

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 2/11/21-

January 21, 2021

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson David Hughes, Ginny Fisher, Richard Hanson, Karen Ponton, Ann Xavier, Linda-Lee Scott (Alternate); Absent: Nancy Sapack (Alternate)
- II. **Approval of Minutes:** Motion by R. Hanson, seconded by A. Xavier that: The Minutes of November 19, 2020 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes.

IV. Unfinished/Continuing Business

A. Town House Rehab

1. **Refinishing Floor:** K. Ponton contacted Jeff Yeaton, owner of Mr. Sandless East New Hampshire, about refinishing the Town House floor. This company uses a water-based, chemical process instead of sanding, followed by three (3) coats of a water-based polyurethane. Because there is none at the Town House, he would have to bring in the water (which he has done for other historic buildings, such as the Patrician Shores meeting hall in Meredith). The process would take a day or two, depending on humidity. Ball-park estimate is \$2.00/SF as compared to \$3-5.00/SF for sanding. The Commissioners expressed interest in this sandless process, and some of them would like to attend a Town House site visit with J. Yeaton when it can be arranged, weather-permitting.
2. **Porch:** Matt Towle plans to replace a porch baluster this Spring, after which Commission volunteers will to paint the porch.
3. **Other Repairs per *Building Conditions Assessment Report (2016)*:** The Commission spent time reviewing the prioritized work tasks contained on pages 22-24 of the *Report* (see attached). Significant progress has been made on the Town House rehab.

All of the *Hazard Mitigation* tasks (page 22) and eight (8) of the twelve *Deferred Maintenance* tasks (page 23) have been completed. As recommended by the Code Compliance Officer, smoke detection was installed instead of a fire detection/automatic alarm when the electric was upgraded in 2019. The granite stoop at the front of the porch has not been reset as the porch is entered from the side. Storm windows have not been installed.

Nine (9) of the twelve *Environmental and Structural Stabilization* tasks (page 24) have been completed. Most of the historic wood wall finishes have been cleaned. The damaged ceiling tiles were replaced instead of removing the entire ceiling and repairing the original plaster. Only refinishing the wood floor remains.

Two (2) of the twelve *Building System Upgrade and Renovation* tasks (page 24) have been done. The Commission does not intend to address the eight (8) tasks related to renovating the woodshed for an accessible entry, accessible restroom and prep area at this time. Structural repairs to the attic framing are not needed if the building remains unheated. The heat shield around the wood stove (which is not in service) needs to be cleaned for exhibit, and the window sashes have not yet been refurbished.

K. Ponton reported on her meeting at the Town House in late November 2020 with Bill Starck of Starck Historic Windows in New Hampton about reglazing the windows and replacing the window ropes. He estimated \$5,400.00 for this work. B. Starck noted the windows were in very good condition for their age, with some sashes not needing as much work as others. His other services include storm windows, screens and weatherstripping, if needed.

B. **Town House Artifacts:** G. Fisher did not have any additional information since the Commission's November meeting.

C. **Village School**

1. **Roof:** The Moose Plate Grant final disbursement (50%) has been received and deposited.
2. **Roof Filial:** K. Ponton spoke with Steve Durrell of Bedard Restoration in Gilmanton about repairing the roof filial. As it did not appear to be rotten in the photographs, he thought this was a simple repair that could easily be done by a local carpenter. He recommended Tight Bond III be used as the adhesive and clamping the filial until dry; then filling any cracks with an exterior wood filler before priming and painting it.
3. **Chimney Repair:** Mason Dave Cutter needs to be contacted in the Spring.
4. **Other Repairs per Building Conditions Assessment Report (2018):** The Commission reviewed the prioritized work tasks contained on pages 17-19 of the *Report* (see attached).

Two (2) of the sixteen *Primary Priority* recommendations have been addressed. These were an emergency plumbing repair and the roof replacement. Work on the chimney is planned for later this year, as soon as weather permits. The four (4) recommendations concerning electrical/life safety issues, as well as the inspection of the gas heater, will be forwarded to the Selectmen. The remaining recommendations concern the building's foundation and the restroom floor.

Of the nine (9) *Secondary Recommendations*, only the one related to the privy roof has been addressed thus far. There are eleven *Tertiary Recommendations*.

D. **Heritage Fund Report & Request for Reimbursement:** The Commission reviewed the monthly *Fund Report* (attached) for December and the Year-end 2020 *Report*.

