

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 11/21/19-

October 17, 2019
Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson David Reilly, Richard Hanson, David Hughes, Karen Ponton, Nancy Sapack, Ann Xavier (alternate); Absent: Ginny Fisher (alternate), Linda-Lee Scott (alternate)
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by N. Sapack that: The Minutes of September 19, 2019 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** *Historic Resources Inventory* added.

IV. Unfinished/Continuing Business

A. Town House Rehab

1. **Moose Plate Grant:** Required information and forms were filed with NHDHS so work on the Town House Electrical Project could begin and to request disbursement of 50% of Moose Plate Grant monies. An article about receiving the Grant appeared in today's *Meredith News*.
2. **Electricity-Update:** Electrician started work on October 15th; NHEC installed utility pole yesterday. Commission reviewed scope of work, including number of outlets, exterior lighting, reuse of existing fixtures, etc. Electrician found two (2) old bottles under the stage, one for *Dr. Kilmers' Swamp Root Remedy* and the other for *Dr. Pierce's Favorite Prescription*, which will be added to the Town House artifacts collection.
3. **Care/Display of Town House Artifacts:** Postponed.
4. **LCHIP Annual Documentation Report:** Electrical work is expected to be completed in time for inclusion in this Report, which is due by December 31, 2019.

B. Heritage Fund Report: The Commission reviewed the monthly *Fund Report* (see attached) and the MSVB bank statement for September. Statement includes a bank error, since corrected, for a \$500.00 deposit that is not the Commission's funds. Motion by D. Hughes, seconded by N. Sapack: To reimburse K. Ponton \$32.35 for envelopes, postage and name tags. Passed with K. Ponton abstaining. Motion by D. Hughes, seconded by R. Hanson: To reimburse K. Ponton for online purchase of fixtures and new, period-appropriate glass shades for the Town House. Passed unanimously with K. Ponton abstaining.

C. Fundraising - Planning for 2020: Consensus was to continue the *Do Good Bonus Card* fundraiser and the Town Band concert 50/50 raffles. The *Bonus Cards* have consistently raised \$1,200.00 for the Town House; this year's raffles generated \$1,795.00. Both activities seem to be having a positive impact with the community. D. Reilly remarked that more people seem to know about the Town House now and speak favorably about it. R. Hanson noted that, instead of purchasing raffle tickets, some people gave donations to the Town House. Discussion of possible new fundraisers postponed to future meeting.

D. Barn Preservation Awareness

1. **NHPA Barn Tour 2020 Update:** NHPA Project Director Beverly Thomas is recommending the date be moved from mid-summer to September 2020, and suggested the Commission consider Saturday, September 19, 2020. The Commission offered September 26, 2020 as another alternative, as the fall foliage may be nicer then. K. Ponton has begun contacting

selected barn owners about participating. A. Xavier will check with K. Scott; D. Reilly will call T. Tracy.

2. **Barn Survey Update:** Holtzman's mid-1800s barn on College Road has been taken down. Per construction permit, plans are to reassemble the barn on-site.

E. Strategies to Promote Local Historic Preservation

1. **Notification Ordinance:** Postponed.
2. **Work with Planning Board:** Postponed

F. Historic Resources Inventory: Two (2) minor updates have been made, including naming the GIS map layer as the "Heritage Inventory Map." Additional information about (4) properties has been received for the next update: from Mae Williams about the Jackson farm on Kline Road; from Rick Heath about Kelsea Avenue; the Holtzman barn under Item D.2 above; and R. Kipphut's survey of the ca.1790 barn (converted to house) at 65 College Road.

V. New Business

A. **Proposed 2019 Budget:** Consensus was to request that the Commission line item remain at \$1,000 for the coming year.

B. **Proposed 2020 Warrant Article:** After discussion, it was the consensus of the Commission to propose a \$5,000.00 Warrant Article for the Town House rehabilitation at the 2020 Town Meeting.

VI. **Other Business:** The Commission expressed its deepest sympathy to G. Fisher.

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
(10/10/19)

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 | | |
| Appropriation 2019 | \$5,000.00 | | |
| Appropriations Balance | | | <u>\$ 16,389.52</u> |

II. Donations

| | | | |
|----------------|--------------|-----------------|---------------------|
| 2015 Donations | \$ 4,017.67 | (\$ 4,119.74)* | |
| 2016 Donations | 6,437.12 | (6,155.87)**** | |
| 2017 Donations | 8,926.23 | (3,650.00)TH* | |
| 2018 Donations | 8,821.87 | | |
| 2019 Donations | 3,825.00 | | |
| | 25.00 | | |
| | 25.00 | | |
| | 10.00 | | |
| | 100.00 | | |
| LCHIP | 200.00 | | |
| Do Good Cards | 1,200.00 | | |
| Raffles | 1,795.00 | | |
| Donation Jar | 2.00 | | |
| | 111.75 | | |
| | \$ 35,496.64 | | <u>\$ 21,571.03</u> |

III. Town House Rehab

| | |
|--|-------------|
| Jenkins Building Services – Dripline Stone & Pavers | (750.00) P |
| Target New England – Amount withheld for Lawn Repair | (1,000.00) |

IV. Heritage Fund Balance (I + II - III) \$ 36,210.55

V. MVSB Account

| | | | |
|------------|-------------------|-------------|--|
| 8/30/19 | Statement Balance | \$36,548.55 | |
| 9/10-25/19 | 3 Deposits | 912.00 | |
| 9/30/19 | Statement Balance | \$37,460.55 | |

Reconciliation (- \$750 Pending Under III & - \$500 Bank Error: Incorrect Deposit) \$ 36,210.55

Notes: * 2015-6 Town House Building Conditions Assessment less \$4,000 NHPA Grant
** 2016 Town House Rehab Expenses-Phase 1A archaeology report, electrician & painting less \$10,000 Moose Plate 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)
TH* 2018 Town House Rehab Expenses – towards roof work less \$9,950 Moose Plate Grant
P Pending

| | |
|--|--------------|
| <u>Operating Budget 2019</u> | \$1,000.00 |
| <u>Expenses:</u> | |
| NHPA Conference Registrations (4) | 220.00 |
| Reimburse A. Xavier for Info Meeting Refreshments | 20.75 |
| Reimburse K. Ponton for Envelopes & Postage | 170.67 |
| Reimburse K Ponton for Mileage, Pens, Postage & Grant Materials | 156.21 |
| Reimburse K Ponton for Printer Ink & Flier Display Holders | <u>87.88</u> |
| <u>Balance:</u> | 344.49 |