

**Town of Center Harbor
Heritage Commission Meeting**

- Approved 5/18/17 -

April 20, 2017

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson David Reilly, Roland Garland, David Hughes, Karen Ponton; Absent: Richard Hanson, Nancy Sapack (alternate); Guest: Rick Kipphut
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Garland that: The Minutes of March 16, 2017 be approved as writtten. Passed with D. Hughes abstaining.
- III. **Order of Agenda & Additional Items:** No changes or additions.
- IV. **Unexpired Commissioner Term:** Motion by K. Ponton, seconded by D. Reilly that: Alternate David Hughes be appointed to fill the unexpired term as Commissioner; this term expires in 2018. Passed unanimously.
- V. **Unfinished/Continuing Business**

A. Town House Rehab

1. **Foundation Project:** The Commission received, opened and discussed two (2) sealed bids for the Town House Foundation Work:

- Arnold M. Graton Associates, Inc. for \$84,200.00
- Target New England for \$44,250.00

Consensus was to take the bids under advisement. K. Ponton was directed to send a letter to both companies, acknowledging receipt of bids, that bids were opened and that bids are being taken under advisement. Consensus was also to have her ask Code Compliance Officer K. Ballance for advice before proceeding further.

2. **Phase 1B Archaeological Study:** Since work on the Foundation Project is contingent upon a Phase 1B Archaeological Study, K. Ponton asked LCHIP Historic Resource Specialist J. Lapachinski for permission to conduct the study as soon weather permits, which was granted. Photos will need to be taken documenting the condition of the Town House floor before any floorboards are carefully removed, during the work and after being reinstalled. Floorboards should also be safely stored on site until reinstalled. The Commission reviewed a floorplan prepared by IAC Project Archaeologist J. Cofelice showing the suggested placement of a 3-foot X 14-foot opening. (See attached.) Motion by R. Garland, seconded by D. Hughes that: K. Ponton arrange for floorboards to be lifted in preparation for the archaeological study. Passed unanimously. The LCHIP grant proposal included \$1,659.00 for the Phase 1B Archaeological Study and \$650.00 for the floor work.

B. Grants Update

1. **LCHIP Grant:** K. Ponton clarified that the \$21,280.00 LCHIP Grant received in December is for the Town House foundation work, including the archaeological study. It requires matching funds. The 2017 Town appropriation of \$5,000.00 will be used for this purpose.

2. **2017 Mooseplate Grant:** This \$10,000 grant request, if awarded, will also be used to help match the LCHIP Grant for the Town House foundation work.

C. **Stewardship/Monitoring Plan:** K. Ponton shared Atty Boldt's April 18, 2017 email concerning the *Stewardship Plan* that the Commission had drafted. (See attached.) Consensus was to postpone further discussion until the Commission receives a response from LCHIP.

D. **Heritage Fund:** The Commission reviewed the *Fund Report* dated April 15, 2017 (see attached) and the MVSBS statement for March 2017.

E. Fundraising Plans

1. **DoGood Bonus Cards:** Awaiting approval from *The Common Man*.

2. **50/50 Raffles:** K. Ponton reported that R. Hanson did ask Select Board chairperson Harry Viens to speak with Bill Ricciardi about possibly holding a raffle at LobsterFest, but she has not heard anything further. After discussion, consensus was to hold a raffle at two (2) Town Band concerts this summer. The plan is to sell tickets before the concert and during intermission, and announce the winner before intermission ends. Motion by K. Ponton, seconded by D. Reilly that: The Commission hold a 50/50 raffle at the July 7, 2017 band concert and another 50/50 raffle at the August 18, 2017 concert, to be coordinated by D. Hughes. Passed unanimously. D. Hughes will provide a cardtable and raffle signs. Both D. Hughes and R. Garland may have access to "left over" rolls of raffle tickets.

F. **Barn Survey Project Update:** R. Kipphut reported that he is getting some responses to the approximately 50 postcards he sent out to barn owners, now that the weather has improved. He will be meeting with a few of them this Saturday. He intends to complete the first round of barn surveys before July 24, when he will be having knee surgery, and anticipates the project continuing into next year. He added that it is important to include barns that are near to collapsing so that there is a record for the future of where those barns once stood. R. Kipphut has spoken with the Moultonborough Heritage Commission about how they implement RSA 79-D, which provides some property tax relief to owners who agree to maintain their barns throughout a 10-year preservation easement. The Moultonborough Commission evaluates and then decides whether or not to recommend a barn property for a 79-D easement; they also conduct the annual inspections to ensure that each barn is being maintained properly. Apparently, Center Harbor has or may have had two (2) 79-D easements: the Mayo Farm stone cider barn on Waukegan Road and the Tracy barn

on Winona Road. R. Kipphut asked who conducts the annual inspections for Center Harbor; K. Ponton offered to check with R. Woodaman.

