

Town of Center Harbor  
Heritage Commission Meeting

~~-Approved 1/17/15-~~

December 20, 2018

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: Virginia Fisher (alternate).
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by D. Reilly that: The Minutes of November 15, 2018 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes.
- IV. **Unfinished/Continuing Business**
  - A. **Town House Rehab**
    1. **Moose Plate Grant & Roof Work:** Work on the Town House roof has been completed. Code Compliance Officer Ken Ballance inspected the work and found the roof to be satisfactory. \$1,000 is being withheld from the final payment to give the contractor the opportunity to repair damage to the lawn by June 1, 2019 or forfeit. The request for the final Moose Plate disbursement will be made in January.
    2. **Annual LCHIP Documentation Report:** K. Ponton submitted this *Report* to LCHIP on December 10, 2018.
    3. **Plans for Next Phase of Town House Rehab:** The Commission continued its discussion of plans for the Town House rehab in 2019, including grant opportunities. K. Ponton asked the Commission to consider whether another Moose Plate grant would be the best option for the rough-in of plumbing and electrical the Town House if the estimated cost is significantly less than \$10,000. She questioned whether another project might be more appropriate, for example, the Village Schoolhouse roof. The *Building Conditions Report* identified the roof as first priority, after safety concerns about the building are addressed. Similar to securing the NH Preservation Alliance grant for the Nichols Library, this would be another example of the Heritage Commission working to protect and preserve Town-owned historic properties. R. Hanson felt strongly that the Town has primary stewardship responsibility for these properties and should allocate funding for their maintenance, not just rely on the Heritage Commission to find grants. D. Hughes noted that the Town does not have a CIP (Capital Improvement Plan). Consensus was that such a Plan would help with planning regular maintenance and needed improvements for all of the Town's structures, i.e. Municipal Building, Town garage, bandstand, Kona fountain, Town beach bathroom, canoe house, Library, Town House and Village Schoolhouse. A CIP would also be more cost-effective and lessen the need for expensive, large-scale repair projects over time. R. Hanson and D. Hughes offered to bring the suggestion of a CIP to the Board of Selectmen at their January 2<sup>nd</sup> meeting. Further discussion about whether to seek grant funding in 2019 for the Town House rehab or another project postponed to January.
  - B. **Town House Artifacts Stored at Historical Society Museum:** D. Reilly will contact R. Garland after the holidays.
  - C. **Heritage Fund Reports and Request for Reimbursement:** The Commission reviewed the *Fund Report* for December (see attached) and the MSVB bank statement for November. Motion by D. Hughes, seconded by R. Hanson: To reimburse K. Ponton \$26.57 for paper and batteries for the Town House candles. Passed with K. Ponton abstaining.



**D. Historical Resources Map Layer:** Motion by K. Ponton, seconded by D. Hughes: To authorize the transfer of \$350.00 from the Heritage Commission operating budget line to the Town Maps line item in the Town budget for the Historical Resources layer on the Town Maps. Passed unanimously.

**E. Fundraising Update:** Donations for 2018 total \$8,796.87, down slightly (\$129.36) from 2017.

**F. Library Building Conditions Assessment Grant Application Update:** The consultants (Alba Architects, LLP) met with the Library Trustees in early December to discuss their preliminary findings. Overall, the Library building is in very good condition. The first draft of the assessment report was submitted yesterday to the NH Preservation Alliance for review and comment.

**G. Commission Vacancy & Expiring Terms:** As the most senior alternate, N. Sapack was asked and agreed to serve the remainder of R. Garland's term, which will expire in 2020. D. Reilly and K. Ponton's terms expire in 2019. (Please see Town Clerk Mary Richardson to be re-commissioned). Also, the Commission is seeking two (2) new alternates. Some names were suggested.

**H. Possible Farmers' Market:** K. Ponton shared information about farmers' markets in New Hampshire, including that they are governed by State law and regulations. After much discussion, it was the consensus of the Commission not to pursue holding a farmers' market on the Town House property at this time.

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

**V. Other Business**

**A. Reception for Town Volunteers:** The Commission expressed its sincere appreciation to the Board of Selectmen for hosting the December 12<sup>th</sup> reception for volunteers. D. Reilly will send a thank you note to the Selectmen.

**B. 2018 Annual Report:** D. Reilly has nearly completed his Report, and will submit it to R. Woodaman next week.

**VI. New Business**

**A. Possible Barn Tour with NHPA in 2019:** Postponed pending follow-up by Barn Survey Project Director Rick Kippphut with the NH Preservation Alliance.

**B. 2019 Meeting Dates:** Consensus was to continue meeting on the third Thursday of the month at 4:30pm. Dates are:

**January 17, February 21, March 21, April 18, May 16, June 20, July 18,  
August 15, September 20, October 18, November 15 and December 20, 2019.**

**VII. Adjournment:** Motion by K. Ponton, seconded by D. Hughes to adjourn at 5:50pm. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att (1)



# Center Harbor Heritage Commission

## Heritage Fund Report (12/13/18)

### 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	5,405.60	(\$ 6,155.87)****	
	400.00		
50/50 Raffles	1,745.00		
Bonus Cards	1,200.00		
Donation Jar	<u>71.27</u>		
	\$ 31,723.52		<u>\$ 21,447.91</u>

### III. Town House Rehab

Moose Plate First Disbursement	\$ 4,975.00
Target New England (Roof)	( 13,600.00)

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

\$ 34,266.80

### V. MVSB Account

10/31/18	Statement Balance	\$28,216.80
11/02-20	5 Deposits	<u>5,675.00</u>
11/30/18	Statement Balance	\$33,891.80

Reconciliation w/Pending under II & III (+ \$375.00)

\$34,266.80

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	( 64.43)
Reimburse K. Ponton for Postage, Envelopes & Printer Ink	( 276.42)
Reimburse K. Ponton for Batteries & Paper	( 26.57)
Transfer for Historical Map Overlay	( 350.00)
<i>Balance:</i>	\$ 22.93

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