

**Town of Center Harbor
Heritage Commission Meeting
February 18, 2016
Meeting Minutes**

- Amended & Approved 3/3/16 -

I. **Call to Order:** Meeting called to order at 4:32pm. Present: Chairperson Kim Baker, Roland Garland, Richard Hanson, Karen Ponton, Dave Reilly. Absent: David Hughes (alternate)

II. **Approval of Minutes:** Motion by K. Baker, seconded by D. Reilly that: The Minutes of January 21, 2016 be approved as written. Passed with R. Hanson abstaining.

III. **Order of Agenda & Additional Items:** No changes or additions.

IV. **Unfinished/Continuing Business**

A. **Town House Rehabilitation/Reuse Plan**

1. **Report of On-site Meeting with Architect & Structural Engineer:** Norman Larson of Christopher Williams, Architects visited the Town House on February 10, 2016 to begin the process of assessing the building's condition. The structural engineer was unable to attend due to illness. K. Baker, D. Reilly, K. Ponton and H. Viens observed some of the visit. K. Baker reported that H. Viens raised the question of whether the building could be moved if, at some time in the future, the State of NH were interested in acquiring the land from the Town to fix the curve on Route 3. She has been assured by both the NH Preservation Alliance and C. Williams that the Town House is protected from eminent domain because it is listed on the *State Register of Historic Places*.

The next site visit is scheduled for tomorrow, Friday, February 19 at 10am with both N. Larson and the structural engineer. Again, Commission members are welcome to attend and only observe.

2. **Future Meetings per Contract Item 1.7:** K. Baker will ask C. Williams about presenting a preliminary report to the Commission at its March 3rd meeting. The Select Board and the public will be invited and encouraged to attend

3. **Timeframe for Final Report & Submission to NHPA:** K. Baker reported that C. Williams has assured her the work will be completed in time for the March Town Meeting. He is aware that a draft report must be sent to the NHPA for review, comment and recommended revision before the final report is submitted.

B. March 2016 Town Meeting

1. **Table Display at Town Voting & Meeting:** K. Baker has the posterboard display and enough rackcards for Town Voting and the Town Meeting. R. Hanson will be on-site all day during the voting on Tuesday, March 8; D. Reilly and K. Ponton will help cover some of the morning and early afternoon. All Commission members will be present for the Town Meeting on Wednesday, March 9 at 7:00pm to help as needed.

2. **Warrant Article – Talking Points:** Commission members began to discuss possible “talking points” for the Town Meeting. Concerns have been raised by one member of the public about moving the structure, parking, traffic at intersection of Route 3 and Waukewan Road, use of the building and cost. Further discussion postponed until the Commission meets with the architect on March 3rd.

3. **Commission Annual Report:** The Commission was very pleased to see the Town House featured on the cover of the just-released *2016 Town Annual Report*. K. Ponton was thanked for providing the photo and K. Baker for writing the Commission Report.

C. Old Town House Building Maintenance & Other

1. **Cleaning Out Town House/Brooks House – Update:** R. Hanson and K. Ponton reported on the Select Board's discussion of this item at its meeting last night. The Board assured the Commission that the Town House will be cleaned out and ready for photos to be taken April 1st. The Board plans to have the fire department students help Jeff Haines and the DPW move items for storage to the Brooks House. The Commission expressed its appreciation to the Select Board.

K. Baker reported that, on Monday, she and K. Ponton removed items of historical interest from the Town House, for example, student desk frames/sets, a DAV poster, some bottles and tin cans. All items were inventoried and photos were taken for documentation. K. Baker will email a copy of the inventory to the Select Board (see attached). She and R. Garland will arrange to transport these items to the Schoolhouse Museum for storage at a mutually convenient time.

2. **Snowmobile Trail Blazes:** K. Ponton reported her observation that blazes marking the old snowmobile trail directly behind the Town House have been removed.

3. **Boundary Survey:** Awaiting the architect's recommendation. The Select Board had indicated that the Town may be able to fund this in 2016.

