Town of Center Harbor
Heritage Commission Meeting
June 16, 2016

-Approved 7/21/16-

Minutes

I. **Call to Order**: Meeting called to order at 4:30pm at the CHHS Schoolhouse Museum. Present: Chairperson Kim Baker, Roland Garland, Richard Hanson, Karen Ponton, Dave Reilly. Guests: *Meredith News* editor Erin Plummer, Nancy Sapack. Absent: David Hughes (alternate)

II. **Approval of Minutes**: Motion by K. Ponton, seconded by D. Reilly that: The Minutes of the May 19, 2016 Commission Meeting be approved with the insertion of the word "yes" after the phrase "In response to a question D. Reilly asked," in the last bullet point. Passed unanimously. Motion by K. Ponton, seconded by R. Garland that: The Minutes of the May 19, 2016 Pubic Hearing be approved with the correction of switching the order of the second and third paragraphs under the second bullet point. Passed unanimously.

III. **Order of Agenda & Additional Items**: There were no changes to the Agenda.

IV. **Unfinished/Continuing Business**

A. **Town House Rehabilitation**

1. **Motions Authorizing Final CPWA Payment & Payment of Newspaper Ads/Notices**: Motion by K. Baker, seconded D. Reilly: To authorize payment of the balance owed to Christopher P. Williams Architects of $6,119.74. Passed unanimously. Motion by K. Ponton, seconded by K. Baker: To authorize payment of $322.00 for the required Public Hearing Notices and RFPs for painting the Town House that appeared in the local newspapers. Passed unanimously.

2. **Public Hearing Debriefing**: The Commission discussed the comments and concerns it received at the May 19 Public Hearing on the proposed Town House rehabilitation, in particular, the dangerous Waukewan Road-Route 3 intersection, parking access off Route 3 and use of taxpayer funds. It was the consensus of the Commission to ask the Select Board to pursue the issue of improving safety at the Waukewan Road-Route 3 intersection with the State. R. Hanson will bring this matter to the attention of the Selectmen at their next meeting. The Commision reiterated that plans are for a new parking entrance from Waukewan Road, with a split-rail fence being installed to cut-off access from Route 3. The Commission also emphasized its commitment to keeping any expense to taxpayers as low as possible by pursuing grants and donations.

The Commission discussed the continued need to keep the public informed and engaged in the Town House rehab. R. Hanson suggested that the building will sell itself once work is begun to improve its appearance and the public can see the Town House being used, if only minimally at first. He encouraged the Commision to do this as soon as possible, perhaps by just holding a Commission meeting(s) there this summer. K. Baker suggested hosting an ice cream social for late August or September. K. Ponton will check with Ken Ballance, Code Enforcement Officer, about code requirements, i.e. electricity and handicap accessibility.

N. Saypack asked about having a sign or banner at the Town House announcing the rehabilitation is underway. K. Baker and K. Ponton will work on language for the sign; R. Garland has a contact that might donate it. K. Ponton will check with K. Ballance about the sign ordinance.

K. Baker also suggested the Commission be "roving ambassadors" and give presentations about the Town House to local community groups.

3. **RFP for Exterior Painting of the Town House**: The Commission received one sealed bid in response to the RFP, which was opened, reviewed and discussed. The bid was submitted by Target New England Historic Restorations of Alton Bay, NH for $17,640. K. Ponton shared that Target New England was recommended by Norman Larson of CPWA. Motion by K. Baker, seconded by R. Hanson: To accept the painting proposal for $17,640 submitted by Target New England, with the stipulation that all funding must be secured before any work is begun. Passed unanimously. K. Baker will contact Target New England.

4. **Prioritized Work/Tasks for 2016**: K. Baker asked that this item be postponed to next meeting.

