

**Town of Center Harbor  
Heritage Commission Meeting**

**-Approved 2/13/2023-**

**January 9, 2023**  
Minutes

- I. **Call to Order:** Meeting called to order at 4:36pm. 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 November 14, 2022 be approved as written. Passed.
- III. **Order of Agenda & Additional Items:** No changes or additions.

**IV. Unfinished/Continuing Business**

**A. Town House Rehab**

1. **Septic Design & Well:** Selectmen approved contracting with Ames Associates, LLC to design a septic system for the Town House. Preliminary survey done; flags installed at boundary monumentation along Route 3 and Waukewan Road. Design work planned for Spring 2023. Design will include where future well cannot be located.
2. **Driveway Permit:** Policy on driveways and permit application obtained from NHDOT. Commission will probably assistance from DOT and Code Compliance Officer to fill application.
3. **Town House Parking & Warrant Article:** The Commission discussed the need for a warrant article to fund a new parking area. H. Viens suggested that a plan with specific purposes and reasons for new parking be developed for Selectmen and residents to see before presenting a warrant article at Town Meeting. Consensus was to consider doing so for March 2024 Town Meeting.
4. **Additional Pavers/Terraced Steps:** G. Fisher suggested a wooden or Trex walkway instead of pavers, and a railing. Further discussion postponed.
5. **Exterior Motion-sensor Light:** An electrician has not been found. Postponed to Spring.
6. **Exterior Painting RFP:** No bids were received for painting the Town House exterior. The Selectmen plan to reissue the RFP. Deadline has not yet been determined.
7. **Other:** None.

B. **Heritage Fund Report:** The Commission reviewed the monthly *Fund Reports* (attached) and the MVSBS bank statements for November and December 2022.

**C. Fundraising for 2022**

1. **Do Good Bonus Cards & Raffles:** The Commission expressed interest in continuing with the *Do Good Bonus Cards* this summer. There was some brief discussion about holding the 50/50 raffles at fewer Town Band concerts.
2. **Other:** The Commission also briefly discussed a contradance, corn hole tournament, July 4<sup>th</sup> booth, and restaurant fundraiser. Consensus was to hold a separate meeting to brainstorm fundraising for 2023.

**D. Historic Town Cemeteries**

1. **Lake View Cemetery:** The Selectmen approved StandFast Works Forge to restore the existing metal fence and fabricate new gates, similar to those in old photographs, subject to funding approval at Town Meeting.
2. **Morse Cemetery:** The Selectmen have not yet received additional estimates to grind the stumps; H. Viens will pursue.

E. **Village Schoolhouse Exterior Doors:** Installation pending.

F. **Library Foundation & Basement:** No bids were received for a drainage system to mitigate water in the basement. The Selectmen plan to reissue the RFP. An estimate is expected from a local contractor.

G. **Historical Inventory:** CAI updated the Heritage documents and GIS map layer for Lake View Cemetery and a demolished Center Harbor Neck Road barn. Mae Williams will be submitting a windshield survey for 43 McGrillis Hill Road, a ca.1825 farm, to be added to the Historical Inventory.

**V. New Business**

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

B. **Annual Report:** G. Fisher will email a draft to the Commission tonight for their input prior to submitting the Report by the end of the week.

C. **Annual Town Meeting:** Dates are March 14, 2023 for voting and March 15, 2023 for business.

D. **Terms Expiring:** The terms of G. Fisher, H. Viens and alternate N. Sapack will expire in March. All expressed interest in being re-appointed.

E. **Other:** None.

**VI. Other Business:** Because the Town Hall is closed for Presidents Day, the Commission will meet on Monday February 13, 2023 at Town Hall at 4:30pm. The Commission decided to devote this meeting to fundraising.

**VII. Adjournment:** Motion by K. Ponton, seconded by A. Xavier to adjourn at 5:44pm. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att (2)

**Town of Center Harbor  
Heritage Commission**

**Heritage Fund Report – November 30, 2022**  
(12/5/2022)

I.	<u>Balance on January 31, 2022</u>		<u>\$ 51,430.27</u>
II.	<u>2022 Appropriation</u>		<u>5,000.00</u>
III.	<u>Donations, Fundraising &amp; Grants</u>		
	Donations	\$ 98.00	
	Bonus Cards	520.00	
		700.00	
	Raffles	1,151.00	
	Moose Plate Grant -Final 50%	4,875.00	
	LCHIP Incentive Payment	250.00	
			<u>7,594.00</u>
IV.	<u>Town House Rehab</u>		
	Starck Historic Windows	\$ 16,123.50	
	EcoLectric, LLC	7,393.70	
			(23,517.20)
V.	NHEC Rebate for Minisplits		1,000.00
VI.	<u>Heritage Fund Balance</u>		<u>\$ 41,507.07</u>
VII.	<u>MVSB Account</u>		
	10/31/2022 Statement Balance	\$40,807.07	
	11/3-9 2 Deposits	700.00	
	11/30/2022 Statement Balance	\$41,507.07	
			<u>\$41,507.07</u>
<u>Operating Budget 2022</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.		(110.43)
	Balance		<u>544.70</u>

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Notes: P = Pending

**Town of Center Harbor  
Heritage Commission**

**Heritage Fund Report – December 30, 2022**  
(1/9/2023)

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