

**Town of Center Harbor
Heritage Commission Meeting
July 21, 2016**

-Approved 8/18/16-

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Richard Hanson, Karen Ponton, Dave Reilly. Guest: Mary Kate Ryan, NHDHR. Absent: Kim Baker, Roland Garland, David Hughes (alternate), Nancy Sapack (alternate).
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by D. Reilly that: The Minutes of June 16, 2016 be approved, as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** K. Ponton asked that "Restoring Electricity to the Town House" and "Heritage Commission Workshop" be added.
- IV. **Unfinished/Continuing Business**
 - A. ***Heritage & Cultural Resources Inventory:*** M. K. Ryan reported that the NHDHR has been awarded National Park Service (NPS) grant monies from the Storm Recovery & Disaster Planning Grant Program. (See attached draft of *Scope of Work*). Goals of the proposed project are two-fold: to create a model survey process for identifying areas of historical and cultural resources useful for town planning purposes, and to engage the community in order to increase awareness of historic resources and contain survey costs. The Heritage Commission reiterated its willingness to participate in this project, with Center Harbor serving as the case study community. Specifically, a member of the Commission will need to attend one (1) 90-minute meeting in Concord to give input on the design of the final survey format and the community engagement process. The Commission will also be responsible for holding at least one (1) public meeting, including publicity to encourage attendance. K. Ponton asked if the NHDHR could prepare a press release(s) about the grant; M. K. Ryan will pursue this. Lastly, the Commission will be asked to evaluate the model survey process at its completion. Mae Williams has been retained by the NHDHR as the consultant for the project. She will be doing most of the work. K. Ponton agreed to be the point-of-contact person. M. K. Ryan is working on the project timeline, which is expected to take about 1.5 to 2 years. Funding ends September 2018.
 - B. **Town House Rehabilitation**
 1. **Archeological Sensitivity Study:** Jesse Cofelice, from Independent Archeological Consulting, LLC conducted the site visit on July 13, 2016. K. Ponton attended. Report is expected by mid-August, after background research has been completed. The report will include a site predictive model and recommendations, if

any, for further archeological survey.

2. **Exterior Painting:** Target New England reduced their price by \$500. Painting is expected to begin in early August and take about a week. K. Ponton noted that the window sashes appear to be painted a dark color in existing photographs of the Town House from the 1940s. (The DAV, who leased the building from the mid-1970s to mid-1980s, painted the windows blue and the porch red).

3. **Prioritized Work/Tasks for 2016:** Postponed.

4. **Town House Porch Project:** The Commission is still seeking a volunteer(s) to serve as general contractor. After speaking with Rotarian Dan Langan, K. Ponton submitted a written proposal to the Meredith Rotary, requesting help in the form of volunteer labor, i.e. general contractor services and carpenters, with the Commission providing lumber and materials. A decision is pending the transition in Rotary leadership, which is currently taking place. K. Ponton will ask Code Enforcement Officer K. Ballance for help comprising a list of the lumber and materials needed to repair the porch. Donations of the lumber and materials will be sought.

5. **Sign:** A sign indicating that the rehab is underway is still pending. Road Agent J. Haines may have an American flag to display in the existing bracket on the Town House porch. This might help show passersby that there is some activity at the building.

6. **Meredith News Article:** The Commission expressed its appreciation to Erin Plummer for her article about the Town House in the June 23, 2016 edition of *The Meredith News*.

7. **Restoring Electricity:** Code Enforcement Officer K. Ballance submitted a report to the Board of Selectmen for restoring power to the building for eventual construction work. (See attached). A temporary meter or a generator may be needed.

C. Heritage Fund

1. **Financial Report:** The Commission reviewed the *Fund Report* dated June 30, 2016 (see attached) and the MVSBS statement for June. The current Fund balance is \$20,280.59. To date, \$9,375 has been received in donations.

2. **Reimbursement Request:** Motion by R. Hanson, seconded by D. Reilly that: K. Ponton be reimbursed \$40.97 for postage, stationery supplies and USB thumbdrive. Passed unanimously.

