

**Town of Center Harbor
Heritage Commission Meeting**

- *Amended and Approved 2/16/17* -

January 19, 2017

Minutes

- I. **Call to Order:** Meeting called to order at 5:30pm. Present: Chairperson Kim Baker, Richard Hanson, Karen Ponton, Dave Reilly, David Hughes (alternate), Nancy Sapack (alternate); Absent: Roland Garland.
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Hanson that: The Minutes of December 15, 2016 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes.
- IV. **Unfinished/Continuing Business**
 - A. **Village Schoolhouse NH Register of Historic Places Plaque:** K. Baker will either pick up the Plaque in next couple of weeks or have it delivered. K. Ponton suggested that K. Baker telephone Saymore Trophy as a courtesy, given the company was expecting the plaque to be picked up and paid for in early January.
 - B. **Barn Survey & Boathouse Project Updates:** K. Ponton reported on behalf of R. Kipphut. Postcards were sent to 19 barn owners, with 1 response (Sutton House), so far. Posters about the Barn Survey have been put up around Town. Unless they are on operating farms, most local barns are closed for the winter and many have owners out-of-state, so gaining permission to access barns may be difficult until the Spring. R. Hanson suggested it would be better next time for the postcard to indicate that R. Kipphut will be contacting barn owners. K. Ponton asked Commission members to forward to R. Kipphut phone numbers they may have for barn owners. D. Reilly, D. Hughes and R. Hanson noted that some of the information on the spreadsheet of barn owners that R. Kipphut is using may not be up-to-date. R. Kipphut has begun researching how Center Harbor developed agriculturally. He is in contact with Beverly Thomas, NHPA Program Director, regarding *52 Barns in 52 Weeks*. The *Farm Reconnaissance Inventory Form* that he is using is required for NHPA barn repair assessment grants and barn easement applications that barn owners may wish to pursue. Mae Williams offered to introduce him to barn owners she knows. He had an initial meeting with the owners of Sutton House, and they will participate in the survey.
- R. Kipphut was able to access the Town Boat/Canoe House and found it in relatively

good condition. He also met with R. Garland.

C. NHDHR Survey Update: K. Ponton reported on behalf of Mae Williams. M. Williams is in regular contact with Amy Dixon at NHDHR. She submitted the *Quarterly Report for December 31, 2016* to NHDHR. The timeline has been revised somewhat: the expert panel meeting is planned for early February; the Heritage Commission and NHDHR will receive the proposed draft survey format for review and comment in early March; upon final NHDHR approval, plans are to field-test the survey format in Center Harbor from April to December 2017/January 2018. A Commission member is needed to attend the one (1) expert panel meeting. Lastly, M. Williams met with a GIS expert about possibly overlaying historic resources identified in the survey onto local Town maps.

D. Town House

1. **Front Porch Project:** Awaiting Rotary decision.
2. **Sign:** K. Ponton will check with L. Royea on progress of sign restoration.

E. 2017 Warrant Article for \$5,000-Update: Warrant has been drafted by K. Baker and reviewed by the Selectmen.

F. Heritage Fund - Financial Report: The Commission reviewed the *Fund Report* dated December 31, 2016 (see attached). Commission operating expenses were slightly less than the budgeted amount of \$1,000. (Review of the MVSB statement for December was inadvertently omitted). K. Ponton reported that \$1,100 has been received, thus far, in response to her letter asking current donors to help match the LCHIP grant funds. One \$100 donation was deposited in December; the remaining \$1,000 will appear on the January MVSB statement.

G. Grants Update

1. **2016 Mooseplate Grant:** K. Baker reported that the final disbursement check of \$5,000 was received and deposited.
2. **LCHIP Grant:** K. Ponton distributed copies of the *LCHIP Grant Round 15 Historic Resource Project Checklist* (see attached). Item 1.g. *LTA Standards* was completed May 8, 2016. The Commission is currently working on Item 1.d *Matching Funds* and Item 1.f *Stewardship Plan*.

