

**Town of Center Harbor  
Heritage Commission Meeting  
Fire Department Conference Room  
September 17, 2015  
Meeting Minutes**

**-Approved 10/15/2015-**

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson Kim Baker, Roland Garland, Richard Hanson, Karen Ponton, Dave Reilly, David Hughes (Alternate).
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Garland that: The Minutes of July 30, 2015 and August 20, 2015 be approved as written. Passed unanimously.
- III. **Old Business: Proposals for Town House Rehabilitation/Reuse Plan:** The Commission reviewed the following proposals for a Rehabilitation/Reuse Plan for the Old Town House:
- |                                    |          |
|------------------------------------|----------|
| • Christopher Williams, Architects | \$ 8,000 |
| • Alba Architects, LLP             | 10,900   |
| • Warren Street Architects         | 9,000    |
| • SMP Architecture                 | 7,500    |

R. Hanson questioned whether architect services are really needed when perhaps some of the work could be done by a general contractor or even the Town Code Enforcement Officer. K. Baker reminded the Commission that the major reason for using an architect with expertise in historic preservation is to develop a Master Plan that will guide the rehabilitation of the Old Town House. The intent is to avoid a piecemeal approach.

R. Hanson also raised concern about high or unnecessary costs, hidden fees and extra charges. K. Ponton said she believes the Commission recognizes its responsibility to use all grant, donation and Town monies carefully, judiciously and wisely.

After much discussion and point-by-point comparisons, the Commission narrowed its focus to two (2) proposals worth additional consideration: Christopher Williams, Architects and Alba Architects, LLP. Commission members then composed and signed letters to each of these firms. (See attached). Motion by K.

Ponton, seconded by R. Hanson, that: The Chairperson be directed to mail these letters written by the Commission to the two (2) designated firms. Passed unanimously. The Commission will discuss the revised proposals at its October 15 meeting.

K. Baker will also send letters declining their proposals to Warren Street Architects and SMP Architecture.

IV. Adjournment: Motion by K. Baker, seconded by R. Garland, to adjourn at 6:50pm. Passed unanimously.

Respectfully submitted,

Karen S. Ponton  
Secretary

att(2)

COPY

Alba Architects, LLP  
P.O. Box 186  
137 Main Street  
North Woodstock, New Hampshire 03262  
17 September 2015

Dear Stuart,

On behalf of the Center Harbor Heritage Commission, we would like to thank you for your thorough proposal to develop a rehabilitation plan for the Center Harbor Town House. As you are aware we look to fund this project primarily with donations and grant monies. Therefore the Commission would like you to consider a revised proposal of a not-to-exceed amount of \$8000.00 for the "Professional Fees for the Scope of Services Items 4.1 - 4.7" as contained in your proposal of July 9th, 2015.

We look forward to hearing from you by October 10, 2015. Thank you.

Respectfully,

The Center Harbor Heritage Commission

Kimberly Baker *Kimberly Baker, Chairperson*  
Karen Ponton *Karen Ponton*  
Richard Hanson *Richard E. Hanson*  
Dave Reilly *Dave Reilly*  
Roland Garland *Roland Garland*  
Dave Hughes *Dave Hughes*

Copy

Christopher P. Williams Architects, PLLC

P.O. Box 703

Meredith, New Hampshire 03253

17 September 2015

Dear Chris,

On behalf of the Center Harbor Heritage Commission, we would like to thank you for your proposal to develop a rehabilitation plan for the Center Harbor Town House. As you are aware we look to fund this project primarily with donations and grant monies. We would like you to consider revising your July 14th, 2015 proposal include the following at a not-to-exceed cost of \$8000.00:

Detailed existing conditions report and drawings

- A structural analysis
- A conceptual design and building rehabilitation plan
- A 6-8 week turnaround time for the Master Plan.
- Planning meetings will need to be negotiable in terms of scheduling. The CH Heritage Commission is only available on Thursdays from 4:30 - 6:30. We are looking for flexibility in terms of standard business hour fees.

We look forward to receiving a revised proposal from you by Saturday, October 10th to bring our vision for the Center Harbor Town House to fruition.

Respectfully,

The Center Harbor Heritage Commission

Kimberly Baker *Kimberly Baker, Chairperson*  
Karen Ponton *Karen Ponton*  
Richard Hanson *Richard Hanson*  
Dave Reilly *Dave Reilly*  
Roland Garland *Roland Garland*  
Dave Hughes *Dave Hughes*