D. Fundraising Plans for 2016:

1. **Fundraising Training Session, June 22:** K. Ponton briefly reported on the *Capital Campaign Fundraising Workshop*, sponsored by the NHPA and Full Circle Consulting, that she attended on June 22, 2016 in Tamworth. Of note is that, nationwide, individuals donate the most money to charitable organizations at 70%; foundations give 15% and corporations 5%. The most important and time intensive part of a capital campaign is preparation, including developing a case statement for support of the project. Although the Commission is not ready for a capital campaign,

such a case statement is important for its current fundraising efforts. It is not enough to want to preserve an historic building. The Commission must be able to make the case that preserving the Town House will make a significant difference for our community. For example, a rehabilitated Town House will make Town government and committee meetings more accessible, especially to residents of West Center Harbor, which will encourage more participation in local government. Commission members should be prepared to make the case for preserving the Town House during the August 28th private tours. Given the time, further discussion postponed to next meeting.

2. **Heath's/Common Man Do Good Bonus Cards:** A total of \$1,210 was raised. The Commission expressed its appreciation to Heath's, the Common Man and the Historical Society (which promoted the *Do Good Bonus Cards* at its June 23rd program, which raised nearly \$200 that evening).

3. **Private Town House Tours for Donors:** The Commission will offer private tours of the Town House for small groups of invited guests on Sunday, August 28th, every 30 minutes from 2-4pm. Postcard invitations to 40 current donors have been sent, asking that those planning to attend RSVP by email. Consensus was to offer light refreshments, such as a fruit and cheese platter and soft drinks. R. Hanson will ask the Select Board about whether wine may be offered. Code Compliance Officer K. Ballance is aware and will meet with K. Ponton to mark off areas inside building with caution tape, if needed. Commission members will sweep, dust and clean building immediately following its August 18, 2016 meeting.

4. **2016 LobsterFest:** R. Hanson spoke with H. Viens. CHCDA is considering smaller donations to several local charities this year. No decision about including the Town House at this point.

E. Grants – Update

1. **NHPA Grant Check:** The \$4,000 grant check has been received and deposited. This completes our commitment with NHPA.

2. **Conservation License Plate/Mooseplate Grant:** Decision is expected by end of month or early August.

3. **LCHIP Grant Application:** Application has been submitted. Site visits will be scheduled for August or September.

4. **Other:** K. Ponton submitted a grant request to Bank of New England for \$1,000 for the Town House foundation work, which was due June 30. Decision is expected by July 30.

V. Other Business

1. **Appointment of Alternate:** Based on the Commission's recommendation, the Select Board appointed N. Sapack as an alternate.

2. **Staggered Terms for Commission Members:** R. Hanson reported that the Select Board accepted the Commission's recommendation for staggered terms, as follows:

	<u>Term Expires</u>
R. Garland & R. Hanson	2017
K. Ponton & D. Reilly	2018
K. Baker	2019

Commissioners are asked to stop by Town Hall, when convenient, and be reappointed to these terms.

3. **Route 3/Waukewan Road Intersection:** The corner of Route 3 and Waukewan Road is currently a dangerous intersection, regardless of any future new parking at the Town House. This concern was voiced repeatedly during the Commission's May 19th Public Hearing. R. Hanson reported that the Select Board will ask Police Chief Mark Chase for his recommendations to improve safety at this intersection at the present time.

4. **Mosquito/Snake River Bridge:** D. Reilly updated the Commission on the status of the proposed bridge repair by the NHDOT.

VI. New Business

A. **Stewardship/Monitoring Plan:** K. Ponton distributed copies of reports that LCHIP uses for stewardship purposes, which the Commission may consider revising when developing its own stewardship program. (See attached). Given time constraints, discussion postponed to next meeting.

B. **Workshop for Heritage Commissions:** The Commission has been invited to *Preserving Community Character: High Impact Tools for Heritage Commissions* on August 1, 2016 4-6pm in Hampton Falls. This free workshop is co-sponsored by Hampton Falls Heritage Commission, NHPA and NHDHR. K. Ponton will email the information to Commissioners.

C. **Next Meeting:** The Commission briefly discussed holding one of its meetings at the Town House this Fall. Next meeting will be at 4:30 pm on Thursday, August 18 in the Cary Mead Room.

VII. **Adjournment:** Motion by K. Ponton, seconded by R. Hanson to adjourn at 6:06pm. Passed unanimously.

Respectfully submitted,

Karen Ponton
Secretary

atts(4)

12 July 2016
DRAFT

PLANNING SURVEY SCOPE OF WORK

Background

In the wake of the destruction resulting from Hurricane/Tropical Storm Sandy in October 2012, the Federal Emergency Management Agency (FEMA) issued a major disaster declaration in twelve states and the District of Columbia on November 28, 2012. Within those states receiving major disaster declarations, FEMA further designated individual counties eligible for assistance. In January 2013, the U.S. Congress passed an appropriations bill to provide disaster relief assistance to those states affected by this storm. The legislation appropriated \$50 million from the federal Historic Preservation Fund (HPF) for grants to repair historic properties damaged during the storm and other initiatives that will better prepare historical properties for future disasters.

