

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 2/17/22-

January 20, 2022

Minutes

- I. **Call to Order:** Meeting called to order at 10:04am. Present: Chairperson Ginny Fisher, Dave Hughes, Karen Ponton, Ann Xavier, Linda-Lee Scott (Alternate-Voting for H. Viens): Absent: Harry Viens, Nancy Sapack (Alternate), Rachel Xavier (Alternate).
- II. **Approval of Minutes:** Motion by D. Hughes, seconded by A. Xavier that: The Minutes of November 18, 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. **Moose Plate Grant:** The first disbursement of \$4,875.00 (50%) of the grant award was received and deposited in December.
 2. **Windows:** Bill Stark has requested an \$8,000.00 deposit to start fabricating the storm windows. Motion by K. Ponton, seconded by D. Hughes: To authorize partial payment of \$8,000.00 to Stark Historic Windows. Passed unanimously.
 3. **Proposed Policy on Use of Town House for Meetings & Events:** As the Commission had previously requested, the Selectmen discussed having a policy on use of the Town House at their January 19th meeting. They suggested the Commission look at the Facility Request Application used by the Parks and Recreation Department. After doing so, consensus of the Commission was that a more detailed and comprehensive policy is needed. G. Fisher and D. Hughes offered to work on a draft policy for discussion at the next Commission meeting.
 4. **Town House Parking & Driveway Alternative:** Postponed.
 - B. **Town House Artifacts:** G. Fisher reported that completing the displays at the Town House is on hold until warmer weather returns.
 - C. **Village Schoolhouse Repairs**
 1. **Update:** Recent work at the Schoolhouse included reinstalling the roof filial (that was earlier repaired and repainted), replacing the bathroom floor and toilet, repairing the three (3) transom windows in the schoolroom ell, installing panic hardware on the main front entrance door, replacing hardware on the other door, and repointing the chimney. Some repointing remains to be done when the weather improves. The Commission expressed concern about the modern-style exterior door hardware. Also, one of the rear flat slab doors is showing rot. Replacing both rear doors and the main 6-panel front door with 4-panel wood doors was discussed. Motion by D. Hughes, seconded by G. Fisher: To have three (3) exterior doors made to match the existing original 4-panel door, and paid for out of the Heritage Fund. Passed unanimously.
 2. **Letter from R. Garland:** Discussion postponed until the Selectmen's representative on the Heritage Commission is in attendance.
 - D. **Historic Town Cemeteries**
 1. **Cemetery Trustees:** K. Ponton reported the Selectmen reviewed information from the NH Municipal Association about cemetery trustees at their January 12th meeting. The Town will either need to elect a Board of Cemetery Trustees or vote by warrant article to have the Selectmen serve as the Trustees. The Selectmen decided to wait until Town Meeting next year (2023). D. Hughes felt there was still time to have this matter come before the Town this

March. After discussion, consensus was to request the Selectmen consider not waiting and instead propose the Town vote to have the Selectmen temporarily serve as Cemetery Trustees until Town elections in 2023. G. Fisher will forward this request on behalf of the Commission to the Selectmen.

2. **Lakeview Cemetery:** K. Ponton reported Selectman Bill Ricciardi is gathering information about repairing the gates, fence and tombstones at Lakeview Cemetery. She suggested that he contact StandFast Works Forge about the gates and other metal work needed for our cemetery. StandFast has done work to restore gates for other historic cemeteries in New Hampshire and is known to the NH Preservation Alliance.

E. **Heritage Fund Report:** The Commission reviewed the *Fund Reports* for November and December 2021 (attached).

F. **Fundraising for 2022:** The Commission briefly discussed fundraising efforts for this year. A. Xavier offered to again organize the 50/50 raffles at the Town Band summer concerts, with help from other Commissioners to staff the table. K. Ponton will check with The Common Man about *Do Good Bonus* cards, and whether Heath's will resume allowing community organizations to fundraise outside the grocery store this summer. There was also some discussion about holding a family event, such as a contra-dance; G. Fisher will investigate costs for live music, a caller, facility rental fee, etc. Further discussion postponed to next meeting.

