

**Town of Center Harbor
Heritage Commission Meeting**

- Approved 7/20/17 -

June 15, 2017

Minutes

- I. **Call to Order:** Meeting called to order at 4:33pm. Present: Chairperson David Reilly, Richard Hanson, Karen Ponton, Nancy Sapack (alternate); Absent: Roland Garland, David Hughes; Guests: Rick Kipphut, Mae Williams, Aimee Manfredi-Sanschagrin, Mary Richardson, Gabrielle Sanschagrin.
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by D. Reilly that: The Minutes of May 18, 2017 be approved as writtten. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes or additions.
- IV. **Unfinished/Continuing Business**
 - A. **Town House Rehab**
 1. **Phase 1B Archaeological Study:** IAC completed the Phase 1B Archaeological Study and submitted the written report to NHDHR. No evidence of pre-contact Native American archaeological resources was found. Awaiting comment from NHDHR. Commissioners received a copy of the report via email on June 11, 2017.
 2. **Foundation Project:** K. Ponton reported that LCHIP staff member Jenna Lapachinski will be leaving LCHIP at the end of June and moving out of state. The Commission expressed its appreciation to J. Lapachinski for her assistance and support throughout the LCHIP grant process.
 3. **Front Porch Painting:** Weather has delayed further painting. K. Ponton plans to finish painting the front porch as soon as weather permits.
 4. **Town House Tree Work:** Pending.
 5. **Town House Sign:** Luke Royea of Royea Signs and Graffix is nearly finished restoring the Town House sign and estimates rehangng it before the end of June.
 - B. **Grants Update - NHPA Building Conditions Assessment Grant:** K. Ponton announced that the NH Preservation Alliance approved the grant application for \$3,600 towards the cost of a *Building Conditions Assessment* of the 1886 Village Schoolhouse. Select Board Chairperson R. Drenkhahn signed the *Letter of Agreement* on June 12, 2017.

C. Stewardship/Monitoring Plan: K. Ponton reported that the Select Board adopted the draft *Town of Center Harbor Historic Resources Stewardship Policy* (4/18/17) and the draft *Procedure for Implementing the Town of Center Harbor Stewardship Plan for the 1844 Center Harbor Town House* (6/5/17) at their June 7th meeting. The *Procedure* contains an additional sentence that was recommended by LCHIP, but which the Heritage Commission did not have the opportunity to review. Motion by D. Reilly, seconded by K. Ponton that: The Heritage Commission supports the Board of Selectmen's adoption of the *Procedure for Implementing the Town of Center Harbor Stewardship Plan for the 1844 Center Harbor Town House* (6/5/17). Passed unanimously. (See attached). K. Ponton will submit these documents to LCHIP tomorrow.

D. Heritage Fund & Requests for Reimbursement: The Commission reviewed the *Fund Report* dated June 6, 2017 (see attached) and the MVSBS statement for May 2017. Motion by R. Hanson, seconded by N. Sapack: To reimburse K. Ponton \$62.59 from the Heritage Fund for paint for the Town House porch. Passed with K. Ponton abstaining. Motion by R. Hanson, seconded by N. Sapack: To reimburse K. Ponton \$24.35 for raffle tickets and display materials. Passed with K. Ponton abstaining.

E. Fundraising Plans

1. **DoGood Bonus Cards:** The Common Man has provided 120 *Do Good Bonus Cards*. The cards will expire July 24, 2017. Commissioners signed up to staff the table at Heath's Supermarket, as follows:

Thursday, June 22

10am-1pm R. Hanson & ?R. Garland
1-4pm D. Reilly & ?D. Hughes
4-6pm N. Sapack
(7pm R. Garland & K. Ponton will be at CHHS program meeting.)

Friday, June 23

9am-1pm N. Sapack & K. Ponton
1-5pm D. Reilly & ?D. Hughes

Saturday, June 24

9-11am K. Ponton
11am-2pm R. Hanson

D. Reilly will provide a card table. K. Ponton has Bonus cards, display, rackcards, and list of Common Man restaurants.

2. **50/50 Raffles:** The Commission discussed final details for the raffles. A roll of raffle tickets has been purchased. Tickets will be \$5/each or 5 tickets for \$20, cash only. They will be sold 30-40 minutes before the band concert and during intermission, with the drawing held at the end of intermission. Someone will be selected from the audience to draw the winning ticket. The Commission decided to hold a raffle at the July 4th band concert, with R. Hanson and R. Kipphut staffing the table. D. Reilly will contact D. Hughes about the July 7th and August 18th concerts.