The National Park Service (NPS) awarded the New Hampshire Division of Historical Resources (NHDHR) a portion of these funds for the Storm Recovery and Disaster Planning Grant Program. Six of the state's ten counties – Belknap, Carroll, Coos, Grafton, Rockingham and Sullivan – were determined eligible for Public Assistance FEMA grants. The grant program is administered by NHDHR, New Hampshire's State Historic Preservation Office (SHPO).

Planning Survey

New Hampshire needs a new type of survey for community disaster planning purposes. In order to do risk assessment for cultural resources, we must know where historic properties are, what hazards they may face, and which resource types are most important to the community. A model planning survey would involve both structured community participation and professional preservation analysis to increase engagement and reduce some costs while increasing the usefulness of the resulting tool in New Hampshire communities. This planning survey model would identify areas with a high potential for eligible properties. These areas would be recommended for further survey and could be cross-referenced with hazard maps, flood risk maps, zoning maps, and other town resources.

This survey type should, like the existing town-wide area form, provide an overview and recommendations for areas worthy of additional survey and inventory, but unlike the town-wide area form, would involve more community input and research, which would help reduce costs and increase engagement. A survey format that would allow research and community input, mapping (modern and historic), and evaluation assistance from a professional consultant, would help communities struggling with how to incorporate information on historic resources in master planning and hazard mitigation planning. Community involvement will help identify needs and threats to historic resources, as well as insure that a community's self-defined significant places are recognized. The resulting survey product should be more visual, using mapping to show the areas with high potential for historic resources based on historic and modern mapping and history research, allowing cultural resources information to efficiently be incorporated into planning processes at the town level.

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Explicit Goals

--Create a replicable, first-step survey model process that provides sufficient cultural resources information to inform decision making, in a primarily visual format, that a community can incorporate the information on "high sensitivity cultural resource areas" into planning documents including hazard mitigation plans and master plans. This would meet goals in state planning and hazard mitigation, as well as meet the Historic Preservation Fund grant guidelines for survey.

--Use community engagement to increase awareness about historic resources, but also to gather information and reduce the overall cost of a survey. With participation, awareness and usefulness of the survey should also rise as the survey information will reflect local community values.

Project Outline:

The proposed project would proceed in three phases.

1. Information gathering and review.

a. Consultant will, with input from DHR, review existing survey projects that may inform the current project.

i. Suggested resources for review:

- Manchester City-Wide Survey
- Exeter Mapping Survey
- Newington Mapping Survey
- Keene Town-wide Survey
- NPS Bulletin 24: Guidelines for Local Surveys
- Maine/Massachusetts CoSTEP processes
- FEMA Cultural Resources guidance

b. Consultant will meet with a selected group of professionals to review findings, discuss survey needs, and gather input.

ii. Group to include preservation planning consultant, hazard mitigation staff member from state office HSEM, GIS mapping consultant (preferably from an RPC, as many towns get their GIS services through their RPC), chosen town staff members including planner/town manager, local library, and member of a heritage commission, an RPC representative and representative from either Exeter or Newington heritage commission (they have done mapping survey and it would be good to have input on how they have used those).

2. Process and product proposal. Consultant will lay out 1) community engagement protocol, 2) research plan that includes some community work, and 3) format of final resulting survey

product. Feedback from selected members of study committee group proposed in 1, b, ii should be incorporated into final proposal, which will be approved by DHR.

3. Case study with chosen community, Center Harbor. Working with the community, consultant will conduct the community engagement process outlined and produce the final product. A short assessment report of the entire process, with recommendations and amendments to the process, will conclude the process.

PRODUCTS TO BE PRODUCED:

Proposal that outlines community engagement process, research plan, and final survey product.
Final survey product, submitted in hard copy to town and DHR (2 copies) and digital (2 copies).
Assessment report of process and original proposal, recommending changes for final model.

