

**Town of Center Harbor  
Heritage Commission Meeting  
November 12, 2015  
Meeting Minutes**

**-Approved 12/3/2015 -**

- I. **Call to Order:** Meeting called to order at 4:26pm. Present: Chairperson Kim Baker, Roland Garland, Richard Hanson (until 5:10pm), Karen Ponton, Dave Reilly. Absent: David Hughes (Alternate).
- II. **Approval of Minutes:** Motion by R. Hanson, seconded by D. Reilly that: The Minutes of October 15, 2015 be approved with the date corrected as 2015. Passed unanimously.
- III. **Order of Agenda & Additional Items:** K. Ponton asked that:
- General Fund Line Item for Heritage Commission Administration, and
  - C. Ashjian Talk on *Exemplary Country Estates of NH* be added to the Agenda.
- IV. **Old Business**
- A. **Revised Proposals for Town House Rehabilitation/Reuse Plan:** K. Baker reported that Chris Williams will attend the Commission's December 3 meeting to answer questions and clarify his revised proposal.
- B. **Old Town House Building Maintenance**
1. **Hanging Chimney, External Disconnect for Electricity, Cleaning Out Town House:** K. Baker received a written quote for a maximum of \$1,000 from Dave Cutter to remove the chimney. She will forward this to the Board of Selectmen, who indicated they may be able to fund the project this year. The job will involve cutting a hole in the ceiling through which to drop the bricks. Since this is believed to be the original chimney, the Commission would like to reuse the bricks, if possible, or perhaps sell them as a fundraiser. K. Baker also reported that J. Haines and Department Heads have begun cleaning out the Town House. K. Ponton informed the Select Board at their meeting last night of the Commission's request to have to an external disconnect installed at the Town House when funds are available.
- K. Baker will retrieve a complete student desk frame from the Town House for R. Garland to restore.
2. **Snowmobile Trail:** R. Hanson reported that the Select Board recently met with a representative of the Sno-Streakers Snowmobile Club. The Board

approved a re-routing of the snowmobile trail through the woods on Town property behind the Town House, which the Club will clear and maintain.

3. **Painting Exterior & Possible Warrant Article Inclusion:** The Commission postponed discussion pending recommendations from the architect. R. Garland shared that the Historical Society may be proposing a warrant article for funding to paint the Center Harbor Schoolhouse.

4. **Security Issues: Motion Detectors, Camera, Fire/Smoke Alarms:** Postponed to 2016 pending Town House Master Plan.

5. **Boundary Survey:** Postponed to 2016 pending Town House Master Plan. R. Garland suggested a lend-lease agreement be considered for the adjacent property, which could be used for parking.

### C. Fundraising

#### 1. Update on Donations

a. **Received-to-Date, including Lavinia's F-A-C-T and GoFundMe:** K. Ponton distributed the attached *Heritage Fund Report*. To date, \$1,588.65 in donations have been received. K. Baker reported that Lavinia's needed to re-issue the check from the F-A-C-T fundraiser, so it will be hand-delivered to the Town Hall next week. Although this event raised about \$136 and helped publicize the Town House project, it may not be worth repeating.

K. Ponton reported that some potential donors had been unable to donate using GoFundMe for a short time. K. Baker has since resolved that problem. Apparently, donations need to be withdrawn from the GoFundMe account on a regular basis for the account to remain active. K. Baker is awaiting the check she requested for withdrawal of some of these donations.

GoFundMe donations of \$325 from five (5) donors are still short of the \$500 minimum required for the Center Harbor Town House to be listed on the site's search query. Commission members took it upon themselves to raise the difference by the Commission's next meeting.

b. **B. Lovering Honor Roll:** (See attached). Eight (8) donors so far, including a generous \$500 donation from Austin Furst. The Commission briefly discussed ways to recognize these donors, for example, in the Heritage Commission Report for the *Town Annual Report*, on the webpage and with a wall plaque in the Town House, and their level of giving, such as valedictorian, president's circle, first and second honors. Given the time, further discussion postponed to next meeting.