F. **Barn Survey Project Update:** R. Kipphut reported on progress in conducting the Barn Survey. (He will be having surgery July 25th). Thus far, 12 barns have been surveyed (see attached list); two (2) may be pursuing NHPA Barn Assessment Grant funds. He clarified that he is only doing the surveys, not the barn assessments. Getting access to local barn owners remains a challenge, despite information on the Town website, posters around town, postcards and a front-page article in the June 1, 2017 edition of the *Meredith News*. He will have information about the barn survey available at the raffles. D. Reilly offered to talk with some of his neighbors on Winona Road who own old barns; N Sapack will talk with her neighbor on Skywatch Drive; M. Williams will connect R. Kipphut with Warren Perkins.

G. **NHDHR Survey Update:** M. Williams reported that, pending NHDHR approval, she is ready to go forward with her current draft of the *NH Community Survey Planning Manual* and revise it, as needed, after the case study of Center Harbor is completed. M. Williams and the Commission discussed at some length what each understood the role of the consultant and that of the Heritage Commission to be. The Commission understood its responsibilities as: having at least one (1) member attend the Expert Panel Meeting, holding a least one (1) public meeting and possibly other meetings with community groups, providing meeting space, publicizing the meetings, and providing feedback. The survey would be done by the consultant. M. Williams understood that the Heritage Commission would be doing the survey work, using volunteers; she would just be writing the final report. D. Reilly reiterated that the Commission does not have a bank of volunteers to call upon, but would help to the extent that they are able and available. R. Kipphut also volunteered to help. Consensus was that M. Williams will develop a task list and identify what has already been done and what will need to be done. As suggested, she will contact Plymouth State University to see if any students may be interested in volunteering. She will also talk with Grants Coordinator Amy Dixon at NHDHR about how to best proceed. The grant expires in September 2018.

V. **New Business – Special Donation:** Gabrielle Sanschagrin, a 10-year old resident of Center Harbor, presented the Heritage Commission with a lovely Town House birdhouse bank that she made for donations. She is 10 years old and a 4th grade student at Sandwich Central School. The birdhouse bank will replace the current

donation jar on the Town Clerk's counter.

VI. Other Business

A. May 25, 2017 Joint CHHS/HC Program - *On This Site Once Stood...* with speaker Maggie Stier: D. Reilly, R. Garland, R. Hanson, and K. Ponton attended this successful program at the Village Schoolhouse Museum, which was jointly sponsored by the Heritage Commission and the Historical Society.

B. Other: None

VII. Adjournment: Motion by R. Hanson, seconded by D. Reilly to adjourn at 6:33pm.
Passed unanimously.

Next Meeting: July 20, 2017 at 4:30pm

Respectfully submitted,

Karen Ponton, Secretary
atts(4)

Town of Center Harbor
Historic Resources Stewardship Policy
(approved by Center Harbor Board of Selectmen 6/7/17)

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 Stewardship 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.

Procedure for Implementing the Town of Center Harbor Stewardship Policy
for the 1844 Center Harbor Town House,
located at 175 Daniel Webster Highway

(approved by Center Harbor Board of Selectmen 6/7/17)

Introduction: As stewards of the 1844 Center Harbor Town House property, the Town of Center Harbor Board of Selectman recognizes that it is important to preserve the historical value of this Town-owned historic structure. The goal of the following *Procedure for Implementing the Town Historic Resources Stewardship Policy for the Center Harbor Town House* is to protect the investment Center Harbor citizens, the Town Heritage Commission and others have made to restore this historic structure by ensuring that it is maintained in good condition over time.

