

**Town of Center Harbor  
Heritage Commission Meeting**

*-Approved 10/20/16-*

**September 15, 2016**

Minutes

- I. **Call to Order:** Meeting called to order at 4:33pm. Present: Chairperson Kim Baker, Roland Garland, Richard Hanson, Karen Ponton, Dave Reilly, Nancy Sapack (alternate); Guests: Rick Kipphut, Mae Williams; Public: Bill Ricciardi. Absent: David Hughes (alternate).
  
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Garland that: The Minutes of August 18, 2016 be approved, as written. Passed with K. Baker and R. Hanson abstaining.
  
- III. **Order of Agenda & Additional Items:** K. Baker asked that "Order of Communication" be added to the Agenda.
  
- IV. **Unfinished/Continuing Business**
  - A. ***Heritage & Cultural Resources Inventory***
    1. **NHDHR Model Survey Grant:** Mae Williams, the preservation architect for this grant, formally introduced herself to the Commission and gave a brief synopsis of the project. The ultimate goal is to create a more efficient, cost-effective and useful survey method for Heritage Commissions to use, in conjunction with private consultants, that is less of a monetary commitment for Towns. By way of background, M. Williams did survey work with the Newington Heritage Commission for their town. It was the consensus of the Commission and M. Williams to hold a "mini" public meeting on Thursday, October 20, 2016 at 6:00pm, following the Heritage Commission meeting. Target audience is: Select Board, Planning Board, Zoning Board, Library Trustees, related staff, and Historical Society Board, plus any members of the public who wish to attend this initial, informational meeting. A more in-depth Public Meeting is planned for early Spring 2017. M. Williams also reported that NHDHR staff MaryKate Ryan has a new job out-of-state; Amy Dixon will now be the grant coordinator at the NHDHR. The Commission expressed its appreciation to M. K. Ryan and wished her well. (See also **Village Schoolhouse Update** below.)
    1. **Volunteer Historic Preservationist:** In response to an email K. Ponton sent to Plymouth State University earlier this year about possible internship

opportunities with the Heritage Commission, Rick Kipphut offered to help the Commission as a volunteer to build his resume. He earned a Master of Arts degree in Historic Preservation from PSU in May 2016. The Commission suggested continuing to update the Town's *Heritage & Cultural Resources Inventory*, perhaps starting with information about the Centre Harbor Historic Village District that is listed on the *National Register of Historic Places* (1983). This is a specific recommendation in the *Town Master Plan*. Conducting a survey of barns is another possibility, and might encourage barn owners to take advantage of RSA 79-D, the *Barn Tax Incentive Program*. He could also work with R. Garland on researching the c.1900 Town Boathouse, or other local historical structures identified by the Commission. Given time constraints, Commission members will bring the names of 4-5 other historic properties possibly worth researching to their next meeting.

#### **B. Town House Rehabilitation**

1. **Archeological Sensitivity Study:** A bound copy of the report prepared by IAC was submitted, as required, to the NHDHR on September 2, 2016. Awaiting recommendations from Edna Feighner, Archaeologist and Review & Compliance Coordinator, before proceeding.
2. **Exterior Painting:** K. Baker reported the Mooseplate Grant Agreement has been executed, and that painting of the Town House exterior can now begin. The sign has arrived and will be placed prominently on the front lawn of the property before work begins. The painter anticipates starting at the end of the month. A deposit check from DHR is expected soon. The Commission discussed how to best confirm compliance with the work specifications. R. Hanson reported that the Select Board recently decided that all Town RFPs must be reviewed by Code Compliance Officer Ken Ballance, and that K. Ballance is responsible for checking and inspecting all work done on Town buildings. Consensus was that K. Baker and K. Ballance meet with Target NE before the painting is begun to review the RFP and the Commission's expectation for quality work. K. Ballance will be asked to inspect the work as it progresses, and D. Reilly stressed this be done before the half-way point when the second payment will be due, so that any issues may be addressed immediately. K. Baker will email a list of the points to be discussed with the painter to Commissioners and K. Ballance for review and comment. Please return to her by noon on Monday, September 19, 2016. She emphasized the importance of putting everything in writing.