2. **Donor Thank-you/IRS Letters:** K. Ponton has sent out thank-you/IRS letters to all donors to date. (See attached sample).

3. **Center Harbor Community Development Association IceFest/Winter Carnival:** K. Baker reported that the CHCDA now has the Heritage Commission as a standing item on its meeting agenda. She asked Commission members to bring ideas for how to best participate in this event to the December meeting.

4. **Outreach to Potential Donors**

a. **Draft of New Brochure:** K. Ponton shared the draft of a 2-sided rackcard, color on one side, to promote the Town House for the Commission's review. A rackcard would be more cost-effective than a tri-fold brochure since 3 rackcards could be printed from that same piece of 8.5" X 11" cardstock. Also, one-sided color is less expensive than color on both sides. CopyExpress in Meredith quoted \$112 for 1000 rackcards, \$36 for 250 and \$18 for 100. K. Baker asked that the print be larger for one paragraph and the name of the fund be in bold type. Motion by K. Baker, seconded by D. Reilly that: The Commission have 500 copies of the rackcard printed. Passed unanimously. K. Ponton will attend to this next week. The Commission intends for the rackcards be in businesses during the holiday season.

b. **Mailing to Select Town Residents and Businesses:** K. Ponton sent solicitation letters to 30 potential donors and asked Commission members for other possible names. D. Reilly offered to email her names of persons from West Center Harbor and K. Baker will send her a list of businesses.

c. **Table Display at March 2016 Town Voting & Meeting:** Postponed to 2016.

d. **Possible Table Display Outside Heath's:** Postponed to 2016.

**D. Grants**

1. **NHPA Technical Assistance Grant:** K. Ponton submitted the application for an NHPA Assessment Grant. It will be on the agenda for the NHPA's November 24 meeting.

2. **Conservation License Plate Grants/Mooseplate Grants:** Postponed to 2016.

3. **NHEC Foundation Grants:** Postponed to 2016.

**E. Town Warrant Article(s):** See B.3 Above. The Commission intends to propose a Special Warrant Article(s). However, Commission members expressed concern about proceeding, given significant budget increases are being proposed for some Town Departments. R. Hanson suggested that the Commission ask for

funding that is reasonable for what we wish to do. Further discussion postponed to next meeting. It was the consensus of the Commission to extend the December meeting to 6:30pm in order to complete this task and all remaining business.

**F. Heritage Fund:** See C.1a Above and attached *Heritage Fund Report*.

1. **Bank Account:** Commission members reviewed and initialed the MVSB September 30, 2015 and October 30, 2015 statements.

2. **Financial Report:** K. Ponton explained the *Heritage Fund Report* that she had prepared. Of note is that \$162.58 remains of the \$500 2015 Town Appropriation.

3. **Procedure for Reimbursement of Expenses:** K. Ponton drafted a simple form for Commission members to use when requesting reimbursement for expenses. (See attached).

Motion by K. Baker, seconded by D. Reilly that: K. Ponton be reimbursed \$22.60 for stamps and copies. Passed unanimously. K. Baker will bring receipts (for expenses approved for reimbursement on August 20, 2015) to the next meeting.

**G. Heritage & Cultural Resources Inventory:** D. Reilly gave an update on the Snake River/Mosquito Bridge repair vs. replace (by NHDOT) controversy. It is worth noting here that this bridge has historic value, given that its stone abutments date to the 1800s. The Commission asked that D. Reilly submit the research that he has done on the bridge for inclusion in the *Inventory*.

