

**Town of Center Harbor
Heritage Commission Meeting
March 3, 2016**

-Approved 4/21/16-

Minutes

- 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. Ponton, seconded by R. Hanson that: The Minutes of February 18, 2016 be approved with the following corrections: Under IV.A.1 first paragraph, delete [possibility of the State of NH seizing the Town House at some time in the future through eminent domain] and replace with 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; delete [from such seizure] and replace with EMINENT DOMAIN; and under IV.C.1 second paragraph, delete [After receiving permission from H. Viens,]. Passed unanimously.
 - III. **Order of Agenda & Additional Items:** Items IV.A. Town House Rehabilitation and IV.C.2 moved to Agenda for March 5, 2016 Commission meeting.
 - IV. **Unfinished/Continuing Business**
 - A. **Town House Rehabilitation:** K. Ponton distributed a worksheet to be used for tracking the completion of NHPA Grant requirements. (See attached).
 - B. **March 2016 Town Meeting**
 1. **Table Display at Town Voting & Meeting:** K. Baker will check if she can set up display on Monday, March 7 about 2:45pm, before Town Hall closes. Town Moderator C. Hanson specified that the display and donation jar should be placed in the hallway in front of the Town Clerk's window (to the right of the Women's Club table), and just past the ballot clerks' table in the fire station. K. Baker will bring display and rackcards; K. Ponton has large donation jar. Commission members will staff the display as follows: K. Ponton-late morning to early afternoon, D. Reilly-flexible, K. Baker-from about 5:30/6pm on, R. Hanson will be present all day at Select Board meeting.
- R. Hanson reported that the Commission can only provide information about the Town House. Commissioners must not discuss the Town Warrant, as this could be perceived as electioneering.

2. **Warrant Article – Talking Points:** C. Hanson will immediately recognize K. Baker to speak to the motion. K. Baker plans to say that the requested appropriation of \$15,000 would be used as seed money to fund Phase 1 of the rehab plan, as recommended by Christopher Williams, Architects. She will include donations raised-to-date (\$6,242) and the \$4,000 NHPA Grant. R. Hanson suggested that the historical value and beauty of the old Town House be stressed, as well as how fortunate the Town is to have such a treasure. Consensus was that less emphasis be given to using the building for meeting space. D. Reilly suggested mentioning the tremendous amount of volunteer time and effort that have already been expended. The public will also be encouraged to attend the Commission's meetings. R. Hanson reminded K. Baker that all questions from the audience will be addressed to the Moderator and advised her not to get drawn into debate over questions or comments that are not relevant to the Warrant Article.

C. Old Town House Building Maintenance & Other

1. **Cleaning Out Town House/Brooks House:** There was nothing new to report at this time.

2. **Other:** K. Baker will see if the Boy Scouts would volunteer to rake the area immediately around the Town House in preparation for photos on April 1. R. Hanson recommended that the Select Board have the Fire Department students do this job. K. Baker suggested possibly planting some flowers in front of the Town House or in a few containers to add some color for the photos, as well as improve curb-appeal. R. Hanson was hesitant, given the expected construction. K. Ponton asked that, when the time comes, period-appropriate, heirloom flowers and plantings be considered; perhaps a garden club might be interested in such a project. D. Reilly offered to contact *Historic New England* for information about heirloom gardens and gardeners in this area. R. Garland added that Strawberry Banke in Portsmouth has several heirloom gardens and might be worth a visit. He also noted that there is a Warrant Article that requests funds for landscaping Town grounds; if appropriated, perhaps some of these funds could be used.

D. Center Harbor Village Schoolhouse & Boathouse: *NH Registry of Historic Places*: Motion by K. Ponton, seconded by R. Hanson, that: The Heritage Commission recommend to the Select Board that listing the Center Harbor Village Schoolhouse and the Boathouse on the *NH Registry of Historic Places* be pursued. Passed unanimously.

It was the consensus of the Commission that protecting these Town-owned historic properties is within its charge. Listing them on the *NH Registry* would do this. The listing is also required for several historic preservation grants, should the Town wish to apply for such funding in the future.

E. **Heritage Fund - Financial Report:** The Commission reviewed the *Fund Report* dated February 29, 2016 (see attached) and the MVSB statement for February, which they initialed. The current Fund balance is \$4,267.31.

F. **Fundraising**

1. **Update on Donations:** To date, \$6,242 has been received in donations.

2. **Possible Fundraising Ideas/Plans for 2016**

a. **2016 LobsterFest:** Consensus was to talk with B. Ricciardi about the CHCDA possibly raising funds for the Town House rehab at this year's LobsterFest. K. Baker reported she had approached him last summer and he was receptive to the idea. K. Ponton recently sent him an email, but has not yet received a response.

b. **Memorial Fundraisers: "Name a Window", "Name a Student Desk":** K. Ponton suggested these ideas for fundraising, given the number of windows in the Town House and that R. Garland is restoring some of the student desks. K. Baker reported that she gathered information on the cost of restoring the windows a couple of years ago. R. Garland reported that "Name a Window" has been a successful fundraiser for the Ashland Historical Society. Both individual panes and entire windows could be named.

c. **Partner with Restaurant(s):** K. Ponton has not yet contacted Alex Rey of The Common Man Family of Restaurants. She noted that, lately, several area restaurants are participating in fundraisers for community groups.

d. **Table outside Heath's during Summer Weekend:** K. Ponton reported that the Heritage Commission simply needs to sign up on the store calendar. K. Baker will see if Memorial Day and Labor Day weekends are available.

e. **Other:** R. Hanson suggested a press release or newspaper article focused solely on fundraising for the Town House.

