

**Town of Center Harbor  
Heritage Commission Meeting**

**-Approved 4/21/2022-**

**February 17, 2022**

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson Ginny Fisher, Dave Hughes, Karen Ponton, Harry Viens, Ann Xavier, Nancy Sapack (Alternate), Linda-Lee Scott (Alternate), Rachel Xavier (Alternate); Member of the Public: Moultonborough Heritage Commission Chairperson Cristina Ashjian.
  
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by A. Xavier that: The Minutes of January 20, 2022 be approved as written. Passed with H. Viens abstaining.
  
- III. **Order of Agenda & Additional Items:** Agenda reordered to discuss Koss Development earlier.
  
- IV. **New Business**
  - A. **Koss Construction Harbor Landing Subdivision:** The Commission discussed at some length the planned Koss Construction subdivision for 60 units (30 duplexes) on Bean Road in Moultonborough's West Village Overlay District. The subdivision is currently before the Moultonborough Planning Board and ZBA. H. Viens updated the Commission on the Board of Selectmen's discussions about the subdivision. They have asked the Town's committees and commissions for their concerns. The Board will incorporate these into a letter they will submit as public testimony to Moultonborough's Planning Board and ZBA. G. Fisher has already forwarded concerns to the Selectmen on behalf of the Heritage Commission.
  - B. **Other:** None
  
- V. **Unfinished/Continuing Business**
  - A. **Town House Rehab**
    1. **Windows:** Bill Stark has begun building the storm windows offsite at his shop.
    2. **Proposed Policy on Use of Town House for Meetings & Events:** G. Fisher and D. Hughes shared an initial draft "for discussion only" of a generic policy that could be used for all Town facilities. The Commission discussed this draft, and G. Fisher and D. Hughes will revise it for the Commission's next meeting. G. Fisher also plans to meet with Parks & Recreation Director Sandy Frost for her input. H. Viens questioned why a generic form is needed. D. Hughes voiced concern that use of the fire station and the library grounds is currently under the purview of the Parks & Recreation department and not the fire chief or library board of trustees. Further discussion postponed to next meeting.
    3. **Town House Parking & Driveway Alternative:** Postponed.
  
  - B. **Town House Artifacts:** Postponed.
  
  - C. **Village Schoolhouse Repairs**
    1. **Exterior Doors:** K. Ponton reported that the Selectmen approved and expressed their appreciation for the Commission's offer to have three (3) exterior 4-panel doors custom-built for the Village Schoolhouse to match the original and paid for out of the Heritage Fund.
    2. **Letter and Phone Calls to G. Fisher from R. Garland:** The Commission discussed its understanding of the roles, responsibility and authority of the Heritage Commission regarding Town-owned historic structures. Specifically, the Commission serves in an advisory capacity to Board of Selectmen; the Board is the final decision-making authority; and the Board delegates responsibility for directing and overseeing the work of contractors, the trades and

others on the Town's historic structures to the Code Compliance Officer. H. Viens was asked to speak with R. Garland.

**D. Historic Town Cemeteries**

1. **Cemetery Trustees:** H. Viens reported that the Selectmen appointed Charley Hanson, Kelli Kemery and Mary Richardson as cemetery trustees until elections at the 2023 Town Meeting. The cemetery trustees will be responsible for all of the Town-owned cemeteries, not just Memorial Park.

2. **Lakeview Cemetery:** H. Viens reported Jeff Haines, Department of Public Works, is looking into having the tombstones restored, cleaned and reset. D. Hughes offered to find out who cleaned the granite sign at the Masonic Temple; C. Ashjian suggested contacting Susan Weeks to find out about the person who worked on restoring graveyards in Tuftonboro.

**E. Heritage Fund Report:** The Commission reviewed the *Fund Report* for this month (attached) and the MVSBS bank statements for November and December 2021 and January 2022.

**F. Fundraising for 2022:** K. Ponton reported the Selectmen approved the Commission's request to hold the 50/50 raffles at the Town Band concerts this summer. A. Xavier volunteered to coordinate the raffles again this year, with help from Commission members to staff the table. The concerts start on Monday, July 4<sup>th</sup> and continue on Friday evenings from July 8<sup>th</sup> through August 12<sup>th</sup>. A. Xavier reported R. Xavier will help with the *Do Good Bonus* cards. G. Fisher is gathering information about holding a contradance, and is currently trying to locate a caller. H. Viens suggested holding a 50/50 raffle at LobsterFest this summer.

**G. Priorities for 2022:** The Commission discussed possibly applying for a Moose Plate Grant this year to help fund the installation of gutters on the Library building. A. Xavier will try to obtain an estimate for this work to be used in the grant application. K. Ponton will ask Amy Dixon at the NH Department of Historical Resources about whether the gutter installation would be eligible for grant funding.

**H. Town Meeting 2022:** All Commissioners are reminded to vote on Tuesday, March 8<sup>th</sup> and to attend the business session on Wednesday, March 9<sup>th</sup> at 7pm.

**V. Other Business**

A. **Announcement:** Rachel Xavier is running for election to the open seat on the Interlakes School District Board.

B. **Next Meeting:** The next Heritage Commission meeting will be Thursday, March 17<sup>th</sup> at 4:30pm.

**VI. Other Business:** None.

**VII. Adjournment:** Motion by K. Ponton, seconded by A. Xavier to adjourn at 6:05pm. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att (1)

**Town of Center Harbor  
Heritage Commission**

**Heritage Fund Report – January 31, 2022**  
(2/11/2022)

I. <u>Balance on December 31, 2021</u>		<u>\$ 51,430.27</u>
II. <u>Donations, Fundraising &amp; Grants</u>		
III. <u>Town House Rehab</u>		
Starck Historic Windows	\$ 8,000.00 <i>P</i>	<u>(8,000.00)</u>
(First payment)		
IV. <u>Heritage Fund Balance</u>		<u>\$ 43,430.27</u>
V. <u>MVSB Account</u>		
12/31/2021 Statement Balance	\$51,430.27	
1/31/2022 Statement Balance	\$51,430.27	
Reconciliation (-8,000.00 under IV above)		<u>\$43,430.27</u>

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Notes: *P* = Pending