E. **Fundraising:** Postponed.

F. **Historic Properties in Center Harbor**

1. **Cemeteries:** As requested by Road Agent Jeff Haines, the Selectmen will propose a Warrant Article to create a *Cemetery Repairs Expendable Trust Fund* at the 2021 Town Meeting, with \$2,000.00 to establish this fund. It would be used for needed repairs to cemeteries in Town.
2. **Others:** The ca.1820 Coe House has been sold. The State will be putting repairs to the ca.1792 Snake River (Mosquito) Bridge out for bid this year.

G. **NH Preservation Alliance Barn Tour:** NHPA Program Director Beverly Thomas has tentatively rescheduled the Center Harbor Barn Tour for Saturday, September 18, 2021. Further details are pending.

V. New Business

A. **Next Grant Application:** Due to time constraints, discussion postponed to the February meeting.

B. **Alternate Needed:** The Commission has a vacancy in one of the Alternate positions. A possible candidate was suggested, whom A. Xavier offered to contact.

VI. Other Business

A. **Annual Report** - The Commission's annual report for the Town Annual Report was submitted in early January.

B. **Budget Hearings:** Commissioners were encouraged to attend the budget hearings, which are scheduled for Saturday, January 23 at 9am and Wednesday, February 3 at 7pm.

C. **Next Meeting:** By consensus, the next Commission meeting will be February 11 at 4:30pm, instead of the third Thursday of the month.

VII. Adjournment: Motion by G Fisher, seconded by D. Hughes to adjourn at 5:55pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
att (3)

Town House

Accessibility

The Center Harbor Town House is completely inaccessible according to the standards of the American's with Disabilities Act. Overlaying other requirements for rehabilitating the building and preserving it historic integrity to the greatest extent possible, a new entry porch with a 36" wide entry door has already been proposed along with a new driveway to the west of the building. At this new entry should be a ramp and two accessible parking spaces near the door. With new parking along the drive, many users may make this convenient entry their access to the building, along with those with mobility impairments. Adding a ramp at the rear eliminates the need for any ramp at the front (east) of the building and allows for the return of the entry porch to its original configuration without a ramp.

The wood shed form allows for the construction of an efficient, universally accessible restroom once services are available. Modifications will be required at the north side of the stage where the door and stair will have to be removed or relocated to allow one level access from the Meeting Hall to the restroom and the building exterior. Although the stage will not be accessible without a lift, such a lift could be provided in the future. Until then, program accessibility can be provided with limited individuals accessing the new storage spaces where the privies are currently located. The Center Harbor Town House should be able to provide meeting space for generations to come.

A Phased Approach to the Project

In an effort to provide the Town of Center Harbor with information to help understand and prioritize their efforts to preserve the Center Harbor Town House and to return it to useful service, pricing information is provided below. It is important to remember that these figures are drawn from nationally published average construction pricing and the experience of the architect preparing this report, these figures are presented primarily to establish an order of magnitude sense of the work. These are not bids, and the size of the scope and details of final design solutions may have a significant impact on the actual pricing.

Hazard Mitigation

For the purpose of assisting the Town of Center Harbor, the work effort for the building has been broken out into several phases, which may be done one at a time or grouped together depending on the anticipated resources at each step of the project. The first phase consists of work which should be undertaken immediately to stop ongoing damage or protect the building from several conditions identified as potentially hazardous during the investigation.

Replace shattered window glass at west side of stage	\$208.00
Inspect and close critter entries to crawl space	\$216.00
Replace utility line from street to meter	\$0.00
Inspect and repair asphalt roofing	\$760.00
<i>Estimate of Items to be done immediately</i>	<i>\$1,184.00</i>

Deferred Maintenance

A second grouping of tasks focuses on maintenance tasks that can be undertaken at any time and that need not necessarily all be done at once. Some of these projects are smaller in nature and some could also conceivably be done by skilled volunteers. It is important that all of the work done on the Center Harbor Townhouse be completed according to the Secretary of the Interior's Standards for Rehabilitation. A copy of these standards is included in the appendix of this report. Every person who works on the building should be familiar with these standards before working, organizing the work, or bidding on work on the building as following the Standards for Rehabilitation may result in different solutions to various aspects of the project. The National Park Service has published a number of Preservation Briefs to aid in the understanding of appropriate methods to identify and treat historic properties in keeping with the Standards. Preservation Brief (#10) dealing with historic exterior painting is included in the appendix of this report for painters to read before undertaking any work on the exterior. Other relevant topics are available without charge at www.nps.gov/tps/how-to-preserve/briefs, including (#9) on repairing historic wooden windows and (#21) on repairing historic flat plaster.