4. **External Disconnect for Electricity:** K. Baker reported N. Larson has already indicated that electrical service will be a priority.

5. **Security: Motion Detectors, Camera, Fire/Smoke Alarms:** N. Larson has also identified the lack of building security and fire/smoke alarms as an immediate concern.

E. **Heritage Fund - Financial Report:** The Commission also reviewed the *Fund Report* dated January 31, 2016 (see attached) and the MVSB statement for January 29, 2016, which they initialed. The current Fund balance is \$3,700.51.

F. Fundraising

1. **Update on Donations:** To date, \$6,142 has been received in donations. EM Heath, Inc. is the latest corporate donor.

2. **February 20 CHCDA SkateFest:** Given that so much time and energy is currently focused on the Town House building assessment and preparing for the Town Meeting, it was the consensus of the Commission not to have an informational display at the SkateFest this year.

3. **Permanent Recognition for Lovering Honor Roll Donors:** Although discussion was postponed until the Town House rehab is further along, the Commission fully intends for Lovering Honor Roll Donors to be recognized in a special way, perhaps with a plaque installed at the Town House.

As requested at the Commission's January meeting, K. Ponton sent a *Letter to the Editor* thanking donors, which appeared in the February 10 issue of *The Laconia Daily Sun* and the February 16 issue of *The Citizen*.

G. Grants

1. **Conservation License Plate Grants/Mooseplate Grants:** K. Baker reported that the NH Department of Historical Resources (DHR) has accepted our *Letter of Intent to Apply* for a Mooseplate Grant. She has begun working on the grant application, which is due April 25, 2016. Mooseplate grants are for a maximum of \$10,000 to preserve or restore publicly-owned historic resources, and matching funds are not required. K. Baker will forward a copy of the *Letter of Intent* to K. Ponton for inclusion in the Commission's records.

2. **LCHIP Grant:** Information should be available by mid-May. The anticipated deadline is sometime near the end of June. K. Baker shared that it is her goal to apply for an LCHIP grant this year, which will require a significant amount of work

and time commitment to prepare. The DHR has staff available for guidance throughout the process, and K. Baker and K. Ponton together plan to meet with them.

LCHIP grants range from \$10,000 to \$500,000; matching funds are required. K. Baker reported that LCHIP tends to grant first-time recipients smaller amounts of funding, rather than larger.

3. NHEC Foundation Grants: It was the consensus of the Commission not to pursue NHEC Foundation funding at this time.

4. Other: K. Ponton distributed information about the Meredith Village Saving Bank Fund (see attached). After reviewing the information, consensus was to consider applying for a grant, possibly this year. The deadline is October 15. A *Letter of Intent to Apply* is recommended.

H. Program on Exemplary Country Estates (w/Historical Society): The program will be held on June 23rd at 7pm at the Historical Society Schoolhouse Museum, instead of in the Cary Mead Room.

I. Heritage & Cultural Resources Inventory – Next Steps: Due to time constraints, postponed to April meeting.

J. Center Harbor Schoolhouse & Boathouse: NH Register of Historic Places? The Commission briefly discussed protecting these two (2) Town-owned historic properties by having them listed on the NH Register of Historic Places. Consensus was to continue discussion at the Commission's March meeting and approach the Select Board in April.

R. Garland reported he has begun to research the Boathouse. Some materials suggest that the boathouse was built in 1923. However, this construction date may be wrong because other materials refer to the boathouse as being used by guests staying at one of the early hotels, possibly *The Colonial* which was destroyed by fire in 1919. He plans to investigate this further when the Schoolhouse Museum opens for the season in April.

V. Other Business: Plymouth State Graduate Program in Historical Preservation: K. Ponton contacted Stacey Yap, PhD, who is Program Coordinator for the Graduate Program in Historical Preservation at Plymouth State, about the possibility of student internships. Dr. Yap is interested, but most of the current students are in the seacoast area. She will keep the Town House project and the *Heritage & Cultural Resources Inventory* research in mind for future students from our area.