H. Fundraising Plans for 2017: The Commission continued discussion from its December meeting. Consensus was to repeat the *DoGood Bonus Card* fundraiser outside of Heath's the last weekend in June and hold 50/50 raffles at Town events, such as the band concerts, July 4th festivities (races, parade and fireworks), and LobsterFest. It was noted that the *DoGood* cards have expiration dates, which should

be pointed out to donors. K. Baker will contact CHCDA by letter to ask permission to hold a raffle at LosterFest. She will also write the Board of Selectmen about the Commission's raffle plans. Participating in a fundraising night at a local restaurant was briefly discussed. K. Ponton will continue to mail solicitation letters to potential donors. Commission members offered to write personal notes on letters to prospects they may know.

I. Continued Work on Stewardship/Monitoring Plan: The Commission continued its discussion about stewardship of Town-owned historic structures. D. Hughes reported that the Lakes Region Conservation Trust has only a brief statement on its website. The Commission spent much time discussing and revising a *Town of Center Harbor Historic Resources Stewardship Plan Draft 1/18/17* (see attached) that K. Ponton had prepared, with suggested, informal input from LCHIP. Significant time was spent debating a suggestion by D. Hughes that a line item be added to the Town Budget specifically for maintenance of historic structures. A specific line item would help make this funding more visible and transparent. He shared that currently, funding for the maintenance of all Town buildings, including, for example, the Town House, is contained in the line item *General Government Buildings*. The *Building Repairs & Maintenance EFT* is used to augment this line item, when needed. Due to time constraints, no consensus was reached. Continued discussion postponed to the February Commission meeting. The revised *Plan Draft 1/19/17* (see attached) will be forwarded to the Select Board for initial review, comment and feedback. R. Hanson asked K. Baker and/or K. Ponton to attend that Select Board meeting to help with the discussion and answer any questions. The Commission asked R. Hanson also solicit the Select Board's input on the suggestion of a separate line item(s) for historic structures.

V. New Business

A. Possible Use of LUCT Funds for a Stewardship Expendable Trust Fund: R. Hanson reported that the Select Board will be proposing a Warrant Article to establish a *Stewardship ETF* for periodic monitoring and long-term maintenance planning for all Town-owned properties and Town conservation land. Monies from this year's Land Use Conservation Tax would fund this ETF. Consensus was the Commission is in full support of this Warrant Article.

B. Joint Educational Program with Historical Society: R. Garland would like to ask the Heritage Commission to jointly sponsor Maggie Stier's talk: *On this Spot Once Stood: Remembering the Architectural History of NH* with the Historical Society. Fee is \$200; mileage would be waived. The Commission is interested, but due to R. Garland's absence tonight, further discussion postponed to the next meeting.

VI. Other Business: None.

VII. Adjournment: Motion by D. Reilly, seconded by R. Hanson to adjourn at 6:44pm.
Passed unanimously.

Next Meeting: February 16, 2017 at 5:30pm

Respectfully submitted,

Karen Ponton
Secretary

atts(4)

Center Harbor Heritage Commission

Heritage Fund Report (12/31/16)

I. Town Appropriation

Appropriation 2015	\$ 500.00	Expenses	
		2015	(\$467.16)
Appropriation 2016	\$15,000.00		
	Appropriation Balance		<u>\$15,032.84</u>

II. Donations

2015 Donations	\$4,017.67		
<u>2016 Donations</u>	4,983.10		
Bonus Cards	1,210.00		
Donation Jar	44.02		
GoFundMe	<u>200.00</u>		
	\$10,454.79		<u>\$10,454.79</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)		
	(7,070.00 2 nd Payment)		
	(6,770.00 Balance)		
Mooseplate Grant	5,000.00		
Kozlowski Electric	(120.00)		
Archeological Sensitivity Study	(975.00)		(\$13,435.00)

