

**Town of Center Harbor
Heritage Commission Meeting**

August 18, 2016
Minutes

-Approved 9/15/16-

- I. **Call to Order:** Meeting called to order at 4:35pm. Present: Roland Garland, Karen Ponton, Dave Reilly. Absent: Kim Baker, Richard Hanson, David Hughes (alternate), Nancy Sapack (alternate).
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Garland that: The Minutes of July 21, 2016 be approved, as written. Passed unanimously. Motion by D. Reilly, seconded by R. Garland, that: The Minutes of August 7, 2016 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** K. Ponton asked that "Carpenter Ants" added to the Agenda.
- IV. **Unfinished/Continuing Business**
 - A. **Heritage & Cultural Resources Inventory: NHDHR Planning Survey:** Pending.
 - B. **Town House Rehabilitation**
 1. **Archeological Sensitivity Study:** *Assessment* has been completed. Report received earlier today; copies distributed to Commission members. The *Assessment* found: "...the project area to be archaeologically sensitive for Pre-Contact Native American resources...based on the proximity of the Town House to a large kettle bog complex. The sub-floor space is not sensitive for Post-Contact Euroamerican resources." IAC recommended that "...a qualified archaeologist trained in northeast Pre-Contact archaeology supervise the screening of all soil removed from the crawlspace." K. Ponton will explore other options, if any, as well as associated costs, and report back to Commission. Further discussion postponed to give members time to read the complete report. Motion by K. Ponton, seconded by D. Reilly, that: Payment to Independent Archaeological Consulting, LLC of \$975 be authorized. Passed unanimously.
 2. **Exterior Painting:** Painting delayed until Mooseplate Grant Agreement and related materials are executed. It was the consensus of the Commission to postpone proposed motions related to authorizing second and final payments to Target NE until the September meeting, as the work is not anticipated to start much before then.

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

4. **Town House Porch Project**

a. **Meredith Rotary Club Request Submitted:** K. Ponton spoke with H. Viens. Rotary has the Commission's request for volunteer labor; he will keep the Commission posted on its status.

b. **Materials Donation:** Code Compliance Officer K. Ballance graciously met with K. Ponton earlier today at the Town House to compile a list of materials needed to repair the front porch. The list will be used to solicit donations of lumber, fasteners and related items. K. Ballance offered to speak with his contacts at local lumber yards about possibly helping with these materials.

K. Ballance also noted that once the existing, non-ADA compliant ramp is removed, it can only be replaced at this entrance with one that is code compliant before the building can be opened to the public. However, private events would be allowed. He suggested a temporary aluminum ramp until a future, accessible entrance at the rear of the building is built. Consensus was that further discussion on a ramp be postponed, as other building code issues will also have to be addressed before public access is allowed. (See discussion below re: **Electrical Update**).

c. **Possible Volunteers:** D. Reilly noted that there is a labor shortage of skilled carpenters in the State. This may be making it harder to find skilled volunteers to help repair the porch.

d. **What Next?:** The Commission discussed contracting out the labor to repair the porch, which is estimated to cost about \$3,000-\$3,500 and take 5-7 days. This may be a viable option, especially if lumber and materials are donated. It would be ideal if the porch repair could be completed before or along with the exterior painting. Further discussion postponed to September meeting.

5. **Sign announcing "Town House Rehab Launched/Underway":** R. Garland will contact a possible donor once he has the language for the sign.

6. **Electrical Service Update:** K. Ponton reported that the Selectmen at last night's Board meeting were in agreement with restoring power to the Town House, using the existing spot on the front facade for a new meter with locking exterior outlets, and having NHEC replace the wire from the street to the building. There would be an installation cost of approximately \$800, plus a \$30 monthly fee for the meter. She asked the Commission to consider another option that K. Ballance posed this morning: If the goal is to have the building facade be as historically accurate and aesthetically pleasing as possible, why not relocate the meter to the north side of the

woodshed (where a future mechanical/prep room would be), have NHEC drop a pole on Waukegan, and run power underground from the pole to the building? This installation cost would be more, but result in the desired outcome. K. Ballance also suggested that the NHEC be approached to see if they might be able to help. After discussion, consensus was that relocating the meter and underground wiring was the preferred option. K. Ponton will discuss with H. Viens.

It was also the consensus of the Commission that restoring power to the Town House at this time is premature. All of the wiring in the building must be replaced before power can be restored, and this phase of the work is at least a few years down the road. In the interim, power for tools may have to come from a generator, or if a new pole is installed, from a meter on that pole.

7. **Carpenter Ants:** There is an area of carpenter ant damage in the clapboard on the south side of the Town House, under the bank of windows. H. Viens was notified; he will ask Robin Woodaman to make arrangements for the Town House to be inspected and treated by an exterminator.

C. Heritage Fund

1. **Financial Report:** The Commission reviewed the *Fund Report* dated July 31, 2016 (see attached) and the MVSBS statement for July.
2. **Reimbursement Request:** Motion by D. Reilly, seconded by R. Garland that: K. Ponton be reimbursed \$98.69 for invitations, envelopes, stamps and a workshop registration fee. Passed with K. Ponton abstaining.