VI. New Business

A. **Fundraising Plans for 2016:** R. Hanson suggested that Alex Rey, owner of The Common Man, be contacted. Further discussion postponed to April meeting.

B. **Liaison Memberships - Country School Association (CSA):** K. Ponton distributed information on this organization to the Commission, which supports preservation of country schools. It might be worth exploring, as both the Town House and the Schoolhouse Museum were rural schools. The CSA will be holding its Annual Conference in June 2017 at Colby-Sawyer College in New London, NH.

C. **“Permanent” Display about Town House for Historical Society:** R. Garland suggested that a permanent display about the Town House be considered for the Schoolhouse Museum. Further discussion postponed to April.

D. Other

1. **Interlakes Student Project:** K. Baker has been contacted by Allison Duffield, Career Partnership Program at Interlakes Schools, about a student project on abandoned buildings in NH, which would focus on the Town House. The Commission voiced its full support for this project.

2. **New Hampshire Old House & Barn Exposition:** D. Reilly announced that the *NHPA New Hampshire Old House & Barn Exposition* will be held Saturday, March 12 and Sunday, March 13 at the Radisson Hotel in Manchester, NH. He will be going and recommended that Commission members consider attending, as the products showcased and the workshops may be very helpful with the Town House rehab.

VII. **Adjournment:** Motion by R. Garland, seconded by R. Hanson, to adjourn at 5:47pm. Passed unanimously.

Next meeting: Thursday, March 3 at 4:30pm (Note: 1st Thursday in March, not 3rd)

Respectfully submitted,

Karen Ponton
Secretary

att (4)

Subject: Removal of historic items from the Town House

From: Kimberly Baker (baker531@gmail.com)

To: chselectmen@metrocaster.net; ksponon@yahoo.com; richardhanson03@gmail.com; garland402000@yahoo.com; hviens@gmail.com; Rreillydave@aol.com;

Date: Friday, February 19, 2016 8:46 AM

Below is a list of items that were removed, or will be removed from the Town House for Preservation. They will be stored at the CH Historical Museum.

1 spoon
1 tool
2 pop cans
various pieces of metal from school chairs
historic fliers/paperwork
2 novels
1966 Election bylaws
Barry Goldwater book
3 tin cans
1 fish wood box
1 softball
DAV sign
6 paned window, intact
1 chalkboard
1 picture frame
3 school house wooden chairseats
1 "Grandma" stepladder/chair
2 partial schoolhouse desk/chair sets
1 frame schoolhouse desk chair
5 wooden town mtg chairs
door key for Left stage door
3 glass bottles

Pictures were taken of all things removed, and available upon request. Roland is hoping to reconstruct the desk/chair sets. Most are from the Grand Rapids Chair company. Please keep this for reference.

Respectfully,
Kimberly Baker

Center Harbor Heritage Commission

Heritage Fund Report (1/31/16)

I. 2015 Town Appropriation

Appropriation	\$ 500.00	NHPA Membership	(\$ 50.00)
		NH Registry Plaque	(50.00)
		Reimburse KB (Supplies & Brochures)	(157.06)
		GoFundMe.com Service Fees (7.9% + \$0.30 per donation)	(25.67)
			(1.50)
		GoFundMe.com Service Fees (7.9% + \$0.30 per donation)	(19.75)
			(.60)
		Reimburse KP (Stamps & Copies)	(22.60)
		Reimburse KP (Stamps & Rackcards)	(86.80)
		Bank Charge (Deposit Slips)	(53.18)
			(\$467.16)

Remaining Appropriation Balance \$ 32.84

II. 2015 Donations

GoFundMe.com	\$ 325.00	
	250.00	
LobsterFest	212.05	
Lavinia's	163.00	
Cash Jar	42.62	
Other	<u>3,025.00</u>	
	\$4,017.67	
<u>2016 Donations</u>	<u>1,650.00</u>	
	\$5,667.67	<u>\$5,667.67</u>

III. Christopher Williams Architects (Retainer) (\$2,000.00)

IV. Heritage Fund Balance (I + II - III) \$3,700.51

(* Pending)

PROPOSAL NARRATIVE

- Please respond as fully and succinctly as possible to the information requested below.
- Please keep your total Proposal Narrative to no more than 12 double-spaced pages.
- Please include the name of your organization or agency, contact person's name and phone number at the top of each page of your Proposal Narrative.
- Submit the original and five (5) copies of the Proposal Narrative and all other information requested.