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

\$ 7,932.89

VI. MVSB Account

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

11/30/16	Statement Balance	\$14,281.49	
12/12	Deposit	255.00	
12/15	Deposit	50.00	
12/16	Transfer to Reimburse		
	Town General Fund	(6,770.00)	
12/22	Deposit-from Operating Line		
	for GoFundme.com Fees	16.40	
12/27	Deposit	100.00	
12/30/16	Statement Balance	\$7,932.89	<u>\$ 7,932.89</u>

VI. <u>Operating Budget 2016</u>	\$1,000.00
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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)
Reimburse K. Ponton (Postage, paper goods, poster & refreshments for Open House)	(91.76)
Reimburse K. Ponton (Stamps)	(47.00)
Reimburse K. Baker (Envelope)	(2.19)
Reimburse K. Ponton (Candles)	(43.70)
Reimburse K. Baker (Envelope & thumbdrive for Mooseplate)	(12.30)
Reimburse K. Ponton (Barn survey postcards, thumbdrive & postage)	(71.10)
Saymore Trophy (Historic Register Plaque for Schoolhouse)	(50.00)
Reimburse Heritage Fund for GoFundMe.com Service Fees	<u>(16.40)</u>
Balance	\$ 156.91

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1/18/17

Town of Center Harbor
Historic Resources Stewardship Plan

The Town of Center Harbor is the proud owner of five (5) historic structures:

- The 1843 Center Harbor Town House
- The 1886 Center Harbor Village Schoolhouse
- The c.1900 Center Harbor Boat House
- The 1909 James E. Nichols Library
- The 1907 Kona Fountain

As stewards of all Town property, the Town of Center Harbor Board of Selectman believe that it is important to preserve the historical value of these Town-owned historic structures by adopting and implementing a *Historic Resources Stewardship Plan*. Such a *Plan* will protect the investment Center Harbor citizens, the Town Heritage Commission and others have made to restore these historic structures by ensuring that they are maintained in good condition over time.

An annual (assessment) INSPECTION of the existing condition of every Town-owned historic structure is the foundation of this *Historic Resources Stewardship Plan*. Identifying building and structure needs and problems before they become significant issues will minimize maintenance costs and lessen the need for expensive, large-scale repair projects. This will also facilitate long-range planning for major improvements, such as roof replacements.

A dedicated, *Stewardship Expendable Trust Fund* (ETF) will be recommended for funding at the 2017 Annual Town Meeting. This ETF will be used for periodic assessment/monitoring and long-term maintenance planning to preserve Town-owned historic properties. (UPDATE AFTER TOWN MEETING)

The annual BUILDING INSPECTION will include EXAMINING at least all the following elements:

1. Foundation & Site (Signage, parking area, drainage, cracks in foundation walls, accumulation of water in crawlspace, leaves and debris)
2. Chimney, Fireplaces & Masonary Walls (Crumbling, loose bricks, missing mortar)
3. Roof (Gutters, downspouts, flashing, venting, shingles)
4. Exterior Wood (Failing paint, rotten clapboard, porch flooring)
5. Doors & Windows (Failing paint, rotten sills, cracked panes, glazing,

hardware)

6. Paint (Flaking, blistering, weathering)
7. Interior Walls & Ceilings (Plaster cracks, stains)
8. Interior Floors (Excessive wear, warping, damage)
9. Railings and Fences (Loose joints, rotten wooden railings, rust)
10. Pests (Wood-damaging insects, rodents)
11. Electrical (Service, lighting)
12. Mechanical (Plumbing, alarm systems, heating)

(PUT SEPARATE) THE ANNUAL INSPECTION OF THE KONA FOUNTAIN WILL INCLUDE, BUT IS NOT LIMITED TO, EXAMINING THE SITE, PEDESTAL, BOWL, SCULPTURE, FOUNTAIN PLUMBING AND OPERATION.

Areas that require repair or further investigation will be photographed. Photos will be labeled with the date, structure name, location, and a brief description of the condition being documented. A full set of photographs documenting existing conditions will be taken every five (5) years on a rotating basis.