Repoint masonry chimney	\$588.00
Scrape and Paint West Façade	\$6,200.00
Consolidate and repair front porch	\$6,000.00
Scrape and Paint East Façade incl. three 5 panel doors	\$7,600.00
Repair, Scrape and Paint North Façade	\$7,000.00
Repair, Scrape and Paint South Façade	\$12,400.00
Refurbish building sign	\$1,200.00
Install fire detection system, 6 detectors	\$4,990.00
Install automatic fire alarm control panel	\$2,125.00
Install motion based intrusion protection system	\$2,300.00
Install exterior mounted lexan storm windows	\$1,980.00
Reset granite stoop(s)	\$1,200.00
<i>Estimate of Deferred Maintenance Items</i>	<i>\$53,583.00</i>

Environmental and Structural Stabilization

A third grouping of tasks to complete relates to the need to protect against deterioration of the building and its components due to forces of nature including gravity and moisture movement (including frost action) within and under the building. As long as these tasks go undone, more and more of the historic fabric of the building will be lost and more and more work will eventually be required to faithfully repair the building. These projects should be undertaken as soon as possible. Some will require additional design work prior to their undertaking.

Make structural and cosmetic repairs to foundation	\$5,600.00
Excavate in crawlspace to provide 18" minimum depth	\$6,400.00
Jack and re-level new posts - Install new post footings	\$4,300.00
Shore frame per recommendations of structural engineer	\$1,350.00
Install vapor barrier and vents	\$3,500.00
Replace existing stone pile piers with new wood posts	\$1,200.00
Clean all historic wood wall finishes	\$1,280.00
Patch historic plaster in 4 locations	\$864.00
Repaint interior walls	\$3,400.00
remove accoustc tile ceiling and repair original plaster	\$5,490.00
Repaint ceilings	\$1,210.00
Refinish wood floor (fir?)	\$4,900.00
<i>Preliminary Estimate of Infrastructure Items</i>	<i>\$39,494.00</i>

Building Systems Upgrade and Renovation

Not all projects are easily broken down into small manageable parts. The building systems described below are integral to all parts of the building rehabilitation. These systems and equipment should be designed for the whole of the building, even if decisions are made to install them in a more piecemeal fashion as opportunities arise.

Install new two zone split mini heating system	\$9,900.00
Upgrade electrical throughout building	\$5,875.00
Insulate woodshed walls with cellulose	\$4,257.00
Insulate attic with cellulose	\$4,822.00
Remove woodstove from service - Clean for exhibit	\$250.00
Insulate woodshed floor with cellulose	\$1,000.00
Make Structural Repairs to attic framing	\$1,920.00
Install new accessible public restroom (fixtures + finishes)	\$13,871.00
Install new serving kitchen at main level	\$1,800.00
Refurbish historic window sash	\$3,750.00
Install woodshed and serving area fixtures + finishes	\$38,600.00
Construct new west side entry porch	\$18,300.00
<i>Preliminary Estimate of Building System Improvement</i>	<i>\$104,345.00</i>

5.0 RECOMMENDATIONS

In line with the understanding of The Center Harbor Village Schoolhouse historical significance; the fact that it is a building in current use; and working within the guidelines for historical rehabilitation as defined by the NH Division of Historical Resources and the Secretary of Interiors Standards as defined by the National Parks Service, the review team would recommend the following items be addressed, subject to available funding.

Note, estimate of probable costs provided to establish order of magnitude, further definition of scope of works would be needed to more accurately predict these costs.