D. Fundraising Plans for 2016

1. **Preparations for Private Open House/Town House Tour: Sunday, August 28 2-4pm:** This private reception will be a special opportunity to generate anticipation and excitement about the Town House rehab in our core group of donors. Thus far, 8 persons have indicated they will attend, not including Commission members. Regrettably, R. Garland will be out of town. The Commission decided to offer light refreshments: fruit, cheese and crackers platter(s), punch and wine (no beer). R. Garland will lend punchbowls and wooden folding chairs; D. Reilly will bring compote dish(es) and offered to make a donation to help cover costs; K. Baker has folding table and large igloo cooler we can borrow. K. Ponton will get food platter(s), punch and wine, plus plastic cups, small plates, napkins and will ask K. Baker to get water, ice, name tags, trash bags and flowers for table. A copy of the *Building Assessment* and an enlargement of the proposed floorplan for the rehab will be displayed. K. Baker and K. Ponton will clean the Town House next week.

2. **Donor Update:** K. Ponton sent out a short Town House “newsletter” to inform donors about progress with the rehab, with a reminder about the Open House.
3. **Other Donations:** H. Viens attended the CHCDA meeting this morning; no word yet.
4. **Report on August 1 Workshop for Heritage Commissions:** D. Reilly briefly reported on this workshop that he attended, which was sponsored by the Hampton Falls Heritage Commission, NHPA and NHDHR. It was a good opportunity to network with members of other Heritage Commissions, and NHPA and DHR staff. He noted that most of the participants had significant experience in pursuing grant funding through State programs and would be helpful resources for the Commission.

E. Grants – Update

1. **Conservation License Plate/Mooseplate Grant:** Word came yesterday morning that our Mooseplate grant application for \$10,000 was approved. K. Baker met with the Select Board last evening about the Grant Agreement, and will complete and file the Agreement and related materials next week.
2. **LCHIP Site Visit:** Scheduled for Friday, September 2, 2016.
3. **Bank of New England Grant Request:** Unfortunately, the Bank of New England could not fund our \$1,000 request at this time.

V. Other Business

1. **Housekeeping:** Commissioners are reminded to be sworn in to new staggered terms by the Town Clerk as soon as possible. R. Garland and K. Ponton have been sworn.
2. **Route 3/Waukewan Road Intersection – Update:** This issue was discussed at last night's Board meeting. The State has installed new signage along the curve on Route 3 by the Town House. The Selectmen may meet with the NHDOT to discuss other options, such as a flashing yellow signal at the intersection.
3. **Other:** R. Garland reported on the research he has been doing about the c. 1900 Boathouse at the Town beach. He shared 4 photos from 1911 that show the original wood boathouse with columns. There is a very clear pathway from the boathouse to the Colonial Inn, which incidentally, rented boats for \$0.10/hour to guests. He also found a document used for the 1986 *Town Master Plan* that states:

The Canoe House was originally an open boat house for the enjoyment of guests of the Colonial Inn. After the burning of the Inn, the property was purchased by the Danes, who used the boat house, now brick. More recently, the Danes gave the village of Center Harbor the property and building. Now a covered brick building and used for storage.

The “three sisters” who owned the Meadows cottages sold the property to the Danes. R. Garland could not find any reference to the boathouse in *Town Annual Reports*. He next plans to review old copies of *The Gazette*. He is also searching for a copy of *Memoirs of a Young Man* by Frank Belmore, published in 1887, that mentions the boathouse.

VI. New Business

A. Village Schoolhouse Update: Mae Williams has begun preparing the *Determination of Eligibility Form* for listing the 1866 Schoolhouse on the *NH Register of Historic Places*. Damage from carpenter ants was discovered under the Schoolhouse floor and treated. Extent of damage to floor support beams to be evaluated by K. Ballance. Last night, the Selectmen chose Target NE to paint the Schoolhouse exterior. His crew began working on the Schoolhouse this morning. The work is to be completed by September 30.

B. Stewardship/Monitoring Plan: Postponed due to time constraints.

C. Next Meeting: The Commission decided to hold its September 15th meeting at the Town House, 4:30-6pm.

VII. Adjournment: Motion by R. Garland, seconded by D. Reilly to adjourn at 6:25pm. Passed unanimously.

Respectfully submitted,

Karen Ponton
Secretary

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Center Harbor Heritage Commission

Heritage Fund Report (7/31/16)

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

II. Donations

2015 Donations	\$4,017.67	
<u>2016 Donations</u>	3,475.00	
Donations	540.00	
Bonus Cards	1,210.00	
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. Town House Rehab

Town House Painting	*(17,140.00)	
Archeological Sensitivity Study	*(975.00)	(\$18,115.00)

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

\$ 2,165.59

VI. MVSB Account

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

6/30/16	Statement Balance	\$25,850.33
7/8	Deposit	50.00
7/14	Deposit	500.00
7/29/16	Statement Balance	<u>\$26,400.33</u>

Reconciliation w/Pending under III & IV (-\$6,119.74, -\$18,115.00) \$ 2,165.59

(* Pending)

VI. <u>Operating Budget 2016</u>	\$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)	(40.97)
Reimburse K. Ponton (Stamps, envelopes, invitations & workshop fee)	(98.69)*
Balance	\$ 491.36

(* Pending)