A written report based on the INSPECTION will be prepared and a prioritized work plan developed for each historic structure. The work plans will be used to establish a budget for annual maintenance and major improvements for the structures. Annual work reports will document the work performed during the year, including a description of existing conditions needing work, the scope of work addressed, materials used, any unusual conditions found, further recommendations, the name of the contractor or staff who did the work, and the name of the person preparing the report. INSPECTIONS and work reports will be kept in Town property files and become part of the maintenance history for each structure.

The Center Harbor Board of Selectment shall be/IS? responsible for ensuring that the *Historic Resources Stewardship Plan* is implemented. The Board, at its discretion, may direct Town staff, hire outside consultants, or involve knowledgeable volunteers to perform the annual structure INSPECTIONS.

THE BOARD SHALL/WILL? DESIGNATE A MEMBER OF THE TOWN OF CENTER HARBOR HERITAGE COMMISSION AS THE CONTACT PERSON FOR REPORTING TO GRANT AGENCIES, SUCH AS LCHIP, THAT MANDATE ANNUAL MONITORING AS A FUNDING REQUIREMENT.

The Board of Selectment shall be/IS? responsible for securing sufficient funding for ongoing maintenance, necessary repairs and major improvements for Town-owned historic structures. These funds shall be/ARE? placed in the existing *Building Repairs & Maintenance ETF*. (DO THEY PLAN ON TRYING TO SECURE A MODEST

AMOUNT AT TOWN MEETING EACH YEAR?)

THE BOARD OF SELECTMEN SHALL/WILL? MAINTAIN APPROPRIATE LEVELS OF LIABILITY INSURANCE FOR ALL TOWN-OWNED HISTORIC STRUCTURES.

THE BOAD OF SELECTMEN ADOPTED THE APPLICABLE SECTIONS OF THE LAND TRUST ALLIANCE'S *LAND TRUST STANDARDS AND PRACTICES* ON MAY 18, 2016. THESE OFFER ETHICAL AND TECHNICAL GUIDELINES FOR GOOD ORGANIZATIONAL GOVERNANCE AND EFFECTIVE PRESERVATION PRACTICES AND HISTORIC PROPERTY STEWARDSHIP.

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LCHIP Grant Round 15 Historic Resource Project Checklist

Grant payments for LCHIP Historic Resource projects are made in three disbursements. Certain elements of the work must be completed before each payment is made. Once the work elements have been approved, it typically takes two to three weeks to process a request for disbursement.

1. First Disbursement Requirements (50% of grant award)

To receive your first grant payment, all seven of the following items must be submitted, reviewed and approved by LCHIP (and the Division of Historical Resources "DHR") before the work begins. LCHIP and our partner DHR require up to 45 days to conduct the review of plans and scope of work. Both LCHIP and the DHR make every effort to turn this review around as quickly as possible. You may be asked to revise your plan or scope of work in order to comply with the Secretary's Standards.

- a. Project Agreement: The Project Agreement is the contract between LCHIP and your organization. It explains, among other things, the scope of work and the grant disbursement schedule. LCHIP will send the Project Agreement to you. It should be signed, notarized and returned to LCHIP.
- b. Plans and/or Detailed Scope of Work : These are the documents that describe in detail the work that will be performed. The more detail and description you provide, the easier and quicker the approval process will be. Full size plans, if available, are preferred. Please contact the office if you have questions about these requirements. YOUR PLANS MUST BE APPROVED BY LCHIP BEFORE YOU BEGIN THE WORK!
- c. Estimated Timeline: This should be a realistic schedule of all work from beginning through completion. Projects must be completed within 24 months of the grant award date. If your timeline extends beyond this period, please include an explanation of why it does. We understand that this is an early estimate of the schedule. Changes in the project timeline (including extensions of the 24 month period) may be allowed on a case-by-case basis if deemed necessary.
- d. Proof of Match Funds: You must show LCHIP that you have an amount equal to your grant award secured before your first disbursement of funds. At least half of the match must be in cash. Depending on the source of funds, the proof of match may be bank statements, treasurer's reports, award letters from other grants, or statements from in-kind donors of the approximate value of their donation.
- e. List of Contractors to be Used on the Project: List the names of the individuals or firms that will work on the project. If the contractors have not been identified yet, please indicate when your decision will be made.
- f. Stewardship Plan: The Stewardship Plan explains how you will insure that the property will be maintained in good condition over time. This plan will also be reviewed and approved by the Division of Historical Resources. See <http://www.lchip.org/documents/Stewardship%20Plan%20Guidance%20Document.pdf> for general information about stewardship plans, or you may contact the LCHIP office for sample Stewardship Plans.
- g. Land Trust Alliance Standards: If you have not yet adopted the applicable Land Trust Alliance Standards, you must adopt them prior to the disbursement of the first grant payment. General information about the Land Trust Alliance Standards and how they apply to Historic Resource projects can be found at <http://www.lchip.org/documents/LTA%20Standards%20for%20Historic%20Resource%20Applicants.pdf>