RECOMMENDATIONS	PRIMARY PRIORITY
<i>recommendation</i>	<i>estimate of probable cost</i>
▪ Electrical / Life Safety - Replace the non-functioning exits signs and those that are not self-illuminated (confirm AHJ's short and long-term expectations).	\$500
▪ Electrical / Life Safety - Install additional emergency lighting to cover all spaces (not including kitchen/bathroom) (confirm AHJ's short and long-term expectations).	\$1,500
▪ Electrical / Life Safety - Confirm adequacy of alarm annunciator.	\$100
▪ Electrical / Life Safety - Confirm need for carbon monoxide detectors with AHJ.	-
▪ Electrical - Limited access to wiring is available and therefore integrity of whole installation cannot be verified. Elements visible (fixtures, wiring in attic spaces) appear to be of a standard more in line with recent code requirements, however this cannot be confirmed within walls without further/more invasive inspection. Testing is recommended in the short term, with long term planning to include rewiring of installation and replacement / upgrade of all period fixtures.	\$1,500 (testing only)
▪ Plumbing - Repair main drainage line in crawl space, properly connect and support line.	works complete
▪ Roofing - Replace roof shingles and underlayment, priority should be given to those roof planes facing south.	\$12,000
▪ Roofing - Install roof ventilation, to original 1886 block and the 1902 / 1929 classroom additions. Least intrusive option for attic ventilation might be the introduction of white eave vents to blend into soffit boarding and ridge venting incorporated into the shingle ridge. Alternative gable vents would be out of character and more apparent.	\$6,400
▪ Masonry walls - Repair all existing exterior masonry as necessary and re-point. <i>Note: age and make-up of existing mortar should be confirmed with specialist consultant to insure appropriate material usage.</i>	\$5,000 + consultant
▪ Masonry chimney - Repair / repoint all exterior brickwork to chimney, seal with suitable application. <i>Note: age and make-up of existing mortar should be confirmed with specialist consultant to insure appropriate material usage.</i>	\$5,000 + consultant

▪ Structural - replace piled stone / block piers within crawl space of 1886-original block supporting the floor structure with suitable foundations and insulate to prevent cold weather heaving (concrete footings with pressure treated 6x6 stub columns anchored to footing and framing above).	\$7,680
▪ Structural - Repair structural upgrades within crawl space of 1886-original block supporting floor structure, north corner (reconnect structural members, fasten with through-bolts and/or galv connectors)	\$6,400
▪ Structural - Implement occupancy limits to insure main assembly space in 1886-original block does not exceed 60 occupants, thus limiting floor loading to 20 psf or less.	-
▪ Structural - Repair north-east corner foundation of 1886-original block. Consider introduction of insulation under grade to exterior of corner and insulation to inside of corner to minimize future freeze-thaw induced movement.	\$3,840
▪ Mechanical - gas space heater and chimney should be thoroughly inspected by qualified specialist prior to further use.	\$240
▪ Finishes / Substrate - Replace curled / delaminating floor finish in bathroom. Confirm condition of substrate prior to new install, and address accordingly (Note: black mold on floor near toilet).	\$2,400
sub-total	\$53,060
contingency @ 20%	\$10,612
primary total	\$63,672

RECOMMENDATIONS

SECONDARY PRIORITY

<i>recommendation</i>	<i>estimate of probable cost</i>
▪ Finish - Repair and replace damaged ceiling finish '1929 Classroom Addition'.	\$1,200
▪ Finish -Reconstruct 1886 Original block crawl space access hatch utilizing original strip flooring removed when hatch was cut.	\$1,280
▪ Roofing - Replace built-up roof finish over kitchen/toilet block prior to failure.	\$1,200
▪ Monitor for roof leaks and address when budget permits. Include head-wall and side-wall flashing, keeping wall finish 4" - 6", minimum, above roof finish and lap flashing behind siding / over roofing.	
▪ Plumbing - Insulate water line and water tank in bathroom to address 'sweating' and condensation.	\$800
▪ Electrical - Provide extract fan / hood to kitchen.	\$1,000
▪ Structural - Repair cut bottom chord of 1886-original block roof truss	\$600
▪ Structural - Limiting occupants to maximum occupant load has been suggested as impractical due to needs of Historical Society meeting and potential functions. Other options would be to reduce spans of floor system by the introduction of further foundation / footing points and suitable columns. Further design work would be required to confirm extent require to adequately increase floor structure for increase occupant load.	<i>requires further detailing to establish cost</i>

▪ Accessibility - Form ramped entrance to main entry door to provide level accessible entry. Existing door provides adequate width for ADA.	\$3,840
▪ Accessibility - Review options for larger bathroom to bring into compliance with ADA regulations. (Reduce kitchen and enlarge bathroom seems only feasible option).	<i>requires further detailing to establish cost</i>
sub-total	\$9,920
contingency @ 20%	\$1,984
secondary total	\$11,904

