

**Town of Center Harbor
Heritage Commission Meeting**

- Approved 10/12/17-

September 21, 2017
Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson David Reilly, Roland Garland, Richard Hanson, Karen Ponton, Nancy Sapack (alternate); Absent: David Hughes; Guest: Virginia Fisher.
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Hanson that: The Minutes of August 17, 2017 be approved as writtten. Passed with R. Hanson and N. Sapack abstaining.
- III. **Order of Agenda & Additional Items:** The Commission welcomed Ginny Fisher, who is interested in serving as an Alternate.
- IV. **Unfinished/Continuing Business**
 - A. **Town House Rehab**
 1. **Foundation Project**
 - a. **2017 Mooseplate Grant:** Our \$10,000 Mooseplate Grant application has been approved for the full amount of funding. The *Letter of Agreement* and related materials have been sent to the Board of Selectmen for their approval. To date, the Heritage Commission has received \$48,880 in grant funding for the Town, as follows:

• 2015 NH Preservation Alliance Grant	\$ 4,000
for Town House Building Assessment	
• 2016 Mooseplate Grant for Town House	\$10,000
Exterior Painting	
• 2016 LCHIP Grant for Town House	\$21,280
Foundation Project	
• 2017 Mooseplate Grant for Town House	\$10,000
Foundation Project	
• 2107 NH Preservation Alliance Grant	\$ 3,600
for Village Schoolhouse Building Assessment	
 - b. **LCHIP Grant:** Matching funds are now in place. LCHIP and NHDHR reviewed the *Stewardship Plan* and Scope of Work, and approved starting work on the Town House Foundation Project with the following conditions:

• Replacement wooden louvered vents must match existing evidence on the surviving vents.
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- Floor framing repair must be approved by LCHIP before executing repair.
- Any replacement of the floor structural system must be approved by LCHIP before executing work.
- New mortar must match character of existing masonry and be approved by LCHIP and State Historic Preservation Office before proceeding with this work.

D. Reilly and K. Ponton will meet with contractor tomorrow to review the project with these conditions and have contract signed.

2. **Chimney Repair:** Repointing of chimney, where needed, was completed. Cutter Masonry inspected the chimney and found it has an existing metal flu liner in good condition. Hardware cloth was installed over flu opening to keep animals out. Replacing the flashing around the chimney when the roof is replaced was recommended.

3. **Town House Sign:** Royea Graffix rehung restored sign. They will correct the date.

B. Heritage Fund & Requests for Reimbursement: The Commission reviewed the *Fund Report* dated September 9, 2017 (see attached) and the MVSB statement for August 2017. Motion by R. Hanson, seconded by N. Sapack: To reimburse K. Ponton \$49.65 for flash drive, printer ink, copies and page protectors. Passed with K. Ponton abstaining.

C. Fundraising: 50/50 Raffles at Band Concerts: The raffle at August 18th Concert was cancelled due to rain. The 50/50 Summer Band Concert Raffles raised \$1,315 for the Town House rehab. The Commission postponed discussion on holding raffles next summer.

D. Barn Survey Project Update: R. Kipphut held information displays about the barn survey outside of Heath's Supermarket on Sunday, August 20th and 27th and at the August 25th Band Concert. K. Ponton forwarded him a list of 30+ barns she received from Road Agent Jeff Haines. R. Kipphut also plans to meet with J. Haines. R. Hanson suggested that the Police Department also be contacted for possible barn locations. N. Sapack expressed concern about salvaging barnwood from barns that may be demolished, adding that this wood might be recycled for use in other ways. She suggested R. Kipphut might make barn owners aware of this option and potential market.

E. NHDHR Survey Update

1. **Task List:** K. Ponton updated the Commission on progress to date:

- NHDHR file review completed by K. Ponton. She obtained copies of prior surveys on 25+ Center Harbor properties, including Mead Farm,

House and Gilnockie.

- D. Hughes has not yet visited the NH State Library and Historical Society for any additional historic maps.
- Digital copies of Hazard Mitigation Plan and Town Master Plan have been placed on a flashdrive for M. Williams.
- Digital photos of fire hydrant map (on the wall of the radio room in the Fire Station) were sent to M. Williams.
- Remaining Commission tasks relate to GIS (see Item E.2).

2. Mapping

a. **Update:** No word yet from Plymouth State University, after an initial inquiry by Amy Reardon on behalf of the Commission, about the availability of GIS students to help with mapping.

b. **Meeting with Cartographics:** The Commission will meet with Tim Fountain of Cartographics on Thursday, October 12th at 4:00pm to further explore creating a digital, interactive historical resources layer on the Town maps and the cost.

F. **Village Schoolhouse Conditions Assessment:** NH Preservation Alliance has received the first draft. Awaiting NHPA comment before Alba Architects, LLP submits Final Report to Town Selectmen.

V. New Business

1. **Proposed 2018 Budget and Warrant Article(s):** The Commission briefly discussed its current \$1,000 line item in the Town Budget, the possible additional expense of an historical resources map layer, and whether to request additional funding through a warrant article. No decisions were made. The Commission expressed concern for minimizing any impact on taxpayers, especially in light of the urgent need for road maintenance and repair.

2. **2017 Annual Report:** D. Reilly will be preparing the Commission's report for the Town Annual Report. There was some discussion on how to better inform Town residents about work being done by the Commission, such as our success with grants and fundraising, as well as progress on the Town House rehab. A banner on the homepage of the Town website and a mailing to all residents were mentioned. R. Garland suggested that the Commission further discuss at a subsequent meeting what a realistic end product of the Town House rehab will be, including how the building will be used.

VI. **Other Business:** G. Fisher indicated she would like to be appointed to serve as alternate on the Commission. Her name will be forwarded to the Board of Selectmen.

VII. Adjournment: Motion by R. Hanson, seconded by R. Garland to adjourn at 5:52pm.
Passed unanimously.

Next Meeting: October 12, 2017 at 4:00pm (*Please note date and time change*)

Respectfully submitted,

Karen Ponton, Secretary
att(1)

Center Harbor Heritage Commission

Heritage Fund Summary Report (9/9/17)

I. Town Appropriations

Appropriation 2015	\$ 500.00	(\$467.16)
Appropriation 2016	\$15,000.00	(8,435.00)*
Appropriation 2017	\$5,000.00	(208.32)A#
		(901.74)B

Appropriations Balance

\$ 10,487.78

II. Donations

2015 Donations	\$ 4,017.67	
2016 Donations	6,437.12	(\$ 4,119.74)**
2017 Donations	3,475.00	
DoGood Cards	1,200.00	
Raffles	1,160.00	
	155.00	
Donation Jar	125.23	
	<u>11.00</u>	
	\$ 16,581.02	

\$ 12,461.28

III. Town House Rehab

IV. Heritage Fund Balance (I + II)

\$22,949.06

V. MVSB Account

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

7/31/17	Statement Balance	\$23,538.12
8/07	Deposit	182.00
8/11	Transfer to Reimburse	901.74
	Town General Fund	
8/15	Deposit	182.00
8/28	Deposit	<u>157.00</u>
8/31/17	Statement Balance	\$23,157.38

Reconciliation w/Pending under I & II (-\$208.32)

\$22,949.06

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

B Phase 1B Archaeology Report

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 Raffle & Display Supplies	(24.35)
Reimburse R. Kipphut for Postcards & Postage	(43.65)
Reimburse K. Ponton for Raffle Supplies	(33.19)
Reimburse K. Ponton for Stamps & Misc.	<u>(54.72)</u>
Balance	\$ 504.23