

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 5/21/2020-

April 16, 2020

Minutes

- I. **Call to Order:** Meeting called to order at 4:40pm. Present: Chairperson David Reilly (by phone), Richard Hanson, David Hughes (by phone for microphone), Karen Ponton, Ginny Fisher (alternate-voting); Absent: Nancy Sapack, Linda-Lee Scott (alternate), Ann Xavier (alternate). Due to the COVID-19 situation, Chairperson Reilly declared the meeting to be an emergency and that the meeting would be held electronically. Public Meeting notice contained the webex.com login information and was posted on the Heritage Commission webpage and at the Post Office.
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Hanson that: The Minutes of February 13, 2020 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes or additions.
- IV. **Unfinished/Continuing Business**
 - A. **Town Meeting Wrap-up:** The Commission reviewed the discussion that occurred at Town Meeting . Less than 100 residents attended due to the evolving COVID-19 situation. The Commission expressed its sincere appreciation to Town residents for appropriating \$5,000.00 again this year for the Heritage Fund.
 - B. **Members whose Term Expired 2020:** Terms on the Commission for R. Hanson, N. Sapack and G. Fisher expired in March. R. Hanson agreed to be reappointed and will serve as the Selectmen's representative. G. Fisher agreed to serve as needed. K. Ponton will check with N. Sapack.
 - C. **Election of Chairperson & Secretary:** Postponed to next meeting so that absent member and alternates can attend.
 - D. **Town House Rehab**
 1. **Moose Plate Grant:** The final report for the Town House Electrical Project was submitted to NHDHR on March 10th. The final disbursement check of \$4,750.00 was received and deposited.
 2. **Work Plan/Session for Next Phase:** Due to the COVID-19 emergency, postponed to May meeting; may possibly be held at the Town House.
 - E. **Village School Roof Project:** K. Ponton submitted the *Intent to Apply* form for a 2020 Moose Plate Grant to help fund this project, and received approval from NHDHS. She has begun working on the grant application, and asked the Commission's help in obtaining letters of support from the community for the Roof Project. The Board of Selectmen have issued the RFP; due date is April 22nd.
 - F. **Heritage Fund Reports:** The Commission reviewed the MSVB bank statements for February and March, and the monthly *Fund Reports* (attached). The Town appropriation was deposited by the Town Clerk earlier today. Motion by D. Hughes, seconded by R. Hanson: To reimburse K. Ponton \$108.71 for printer ink, paper and postage. Passed with K. Ponton abstaining.

G. **Barn Preservation Awareness:** The NH Preservation Alliance has not yet decided on whether to hold the Barn Tour this September, in light of the COVID-19 emergency.

H. **Fundraising**

1. **Town Band Concert Raffles:** The Board of Selectmen gave the Commission permission to hold the raffles at the Town Band concerts again this summer. However, due to the COVID-19 emergency, it is unclear at this time whether the concerts will be held. Further discussion postponed.

2. **Do Good Bonus Cards:** Similarly, the *Do Good Bonus Cards* fundraiser at Heath's on June 19, 20 and 21 may need to be postponed or canceled. The Common Man will be contacted after that decision is made.

3. **Other:** The Commission recognizes the difficult financial impact the COVID-19 emergency may be having on our community. Consensus was to hold off on mailing donation solicitation letters for the time being.

I. **Historic Resources Inventory Annual Update:** Nine (9) *Historic Resource Information Forms* were submitted earlier today for the annual update of the Town's GIS maps. Three (3) were barn surveys (21 Kelsea Avenue ca.1894 village barn, 339 Center Harbor Neck Road ca.1790 barn and 65 College Road ca.1790 barn conversion). Two (2) new forms were prepared for the ca.1894 John Hugh Kelsea house and the ca.1790 D.N. Downing homestead. Four (4) forms (Kelsea Avenue, Keneson Shop, Jackson Cemetery and College Road cellar hole) were revised or updated.

V. **New Business - NHPA Organizational Dues:** Motion by K. Ponton, seconded by D. Hughes: To renew the Commission's organizational membership in the NHPA for \$50.00. Passed unanimously.

VI. **Other Business:** None.

VII. **Adjournment:** Motion by D. Hughes, seconded by G. Fisher to adjourn at 5:15pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
att (2)

Center Harbor Heritage Commission
Heritage Fund Report
(3/6/2020)

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	(7,155.87)****	
2017 Donations	8,926.23	(3,650.00)TH*	
2018 Donations	8,821.87		
2019 Donations	8,543.75		
2020 Donations	50.00		
	<u>20.00</u>		
\$ 36,816.64			<u>\$ 21,891.03</u>

III. Town House Rehab

Jenkins Building Services – Dripline Stone & Pavers	(750.00)
Rick Azzara, Electrician – 50% Deposit	(3,460.00)
Rick Azzara, Electrician – Final Payment	(3,460.00) P
Glass shades & additional light fixtures	(936.70)
Alexandria Lamp Shop	(190.00)
NHEC	(2,448.90)
Moose Plate Grant Award (50%)	4,750.00

IV. Heritage Fund Balance (I + II - III) \$ 31,784.95

V. MVSB Account

01/31/2020	Statement Balance	\$35,224.95
02/05	Deposit	<u>20.00</u>
02/28/2020	Statement Balance	\$35,244.95

Reconciliation (-\$3,460.00 Pending Under III) \$ 31,784.95

*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

Center Harbor Heritage Commission
Heritage Fund Report
(4/13/2020)

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		
Appropriation 2020	\$5,000.00 P		
Appropriations Balance			<u>\$ 21,389.52</u>

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2017 Donations	8,926.23	(3,650.00)TH*	
2018 Donations	8,821.87		
2019 Donations	8,543.75		
2020 Donations	<u>70.00</u>		
\$ 36,816.64			<u>\$ 21,891.03</u>

III. Town House Rehab

Jenkins Building Services – Dripline Stone & Pavers	(750.00)
Rick Azzara, Electrician – 50% Deposit	(3,460.00)
Rick Azzara, Electrician – Final Payment	(3,460.00)
Glass shades & additional light fixtures	(936.70)
Alexandria Lamp Shop	(190.00)
NHEC	(2,448.90)
Moose Plate Grant Award (50%)	4,750.00
Moose Plate Grant Award (Final 50%)	4,750.00

IV. Heritage Fund Balance (I + II - III) \$ 41,534.95

V. MVSB Account

02/28/2020	Statement Balance	\$35,244.95
03/19	Transfer to General Fund	(3,460.00)
03/23	Deposit	<u>4,750.00</u>
03/31/2020	Statement Balance	\$36,534.95

Reconciliation (+ \$5,000.00 Pending Under I) \$ 41,534.95

*Notes: ** 2015-6 Town House Building Conditions Assessment less \$4,000 NHPA Grant
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***** 2017 Town House Rehab Expenses- porch repair & \$5,000 towards Phase 1B archaeology report & foundation work (to match \$21,155.87 LCHIP Grant)
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