

**Town of Center Harbor  
Heritage Commission Meeting**

**-Approved 6/20/22-**

**May 16, 2022**  
Minutes

- I. **Call to Order:** Meeting called to order at 4:31pm. Present: Chairperson Ginny Fisher, Dave Hughes, Karen Ponton, Harry Viens, Ann Xavier, Nancy Sapack (Alternate); Absent: Linda-Lee Scott (Alternate), Rachel Xavier (Alternate); Guest: Officer Steven Marsh, CHPD (about 5:20pm).
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by H. Viens that: The Minutes of April 21, 2022 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes or additions.

**IV. Unfinished/Continuing Business**

**A. Town House Rehab**

1. **Windows Update:** Since the Commission's last meeting, Bill Stark has repaired and installed storms/screens on three (3) windows at the Town House. Another three (3) windows have been removed and taken to his shop. The Commission is very pleased with the work, noting that the storms/screen do appear "invisible".
2. **Mini-split Proposal:** The Commission continued its discussion about priorities needing to be addressed so that the Town House can start being used more often for meetings. One priority is a having a comfortable room temperature, especially during July and August. The proposed mini-split system would address this concern. G. Fisher reported she contacted NHEC and verified that the Town House is eligible for a rebate even though the building is not insulated. Both D. Hughes and H. Viens said that the unit would only need to be turned on for about 30 minutes before a meeting in hot weather to cool the Town House. Heat would only be used if needed for meetings in the early Spring or late Fall; there are no plans to use the Town House during January and February. H. Viens reported the Select Board gave approval for the mini-split. K. Ponton will notify the electrician. N. Sapack also gave high priority to the need for a restroom. A port-o-john would have to be rented until such time as a well and sewer can be funded. H. Viens suggested that money could start being allocated next year for this purpose in a capital reserve fund.
3. **Town House Parking & Driveway Alternative:** A. Xavier reported that she met with a contractor onsite to discuss parking options. The contractor found there is so much ledge behind the Town House that it would be very expensive to excavate and install a driveway through the woods along snowmobile trail to the existing parking lot. He recommended using the lower lawn area instead with a walkway to the building. The number of spaces would be determined by the size of available, appropriate lawn space; one (1) space for handicap parking is required for lots up to 25 parking spots. D. Hughes offered to talk with Road Agent Jeff Haines about his ideas about parking, the need for a driveway permit, the State right-of-way, installing a split-rail fence along Route 3, and other concerns. H. Viens was asked to mention to the Select Board that the Commission is considering a new parking lot and ask for their opinions on the matter. Officer Marsh was asked about his recommendations to improve traffic safety at the Town House. He was very supportive of having access to and from Waukegan Road, no exit or only right-hand turns to exit the existing parking lot, and a fence along Route 3 to allow exiting only from the far end of the parking lot. Officer Marsh also mentioned the State could be asked to conduct a safety evaluation and possibly lower the speed limit along a portion of Route 3, especially as the building starts to be used more often. Mirrors might improve visibility but permission of property owners would be needed for installation.
4. **Folding Tables:** Consensus was to purchase two (2) 6-foot long folding tables for the Town House.

5. **Open House:** The Commission decided to hold an “open house” at the Town House for the public on July 17<sup>th</sup> from noon until 2:00pm. D. Hughes suggested placing a sign advertising the “open house” on the table used for the 50-50 raffle ticket sales during the concerts. Other details, such as food, beverages, set-up, etc. will be decided at the June meeting.

B. **Town House Artifacts:** G. Fisher and A. Xavier will meet at the Town House on June 3<sup>rd</sup> to hang the DAV poster.

C. **Historic Town Cemeteries: Lakeview Cemetery:** Motion by D. Hughes, seconded by H. Viens: To authorize the purchase of a NH State Register Medallion for Lakeview Cemetery. Passed unanimously.

D. **Historical Inventory/GIS Update:** CAI has not yet for updated the Heritage Map layer on the GIS Town maps for Lakeview Cemetery and a demolished barn on Center Harbor Neck Road.

E. **Heritage Fund Report:** The Commission reviewed the monthly *Fund Report* (attached) and the MVS Bank statement for April 2022. Motion by G. Fisher, seconded by D. Hughes: To reimburse K. Ponton \$67.77 for printer ink. Passed with K. Ponton abstaining.

G. **Fundraising for 2022:** Commission members signed up to help A. Xavier with the 50/50 raffle ticket sales at the Town Band Concerts. Dates are: Monday, July 4 and Fridays July 8, 15, 22, 29 and August 5. The Common Man Family of Restaurants has again generously provided 150 *Do Good Bonus Cards*. R. Xavier has offered to help sell the cards on her Facebook page like she's done in the past. Consensus was to also sell them at Heath's on Friday, July 8.

H. **Koss Construction Harbor Landing Subdivision:** H. Viens provided an update.

## V. New Business

A. **Meeting of Lakes Region Heritage Commissioners:** There is no date yet for a meeting this summer.

B. **Other:** The Commission thanked the Board of Selectmen for hosting a wonderful reception at Gusto Italian Cafe for Town volunteers.

VI. **Other Business - 2022-23 Meeting Schedule:** Consensus was to change the Commission's meeting schedule from the third Thursday of the month to the third Monday at 4:30pm. Remaining dates for 2022 are:

- June 20
- July 18
- August 15
- September 19
- October 17 (N. Sapack will be unable to attend)
- November 21
- December 19

VII. **Adjournment:** Motion by K. Ponton, seconded by G. Fisher to adjourn at 5:47pm. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att (1)

**Town of Center Harbor  
Heritage Commission**

**Heritage Fund Report – April 30, 2022**  
(5/9/2022)

I. <u>Balance on January 31, 2022</u>		<u>\$ 51,430.27</u>
II. <u>Donations, Fundraising &amp; Grants</u>		
LCHIP Incentive Payment	\$250.00	<u>250.00</u>
III. <u>Town House Rehab</u>		
Starck Historic Windows (First payment)	\$ 8,000.00 <i>P</i>	<u>(8,000.00)</u>
IV. <u>Heritage Fund Balance</u>		<u>\$ 43,680.27</u>
V. <u>MVSB Account</u>		
3/31/2022 Statement Balance	\$51,430.27	
4/12/2022 Deposit	250.00	
4/29/2022 Statement Balance	\$51,680.27	
Reconciliation (-8,000.00 under IV above)		<u>\$43,680.27</u>

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*Notes: P = Pending*