

**Town of Center Harbor  
Heritage Commission Meeting**

- *Approved 3/16/17* -

**February 16, 2017**

Minutes

- I. **Call to Order:** Meeting called to order at 5:33pm. Present: Chairperson Kim Baker, Roland Garland, Richard Hanson, Karen Ponton, Dave Reilly; David Hughes (alternate) until 6:55pm; Absent: Nancy Sapack (alternate).
  
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Hanson that: The Minutes of January 19, 2017 be approved with the correction to change under Item IV.E. "Robin Woodaman" to "K. Baker". Passed unanimously.
  
- III. **Order of Agenda & Additional Items:** R. Hanson asked that an email from Select Board chairperson H. Viens reminding committees and commissions to:  
1) Check appointment terms of all members before Town Meeting and obtain reappointment, if needed; and 2) Elect a chairperson at first meeting after Town Meeting be added to the Agenda. (See **New Business**).
  
- IV. **Unfinished/Continuing Business**
  - A. **Town Meeting & Warrant Article(s):** K. Baker announced that a meeting of area Heritage Commissioners will take place on Saturday, February 25 at 10:30am at the Moultonborough Library. The purpose of the meeting is to share information about any proposed warrant articles and strategies for encouraging approval at Town Meetings. The Commission briefly discussed the upcoming March 15, 2017 Town Meeting. All Commissioners are planning to attend the Town Meeting.
  
  - B. **Joint Educational Program with Historical Society:** R. Garland asked if the Heritage Commission might help fund the speaker's fee of \$200 for the Historical Society's May 25 program: *On this Spot Once Stood: Remembering the Architectural History of NH*, with Maggie Stier. R. Garland plans on asking M. Stier if she might include information about Center Harbor properties, such as the old Colonial Hotel, in her talk. Motion by R. Garland, seconded by K. Baker, that: The Heritage Commission donate \$100 towards the speaker fee for the program: *On this Spot Once Stood*. Passed unanimously.
  
  - C. **Continued Work on Stewardship/Monitoring Plan:** R. Hanson reported that the Select Board reviewed the draft dated 1/19/17 at their February 8<sup>th</sup> meeting, and forwarded it to the Town Attorney for comment. H. Viens and K. Ponton will be



meeting with the Attorney about his recommendations. The Commission suggested that an LCHIP representative be invited to that meeting. K. Ponton will pursue.

#### **D. Town House**

1. **Front Porch Project:** The Meredith Rotary has generously agreed to donate skilled labor to repair the front porch of the Town House, as recommended in the *Building Conditions Assessment*. The Heritage Commission will provide the materials. Work is anticipated to begin sometime in the Spring 2017.
2. **Sign:** Awaiting a return phone call/email from L. Royea.

**E. Heritage Fund - Financial Report:** The Commission reviewed the *Fund Report* dated January 31, 2017 (see attached), a revised reporting format for 2017, and the MVSB statements for December 2016 and January 2017.

#### **F. Grants Update**

1. **LCHIP Grant:** K. Ponton updated the Commission on progress in completing the *LCHIP Grant Round 15 Historic Resource Project Checklist*. Item 1.a. *Project Agreement* was signed by Select Board chairperson H. Viens at last night's Select Board meeting and mailed to LCHIP. Item 1.b *Plans and/or Detailed Scope of Work:* K. Ponton is planning to meet with Code Compliance Officer Ken Ballance next week to prepare the *Request for Proposals* and *Scope of Work*. She expects to have this ready for the Commission's review at its March meeting. Item 1.c *Estimated Timetable:* The Town House Foundation project must be completed by December 2018. The goal is to complete this work during Fall 2017. Item 1.d *Proof of Matching Funds:* A successful Mooseplate grant application is critical for raising the required matching funds. Item 1.e. *List of Contractors:* Target date for issuing the *RFP* is late March/early April. Item 1.f *Stewardship Plan:* See Item IV. C above. Final draft should be ready for the Commission's review at its April meeting.
2. **2017 Mooseplate Grant:** The Commission discussed ways to ensure a successful grant application. K. Ponton will email an initial draft of the application to Commission members for feedback, probably before the April Commission meeting.

**G. Fundraising Plans for 2017:** The Commission continued discussion from its January meeting. K. Baker spoke about the importance of sharing the Commission's workload, and keeping everyone "in the loop" through good communication.

1. **DoGood Bonus Cards:** R. Garland volunteered to coordinate this event, which will be held at Heath's from Thursday, June 22 through Saturday afternoon, June 24. These dates have been reserved on the calendar at Heath's service counter. R. Garland was asked to begin soliciting volunteers to help onsite with this event. K. Baker will refurbish the Town House informational display. K. Ponton has submitted a request for 300 cards to *The Common Man*.



2. **50/50 Raffles:** K. Baker has received a letter from the Select Board, granting permission to hold the raffles at the Town Band Concerts this summer. She spoke with Bill Ricciardi about possibly holding a raffle at LobsterFest. He will discuss our request with the CHCDA. K. Baker will ask N. Sapack if she might be able to help. K. Ponton suggested that the Commission consider, at a later date, whether to hold the raffles at all or just some of the concerts. (The Concert Series Schedule is attached).

3. **Other:** R. Hanson shared that Mark Billings, who has extensive fundraising expertise, has offered to speak with the Commission about fundraising for the Town House. The Commission would welcome M. Billings' suggestions, and asked that R. Hanson arrange for him to attend an upcoming meeting, at his convenience, possibly March.

H. **NHDHR Survey Update:** K. Baker gave a brief report on the "expert panel" meeting held yesterday. Mae Williams is looking for volunteers to help with some of the fieldwork; K. Baker will see if the Boy Scouts may be interested. D. Reilly and K. Ponton also attended the meeting.