1. ORGANIZATION DESCRIPTION

Briefly describe your organization, its mission, current programs and services. Include meaningful service statistics and a brief history highlighting significant milestones or achievements.

2. NEEDS ASSESSMENT

Outline the needs or opportunity your proposal addresses and how these were determined. Documentation may include in-house information, local or national data.

3. PLANNING

What other organizations are working on this problem and how will your program be different or better? Explain how your organization will collaborate or work with others.

4. PROJECT DESCRIPTION, GOALS AND OBJECTIVES

Describe specifically what will be accomplished with the funding requested, i.e. what activities will take place, who (and how many) will participate or benefit. Indicate how the activity will be staffed and managed. Attach resumés of key people responsible, particularly for consultancies or new programs.

5. EVALUATION

Describe how the project will be evaluated and what information will be collected during the year to assess results. Evaluative criteria should include appropriate measurable outcomes.

6. CONTINUATION

If the activity is intended to be ongoing, indicate what resources will be available to support its continuation beyond the grant period.

7. OTHER SUPPORT

Indicate what other support, in-kind, financial, voluntary or collaborative, has already been secured for this project. Please be as specific as possible.

ATTACHMENTS

This information must be provided with all applications.

- **Completed Application Cover Sheet**
- **Project Budget**
Itemized income and expense budget indicating other funding as committed or projected. Include dates that explain the period covered.
- **Financial Statement**
Last available audit or financial statement for the organization. If you are part of a larger organization, please include your local financial numbers.
- **Organization's Current Operating Budget**
- **IRS Tax Status Determination Letter** in the name of the organization that the grant is being applied for
- **Current List of Board Members**

www.mvsb.com/about/community-involvement/

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ELIGIBILITY

Organizations recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and public agencies are eligible to apply for support. Organizations and public agencies should have their primary base of operations in MVSb's market area.

In most cases, awards are made to support projects, i.e., specific activities or programs of qualifying organizations that can be completed within a year. Although a limited number of multi-year grants are made, awards are usually not repeated or renewed.



24 State Route 25 • P.O. Box 177
Meredith, NH 03253

CRITERIA

Directors of the Meredith Village Savings Bank Fund look for opportunities where a modest amount of funding can help an organization accomplish a significant result. Grants generally range from \$1,000 to \$15,000; the majority are for less than \$10,000. The review process is highly competitive, and the board seeks the most productive uses for the limited funds available.

Proposals are sought from organizations which:

- represent a high internal priority for the applicant organization and are related to its mission and development;
- include a clear, practical plan with objectives for services, participation, and results;
- leverage other funding or voluntary support;
- offer evidence that project objectives will be accomplished within the grant period, or that other funding will be secured to continue the activity in the future;
- demonstrate cooperation or collaboration among organizations for greater impact.

Grants are generally not awarded:

- as operating support or funding for ongoing annual programs

HOW TO APPLY

Use the enclosed forms to complete your application. Applications should be submitted to Meredith Village Savings Bank at the following address:

Meredith Village Savings Bank MVSb Fund: Rick Wyman, 24 NH Route 25, P.O. Box 177, Meredith, NH 03253

Applications should include a completed cover sheet, Proposal Narrative and attachments as outlined on the attached sheets. While the narrative may be organized as seems clearest and most logical to you, the suggested format will ensure that your proposal is complete.

IF YOU NEED ADDITIONAL GUIDANCE OR CLARIFICATION

Fund directors are willing to discuss potential projects before a formal application is submitted. The best approach is to write us, describing the project briefly and indicating the amount of grant support sought. It is generally not necessary to arrange a meeting.