G. **Grants**

1. **Conservation License Plate/Mooseplate Grants:** K. Baker plans to submit this grant application the week before it is due. Due date is April 25.
2. **LCHIP Grant:** Awaiting information which should be available in May.
3. **MVSB Fund:** Due October 15. Discussion postponed to late summer.
4. **Country School Association Preservation Grant (\$1,000):** Due January 31 each year. Discussion postponed to later in year.

H. **Heritage & Cultural Resources Inventory:** Given time constraints for discussion of this item today and at prior meetings, the Commission decided to devote 30 minutes of its meeting on May 19 to the *Inventory*. K. Ponton reported that she spoke with Helen Heiner, who had participated in the 1983/2012-updated *Inventory* for the

Town Master Plan. Apparently, there were no specific criteria for being listed; the townspeople were just asked to submit properties for the *Inventory*. Each listing consists of the property name, date built, general location and status in 2012. K. Ponton will ask the Planning Board and the Select Board for guidance.

I. "Permanent" Town House Display for CHHS Schoolhouse Museum:
Postponed to April.

J. Exemplary Country Estates Program (w/CHHS) – June 23 7pm Schoolhouse Museum: R. Garland reported that the Centre Harbor Historical Society (CHHS) has sufficient volunteers to help set up for this program. He will talk with the CHHS Executive Board about having information about the Town House available for attendees.

The Commission expressed interest in holding some of its meetings at the Schoolhouse Museum and R. Garland said this was possible. The Commission then decided to hold its June 16 meeting at the Museum and suggested that perhaps the Select Board or other committees might like to meet there on occasion, as well.

K. Liaison Memberships - Country School Association: No action taken.

V. Other Business

A. Historical Society: R. Garland reported that the CHHS Executive Board is trying to revive the Society this year. Plans are to change the exhibits for this summer. He spoke about difficulties with recruiting volunteers, raising funds and generating public interest in the Museum. Commission members shared some ideas, including adding written descriptions to the displays, planning a special event or exhibit in conjunction with another Town event (such as the 4th of July Town celebration), or having a sign at the corner of Main and Plymouth Streets pointing the way to the Museum on weekends when it is open.

B. NH Old House & Barn Expo: D. Reilley distributed information on this event, which will be held on March 12 & 13 in Manchester, NH.

The suggestion was made that WMUR or the *NH Chronicle* television show might be interested in a story about the Town House.

C. ILHS Student Project: K. Baker reported that she will give the student a tour of the Town House tomorrow. Regrettably, the student was not able to attend tonight's Commission meeting, and she cannot make this Saturday's meeting with Christopher P. Williams, Architects. Student will be asked to share a copy of her paper with the Commission.

NHPA Grant Timeline

TASK	DATE COMPLETED
Site Visit(s) by Consultant (CPWA)	
Consultant's Draft Report/Meeting with HC	
HC Submits Draft Report to NHPA (who will review it within 2 weeks)	
HC Receives Feedback from NHPA	
HC Shares NHPA Feedback with CPWA	
CPWA Revises Report/Meets with HC	
CWPA Sends to HC:	
1) Two (2) Copies of Final Report	
2) Invoice	
HC Send to NHPA:	
1) Final Report	
2) Consultant's Invoice	
3) Proof of Matching Funds	
NHPA Reviews Final Report	
NHPA Sends Funds to HC	
HC Pays CPWA	
<i>Within 1 month of Final Report:</i> Town and HC Send Evaluation of Grant Effectiveness and Plans for Implementing Recommendations to NHPA	

Center Harbor Heritage Commission

Heritage Fund Report (2/29/16)

I. Town Appropriation

Appropriation 2015	\$ 500.00	Expenses	
		2015	(\$467.16)
		GoFundMe.com	
		Service Fees	(8.20)*
Remaining Appropriation Balance			<u>\$ 24.64</u>

II. Donations

2015 Donations	\$4,017.67	
<u>2016 Donations</u>	1,650.00	
	475.00	
GoFundMe	<u>100.00*</u>	
	\$6,242.67	<u>\$6,242.67</u>

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

IV. Heritage Fund Balance (I + II - III) \$4,267.31

V. MVSB Account

(\$100 min daily balance; otherwise \$5/month service fee. \$0.50/item processed over 100/cycle)

1/29/16	Statement Balance	\$3,700.51
2/16	Deposit	275.00
2/29	Deposit	200.00
1 2/29/16	Statement Balance	<u>\$4,175.51</u>

Reconciliation w/Pending under I (-\$8.20) & II (+\$100.00) \$4,267.31

(* Pending)