V. **New Business**

A. **Town Meeting 2022:** Terms on the Commission for K. Ponton, A. Xavier and L. Scott will expire at this Town Meeting. All are willing to continue serving if re-appointed by the Selectmen.

B. **Priorities for 2022:** The Commission recognizes that many of the Town's historic properties are in need of significant attention after being neglected for decades. For example, the Library is in need of a new roof and functioning integral gutters; the Schoolhouse requires work to stabilize both the foundation and the floor, plus a new heating/cooling system; almost every one of the Town's historic cemeteries needs some restoration. In addition, the Town boat launch on Lake Winnepesaukee and adjacent storm drain need major repairs. The Commission wondered whether monies in the Capital Reserve Energy Fund might be used for a minisplit system at the Schoolhouse. After some discussion, a decision on whether to pursue Moose Plate and/or LCHIP grant funding this year was postponed to the February meeting.

C. **Next Meeting:** The next Heritage Commission meeting will be Thursday, February 17th at 4:30pm.

VI. **Other Business:** None.

VII. **Adjournment:** Motion by D. Hughes, seconded by L. Scott to adjourn at 11:11am. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
atts (2)

Center Harbor Heritage Commission
Heritage Fund Report – November 2021
(12/26/2021)

| | | | |
|---|-------------------|-------------------------|---------------------|
| 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 | |
| Starck Historic Windows (deposit) | | 100.00 ^P | |
| NH Wood Flooring (deposit) | | 2,878.50 ^P | |
| NH Wood Flooring (final payment) | | 2,878.50 ^P | <u>(6,782.00)</u> |
| V. <u>Reilly Memorial Tree</u> | | | |
| Donations | | 2,145.00 | |
| | | 50.00 | |
| Tree Installation | | (1,125.00) ^P | 1,070.00 |
| VI. <u>Heritage Fund Balance</u> | | | <u>\$ 46,555.27</u> |
| VII. <u>MVSB Account</u> | | | |
| 10/29/2021 | Statement Balance | \$54,412.27 | |
| 11/12 | Deposit | 50.00 | |
| 11/30/2021 | Statement Balance | <u>\$54,462.27</u> | |
| Reconciliation (-\$6,782.00 under IV & -\$1,125.00 under V above) | | | <u>\$ 46,555.27</u> |
| <u>Operating Budget 2021</u> | | | <u>\$1,000.00</u> |
| NHPA Annual Dues | | | (50.00) |
| Reimburse G. Fisher for Display Supplies | | | (158.62) |
| Reimburse K. Ponton for Mulch | | | (21.96) |
| Reimburse K. Ponton for Batteries, Paper, Ink & Stamps | | | (160.00) |
| 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 | | | \$ 272.44 |

Notes: P = Pending

Center Harbor Heritage Commission
Heritage Fund Report – December 31, 2021
(1/7/2022)

| | | | |
|---|--------------------------|-------------|---------------------|
| 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 & Grants</u> | | | |
| Donations | \$ | 100.00 | |
| 50/50 Raffles | | 942.00 | |
| Bonus Cards | | 1,420.00 | |
| LCHIP Incentive | | 200.00 | |
| Moose Plate Grant | | | |
| (1 st Disbursement) | | 4,875.00 | <u>7,537.00</u> |
| IV. <u>Town House Rehab</u> | | | |
| Towle Carpentry | | 925.00 | |
| Starck Historic Windows (deposit) | | 100.00 | |
| NH Wood Flooring | | 5,757.00 | <u>(6,782.00)</u> |
| V. <u>Reilly Memorial Tree</u> | | | |
| Donations | | 2,195.00 | |
| Tree Installation | | (1,125.00) | <u>1,070.00</u> |
| VI. <u>Heritage Fund Balance</u> | | | <u>\$ 51,430.27</u> |
| VII. <u>MVSB Account</u> | | | |
| 11/30/2021 | Statement Balance | \$54,462.27 | |
| 12/10 | Deposit | 4,875.00 | |
| 12/16 | Transfer to General Fund | 7,907.00 | |
| 12/31/2021 | Statement Balance | \$51,430.27 | <u>\$ 51,430.27</u> |
| <u>Balance on December 31, 2021</u> | | | <u>\$ 51,430.27</u> |