

**Town of Center Harbor  
Heritage Commission Meeting**

**-Approved 1/20/22--**

**November 18, 2021**

Minutes

I. **Call to Order:** Meeting called to order at 4:36pm. Present: Chairperson Ginny Fisher, Dave Hughes, Karen Ponton, Harry Viens, Ann Xavier; Absent: Linda-Lee Scott (Alternate), Nancy Sapack (Alternate), Rachel Xavier (Alternate).

II. **Approval of Minutes:** Motion by K. Ponton seconded by A. Xavier that: The Minutes of October 21, 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. measured the windows for the custom storms on November 9<sup>th</sup>.

2. **Moose Plate Grant:** The first disbursement of 50% of the grant award is pending.

3. **LCHIP Annual Documentation Report** – K. Ponton submitted the report on October 27<sup>th</sup>.

4. **Clean-up Behind Town House:** The Selectmen approved \$150.00 for TurnKey Construction to clean up the fallen branches and other debris behind the Town House. Turn Key Construction then graciously donated their services. The Commission expressed its appreciation.

5. **Proposed Policy on Use of Town House for Meetings & Events:** The Commission continued discussion from its October meeting. K. Ponton said that the Town House rehab was undertaken so that the building could be used as meeting space. D. Hughes asked if there was a policy on use of the Cary Mead Room; H. Viens thought it is handled on a case-by-case basis. D. Hughes mentioned there is a policy of no alcohol on Town property. H. Viens offered to put Town House use by community groups on the Selectmen's agenda.

6. **Town House Parking & Driveway Alternative:** Consensus was to postpone further discussion on parking for the time being. Information on the permitting process and whether the State will allow a driveway on Waukegan Road will need to be investigated.

**B. Town House Artifacts:** G. Fisher reported she is almost finished with the display case. She and A. Xavier plan to meet after Thanksgiving to hang the DAV poster and other items at the Town House.

**C. Village Schoolhouse Repairs and Prioritization of Work Needed:** H. Viens reported that repairs to the chimney and restroom are underway at the Schoolhouse. Life safety concerns are also being addressed, i.e. panic hardware on the exit doors. K. Ponton asked the contractor for an estimate to custom-built a new 4-panel front door to match the other existing original exterior door. As requested by the Selectmen, the Commission reviewed the recommendations contained in the *Building Conditions Assessment Report* and agreed with how they have been prioritized in the *Report*. An additional priority is to replace the gas-fired space heater with a mini-split system. H. Viens thought a 3-head compressor would be needed at a cost of about \$8,000.00 - \$10,000.00.

**D. Historic Town Cemeteries**

1. **Cemetery Trustees:** H. Viens reported that Cemetery Trustee Charley Hanson is trying to find out how to place all of the Town-owned, public cemeteries under the jurisdiction of the

Cemetery Trustees.

2. **Lakeview Cemetery:** The Selectmen are awaiting estimates on repairing the fence, iron work, granite and gravestones.

E. **Heritage Fund Report:** The Commission reviewed the *Fund Report* for October (attached) and the monthly MVSB statement. Motion by K. Ponton, seconded by D. Hughes: To reimburse G. Fisher \$167.72 for display materials. Passed with G. Fisher abstaining.

**V. New Business**

A. **Annual Report:** Due by January 15<sup>th</sup>.

B. **Christmas Decorations:** Battery-operated candles will again be placed in the windows, and wreaths, kindly provided by the Town, will be hung on the front doors.

C. **Next Meeting:** Consensus was to meet next on Thursday, January 20, 2022 at 4:30pm.

**VI. Other Business:** H. Viens invited the Commission to the Annual Volunteer Appreciation Reception, hosted by the Selectmen, on Wednesday, December 15<sup>th</sup> at 5:00pm at Osteria Poggio.

**VII. Adjournment:** Motion by D. Hughes, seconded by K. Ponton to adjourn at 5:28pm. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att (1)

**Center Harbor Heritage Commission**  
**Heritage Fund Report – October 2021**  
(11/8/2021)

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 &amp; 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 <sup>P</sup>	
Mulch		21.96 <sup>P</sup>	
Starck Historic Windows (deposit)		100.00 <sup>P</sup>	
NH Wood Flooring (deposit)		2,878.50 <sup>P</sup>	
NH Wood Flooring (deposit)		2,878.50 <sup>P</sup>	<u>(6,803.96)</u>
V. <u>Reilly Memorial Tree</u>			
Donations		2,145.00	
		50.00 <sup>P</sup>	
Tree Installation		(1,125.00) <sup>P</sup>	1,070.00
VI. <u>Heritage Fund Balance</u>			<u>\$ 46,533.31</u>
VII. <u>MVSB Account</u>			
9/30/2021	Statement Balance	\$52,267.27	
10/6-29/21	6 Deposits	2,145.00	
10/29/2021	Statement Balance	<u>\$54,412.27</u>	
Reconciliation (-\$6,803.96 under IV & +\$50.00 -\$1,125.00 under V above)			<u>\$ 46,533.31</u>
<u>Operating Budget 2021</u>			\$1,000.00
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			(83.89)
Reimburse K. Ponton for ink & Postage			<u>(70.13)</u>
Balance			620.74

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Notes: P = Pending