

**Town of Center Harbor  
Heritage Commission Meeting  
December 3, 2015  
Meeting Minutes**

**-Approved 1/21/16 -**

I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson Kim Baker, Roland Garland, Richard Hanson, Karen Ponton, Dave Reilly, David Hughes (Alternate, until approx. 5:45pm), Chris Williams (until 4:45pm).

II. **Approval of Minutes:** Motion by K. Ponton, seconded by D. Reilly that: The Minutes of November 12, 2015 be approved as written. Passed unanimously.

III. **Order of Agenda & Additional Items:** No changes or additions.

IV. **Old Business**

A. **Revised Proposals for Town House Rehabilitation/Reuse Plan:**

- Christopher Williams Architects, PLLC      \$8,000

Chris Williams met with the Commission at their request to review his revised proposal. C. Williams clarified that a detailed existing conditions report and drawings (including measurements of the building), a structural analysis, a conceptual design, and a building rehabilitation plan will be provided. In response to a question by K. Ponton, he is also very familiar with the format for the *Condition Assessment Report*, that is required by the NH Preservation Alliance. The Commission reiterated that funding for the Plan is contingent upon securing grant monies, donations and a possible Warrant Article at the March 2016 Town Meeting; and that no work can be begun until this funding is secured.

- Alba Architects, LLP      \$8,000

This proposal was previously discussed at the Commission's September meeting. Several Commission members again noted that this firm is not local.

Motion by K. Ponton, seconded by R. Garland that: The Center Harbor Heritage Commission enter into contract with Christopher Williams Architects, PLLC to conduct the services as outlined in their revised proposal dated October 9, 2015. Passed unanimously.

**F. Heritage Fund - Financial Report:** K. Ponton reviewed the Heritage Fund Report (12/3/15) that she had prepared with the Commission. (See attached). \$139.98 remains of the \$500 2015 Town Appropriation. The November 31, 2015 bank statement has not yet been received.

K. Baker and K. Ponton will prepare a year-end financial report (April-December 31, 2015) to share with the Town Board of Selectmen in mid-January.

Motion by K. Baker, seconded by D. Reilly that: K. Ponton be reimbursed \$86.80 for printing Town House rackcards and postage. Passed unanimously.

Commission members reviewed and initialed *Reimbursement Request Forms* from K. Ponton and K. Baker. (K. Baker was previously approved on August 20, 2015).

## **G. Fundraising**

### **1. Update on Donations**

- a. **Received-to-Date:** To date, \$2,042.67 has been received in donations, including \$163 from Lavinia's F-A-C-T, a \$100 donation prompted by the Reader Board message and \$41.02 (cash) in the donation jar at the Town Clerk's Office. The Commission expressed its thanks to R. Woodaman for letting us post "Please Help Rehab Old Town House Donate Here" on the Reader Board outside the Municipal Building, and to Town Clerk Sheila Mohan for allowing the donation jar.
- b. **GoFundMe.com:** K. Baker offered to donate her reimbursement for supplies towards the \$500 minimum for the Town House to be listed on the site's search query. About another \$20-\$25 is needed.
- c. **Recognition for B. Lovering Honor Roll Donors:** There are now 10 donors who have contributed at least \$100. (See attached). Due to time constraints, discussion on how to recognize these donors postponed to next meeting.

**2. CHCDA IceFest/Winter Carnival:** K. Baker was unable to attend the CHCDA meeting earlier today. The Commission briefly discussed ways to promote the Town House project at the February 20, 2016 IceFest/Winter Carnival. K. Ponton suggested popcorn as an inexpensive option. R. Hanson suggested a raffle of donated items, i.e. a cruise from CruCon or dinner gift certificates, or a 50/50 "LobsterFest" raffle. K. Baker will check with CruCon and Lavinia's. Due to time constraints, further discussion postponed to next meeting.

**3. Outreach to Potential Donors:** D. Reilly forwarded a list of possible donors from West Center Harbor to K. Ponton earlier today. Next target will be the

**V. Other Business: Update on Town Website & Need for Volunteer(s): R.**

Hanson reported that launching the new Town website remains on target for this year. All of the information on the current website has been transferred to the new site, and representatives from Virtual Towns & Schools will be meeting with the Select Board and Town department heads next week. Due to time constraints, further discussion postponed to next meeting.

**VI. New Business**

**A. 2016 Meeting Calendar:** It was the consensus of the Commission to meet on the third Thursday of each month, whenever possible, at 4:30pm. The following dates were set:

January 21, 2016

February 18

March 3 (Note: NOT the third Thursday)

April 21 (R. Hanson unable to attend)

May 19

**B. Center Harbor Schoolhouse & Boathouse: *NH Register of Historic Places?*** Discussion of whether these two Town properties should be considered for the *NH Register of Historic Places* postponed to next meeting.

**VII. Adjournment:** Motion by K. Baker, seconded by R. Garland, to adjourn at 6:30pm. Passed unanimously.

Next meeting: Thursday, January 21, 2016 4:30-5:30pm

Respectfully submitted,

Karen S. Ponton  
Secretary

att(2)

# Center Harbor Heritage Commission

## Heritage Fund Report (12/3/15)

### I. 2015 Town Appropriation

Appropriation      \$ 500.00

NHPA Membership	(\$ 50.00)
NH Registry Plaque	( 50.00) *
Reimburse KB (Supplies & Brochures)	( 157.06) *
GoFundMe.com Service Fees (7.9% + \$0.30 per donation)	( 25.68) *
	( 1.50) *
Reimburse KP (Stamps & Copies)	( 22.60) *
Bank Charge (Deposit Slips)	( 53.18)
	(\$360.02)

Remaining Appropriation Balance

\$139.98

### II. 2015 Donations

GoFundMe.com      \$ 325.00 \*  
(5 Donations)

LobsterFest      \$ 212.05  
Lavinia's      \$ 163.00 \*  
Other      300.00  
                 291.02 \*  
                 751.60 \*  
                 \$2,042.67

\$2,042.67

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

\$2,182.65

### IV. MVSB Account

*(\$100 min daily balance; otherwise \$5/month service fee. \$0.50/item processed over 100/cycle)*

9/30/15      Statement Balance      \$ 908.87  
10/30/51      Statement Balance      \$ 908.87

Reconciliation (Awaiting November Bank Statement)

\$TBD

(\* Pending)

## **Beatrice Lovering Honor Roll**

(11/24/15)

### **First Honors (Donations of \$500 or more)**

1. Austin Furst

### **Second Honors (Donations of \$100-\$499)**

1. Anonymous
2. Herbert Pratt Dane
3. Catherine Erving
4. Richard Hanson
5. Karen & Mark Ponton
6. David Reilly
7. Harry & Kathleen Viens
8. Lawrence P. Pangaro
9. Paul & Helen George

### **Other Donors (Donations less than \$100)**

1. Stanley & Sandra Condojani
2. Martha LeRoy
3. Sandra Burns
4. Ed Sapeta
5. Robert Reeves