Procedure: An inspection of the existing condition of the Center Harbor Town House will be conducted on an annual basis either by (i) knowledgeable volunteers, (ii) at the discretion of the Selectmen, by Town personnel, or (iii) at the discretion of the Selectmen and with their prior written approval of a qualified bid, by a hired outside consultant. 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 Board of Selectmen, at its discretion, may direct Town staff, hire outside consultants, or involve knowledgeable volunteers to conduct the annual inspection of the Town House. The *Town Properties*

Stewardship Expendable Trust Fund (ETF) created at the 2017 Annual Town Meeting, along with other available funding sources, may be used to fund periodic monitoring and long-term maintenance planning for the Town House.

The annual building inspection of the Town House will include 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)

Areas that require repair or further investigation will be photographed. Photographs will be dated and labeled with a brief description of the condition being documented in the photo. A full set of photographs documenting existing conditions at the Town House will be taken every five (5) years.

A written report based on the inspection of the Town House will be prepared and a prioritized work plan developed. The work plan will be used to establish a budget for annual maintenance and major improvements for the building. The existing *Building Repairs & Maintenance ETF*, in addition to other available funding sources, may be used to fund needed repairs, maintenance and other work identified during the annual inspection. An annual work report 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 the Town House.

The Center Harbor Board of Selectmen, in conjunction with the Town's Heritage Commission, is responsible, subject to volunteer availability and/or available appropriations or alternate funding, for ensuring that annual inspections of the Town House are conducted and properly documented, as outlined above. The LCHIP contact person shall ensure that the *Historic Resources Annual Monitoring Report* is completed and submitted annually to LCHIP, as required by the *5-Year Stewardship Agreement*.

LCHIP Contact: A member of the Town of Center Harbor Heritage Commission serves as the contact person for reporting to grant agencies, such as LCHIP, that require annual monitoring of the Center Harbor Town House.

Insurance: The Town of Center Harbor maintains appropriate levels of property and liability insurance for the Town House.

Land Trust Standards: The Board of Selectmen adopted the applicable sections of the Land Trust Alliance's *Land Trust Standards and Practices* on May 18, 2016.

Center Harbor Heritage Commission

Heritage Fund Summary Report (6/6/17)

I. Town Appropriations

Appropriation 2015	\$ 500.00	(\$467.16)	
Appropriation 2016	\$15,000.00	(8,435.00)*	
Appropriation 2017	\$5,000.00	(145.73)A#	
Appropriations Balance			<u>\$ 11,452.11</u>

II. Donations

2015 Donations	\$ 4,017.67		
2016 Donations	6,437.12	(\$ 4,119.74)**	
2017 Donations	2,875.00		
	100.00		
Donation Jar	<u>6.25</u>		
	\$ 13,436.04		<u>\$ 9,316.30</u>

III. Town House Rehab

IV. Heritage Fund Balance (I + II)

\$20,768.41

V. MVSB Account

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

4/28/17	Statement Balance	\$24,697.14
5/09	Deposit	125.00
5/16	Deposit	100.00
5/02	Withdrawal	4,008.00

(NOT Heritage Fund monies. Inadvertently deposited into this account)

5/31/17	Statement Balance	\$20,914.14
---------	-------------------	-------------

Reconciliation w/Pending under I (-\$145.73)

\$20,768.41

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

A Town House Porch Repair

Pending

VI. Operating Budget 2017

\$1,000.00

Expenses:

Donation to Historical Society
for joint Program in May (100.00)

Reimburse K. Ponton for Postage
& Printer Ink (214.20)

Reimburse K. Ponton for Yard
Sign & Mailing Envelope (25.66)

Reimburse K. Ponton for Fundraising
Supplies (24.35)

Balance \$ 635.79

Surveyed Barns:

Richard & Alice Hanson	67 Plymouth Street
Mehmet Duymazlar	34 Dew Point Lane
Elliott Berkowitz	Red Hill Farm Rd
Barry Borella	250 Center Harbor Neck Rd
Mary Richardson	127 McCrillis hill road
Thomas Reddy	363 Piper Hill Road
Peggy Langan	239 Whittier Highway
Thais St. Clair	251 Whittier Highway
Roy Gordon	April Lane
Anne & Eric Strapp	Asquam Lane
Caroline & George Bigelow	111 College Rd
Kimberlee-Ann Scott	293 Daniel Webster

Talked to:

Debra Maynard 11 Sky Watch Road

Steven Holtzman (I will leave a flier on the barn)

Paul George 71 Coe Hill Rd.