5. **Town House Porch Project**: K. Baker reported that she has spoken to Glen Copatch at ILHS, but his students do not have time in their curriculum to take on the Town House Porch Project. She also phoned Huot, but their students already have a community project for this year. N. Sapack suggested home-schooled students, who have a community service component to fulfill. K. Baker has one more contact to pursue. The difficulty is in finding someone who will commit to serving as general contractor. R. Hanson suggested The Rotary Club, and he will ask Harry Viens for a contact name. He also mentioned K. Ballance, who is a general contractor, and possibly advertising for this position. E. Plummer offered to include a request for a volunteer contractor in the article she is writing that will give an update about the Town House rehab. N. Sapack will check with some of

the contractors that are working for Steele Hill on the former Center Harbor Inn property.

6. **Archeological Sensitivity Study**: K. Ponton reported that some of the proposed work on the Town House will disturb soil, for example, placing footings for the porch or excavating under the building. *Secretary of the Interior Standards for Rehabilitation* state that: " Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken." To adhere to this *Standard*, LCHIP requires an archeological phase 1A study (see attached) of the Town House site to determine whether archeological resources may be present. Motion by K. Ponton, seconded by D. Reilly: To contract with Independent Archaeological Consulting, LLC for a Phase 1A Archeological Sensitivity Assessment for a cost not to exceed $1,000.00. Passed unanimously.

B. **Heritage Fund**: The Commission reviewed the *Fund Report* dated May 31, 2016 (see attached) and the MVSB statement for May, which they initialed. The current Fund balance is $20,644.83. To date, $7,620 has been received in donations.

C. **Fundraising Plans for 2016**

1. **Table Outside Heath's Grocery on Friday, June 24 & Saturday, June 25**: Commission members signed up to staff the table from 11am to 8pm on Friday and from 8am to 2pm on Saturday. The Common Man has generously donated 100 *DoGood* cards. In exchange for a $10 donation to the Heritage Fund, the donor will receive a *DoGood* card for $10 off the bill at any Common Man Restaurant. E. Plummer will publicize this event in next Thursday's *Meredith News*.

2. **2016 LobsterFest**: R. Hanson will ask H. Viens to talk with Bill Riciardi about whether the CHDA might donate some of the LobsterFest proceeds to the Town House rehabilitation.

3. **"Open House" for Donors**: Due to time constraints, postponed to next meeting. This event will be planned for sometime in August.

D. **Grants Update**

1. **NHPA Grant Requirements**: All grant requirements have been met. Receipt of the $4,000 grant check is pending.

2. **Conservation License Plate/Mooseplate Grant**: No word yet on decision.

3. **LCHIP Grant**: K. Ponton finished writing the LCHIP grant proposal for the Town House crawlspace excavation and foundation work recommended in the *Building Conditions Assessment Report*. She will hand-deliver the application to LCHIP on Monday. Given time constraints, discussion of the *LTA Standards* and stewardship postponed to future meeting.

E. ***Heritage & Cultural Resources Inventory***: Awaiting word from Mary Kate Ryan at DHR as to whether Federal grant monies were awarded.

V. **Other Business: Staggered Terms for Commission Members**: It was the consensus of the Commission to request that the Select Board appoint Commission members to staggered terms as follows: K. Baker to a new term of 3-years from 2016-2019; R. Hanson and R. Garland's current terms would expire in 2017; K. Ponton and D. Reilly's current terms would expire in 2018. It was also the consensus to request that the term for an Alternate be for one year and to recommend that the Select Board appoint Nancy Sapack as Alternate.

VI. **New Business**

1. **Route 3/Waukewan Road Intersection**: See IV.A.2 above for recommendation to Select Board.

2. **Mosquito/Snake River Bridge**: D. Reilly gave a brief update on the DOT proposed repair/replacement of the Snake River Bridge on Waukewan Road. Due to time constraints, postponed to next meeting.

3. **Stewardship/Monitoring Plan**: Postponed to future meeting.

4. **Other**: K. Baker reported on her phone conversation with Warren Perkins. There was no water or well at the Town House School. A partial wall was in place on the stage. The teacher's desk was right in front of the stage and all the desks faced that direction.