I. **Barn Survey Project Update:** K. Baker reported for R. Kipphut. He has visited 3 barns (Sutton House, Duymazlar, Richardson) and has 6 more (Langan, Gordon, Reddy, Tall and Berkowitz) to visit.

J. **Village Schoolhouse NH Register of Historic Places Plaque:** K. Baker gave the plaque to R. Garland, who will arrange to have it hung on the Village Schoolhouse. Per Town policy, he will get approval from the Select Board before hanging the plaque.

#### V. **New Business**

A. **Commissioners' Terms:** R. Hanson's and R. Garland's terms expire this year; K. Baker's, K. Ponton's and D. Reilly's expire in 2018.

B. **Election of Officers:** On Agenda for March meeting.

#### VI. **Other Business**

A. **Town House History:** R. Garland spoke with a member of the DAV chapter in Laconia, who offered to find out whether any of their members attended meetings at the Town House in the early 1970s. If so, she will ask if they have any photographs showing the Town House interior.

B. **c1840 Blanket Box:** D. Reilly may acquire this antique. If so, it could be a piece of period furniture appropriate for exhibit in the Town House. R. Garland has a tool set that belonged to Perley O. York, who did most of the work on the 1907 renovation of the Town House. He might loan the tool set for display.



**C. Email Attachment Problem:** K. Ponton apologized for the difficulty two Commission members had trying to open one of the email attachments she had sent. She asked that members let her know right away if this happens with any future emails so she can resend the information.

**D. Other:** R. Hanson will not be able to attend the April Commission meeting.

**VII. Adjournment:** Motion by R. Garland, seconded by D. Reilly to adjourn at 7:04pm.  
Passed unanimously.

**Next Meeting:** March 16, 2017 at 5:30pm

Respectfully submitted,

Karen Ponton  
Secretary

atts(3)

# Center Harbor Heritage Commission

## Heritage Fund Report (1/31/17)

### 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	
2016 Donations	6,437.12	
<u>2017 Donations</u>	<u>1,300.00</u>	
Donation Jar	5.60	
	\$11,760.39	<u>\$11,760.39</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	(17,340.00)	
Mooseplate Grant	10,000.00	
Kozlowski Electric	( 120.00)	
Archeological Sensitivity Study	( 975.00)	(\$ 8,435.00)

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

\$14,238.49

### VI. MVSB Account

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

12/30/16	Statement Balance	\$ 7,932.89	
1/06	Deposit	500.00	
1/09	Deposit (Mooseplate)	5,000.00	
1/18	Deposit	300.00	
1/20	Deposit	300.00	
1/31	Deposit	205.60	
1/31/17	Statement Balance	\$14,238.49	<u>\$14,238.49</u>



# Center Harbor Heritage Commission

## Heritage Fund Summary Report (1/31/17C)

### I. Town Appropriations

Appropriation 2015	\$ 500.00	Expenses 2015	( \$467.16)	
Appropriation 2016	\$15,000.00	Expenses 2016	( 8,435.00)*	
		Appropriations Balance		<u>\$ 6,597.84</u>

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2016 Donations	6,437.12			
		Expenses 2016	(\$ 4,119.74)**	
2017 Donations	1,300.00			
Donation Jar	<u>5.60</u>			
	\$ 11,760.39			<u>\$ 7,640.65</u>

### III. Town House Rehab

### IV. Heritage Fund Balance (I + II) \$14,238.49

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	(Mooseplate Balance)	5,000.00	
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1/31/17	Statement Balance	\$14,238.49	<u>\$14,238.49</u>

#### Notes:

- \* 2016 Town House Rehab Expenses for archaeologist, electrician & painting,  
less \$10,000 Mooseplate Grant
- \*\* 2015-6 Building Conditions Assessment less \$4,000 NHPA Grant



**Town of Center Harbor  
Parks and Recreation  
2017 Summer Band Concert Series Schedule**

All rehearsals and performances will take place on the Bandstand

**Center Harbor Town Band**  
Carlos Martinez, Band Director

Friday, June 16	Practice #1	6:30 p.m. – 8:30 p.m.	
Friday, June 23	Practice #2	6:30 p.m. – 8:30 p.m.	
Friday, June 30	Practice #3	6:30 p.m. – 8:30 p.m.	
Tuesday, July 4 <sup>th</sup>	4 <sup>th</sup> of July Parade	2:00 p.m. – (1:30 p.m. call)	
Tuesday, July 4 <sup>th</sup>	1 <sup>st</sup> Band Concert	6:00 Rehearsal	7:00 Show
Friday, July 7	2 <sup>nd</sup> Band Concert	6:00 Rehearsal	7:00 Show
Friday, July 14	3 <sup>rd</sup> Band Concert	6:00 Rehearsal	7:00 Show
Friday, July 21	4 <sup>th</sup> Band Concert	6:00 Rehearsal	7:00 Show
Friday, July 28	5 <sup>th</sup> Band Concert	6:00 Rehearsal	7:00 Show
Friday, August 4	6 <sup>th</sup> Band Concert	6:00 Rehearsal	7:00 Show

**Guest Concerts**

Friday, August 11	Annie & The Orphans	7:00 – 9:00 p.m.
Friday, August 18	60's Invasion	7:00 – 9:00 p.m.
Friday, August 25	Carter Mountain Brass Band	7:00 . – 9:00 p.m.

**Contacts**

<b>Carlos Martinez, Band Director</b>	<b>Sandy Frost, Director of</b>
<b>Center Harbor Town Band</b>	<b>Parks and Recreation</b>
<a href="mailto:Tempidiescargot@gmail.com">Tempidiescargot@gmail.com</a>	<a href="mailto:chparksandrec@metrocast.net">chparksandrec@metrocast.net</a>