**V. Other Business: Update on Town Website & Need for Volunteer(s):**  
Postponed to next meeting.

## **VI. New Business**

A. **Annual Commission Report to Town** (Due January 10): K. Baker will bring a draft to the Commission's next meeting.

B. **Possible New Commission Alternate(s):** None at this time.

C. **Liaison Memberships:** Country School Association (\$25) postponed to 2016.

D. **2016 Meeting Calendar:** Postponed to next meeting.

E. **General Fund Line Item:** Postponed to next meeting.

F. **C. Ashjian Talk on Exemplary Country Estates of NH:** Cristina Ashjian contacted K. Ponton about presenting this talk for the Heritage Commission, and encouraged collaboration with other groups such as the Historical Society. R. Garland indicated that the Historical Society is interested in sponsoring this talk, including handling arrangements with NH Humanities. Given the time, further

discussion postponed to next meeting.

G. **Other:** None.

VII. **Adjournment:** Motion by R. Garland, seconded by D. Reilly, to adjourn at 5:42pm. Passed unanimously.

Next meeting: Thursday, December 3, 2015 4:30-6:30pm

Respectfully submitted,

Karen S. Ponton  
Secretary

att(4)

# Center Harbor Heritage Commission

## Heritage Fund Report (11/10/15)

### 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) | ( 25.68) *  |
|  | ( 1.50) *   |
| Bank Charge (Deposit Slips)                            | ( 53.18)    |
|  | (\$337.42)  |

Remaining Appropriation Balance \$162.58

### II. 2015 Donations

|               |                 |
|---------------|-----------------|
| GoFundMe.com  | \$ 325.00 *     |
| (5 Donations) |                 |
| LobsterFest   | \$ 212.05       |
| Other         | 300.00          |
|               | <u>751.60 *</u> |
|               | \$1,588.65      |

\$1,588.65

### III. Heritage Fund Balance (I + II)

\$1,751.23

### IV. MVSB Account

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

|          |                   |           |
|----------|-------------------|-----------|
| 9/30/15  | Statement Balance | \$ 908.87 |
| 10/30/51 | Statement Balance | \$ 908.87 |

Reconciliation w/Pending under I (-\$234.24) & II (+\$1,076.60)

\$1,751.23

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(\* Pending)

## **Beatrice Lovering Honor Roll**

(11/10/15)

### **First Honors (Donations of \$500 or more)**

1. Austin Furst

### **Second Honors (Donations of \$100-\$499)**

1. Anonymous
2. Herbert Pratt Dane
3. Catherine Erving
4. Richard Hanson
5. Karen & Mark Ponton
6. David Reilly
7. Harry & Kathleen Viens

### **Other Donors (Donations less than \$100)**

1. Stanley & Sandra Condojani
2. Martha LeRoy
3. Sandra Burns
4. Ed Sapeta
5. Robert Reeves

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Town of Center Harbor  
*Heritage Commission*

PO Box 140  
Center Harbor, NH 03226

November 2, 2015

Ms.  
PO Box  
Center Harbor, NH 03226

Dear Ms. :

On behalf of the Center Harbor Heritage Commission, I would like to thank you for your generous donation of \$100 (personal check # ) to the Center Harbor Heritage Fund.

Your gift will be used to help restore and preserve the old Center Harbor Town House. The ultimate goal of the Heritage Commission, together with the Town Board of Selectmen, is to return the Town House to its rightful and historic place as a civic, public and cultural center within the Center Harbor community. We envision holding Town meetings and voting once again at the Town House, in addition to Board and committee meetings. The Town House would be available to community groups, such as the Boy Scouts and the garden club. It might also be an ideal site for a farmers' market, or a small concert, perhaps by the Center Harbor Town Band.

In appreciation of your generosity, your name will be listed on the *Beatrice Lovering Honor Roll*, which is named for the first teacher at the Town House School.

Please retain this letter for tax purposes. All contributions to the Center Harbor Heritage Fund are tax-deductible under section 170(c)(1) of the Internal Revenue Code.

With our sincerest appreciation,

Karen S. Ponton  
Secretary





Town of Center Harbor  
Heritage Commission

*Request for Reimbursement*

Date Submitted: \_\_\_\_\_

Reimbursement Requested by: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

(Please attached Receipts)

For: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reimbursement Approved By Heritage Commission on: \_\_\_\_\_  
(Date)

Commission Members Initial Below: