

**Town of Center Harbor  
Heritage Commission Meeting**

**-Approved 7/16/2020-**

**June 18 , 2020**

Minutes

- I. **Call to Order:** Meeting called to order at 4:31pm. Present: David Reilly, Richard Hanson, David Hughes, Karen Ponton, Nancy Sapack (Alternate #3), Linda-Lee Scott (Alternate #2 – voting for D. Hughes until 4:35pm); Ann Xavier (Alternate #1 – voting for G. Fisher); Absent: Ginny Fisher; Guest: Matthew Towle, resident
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by L. Scott that: The Minutes of May 21, 2020 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes or additions.
- IV. **Unfinished/Continuing Business**
  - A. **Election of Chairperson:** Motion by K. Ponton, seconded by R. Hanson that: D. Reilly be appointed Chairperson. Passed unanimously.
  - B. **Town House Rehab - Work Plan/Session for Next Phase:** The Commission was delighted to be meeting at the 1843 Center Harbor Town House to identify and discuss what work remains to be done on the interior of the main hall. M. Towle had been invited to participate and share his expert advice. The Commission recognizes the importance of adhering to the *Secretary of the Interior's Standards for Rehabilitation of Historic Buildings*. Some time was spent discussing how to best repair the large hole in the ceiling that was created for access to the attic when the hanging chimney was removed in 2015. It is not the intent of the Commission to replaster the ceiling at this time, but rather, to replace nine (9) 24" X 24" composite board ceiling tiles that were damaged or removed, if feasible. Regrettably, it will be difficult to find new tiles to match the existing. M. Towle offered to check with Home Depot tomorrow and may search online, as well. There is also a small cut-out in the stage ceiling from an old wire that will need to be filled. All of the plaster walls are in good condition, except for a small hole from the old electrical panel in the east wall and some minor cracks. There are two (2) approximately 3" diameter areas of old black adhesive on the north wall wainscot; otherwise, the wainscot and wood trim just needs to be gently cleaned. A. Xavier volunteered to take on the task of painting the interior. N. Sapack (except for the ceiling), K. Ponton and L. Scott offered to help her. They plan to start the week of July 6, as their time allows. Volunteer waivers need to be signed. A. Xavier will make a list of needed supplies; consensus was to purchase from EM Heath Hardware, as they are a local, Center Harbor business. R. Hanson suggested that Selectman's Assistant Robin Woodaman be asked about charging the supplies directly to the Town account. D. Hughes offered to talk with a painter he knows about the ceiling. After the ceiling and walls are finished, the Commission may consider having the floor refinished. A cracked window pane was observed in the large bank of windows on the south wall. A. Xavier noted there are some areas on the outside of the building and the porch in need of touch-up painting, which she could possibly do in the Fall. The Commission also looked at the unfinished woodshed interior, which could eventually be used for an accessible restroom and entry. No work is planned for this area at this time.
  - C. **Town House Artifacts:** Postponed to next meeting due to the unavoidable absence of G. Fisher.

D. **Village School Roof Project:** K. Ponton hand-delivered the Moose Plate Grant application to the NHDHR on June 1<sup>st</sup>. The Commission extended its appreciation to all who wrote letters of support for the application.

E. **Heritage Fund Report & Request for Reimbursement:** The Commission reviewed the MSVB bank statement for May and the monthly *Fund Report* (attached). Motion by D. Hughes, seconded by A. Xavier: To reimburse K. Ponton \$8.99 for a thumbdrive for the Moose Plate Grant application. Passed with K. Ponton abstaining.

F. **Fundraising**

1. **Do Good Bonus Cards:** K. Ponton reported that *The Common Man* would like to help us with our fundraising again this summer, but could not yet commit to providing a specific number of *Do Good Bonus* Cards. The fundraiser is still scheduled for August 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> outside Heath's.

2. **Town Band Concert Raffles:** R. Hanson reported that the Board of Selectmen has not yet decided whether to hold some of the Town Band Concerts later this summer. The guest band concerts have been canceled.

3. **Other:** K. Ponton plans to work on the letter to donors and other suggestions from the May Commission meeting during the coming month.

G. **NHPA Barn Tour:** K. Ponton reported that NHPA Project Director Beverly Thomas will decide by the end of this week on whether to postpone the barn tour. She would like to know the Commission's thoughts before deciding. The Commission recognizes the concerns raised by COVID-19, and understands if the tour is postponed to next year. Consensus was that the final decision is up to the NHPA.

V. **New Business:** None

VI. **Other Business:** The Commission would like to hold its July 16<sup>th</sup> meeting in the Town House, if possible.

VII. **Adjournment:** Motion by D. Reilly, seconded by D. Hughes to adjourn at 5:37pm. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att (1)

**Center Harbor Heritage Commission**  
**Heritage Fund Report**  
(6/18/2020)

**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  | ( 750.00) <sup>TH</sup> **  |                     |
| Appropriation 2019     | \$5,000.00  | ( 995.60) <sup>TH</sup> *** |                     |
| Appropriation 2020     | \$5,000.00  |                             |                     |
| Appropriations Balance |             |                             | <u>\$ 19,643.92</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) <sup>TH</sup> * |                     |
| 2018 Donations  | 8,821.87    |                             |                     |
| 2019 Donations  | 8,543.75    |                             |                     |
| 2020 Donations  | 270.00      |                             |                     |
| LCHIP Incentive | 200.00      |                             |                     |
| Donation Jar    | <u>1.00</u> |                             |                     |
| \$ 37,217.64    |             |                             | <u>\$ 22,292.03</u> |

**III. Town House Rehab**

**IV. Heritage Fund Balance (I + II)** \$ 41,935.95

**V. MVSB Account**

|            |                   |               |
|------------|-------------------|---------------|
| 04/30/2020 | Statement Balance | \$41,735.95   |
| 05/22      | Deposit           | <u>200.00</u> |
| 05/29/2020 | Statement Balance | \$41,935.95   |

*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)  
<sup>TH</sup>\* 2018 Town House Rehab Expenses – roof work less \$9,950 Moose Plate Grant  
<sup>TH</sup>\*\* 2019 Town House Expenses – dripline stone & pavers  
<sup>TH</sup>\*\*\* 2019 Town House Rehab Expenses – electrical work less \$9,500 Moose Plate Grant  
P Pending

VI. Operating Budget 2020

\$1,000.00

Expenses:

NHPA Organizational Membership

(50.00)

Reimburse K. Ponton for ink, paper & postage

(108.71)

Balance:

841.29