VII. **Adjournment**: Motion by K. Ponton, seconded by K. Baker to adjourn at 6:25pm. Passed unanimously.

Respectfully submitted,

Karen Ponton
Secretary

att (2)

Scope of Work for Old Center Harbor Town House Project
Phase IA Archaeological Sensitivity Assessment

The Phase IA archaeological sensitivity assessment provides the first opportunity for an archaeologist to review project effects in relation to a specific location on the ground. It falls to the archaeologist to have a depth of experience in knowing the culture history of New Hampshire and an understanding of the range of resources that may be present in a project area. The objective of the Phase IA assessment is to provide the client with a review of a project area that evaluates whether archaeological resources are ***known*** to be present, or are ***likely*** to be present (i. e., is "sensitive").

The Phase IA study consists of a series of steps, including:

- A site file search at the NH Division of Historical Resources, to learn whether any sites are known within 5 km (3 miles) of the project area, both upstream and downstream of a project area, to discern whether the watershed has been documented as having been heavily utilized by ancient Native Americans.
- Review of soil maps, surficial geology, USGS topographic quadrangles, to articulate the potential resources – water, well drained soil for camp sites or agriculture, lithic sources for tools, or clay for pottery or bricks.
- Designation of an appropriate site predictive model – the archaeologist must anticipate whether the project area meets criteria for Pre-Contact (Native American) or Post-Contact (Euroamerican) occupation or utilization, as well as the likely site types (e. g., campground, hunting station, lithic workshop, homestead, mill site) in an area.
- Site inspection to view existing conditions of the project area, to identify obvious disturbances or features, such as cellarholes, stone foundations, wells, or surface scatters of artifacts. Soil coring to sample for intactness or disturbance in a project area.
- Report preparation will offer the client a full rendering of background research completed, development of the site predictive model, results of the site inspection, and recommendations about further archaeological survey, if needed.

These elements of research satisfy the requirements of compliance with Section 106 of the National Historic Preservation Act.

The New Hampshire Division of Historical Resources has provided consultants with the option of filing a short-form report, only if ***all*** parts of project area are found to have no sensitivity (i. e., potential for archaeological resources). If a project area is sensitive, then the archaeologist must file a full Phase IA report, with supporting documentation of the positive results. This Phase IA report is often combined with the results of a Phase IB intensive archaeological investigation.

Independent Archaeological Consulting, LLC
801 Islington Street Suite 31
Portsmouth, New Hampshire 03801

Old Center Harbor
Town House Project
175 Daniel Webster Highway
Center Harbor, New Hampshire

May 24, 2016

Phase IA Archaeological Sensitivity Assessment

Objective: Evaluate Sensitivity of Project Area		# Hours	Hourly Rate	Total Cost
Background research	Principal Investigator	2	$55.00	$110.00
Site Inspection & Testing	Principal Investigator	4	$55.00	$220.00
Report Preparation	Senior Researcher	1	$102.00	$102.00
Report Preparation	Principal Investigator	6	$55.00	$330.00
Report Preparation	Archaeological Technician	3	$44.00	$132.00
Mileage	150 miles x $0.54/mile	150	$0.540	$81.00
Total for Phase IA Archaeological Sensitivity Assessment				$975.00

*If we anticipate Phase IB, we will flag for Dig-Safe as part of the inspection.

Center Harbor Heritage Commission
Heritage Fund Report (5/31/16)

I. Town Appropriation

Appropriation 2015	$ 500.00	Expenses		
		2015	($467.16)	
		GoFundMe.com Service Fees	(8.20)	
Appropriation 2016	$15,000.00			
Remaining Appropriation Balance				$15,024.64

II. Donations

2015 Donations	$4,017.67	
2016 Donations	2,875.00	
Donations	600.00	
Donation Jar	27.52	
GoFundMe	100.00	
	$7,620.19	$7,620.19

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

IV. Heritage Fund Balance (I + II - III) $20,644.83

V. MVSB Account

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

4/29/16	Statement Balance	$20,044.83
5/16	Deposit	500.00
5/31	Deposit	100.00
5/31/16	Statement Balance	$20,644.83

Reconciliation $20,644.83

VI. Operating Budget 2016 $1,000.00

Expenses:

Reimburse K. Ponton (Stamps, envelopes, paper) (46.98)

Balance $ 953.11

(* *Pending*)