Note: In completing the assessment and research necessary to properly present a proposal for funding consideration, Fund directors may consult with knowledgeable individuals and agencies active in the same field and may discuss, in general terms, any proposal under consideration.

WHEN TO APPLY

Grant-making meetings are held once each year for the Meredith Village Savings Bank Fund. Application deadlines are indicated below:

- Accepted: Postmarked By October 15
- Winners Notified: December



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APPLICATION COVER SHEET

Please attach this sheet to the top (page 1) of your completed Proposal Narrative and attachments.

Please type or print clearly. Please submit six completed copies.



24 State Route 25 • P.O. Box 177
Meredith, NH 03253

Date: _____ How long has your organization been in existence?: _____

Name of Applicant Organization: _____

Address: _____ Telephone #: _____

Primary Email: _____ Website (if applicable): _____

CEO/Executive Director: _____

Contact for this Proposal (if different): _____

Contact Address (if different from above): _____

Telephone #: _____ Contact Email: _____

Fiscal Agent (if applicant is not a 501(c)(3) organization): _____

Application Amount: \$ _____

Please respond below in the spaces provided, as some readers receive the cover sheet only. A more detailed description should be included in the Proposal Narrative.

Provide a brief description of the proposed project or activities to be supported:

Please summarize Project Objectives – what will be accomplished with the funding requested?

COUNTRY SCHOOL ASSOCIATION of AMERICA

The Country School Association of America was established at Northern Illinois University, Dekalb, Illinois, in June of 2006. The mission of the CSAA is to foster a deeper understanding and appreciation for the country school experience.



An annual conference brings together individuals - museum volunteers and staff, teachers / faculty / students, historians preservationists, and interested citizens to exchange ideas and resources. A listserv devoted to country schooling was developed to facilitate networking.

The CSAA awards an annual cash prize to the outstanding paper, publication, video, website, book, thesis or dissertation on some aspect of country schools. A grant program encourages the preservation of country school buildings for educational purposes.



An electronic newsletter is published and available at:

<http://csaa.typepad.com>

Website:

www.CountrySchoolAssociation.org

Yahoo Groups (listserv):

<http://groups.yahoo.com/group/oneroom/>

Become a CSAA Member !!!

You can become a member by completing the membership application below.

- ☐ New ☐ Renewal
☐ Full \$25 ☐ Student \$10

Name: _____
 Org: _____
 Street: _____
 City: _____
 State: _____ Zip: _____
 Email: _____
 Phone: _____

Area(s) of Interest: (Please check all that apply)

- ☐ Museum program/operations
☐ Reenactment activities
☐ Country School history/research
☐ Teaching/curriculum
☐ Oral history/interviews
☐ Books/pubs/promo materials
☐ Rural tourism/networking
☐ Other _____

Please make checks payable
 to CSAA and mail to:

CSAA

210 North Kansas
 League City, TX 77573



Country School Association of America Preservation Grant Program

Purpose

This program provides up to \$1,000 per year for the preservation of one or two-room buildings once used as country schools. The maximum award to any one applicant is \$1,000 per year. The Preservation Grant is for support of School buildings only. Requests for items such as gardens, fences, benches, plaques, signs, programming, display cases, etc are not accepted for consideration.

Application process

- Deadline is January 31st each year. Submit electronically or mail one original and four copies.
- Electronic submission is preferred.
- Applicants may submit only one application per grant cycle.

Review process by CSAA Executive Board

- Committee reviews applications to determine completeness and eligibility.
- Generally, grant awards are announced prior to the annual conference in June.

Selection criteria - Projects are evaluated on the basis of these criteria:

- Planned educational activities within a country school.
- Use as a facility to interpret the history of country schools.
- Plans for the preservation and maintenance of a country school.
- Plans for incorporating curriculum development and teacher activities with area schools and/or community organizations.
- Degree to which the budget is reasonable and appropriate to the project.
- Evidence of the support of one or more individuals, youth groups, associations, institutions, or companies (gifts in kind, funds, labor, etc.)