✓
Board
adopted
May 8, 2016

2. **Second Disbursement Requirements (30% of grant award)**

To receive the second disbursement, you must complete half of the work and:

- a. Midpoint Site Visit: Contact LCHIP staff to arrange a site visit.
- b. 50% Complete Letter: Have your contractor/consultant send a letter stating that the project is 50% complete.

3. **Final Disbursement Requirements (20% of grant award)**

The final disbursement of your award is made when LCHIP is satisfied that all project requirements are finalized, including all six of the items below. LCHIP requires at least 5 weeks to review these final items before the final disbursement is made. Please time your submittal accordingly.

- a. Final Site Visit : LCHIP staff will conduct a final site visit upon completion of the project.
- b. Baseline Documentation Report: The Baseline Documentation report documents the work that was accomplished by your LCHIP grant and provides a clear record of the physical condition and historic character of your resource at the time of project completion. Thorough and accurate Baseline Documentation is an integral part of the stewardship of your resource and will make review and approval of future alterations to the building easier. <http://www.lchip.org/documents/Baseline%20Documentation%20Form.pdf> provides instructions for completing the Baseline Documentation Report.
- c. Final Project Budget: You must provide LCHIP with a final budget showing all project costs and sources of funding. This serves as final documentation of all matching sources, including cash and non-cash. Find a final budget worksheet at: <http://www.lchip.org/index.php/for-applicants/for-historic-resource-applicants>
- d. Inform Local Officials: LCHIP requires the grant recipient to inform their state legislators when the project is completed, via press release, invitation to a celebration, etc.
- e. Return LCHIP Sign: LCHIP provides temporary metal signs to some projects while they are underway. The sign promotes both the LCHIP program and the project. This sign must be returned to LCHIP before the project is considered complete. LCHIP reserves the right to withhold \$100 from the final grant payment or invoice the grantee \$100 if the sign is not returned.
- f. Stewardship Agreement Recorded: A Stewardship Agreement between LCHIP and the grant recipients is required for every restoration or rehabilitation project. The Stewardship Agreement will be recorded with the property deed, and will include the stipulation that the building can only be sold if the new owner agrees to sign a new Stewardship Agreement with LCHIP. Length of terms of agreement between LCHIP and grant recipient will be linked to amount of grant received and may be adjusted to incorporate the expected lifetime of the restoration/rehabilitation project, and size and scope of the activities for which LCHIP funds are utilized. LCHIP will provide the language for the Stewardship Agreement required for your project. The agreement must be signed by LCHIP and your organization and must be recorded at your county's Registry of Deeds before the final disbursement can be made and the project is considered complete.

For reference, model documents can be found on the LCHIP website at:

<http://www.lchip.org/index.php/for-applicants/for-historic-resource-applicants>

If you have any questions, please contact the LCHIP office at (603) 224-4113

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An annual inspection of the existing condition of every Town-owned historic structure is the foundation of this *Historic Resources Stewardship Plan*. Identifying building and structure needs and problems before they become significant issues will minimize maintenance costs and lessen the need for expensive, large-scale repair projects. This will also facilitate long-range planning for major improvements, such as roof replacements.