TIMELINE:

Dates to include:

Execution of contract (DHR)

Proposed meeting date with town (suggest regular heritage commission date if possible)

Proposed month for initial expert panel meeting

Proposed DHR review date for process and product proposal

Community engagement time line (approximate)

Interim draft review date (DHR and heritage commission review)

Final case study product delivery

Assessment report

Grant close date (DHR)

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CODE ENFORCEMENT
CENTER HARBOR, NH

KEN BALLANCE

603-455-6823

603-253-4561

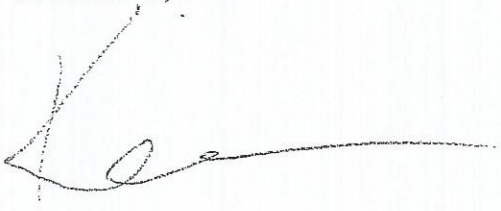
EMAIL chcode@metrocast.net

SELECTMEN
RE: TOWN HOUSE

I HAVE INVESTIGATED OUR BEST APPROACH TO THE REQUEST THAT WE
POWER UP THE BUILDING HERE IS MY BEST CASE APPROACH

1. BECAUSE NEW SERVICE WIRE MUST BE BROUGHT IN WE NEED TO
LOCATE THE PERMANENT ATTACHMENT POINT SO WE ARE NOT
RELOCATING THIS WIRE AND METER SHUTOFF AS PROPOSED
IMPROVMENT ARE DONE
2. THE NEW RULES REQUIRE AN OUTSIDE DISCONNECT AT METER
LOCATION, WE CAN INCORPORATE THIS SHUT OFF WITH AN EXTERIOR 4
BREAKER PANEL AS ONE UNIT.
3. THIS WILL ALLOW US TO SETUP WEATHER PROOF OUTLET LOCATIONS
BELOW THIS NEW DISCONNECT. POWER MAY THEN BE PULLED FOR
TEMPOARY EVENT AND EVENTUAL CONSTRUCTION WORK WITH CORDS
FROM THIS LOCATION
4. THIS IS THE MOST COST EFFECTIVE WAY TO PROVIDE POWER FOR
NECESSARY USE UNTIL SUCH TIME AS THE BUILDING IS REHABED AND
NEW WIRE IS PLACED THROUGH OUT THE STRUCTURE, USING WHAT IS IN
THE STRUCTURE NOW IS NOT ACCEPTABLE, I HAVE GRAVE CONCERNS
WITH WHAT I CAN SEE LET ALONE WHAT I CAN NOT
4. WHEN I RETURN I WILL SET UP A SPEC SHEET SO WE CAN GET PRICES
FOR THIS WORK IF YOU AGREE, THE AMOUNT WILL NOT BE
ASTRONOMICAL WE CAN HAVE TAXPAYER ELECTRICIANS PRICE IT IF YOU
WISH

REGARDS, KEN



Center Harbor Heritage Commission

Heritage Fund Report (6/30/16)

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			<u>\$15,024.64</u>

II. Donations

2015 Donations	\$4,017.67		
2016 Donations	3,475.00		
Donations	500.00*		
	40.00		
Bonus Cards	1,160.00		
	50.00*		
Donation Jar	33.02		
GoFundMe	<u>100.00</u>		
	\$9,375.69		<u>\$9,375.69</u>

III. Building Conditions Assessment

Christopher Williams Architects (Retainer)	(\$2,000.00)		
Balance	*(6,119.74)		
NHPA Grant	<u>4,000.00</u>		
	(\$4,119.74)		(\$4,119.74)

IV. Heritage Fund Balance (I + II - III)

\$20,280.59

V. MVSB Account

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

5/31/16	Statement Balance	\$20,644.83
6/17	Deposit	190.50
6/24	Deposit	250.00
6/27	Deposit	4,690.00
6/30	Deposit	75.00
6/30/16	Statement Balance	<u>\$25,850.33</u>

Reconciliation w/Pending under II (+\$550) & III (-\$6,119.74)	<u>\$20,280.59</u>
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(* Pending)

VI. Operating Budget 2016	\$1,000.00
Expenses:	
Reimburse K. Ponton (Stamps, envelopes, paper)	(46.98)
Public Hearing Notices	(86.00)
RFPs in Newspapers	(236.00)
Reimburse K. Ponton (Stamps, envelopes, thumbdrive & supplies for LCHIP)	<u>(40.97)*</u>
Balance	\$ 590.05

(* Pending)

Baseline Documentation for Historic and Cultural Resources

The purpose of Baseline Documentation is to provide documentation of the physical condition and historic character of your resource once the project is completed, to provide a permanent record of the work that was accomplished by your LCHIP grant. The baseline documentation is an integral part of the stewardship of your resource; and good, thorough Baseline Documentation will make review and approval of future alterations to the building easier.