Project standards

Projects are encouraged to adhere to the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, and the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Copies of these standards and guidelines can be found at www.cr.nps.gov/linklaws.htm

Send your submission to: jprouty2@gmail.com
or via US Mail to:

CSAA Preservation Award Committee

c/o Dale Prouty
290 Bentley Road
Hudson Falls, NY 12839

Members of the CSAA Board of Directors and their families are not eligible for this grant.



The CSAA National Schoolhouse Registry

Through its National Schoolhouse Registry Program, the Country School Association of America (CSAA) recognizes school buildings that contribute in some positive way to the appreciation and understanding of the country school experience and their unique architectural and historical heritage. Markers are awarded to school buildings that are at least 50 years old, that have been restored, renovated or reconstructed to retain the integrity of their original design, and are well maintained. It is the hope of the Country School Association of America that this registry and the optional marker will not only serve to identify school buildings of historical and/or architectural significance, but will also recognize preservation achievements and encourage the continuing care and preservation of each individual school.

Applications for the registry are reviewed and researched by a committee that meet at least once a year, and may include architects, historians and preservationists. At this meeting applications are reviewed, and decisions are made with regard to placement on the registry.

Although there is no application fee, applicants must be members of the CSAA in order to be considered for the registry. Once a schoolhouse is recommended by the committee and approved by the Board of Directors, entry on the registry will be free of any cost. The fee for a cast metal marker will be \$150 fabrication plus \$15 shipping.

The Country School Association of America encourages applicants to hold a public dedication ceremony for the presentation of the CSAA Recognized Schoolhouse historical marker. Generally this is done after it has been installed so the community can celebrate or commemorate the installation of the marker.

General Guideline Summary

- Applicant must be a member of CSAA.
- Building must be at least 50 years old and well maintained.
- The site of a school building that is no longer standing is not eligible.
- Design elements of the building must be original or retain the original character.
- All exterior and/or interior work on the schoolhouse must generally be completed.
- The registry recognizes school buildings that contribute in a positive way to the appreciation and understanding of the country school experience.

Specific Criteria

These are the specific guidelines that apply for the registry and the optional awarding of a marker to the school building. Actual approval for the registry, and a subsequent marker authorization is dependent upon meeting the following criteria.

1. Exterior Treatment – Must be restored or maintained in accordance with the historic and architectural style, integrity and character of the building. Exterior materials should be of the same type and style as would have been appropriate to the period of the structure. Exterior repairs or additions should preserve and compliment the proportion, appearance, and texture of the original. (ie. Structures with vinyl or aluminum siding, or modern smooth metal doors are generally not eligible for the registry)
2. Exterior Details – Exterior detail should be retained or replaced in appropriate forms and materials. Attention should be paid to doors, doorways, cornices, corner boards and balusters, as well as window details. Non-integral parts of the structure, such as fencing, landscaping, handicapped ramps and parking arrangements, should try to be in keeping with the historic nature of the structure, but may be defined in a contemporary context.
3. Roofs – Roof lines should be respected. Where it is prohibitively expensive to restore them in original form and/or materials (ie. Slate) contemporary materials may be used which show sensitivity to the color and texture of the original. (NOTE: Corrugated fiberglass and asphalt rolled roofing are generally not acceptable).
4. Windows – The CSAA encourages the preservation of historic windows but does not require historic windows for eligibility. Replacement windows should try to retain their historic style in appearance, material, profile and function.
5. Mechanical Equipment – Heating/Ventilating/Air Conditioning (HVAC) and electrical meters and boxes as well as other mechanical equipment should be placed unobtrusively and try to be concealed from street view.
6. Considerations – The CSAA National Schoolhouse Registry Committee will generally not consider school buildings for the registry until all exterior and/or interior work is completed. A school building that has been moved is eligible for the registry and a marker. Replica school buildings, using completely new materials may also be eligible. Inappropriate materials (such as: Plastic, electricity, insulation and composites) that are hidden, colored, concealed, camouflaged, blended or fabricated in a manner which achieves an architectural compatibility with the historical period of construction, will generally be deemed acceptable.