G. NHDHR Survey Update: D. Reilly reported that Mae Williams is waiting for additional comments on her latest manual draft from NHDHR. He also asked if she might be able explore with PSU offering student internships to help provide some of the volunteers needed for the survey.

V. New Business

A. NH Preservation Alliance (NHPA) Grant Application: K. Ponton reported that she is working on the NHPA Grant application to help offset some of the cost to the Town for the *Building Conditions Assessment* of the Village Schoolhouse. NHPA Field Service Representative Andrew Cushing conducted a site visit to the Schoolhouse earlier this month; Roland Garland, CHHS Auditor Palmer Smith and K. Ponton were present. A decision on the grant application is expected by the end of May. The Board of Selectmen has contracted with Alba Architects LLP for the *Building Assessment*. Alba has tentatively scheduled this for the first week in June.

B. Town House Tree Work: D. Reilly reported that he broached the need for tree work at the Town House with the Select Board at their April 12, 2017 meeting. Many small trees are leaning toward or hanging over the building, and may damage the recent exterior paint job. It is easier and less costly to remove these trees now, before they grow much larger. Motion by K. Ponton, seconded by D. Hughes to: Request that the Board of Selectmen have the trees overhanging the Town House removed, as well as any others that the Road Agent feels should be removed. Passed unanimously.

C. Other: D. Reilly has the *NH Register of Historic Places* plaque for the Schoolhouse; he will get it to R. Garland to hang on the building.

VI. Other Business

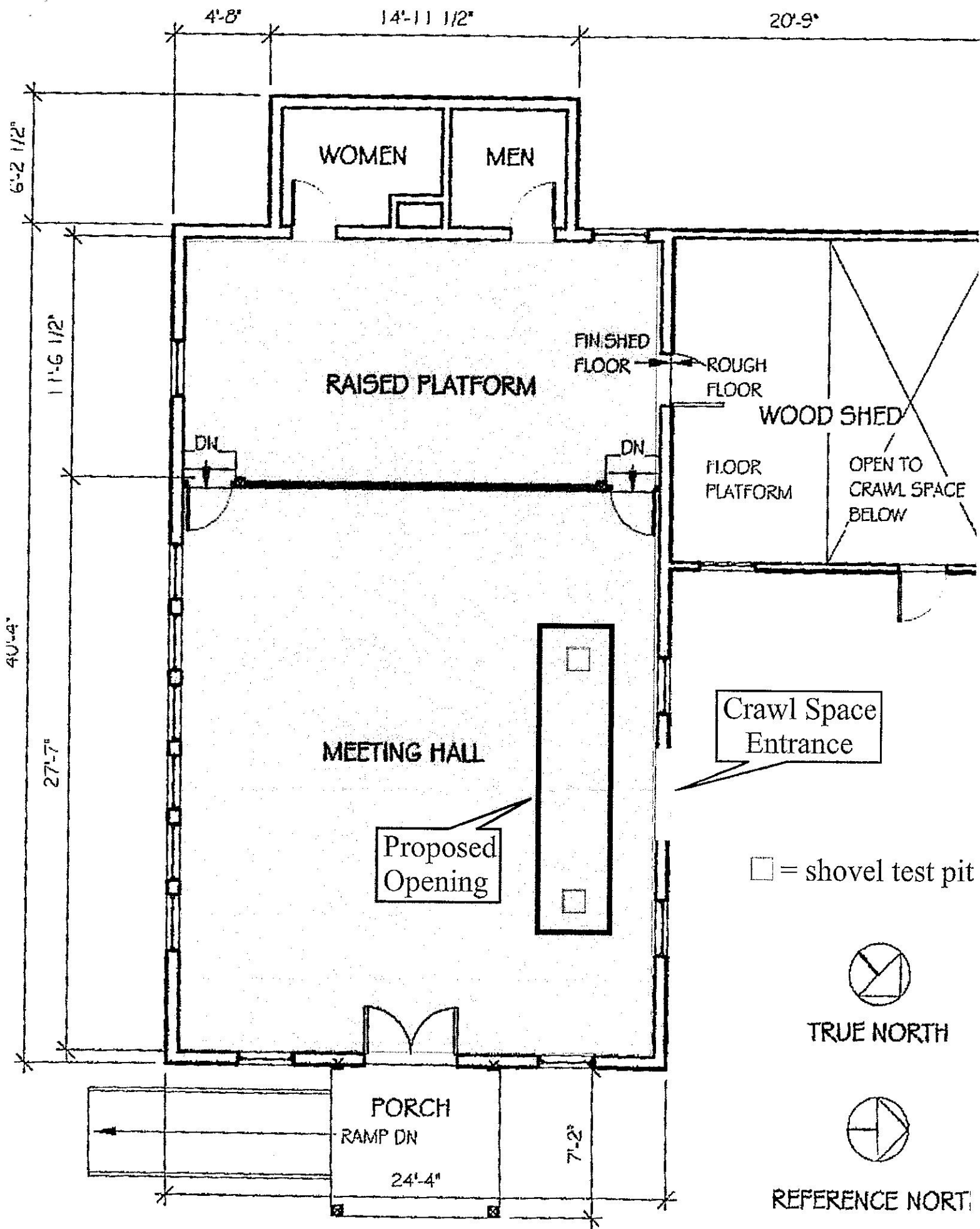
A. Announcement: NHPA Biennial Historic Preservation Conference
April 21, 2017 9am-4pm Concord City Auditorium

