

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 1/16/2020-

November 21, 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, Linda-Lee Scott (alternate-voting until D. Hughes arrived); Absent: Ginny Fisher (alternate), Ann Xavier (alternate)
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by N. Sapack that: The Minutes of October 17, 2019 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** *Annual Report* and *Historical Marker* added.
- IV. **Unfinished/Continuing Business**
 - A. **Town House Rehab:** R. Hanson and K. Ponton were interviewed by Bea Lewis at the Town House for an article about the rehab that appeared in the October 31st issue of *The Union Leader*.
 1. **Moose Plate Grant:** The first disbursement of \$4,750.00 (50%) has been received and deposited.
 2. **Electricity-Update:** Work continues on restoring electricity to the building. Electrician installed the meter socket, weatherhead and related equipment on the exterior rear corner, and has begun wiring the interior.
 3. **LCHIP Annual Documentation Report:** Report was submitted November 5th.
 4. **Next Phase:** The Commission briefly discussed painting the Town House interior in the Spring as the next step in the rehab. Discussion included whether to apply for grant funding or use volunteers for this work. N. Sapack, L. Scott and A. Xavier offered to help paint.
 5. **Care/Display of Town House Artifacts:** G. Fisher ordered archival-quality materials for framing the DAV poster. D. Reilly showed the Commissioners his 1843 stoneware jug, which is the same era as the Town House.
 - B. **Heritage Fund Report:** The Commission reviewed the monthly *Fund Report* (see attached) and the MSVB bank statement for October. Motion by D. Hughes, seconded by R. Hanson: To reimburse G. Fisher \$130.39 for framing materials. Passed unanimously. Motion by N. Sapack, seconded by D. Hughes: To reimburse K. Ponton 143.23 for printer ink, computer/printer repair, batteries and miscellaneous. Passed unanimously with K. Ponton abstaining.
 - C. **Fundraising - Planning for 2020:** Discussion of a possible new fundraiser postponed to next meeting.
 - D. **Barn Preservation Awareness - . NHPA Barn Tour 2020 Update:** NHPA Project Director Beverly Thomas has scheduled the barn tour for Saturday, September 26, 2020 as recommended by the Commission. She has also confirmed the speaker and the lecture site (Congregational Church). Six (6) of the "finalist" barn owners contacted by K. Ponton and A. Xavier have expressed interest in participating; B. Thomas will follow-up with them.

E. Strategies to Promote Local Historic Preservation

1. **Notification Ordinance:** Postponed.
2. **Work with Planning Board:** Postponed
3. **Historical Marker:** K. Ponton suggested the Commission consider applying for an Historical State Highway Marker for the Town House in the future.
4. **Other:** D. Hughes, who also serves as the Town Emergency Management Director, reported that the Town is in the process of updating its *Hazardous Materials Mitigation Plan*, which is done every five (5) years. The *Local Emergency Operations Plan (LEOP)* will be due for its 10-year update in January 2020. One of the areas that both Plans will address is protecting historical resources. The next meeting for working on the update is Tuesday, December 10th (snow date-December 12th) at 1:30pm in the Cary Mead Room. Commissioners are invited to attend.

V. New Business

A. **Annual Report:** The Commission's *Report* for the *2019 Town Annual Report* is due in early January. D. Reilly will prepare and submit.

B. **Next Meeting:** It was the consensus of the Commission to cancel the December meeting. Also, consensus was to continue meeting on the third Thursday of the month at 4:30pm in 2020, except for February. That meeting will be the second Thursday, February 13, 2020.

VI. **Other Business:** The Commission is invited to a reception for volunteers hosted by the Selectmen on Wednesday, December 4th, 5:30-7pm. R. Hansen reported that the site may be moved from the Cary Mead Room to Canoe; watch your email for notice.

VII. **Adjournment:** Motion by D. Hughes, seconded by K. Ponton to adjourn at 5:07pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
att (1)

Center Harbor Heritage Commission
Heritage Fund Report

(11/16/19)

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	3,985.00		
	500.00 P		
	500.00		
LCHIP	200.00		
Do Good Cards	1,200.00		
Raffles	1,795.00		
Donation Jar	<u>113.75</u>		
	\$ 36,496.64		<u>\$ 22,571.03</u>

III. Town House Rehab

Jenkins Building Services – Dripline Stone & Pavers	(750.00) P
Rick Azzara, Electrician – 50% Deposit	(3,460.00) P
Glass shades & additional light fixtures	(936.70) P
Target New England – Amount withheld for Lawn Repair	(1,000.00)
Moose Plate Grant Award (50%)	4,750.00

IV. Heritage Fund Balance (I + II - III) \$ 37,563.85

V. MVSB Account

9/30/19	Statement Balance	\$37,460.55	
10/04	Withdrawal – Bank Error	(500.00)	
10/21	Deposit	<u>500.00</u>	
10/31/19	Statement Balance	\$37,460.55	
Reconciliation (+\$500,- \$750, -\$3,460.00, - 936.70 + \$4,750.00 Pending Under II & III)			<u>\$ 37,563.85</u>

*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,	32.35
Postage & Name Tags	
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>	312.14