

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 11/18/21-

October 21, 2021

Minutes

- I. **Call to Order:** Meeting called to order at 4:32pm at the Center Harbor Town House. Present: Chairperson Ginny Fisher, Dave Hughes, Karen Ponton, Harry Viens, Ann Xavier, Nancy Sapack (Alternate – at 4:45pm); Absent: Linda-Lee Scott (Alternate), Rachel Xavier (Alternate).
- II. **Approval of Minutes:** Motion by D. Hughes, seconded by A. Xavier that: The Minutes of September 23, 2021 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No additional items.
- IV. **Unfinished/Continuing Business**
 - A. **Town House Rehab**
 1. **Windows:** Bill Starck of Starck Historic Windows, Inc. explained the work he will be doing to refurbish the Town House windows, showed a sample of his exterior storm windows with screens, and answered questions. He plans to custom build the storm windows over the winter and install them in Spring 2022. He will also perform any needed repairs on the existing windows at that time.
 2. **Refinishing Floor:** Since the Commission's last meeting, the Town House floors have been refinished. The Commissioners are very pleased with the result. Motion by K. Ponton, seconded by D. Hughes: To authorize payment of the final balance of \$2,878.50 to New Hampshire Wood Flooring, LLC. Passed unanimously.
 3. **Moose Plate Grant:** The Town House Window Rehabilitation Project has been awarded a 2021 Moose Plate Grant for \$9,750.00. The grant agreement and other requested materials have been sent to the NHDHS. The first disbursement of 50% of the grant award is expected by early December.
 4. **Memorial:** A granite bench and serviceberry tree in memory of David Reilly have been installed on the grounds of the Town House. Both the bench and tree were gifted to the Heritage Fund by friends, family and colleagues of D. Reilly. The Commission expressed its sincere appreciation to the donors. An article and photo about the memorial appeared in today's *The Meredith News*. N. Sapack suggested that the article be framed and hung at the Town House so people can learn the story behind the memorial. Motion by D. Hughes, seconded by G. Fisher: To authorize payment of the invoice when it arrives from Belknap Landscape for the purchase and planting of the serviceberry tree from the Heritage Fund. Passed unanimously.
 5. **LCHIP Annual Documentation Report** – K. Ponton has started preparing this required report, which is due by December 31st.
 6. **Other:** The Commission briefly discussed public use of the building for meetings and events. For example, a port-o-potty would need to be rented; Town staff might need to open the building or be present during the event; whether a rental fee should be charged or a donation made to the Heritage Fund; the number of people allowed, which could be lower than the occupancy rate; limited parking; insurance requirements, and the like. No decision was made. D. Hughes offered to obtain a copy of the rules for use of his lodge as a sample for developing “ground rules” for use of the Town House. H. Viens offered to work on a draft.
 - B. **Town House Artifacts:** G. Fisher reported she finished making the panel display but is still working on the display case. She suggested that the article and photo about the Reilly

memorial be framed and hung, along with the DAV poster and the commemorative plaque from the Selectmen. A. Xavier offered to help hang the items and has a 10-foot ladder to lend.

C. **Village Schoolhouse Doors:** H. Viens reported that a second RFP for repairs has been issued. The Commission recommended that the *Building Conditions Assessment Report* for the schoolhouse be used to guide its repairs. A copy is available online on the Heritage Commission page on the Town website, as well as on file with Code Compliance Officer Bill Doucette.

D. **Heritage Fund Report:** The Commission reviewed the *Fund Report* for September (attached) and the monthly MVSB statement. Motion by D. Hughes, seconded by G. Fisher: To reimburse K. Ponton \$70.13 for postage and printer ink. Passed with K. Ponton abstaining.

E. **Historic Town Cemeteries:** H. Viens reported that Cemetery Trustee Charley Hanson is looking into the role and responsibilities of cemetery trustees for town-owned cemeteries, as defined in NH RSAs. The current cemetery trustees are limited to Memorial Park. D. Hughes suggested they also look into overseeing the various cemetery trust funds that were set up decades ago for maintenance of the some of the older cemeteries, both Town-owned and privately owned.

V. New Business

A. **Annual Report:** Due by January 15th.

B. **Clean-up Behind Town House:** H. Viens was asked if there might be some money remaining in the Town budget to have someone clean up the tree cut down when the utility pole was installed, the many fallen branches and other miscellaneous debris in and around the rear of the Town House. He will check on this.

C. **Town House Parking & Driveway Alternative:** Safety exiting from the parking lot onto Route 3 remains an ongoing concern, especially now that the community is showing more interest in using the building. K. Ponton suggested the Commission consider moving the parking lot to the lower lawn with an entrance off of Waukewan Road. The existing lot would then be closed and the area could be used for a septic system and well. Besides possibly increasing safety, this alternative plan would be less expensive than having a gravel driveway installed to run along the snowmobile trail and up to the existing lot. Consensus was to leave this option open to explore in the future.

VI. Other Business: None.

VII. Adjournment: Motion by H. Viens, seconded by A. Xavier to adjourn at 5:36pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
att (1)

Center Harbor Heritage Commission
Heritage Fund Report – September 2021
(10/12/2021)

I. <u>Balance on December 31, 2020</u>			<u>\$ 47,105.27</u>
II. <u>2021 Town Appropriation</u>			<u>2,500.00</u>
III. <u>Donations & Fundraising</u>			
Donations	\$	100.00	
50/50 Raffles		942.00	
Bonus Cards		1,420.00	
LCHIP Incentive		200.00	<u>2,662.00</u>
IV. <u>Town House Rehab</u>			
Towle Carpentry		925.00 ^P	
Mulch		21.96 ^P	
Starck Historic Windows (deposit)		100.00 ^P	
NH Wood Flooring (deposit)		2,878.50 ^P	<u>(3,925.46)</u>
V. <u>Reilly Memorial Tree Donations</u>			<u>1,095.00^P</u>
VI. <u>Heritage Fund Balance</u>			<u>\$ 49,436.81</u>
VII. <u>MVSB Account</u>			
7/30/2021	Statement Balance	\$51,866.27	
8/2-16	2 Deposits	401.00	
8/31/2021	Statement Balance	<u>\$52,267.27</u>	
Reconciliation (-\$3,925.46 under IV & +\$1,095 under V. above)			<u>\$ 49,436.81</u>
<u>Operating Budget 2021</u>			<u>\$1,000.00</u>
NHPA Annual Dues			(50.00)
Reimburse K. Ponton for Ink & Postage			(160.00)
Reimburse K. Ponton for Test & Wood Filler			(15.24)
Reimburse K. Ponton for Name Badges, Stamps & Miscellaneous			<u>(83.89)</u>
Balance			690.87

Notes: P = Pending