RECOMMENDATIONS**TERTIARY PRIORITY**

<i>recommendation</i>	<i>estimate of probable cost</i>
▪ Finish – Repair cracking in plaster / sheetrock walls were evident. Monitor areas for additional cracking which would indicate further movement in structure.	\$2,560
▪ Finish – Implement routine / scheduled maintenance of all exterior finishes staggering major elements over time to minimize yearly extent and cost of work.	-
▪ Structural - Monitor all areas of foundation structure for additional movement and address accordingly.	-
▪ Structural - Install field drains (below frost level) up-hill of structure to reduce water / moisture issues around foundation. Daylight drain lines down-hill of structure.	\$10,000
▪ Mechanical - Replace bathroom exhaust fan with more up-to-date unit, introduce exhaust fan to kitchen area. If two noted fans are sized accordingly, installations could suffice for whole building air change requirements with passive return air.	\$1,200
▪ Electrical - Consider upgrading lighting with new energy efficient LED fixtures or bulbs.	-
▪ Fire Suppression - Additional fire extinguishers would be recommended.	* \$480
▪ Regrade around building where siding is within 12" of ground	\$6,000
▪ Access - Roof space/attic access is difficult at best and does not promote regular inspection/maintenance. Additional access might be created through the ceiling of room 'B', SE Storage Room, with an inconspicuous hatch.	\$2,560
▪ Consider - Removal of aluminum siding once integrity of roof finish is restored, replace with matching wood clapboards more in keeping with original finish.	-
▪ Consider - Locate original or replacement wood doors to replace those either missing or replaced with doors inconsistent remainder of existing/original doors.	-
sub-total	\$22,800
contingency @ 20%	\$4,560
tertiary total	\$27,360

Center Harbor Heritage Commission

Heritage Fund Report – December 2020

(12/9/2020)

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) <i>TH</i> **
Appropriation 2019	\$5,000.00	(995.60) <i>TH</i> ***
Appropriation 2020	\$5,000.00	

Appropriations Balance

\$ 19,643.92

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) <i>TH</i> *
2018 Donations	8,821.87	
2019 Donations	8,543.75	
2020 Donations	1,570.00	
	9,068.04	
	100.00	
	100.00	
	50.00	
	30.00	
	100.00	
	100.00	
LCHIP Incentive	200.00	
Donation Jar	<u>1.00</u>	
	\$ 48,065.68	

\$ 33,140.07

III. Town House Rehab

Moose Plate Grant – First Disbursement (50%)

\$ 4,950.00

Town House Painting Project

(658.72)*P*

IV. Village School Roof

(15,445.00)*P*

V. Heritage Fund Balance

\$ 41,630.27

VI. MVSB Account

10/30/2020	Statement Balance	\$57,253.99
11/04-11/13	2 Deposits	<u>480.00</u>
11/30/2020	Statement Balance	\$57,733.99

Reconciliation (- \$16,103.72 Under III & IV)

\$ 41,630.27

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 – roof work less \$9,950 Moose Plate Grant

*TH*** 2019 Town House Expenses – dripline stone & pavers

*TH**** 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 G. Fisher for framing supplies	(37.72)
Reimburse K. Ponton for stamps, envelopes, paper & misc	(253.57)
Reimburse K. Ponton for ink	(125.96)
Reimburse K. Ponton for misc. supplies	(31.58)
Reimburse K. Ponton for thumbdrive	(8.99)
Reimburse K. Ponton for ink, paper & postage	<u>(108.71)</u>
Balance:	383.48

Center Harbor Heritage Commission
Heritage Fund Report – December 31, 2020
(12/31/2020)

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) <i>TH</i> **	
Appropriation 2019	\$5,000.00	(995.60) <i>TH</i> ***	
Appropriation 2020	\$5,000.00		
Appropriations Balance			<u>\$ 19,643.92</u>

II. Donations

2015 Donations	\$ 4,017.67	(\$ 4,119.74)*	
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2018 Donations	8,821.87		
2019 Donations	8,543.75		
2020 Donations	11,319.04		
	100.00		
	200.00		
	100.00		
	100.00		
	<u>25.00</u>		
	\$ 48,590.68		<u>\$ 33,165.07</u>

III. Town House Rehab

Moose Plate Grant – First Disbursement (50%)	\$ 4,950.00
Moose Plate Grant – Final Disbursement (50%)	\$ 4,950.00
Town House Painting Project	(658.72)
	(15,445.00)

IV. Village School Roof

V. Heritage Fund Balance \$ 47,105.27

VI. MVSB Account

11/30/2020	Statement Balance	\$57,733.99	
12/4	Transfer to General Fund	(16,103.72)	
12/09-12/30	4 Deposits	<u>5,475.00</u>	
12/31/2020	Statement Balance	\$47,105.27	<u>\$ 47,105.27</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)
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VI. Operating Budget 2020

\$1,000.00

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Balance:	383.48