveys postponed until the weather improves in Spring 2019.

F. Library Building Conditions Assessment Grant Application Update: The NH Preservation Alliance has awarded the Library, through the Heritage Commission, a \$4,500.00 grant for a building conditions assessment. The Commission expressed its appreciation to K. Ponton for preparing and writing this grant application. The consultants (Alba Architects, LLP) have already visited the library and are preparing the first draft of the assessment report. This is another significant Commission accomplishment and it demonstrates how the Commission can partner with other Town Departments to secure grant funding for historic preservation projects.

G. Strategies to Promote Local Historic Preservation – Notification Ordinance: Postponed.

V. Other Business: D. Reilly will prepare the 2018 Annual Report, which is due by the first week in January.

VI. New Business

A. Commission Vacancy: D. Reilly reported that R. Garland has stepped down from the Commission. The Commission extended its appreciation to R. Garland for his service over the past 3.5 years. A replacement to fill his term (until 2020) will be sought. There is also an opening for a third alternate, which has never been filled. Also, it was noted that the terms of D. Reilly, K. Ponton and N. Sapack expire at the 2019 Town Meeting.

B. Date for December Meeting: It was the consensus of the Commission to keep its December meeting on December 20 at 4:30pm.

C. Letter from Bob Heath: The Commission considered using the original spelling of "Centre" Harbor when referring to the Town House instead of "Center" Harbor, as suggested by Bob Heath.

D. Possible Farmers' Market: The Commission expressed great interest in possibly holding a Farmers' Market at the Town House next year, as suggested by the Town of Center Harbor Energy Committee. Due to time constraints, discussion postponed to the December meeting.

E. Possible Barn Tour with NHPA in 2019: Postponed pending input from NHPA.

F. Town House Artifacts Stored at Historical Society Museum: D. Reilly will speak with R. Garland about returning Town House artifacts temporarily stored at the Museum. These artifacts were removed from the Town House in 2016 when the building was being cleared of miscellaneous storage items so that the building conditions assessment could take place. (See *Heritage Commission Minutes* dated February 18, 2016). Consensus was these artifacts can now be safely stored at the Town House.

G. Possible Volunteer Appreciation Event: Commisison members were asked to keep Wednesday evening, December 12, clear on their calendars, if possible. The Select Board may be hosting a reception for Town volunteers that evening.

VII. Adjournment: Motion by K. Ponton, seconded by G. Fisher to adjourn at 5:20pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
att (2)

Center Harbor Heritage Commission

Heritage Fund Report (10/1/18)

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	1,745.00		
Bonus Cards	1,200.00		
Donation Jar	71.27		
	<u>\$ 23,477. 89</u>		<u>\$ 13,202.28</u>

III. Town House Rehab

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

\$ 24,591.80

V. MVSB Account

8/31/18	Statement Balance	<u>\$24,306.80</u>
9/28/18	Statement Balance	\$24,591.80

\$ 24,591.80

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. <u>Operating Budget 2018</u>	\$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)
Reimburse K. Ponton for Name Badges, Printer Ink & Stamps	(120.88)
Reimburse K. Ponton for Open House Beverage, Ice, Paper Goods & Printer Ink	<u>64.43</u>
<i>Balance:</i>	\$ 675.92

Center Harbor Heritage Commission

Heritage Fund Report (11/13/18)

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)****	
	3,625.00		
	225.00 P		
50/50 Raffles	1,745.00		
Bonus Cards	1,200.00		
Donation Jar	<u>71.27</u>		
	\$ 27,327.89		<u>\$ 17,052.28</u>

III. Town House Rehab

Moose Plate First Disbursement P	\$ 4,975.00
----------------------------------	-------------

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

\$ 33,416.80

V. MVSB Account

9/28/18	Statement Balance	\$24,306.80
10/02-31	8 Deposits	<u>3,625.00</u>
10/31/18	Statement Balance	\$28,216.80

Reconciliation w/Pending under II & III (+ \$225.00 + \$4,975.00)

\$33,416.80

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. <u>Operating Budget 2018</u>	\$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)
Reimburse K. Ponton for Name Badges, Printer Ink & Stamps	(120.88)
Reimburse K. Ponton for Open House Beverage, Ice, Paper Goods & Printer Ink	<u>64.43</u>
<i>Balance:</i>	\$ 675.92