B. Announcement: Country School Association of America Annual Conference
June 11-14, 2017 Colby-Sawyer College.

VII. Adjournment: Motion by D. Hughes, seconded by R. Garland to adjourn at 6:40pm.
Passed unanimously.

Next Meeting: May 18, 2017 at 4:30pm

Respectfully submitted,
Karen Ponton, Secretary
atts(3)



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Town of Center Harbor
Historic Resources Stewardship Policy

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

The Town of Center Harbor Board of Selectman, in conjunction with the Town Heritage Commission and the Trustees of the James E. Nichols Library, recognize and support the maintenance of these historic structures by ensuring annual inspection and planned upkeep as needed and as fiscally reasonable under the Town Meeting appropriations process. Specific inspection and maintenance plans will vary based on the characteristics of each structure. In keeping with the Town's Building Maintenance and Repairs Policy, all inspection and maintenance plans must be reviewed by the Selectmen in advance and are subject to the Selectmen's approval (and that of the Trustees concerning the James E. Nichols Library). Such inspection and maintenance activities shall be documented in an appropriate fashion to preserve a record of such actions. The Town Properties Expendable Trust Fund as created by the March 2017 Town Meeting, in addition to other available funding sources, may be used to fund such actions.

DRAFT

4/18/17

Center Harbor Heritage Commission

Heritage Fund Summary Report (4/15/17)

I. Town Appropriations

Appropriation 2015	\$ 500.00	(\$467.16)	
Appropriation 2016	\$15,000.00	(8,435.00)*	
Appropriation 2017	\$5,000.00		
	Appropriations Balance		<u>\$ 11,597.84</u>

II. Donations

2015 Donations	\$ 4,017.67		
2016 Donations	6,437.12	(\$ 4,119.74)**	
2017 Donations	1,950.00		
	300.00		
	125.00		
	25.00		
	50.00		
	100.00		
	100.00		
	100.00#		
Donation Jar	<u>5.76</u>		
	\$ 13,210.55		
			<u>\$ 9,090.81</u>

III. Town House Rehab

IV. Heritage Fund Balance (I + II) \$20,688.65

V. MVSB Account

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

2/28/17	Statement Balance	\$14,888.49
3/01	Deposit	125.00
3/08	Deposit	325.16
3/17	Deposit	50.00
3/23	Deposit	5,200.00

(includes \$5,000 Town Appropriation)

3/31/17	Statement Balance	\$20,588.65
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Reconciliation w/Pending under II (+\$100) \$20,688.65

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

Pending

VI. <u>Operating Budget 2017</u>	\$1,000.00
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Expenses:

Donation to Historical Society for joint Program in May	(100.00)
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Reimburse K. Ponton for Postage & Printer Ink	<u>(214.20)</u>
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Balance	\$ 685.80
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