Location, address and boundaries of property (legal description)

Brief statement of significance of property

Description of physical evolution of property, noting major additions, alterations

Assessment of condition of property from visual inspection

Site Plan from tax map or survey with photo key

Sketch Floor Plan with photo key

Photographic Record:

In order to make the photographs more useful, they should be keyed to a sketch map of the property. Black and white 35mm photographs printed on archival quality paper are preferable; however, color 35mm photos or good quality digital prints may be acceptable on a case-by-case basis. Please contact LCHIP staff to discuss photography requirements for your project. Photographs should be printed in at least 4X6 format, and each photo must be labeled on reverse (write directly on the photo, do not use an adhesive label) with property name, date, photographer's name and description/location of where the photo was taken (for example, "front elevation" or "from entry, looking north").

Photos should include:

- Whole structure showing major faces or elevations
- Setting around the structure
- Significant exterior features
- Significant interior features
- Photos showing the improved areas

Grant recipients must produce at least 2 unbound sets of Baseline Documentation, **one is retained by the Recipient and one submitted to LCHIP.**

Baseline Documentation can be completed by the Recipient or by a paid (or volunteer) consultant. Any costs associated with completing the Baseline Documentation can be included in your Total Project Cost. The Baseline Documentation must be approved by LCHIP staff for completeness. If staff determines that the submitted Baseline Documentation is not complete, it will be returned to the Recipient with notes from LCHIP regarding what additional material is necessary. If a second submittal is not complete, LCHIP reserves the right to require the Recipient to hire a consultant to complete the Baseline Documentation.



Historic Resources Annual Monitoring Report

Historic Resource Name: _____

Historic Resource Location: _____

Organization: _____

Individual Submitting Report: _____ Phone: _____

Date Completed: _____ Email: _____

Has the project contact changed in the last year? ☐ Yes ☐ No

New Contact Information _____

- ☐ This report **must be submitted** to LCHIP along with all required photographs by **December 31, 20__**. Mail to: LCHIP, 13 West Street, Suite 3, Concord NH 03301 or email to jlachinski@lchip.org
- ☐ Please feel free to **use additional pages** if there is not sufficient space on this form.
- ☐ This form is available electronically at:
<http://www.lchip.org/pdf/Historic%20Resources%20Annual%20Monitoring%20Report.pdf>

The checklist below is to remind and encourage you to look at your historic resource as a whole on an annual basis and to note the condition of the following elements (if applicable). This is not a comprehensive list and building elements specific to your resource should be addressed as applicable:

- | | |
|--|---|
| <input type="checkbox"/> Foundation – Look for moisture penetration, cracks, spalling | <input type="checkbox"/> Windows and Doors – Check for water seepage, cracked panes, rotted sash, etc. |
| <input type="checkbox"/> Wood (Including siding, trim, eaves, cornice, etc.) – Look for rot, flaking paint, deterioration | <input type="checkbox"/> Paint – Check for flaking, blistering, weathering |
| <input type="checkbox"/> Masonry (Including walls, chimneys, etc.) – Check for cracks, missing mortar, damaged brick or stones, etc. | <input type="checkbox"/> Interior Walls and Ceilings – Visually inspect for cracks, chips, stains and loose paint/wallpaper |
| <input type="checkbox"/> Roof (Including flashing, gutters and downspouts) – Check for missing, cracked, broken or loose materials | <input type="checkbox"/> Interior Floors – Inspect for warping, excessive wear, damage |

Please use the space provided below to make note of your observations of the above items with a brief description of the condition and its location (i.e., peeling paint on north elevation below roofline). In areas where problems are observed, are there plans to remedy the problems?

Please complete and return to LCHIP, 13 West Street, Suite 3, Concord, NH 03301

Historic Resources Annual Monitoring Report

Page 2

Historic Resource Name: _____

What is the overall observed condition of the building?

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Please describe:

Did you observe any major additions or modifications to the building?

☐ Yes ☐ No

Document with Photos and Describe:

Did you observe any violations of the terms of the Stewardship Agreement?

☐ Yes ☐ No

Document with Photos and Describe:

Did you observe any other issues or areas of concern?

☐ Yes ☐ No

Document with Photos and Describe:

Is LCHIP signage present, and if so was it in an area easily viewed?

☐ Yes ☐ No

Document with Photo and Describe:

Please complete and return to LCHIP, 13 West Street, Suite 3, Concord, NH 03301