The Commisison also discussed preliminary work that is needed to ready

the Town House exterior for painting. K. Baker reported on her discussin with NHEC, specifically, that NHEC would remove the main cable from the street to the building and the meter, but an electrician must be hired to remove the meter box and related cables. She also spoke with Kozlowski Electric and was quoted \$60/hr for an electrician, with an estimate that the work should not exceed 3 hours. Motion by K. Ponton, seconded by D. Reilly that: The cables, electric meter, meter box and any related electrical components be removed from the Town House exterior. Passed unanimously. Motion by K. Baker, seconded by R. Garland to: Authorize payment not to exceed \$200 for an electrician to remove any exterior electrical components not removed from the Town House by NHEC. Passed unanimously. Motion by R. Hanson, seconded by K. Baker to: Request that the Select Board pay for the electrician to remove any electrical components not removed from the Town House by NHEC. Passed unanimously. Motion by K. Ponton, seconded by R. Garland that: The painter be asked to remove the large Town House sign and store it in the building. Passed unanimously. Motion by K. Baker, seconded by R. Garland that: The painter be asked to remove the dry sink drain pipe at the rear of the building, the small utility box on the front of the woodshed addition, and any other extraneous components on the Town House exterior. Passed unanimously. D. Reilly asked whether historic lumber is required to repair the damaged clapboard, and who would provide the lumber. K. Baker reported that the clapboard must be repaired to match as close as possible the existing wood. After reviewing the RFP, it appears that Commission may have to provide this lumber, if requested. A donation of lumber may be sought.

3. **Prioritized Work/Tasks for 2016:** Postponed due to time constraints.
4. **Town House Porch Project:** Postponed to next meeting.
  - a. **Meredith Rotary Club Request Submitted:** Awaiting decision.
  - b. **Materials Donation:** K. Ponton forwarded to K. Baker the list of materials needed to repair the front porch that K. Ballance prepared.
  - c. **Possible Volunteers:** Postponed.
  - d. **What Next?** Postponed
5. **Sign announcing "Town House Rehab Launched/Underway":** Consensus was that a sign is not necessary.
6. **Electrical Service Update:** See discussion under **Exterior Painting** above.
7. **Carpenter Ants:** The Town House has been treated by an exterminator.

### **C. Heritage Fund**

1. **Financial Report:** The Commission reviewed the *Fund Report* dated August 31, 2016 (see attached) and the MVSB statement for August. K. Ponton noted that the available Fund balance is now \$2,465.59.

2. **Reimbursement Request:** Motion by K. Baker, seconded by R. Hanson that: K. Ponton be reimbursed \$91.76 for paper goods and refreshments for the Open House and postage. Passed with K. Ponton abstaining.

#### **D. Fundraising Plans for 2016**

1. **Report on August Town House Tour for Donors:** Postponed.
2. **Possible Open House for General Public:** Postponed to Spring 2017.
3. **Other Donations:** Postponed. The Commission decided to focus much of its November meeting on fundraising. (See **Stewardship/Monitoring Plan** below).

#### **E. Grants – Update**

1. **Conservation License Plate/Mooseplate Grant:** See **Exterior Painting** above.
2. **LCHIP Site Visit:** K. Ponton reported that the LCHIP site visit to the Town House took place September 2, 2016 and went very well. The site visitors gave helpful suggestions for additional information to include when an update to the application is requested in mid-October.
3. **Other:** Plans are to submit a MVSF Grant application for funds to use towards matching the LCHIP grant request. Approximately \$20,000 will be needed in matching funds.

