

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 11/14/22-

October 17, 2022

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson Ginny Fisher, Karen Ponton, Harry Viens, Ann Xavier, Nancy Sapack (Alternate-voting); Absent: Dave Hughes, Rachel Xavier (Alternate).
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by A. Xavier that: The Minutes of September 19, 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. **Town House Parking Area, Fence & Driveway Option:** Postponed to November meeting. There was some discussion as to whether the new parking area might affect where septic and well would eventually be located.

2. **Septic Design:** Selectmen approved having perc tests performed; however, local septic design companies would only perform perc tests at Town House if contracted to design the system. Consensus was to obtain an estimate for a septic design for the Town House. Having a bathroom is expected to drive more use of the building. A policy concerning use of the Town House will also be needed.

3. **Energy Committee Suggestions:** The Energy Committee held their meeting at the Town House last month. They suggested the stone pavers be extended to the parking lot and a motion-detector outside light be installed. The contractor who laid the pavers will be asked for an estimate to install more. Existing motion-detector light is too sensitive to road traffic; K. Ponton will check with the electrician about adjusting the settings.

4. **LCHIP Annual Documentation Report:** K. Ponton is working on this Report, due by December 31, 2022. The Report will show that the exterior paint is beginning to peel in several areas. The Commission asked H. Viens to recommend the Selectmen include the cost of repainting the Town House exterior in the 2023 Proposed Budget.

5. **Other:** None.

B. Heritage Fund Report: The Commission reviewed the monthly *Fund Report* (attached) and the MVSb bank statement for September.

C. Fundraising for 2022

1. **Do Good Bonus Cards:** R. Xavier will promote the remaining Cards on her Facebook page.

2. **Annual Appeal Letter:** K. Ponton hopes to compose a letter requesting donations and send out before Thanksgiving.

D. Historic Town Cemeteries

1. **Lake View Cemetery:** The Selectmen authorized Charles Beede to perform repairs on damaged or toppled gravestones. They are in the process of gathering estimates to repair and refurbish/replace the metal gate and fencing. The Commission may consider applying for a Moose Plate Grant in 2023 to help cover the cost of these repairs.

2. **Morse Cemetery:** H. Viens will check with Selectmen on status of having stump grinding work performed.

E. Village Schoolhouse

1. **Exterior Doors:** Installation pending.

2. **Mold:** The Selectmen authorized the Town Health Officer to assess the mold situation at the Schoolhouse. H. Viens reported Chief Tyler Driscoll did not find anything initially, but he will ask Roland Garland to point out the areas of concern.

F. **Library Roof:** A. Xavier reported there has been no additional water in the basement since the roof and gutters were repaired. She is seeking estimates to repair water-damaged plaster and repaint the Library interior. H. Viens reported the Selectmen are having Code Compliance Officer Bill Doucette prepare an RFP to install drains and seal the Library foundation, and regrade the soil around the building.

G. **Historical Inventory:** Linda D'Auria (Town Office staff) is working on updating the Heritage documents for Lake View Cemetery and a demolished Center Harbor Neck Road barn.

V. New Business

A. **Alternate Vacancy:** The Commission is seeking someone to serve as an alternate.

B. **Proposed Warrant Article:** After discussion, consensus was to propose a \$5,000.00 Warrant Article for the Heritage Fund at the 2023 Town Meeting.

C. **Annual Report:** Due early January 2023.

VI. Other Business: The Commission's next meeting was rescheduled for Monday, November 14 at the Town House, weather-permitting.

VII. Adjournment: Motion by A. Xavier, seconded by N. Sapack to adjourn at 5:28pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
att (1)

Town of Center Harbor Heritage Commission

Heritage Fund Report – September 30, 2022

(10/17/2022)

I.	<u>Balance on January 31, 2022</u>			<u>\$ 51,430.27</u>
II.	<u>2022 Appropriation</u>			<u>5,000.00</u>
II.	<u>Donations, Fundraising & Grants</u>			
	Donations	\$ 98.00		
	Bonus Cards	270.00		
	Raffles	1,151.00		
	Moose Plate Grant -Final 50%	4,875.00		
	LCHIP Incentive Payment	250.00		<u>6,644.00</u>
III.	<u>Town House Rehab</u>			
	Starck Historic Windows	\$ 16,123.50		
	EcoLectric, LLC	7,393.70		(23,517.20)
IV.	NHEC Rebate for Minisplits			1,000.00
V.	<u>Heritage Fund Balance</u>			<u>\$ 40,557.07</u>
VI.	<u>MVSB Account</u>			
	8/31/2022 Statement Balance		\$35,557.07	
	9/08 Deposit		5,000.00	
	9/30/2022 Statement Balance		\$40,557.07	<u>\$40,557.07</u>
VI.	<u>Operating Budget 2021</u>			\$1,000.00
	NHPA Annual Dues			(50.00)
	Reimburse A. Xavier for Raffle Tickets			(8.95)
	Reimburse K. Ponton for 2 Folding Tables			(218.15)
	Reimburse K. Ponton for Ink			(67.77)
	Reimburse K. Ponton for NH State Historic Register plaque & misc.			<u>(110.43)</u>
	Balance			544.70

Notes: P = Pending