The annual building inspection will include examining at least all the following elements:

1. Foundation & Site (Signage, parking area, drainage, cracks in foundation walls, accumulation of water in crawlspace, leaves and debris)
2. Chimney, Fireplaces & Masonary Walls (Crumbling, loose bricks, missing mortar)
3. Roof (Gutters, downspouts, flashing, venting, shingles)
4. Exterior Wood (Failing paint, rotten clapboard, porch flooring)
5. Doors & Windows (Failing paint, rotten sills, cracked panes, glazing, hardware)
6. Paint (Flaking, blistering, weathering)
7. Interior Walls & Ceilings (Plaster cracks, stains)
8. Interior Floors (Excessive wear, warping, damage)
9. Railings and Fences (Loose joints, rotten wooden railings, rust)

- 10. Pests (Wood-damaging insects, rodents)
- 11. Electrical (Service, lighting)
- 12. Mechanical (Plumbing, alarm systems, heating)

The annual inspection of the Kona Fountain will include, but is not limited to, examining the site, pedestal, bowl, sculpture, fountain plumbing and operation.

Areas that require repair or further investigation will be photographed. Photos will be labeled with the date, structure name, location, and a brief description of the condition being documented. A full set of photographs documenting existing conditions will be taken every five (5) years on a rotating basis.

A written report based on the inspection will be prepared and a prioritized work plan developed for each historic structure. The work plans will be used to establish a budget for annual maintenance and major improvements for the structures. Annual work reports will document the work performed during the year, including a description of existing conditions needing work, the scope of work addressed, materials used, any unusual conditions found, further recommendations, the name of the contractor or staff who did the work, and the name of the person preparing the report. Inspections and work reports will be kept in Town property files and become part of the maintenance history for each structure.

Option 1.1	Option 1.2
The Center Harbor Board of Selectmen is responsible for ensuring that the <i>Historic Resources Stewardship Plan</i> is implemented.	The Center Harbor Board of Selectmen has ownership of ensuring that the <i>Historic Resources Stewardship Plan</i> is implemented.

A dedicated, *Stewardship Expendable Trust Fund* (ETF) will be recommended for funding at the 2017 Annual Town Meeting. This ETF will be used for periodic monitoring and long-term maintenance planning to preserve Town-owned properties and Town-owned conservation lands. **(UPDATE AFTER TOWN MEETING)**

The Board of Selectmen, at its discretion, may direct Town staff, hire outside consultants, or involve knowledgeable volunteers to perform the annual structure inspections.

The Board will designate a member of the Town of Center Harbor Heritage Commission as the contact person for reporting to grant agencies, such as LCHIP, that mandate annual monitoring as a funding requirement.

Option 2.1	Option 2.2
The Board of Selectment <i>is responsible for</i> securing sufficient funding for ongoing maintenance, necessary repairs and major improvements for Town-owned historic structures. These funds are placed in the existing <i>Building Repairs & Maintenance ETF</i> .	The Board of Selectment <i>has ownership of</i> securing sufficient funding for ongoing maintenance, necessary repairs and major improvements for Town-owned historic structures. These funds are placed in the existing <i>Building Repairs & Maintenance ETF</i> .

(LCHIP Question: **DO THEY PLAN ON TRYING TO SECURE A MODEST AMOUNT AT TOWN MEETING EACH YEAR?** Possible response: Insert this sentence above: *Based upon projected needs for the coming year, the Board of Selectmen recommends the amount of funds to be appropriated at the Town Meeting.*)

Option 3.1	Option 3.2
The Board of Selectmen <i>is responsible for</i> ensuring that appropriate levels of liability insurance are maintained for all Town-owned historic structures.	The Board of Selectmen <i>has ownership of</i> ensuring that appropriate levels of liability insurance are maintained for all Town-owned historic structures.

The Board of Selectmen adopted the applicable sections of the Land Trust Alliance's *Land Trust Standards and Practices* on May 18, 2016. The Board recognizes that these *Standards and Practices* offer ethical and technical guidelines for good organizational governance, effective preservation and responsible stewardship.

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