#### **V. Other Business**

1. **Housekeeping:** K. Baker and R. Hanson are reminded to be sworn in to new staggered terms by the Town Clerk as soon as possible. R. Garland, K. Ponton, D. Reilly and N. Sapack (alternate) have been sworn.
2. **c. 1900 Town Boathouse:** R. Garland reported that he has no additional information to share since the Commission's last meeting. Further research may require travel to Concord. He would like the Commission to consider having R. Kipphut assist with this research. Given time constraints, further discussion postponed to next meeting.
3. **Order of Communication:** K. Baker reported on her recent meeting with the Select Board. In order to improve communication, information to the Select Board will be coordinated by R. Hanson via the minutes. If the Select Board needs further information from the Heritage Commission, the Board has been requested to contact K. Baker directly. All Mooseplate grant information should be directed to K. Baker as the grant administrator.

#### **VI. New Business**

- A. **Village Schoolhouse Update:** M. Williams reported that she just received word from NHDHR that the Village Schoolhouse was determined eligible for listing on the *State Register of Historic Places*. The Commission expressed its appreciation thanks for her hard work. R. Garland reported that painting the Schoolhouse exterior is finished. The sign will be refurbished and plans are to rehang it during a small celebration before the October 27, 2016 program to recognize and thank the Town for funding the exterior work. He added that K. Ballance inspected the floor damage from carpenter ants. K. Ballance determined the damage was minor, so the room can continue to be used as it has been, i.e. Historical Society programs.
- B. **Stewardship/Monitoring Plan:** Postponed to the November meeting for to allow sufficient time for discussion.
- C. **Other:** Consensus was to continue listing all ongoing and postponed items on meeting agendas so that they are not lost.
- D. **Next Meeting:** October 20, 2016 at 4:30pm, followed by the “mini” public meeting about the NHDHR Model Survey Grant at 6:00pm.

VII. **Adjournment:** Motion by R. Garland, seconded by D. Reilly to adjourn at 6:26pm.  
Passed unanimously.

Respectfully submitted,

Karen Ponton  
Secretary

att(1)

# Center Harbor Heritage Commission

## Heritage Fund Report (8/31/16)

### 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             | 740.00        |  |                   |
|                       | 100.00*       |  |                   |
| Bonus Cards           | 1,210.00      |  |                   |
| Donation Jar          | 33.02         |  |                   |
| GoFundMe              | <u>100.00</u> |  |                   |
|                       | \$9,675.69    |  | <u>\$9,675.69</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             | *( 3,500.00 Deposit) |  |               |
|                                 | *(13,640.00 Balance) |  |               |
| Archeological Sensitivity Study | *( 975.00)           |  | (\$18,115.00) |

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

\$ 2,465.59

### VI. MVSB Account

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

|   |                   |             |                    |
|---|-------------------|-------------|--------------------|
| 7/29/16   | Statement Balance | \$26,400.33 |                    |
| 8/29  | Deposit           | 200.00      |                    |
| 8/31/16   | Statement Balance | \$26,600.33 |                    |
| Reconciliation w/Pending under II, III & IV (+\$100, -\$6,119.74, |                   |             |                    |
| -\$18,115.00)   |                   |             | <u>\$ 2,465.59</u> |

(\* Pending)

VI. Operating Budget 2016 \$1,000.00

Expenses:

|  |                  |
|--|------------------|
| Reimburse K. Ponton (Stamps,<br>envelopes, paper)                                      | ( 46.98)         |
| Public Hearing Notices   | ( 86.00)         |
| RFPs in Newspapers   | (236.00)         |
| Reimburse K. Ponton (Stamps,<br>envelopes, thumbdrive & supplies<br>for LCHIP)         | ( 40.97)         |
| Reimburse K. Ponton (Stamps,<br>envelopes, invitations & workshop<br>fee)              | ( 98.69)         |
| Reimburse K. Ponton (Postage,<br>paper goods, poster &<br>refreshments for Open House) | <u>*( 91.76)</u> |
| Balance  | \$ 399.60        |

---

(\* Pending)