

**Town of Center Harbor  
Heritage Commission Meeting**

*- Approved 11/16/17 -*

**October 12, 2017**

Minutes

- I. **Call to Order:** Meeting called to order at 4:00pm. Present: Chairperson David Reilly, Roland Garland, David Hughes, Karen Ponton, Virginia Fisher (alternate); Absent: Richard Hanson, Nancy Sapack; Guest: Tim Fountain, CAI Technologies.
  - II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Garland that: The Minutes of September 21, 2017 be approved as writtten. Passed with D. Hughes and V. Fisher abstaining.
  - III. **Order of Agenda & Additional Items:** No changes or additions.
  - IV. **Unfinished/Continuing Business**
    - A. **Online Historical Resources Map:** The Commission met at length with Tim Fountain of CAI Technologies to further explore creating, for a reasonable price, a digital, interactive historical resources layer on the Town assessor maps that would be available to the public. Commissioners explained what they would like this map layer to do: show where the Town's historical resources are located and provide information about each individual resource. After many questions and much discussion, T. Fountain suggested that:
      - A “parcel polygon” layer be created in which historic properties are identified as color-coded parcels on the map (rather than by “dots”); and
      - A document (for example, the survey form) be linked to each parcel.
- A parcel layer would cost significantly less to create than other types of layers. The few historic resources that do not not currently have a parcel number (for example, Kona Fountain and “Mosquito Bridge”) could be identified by the nearest parcel or added to the assessor's database and assigned a parcel number. T. Fountain then presented options for creating the parcel layer:
- Have someone other than CAI (for example, PSU students or someone knowledgeable about GIS) create the layer and CAI would add the layer at the time of the Town's annual mapping update for no cost. However, there is great risk that this map may not work properly. After discussion, the Commission ruled out this option.
  - Heritage Commission provides CAI with a spreadsheet of historical resources that includes the parcel numbers and any other attributes, and CAI creates the



parcel layer. Cost would be \$750.

- Heritage Commission creates the spreadsheet and the layer using tools CAI provides. Cost would be \$2,000 for initial set-up and \$1,950/year thereafter to support and maintain the layer. This option was ruled out because of the high cost and the added responsibility it would place on the Commission.

Options for linking documents to the parcels are:

- Provide CAI with hard copies or pdfs for CAI to scan and link to the parcels. Estimated cost (based on 120 parcels) would be \$1,225, including some modest updating. Substantial updates would be billed at \$85/hr.
- Heritage Commission would scan the documents, link them to the parcels and update the information using the CAI staff tools that the Town already has. T. Fountain estimated it would take an individual just a couple of days to scan and link 120 documents (after a brief training session). Cost would be \$500/year for access to these tools. Or, after the first year, CAI could perform the update at \$85/hr. This option would be somewhat less expensive.

T. Fountain will email the Commission a written cost proposal for CAI to create the parcel layer (\$750) plus the options of either CAI (\$1,225) or the Heritage Commission (\$500/year) linking the documents. The Commission expressed its thanks to T. Fountain for his helpful and informative presentation.

After he left the meeting, the Commission reviewed the pros and cons of the options T. Fountain had presented. R. Garland questioned whether the NHDHR grant required that a GIS map be created, and if so, why wasn't NHDNR paying for the mapping. K. Ponton answered that she had asked NHDNR about possibly covering this cost, but was told that no grant money was available. She suggested an alternative to creating a map layer at this time would be for Mae Williams to recommend it in her final report. Consensus was that it may be worth spending approximately \$2,000 to have a professional create, maintain and be responsible for a map layer of our Town's historical resources. Such a map would provide a tangible benefit to our Town and to the general public. D. Reilly will update the Board of Selectmen.

## **B. Town House Rehab**

**1. LCHIP & Mooseplate Grants:** The first LCHIP disbursement of \$10,640.00 has been received and deposited into the Heritage Fund MVSb account. (See Item C below). Awaiting first Mooseplate disbursement. Contractor Jim Dougherty and Code Compliance Officer Ken Ballance met at the Town House on September 27<sup>th</sup> to assess carrying beams and floor joists. They agreed that additional support to the



beams and joists would be provided by using joist hangers screwed into place and adding engineered lumber to the bottom of the beams. LCHIP was notified and has approved this work.

2. **Authorization to Pay 25% & Additional Disbursements:** D. Reilly and K. Ponton met with the contractor at the Town House on September 22<sup>nd</sup>. The contract was reviewed, including the required LCHIP site visits, and signed. A disbursement schedule of 25% in 4 payments was negotiated (to start work and when 50%, 75% and 100% of the work is satisfactorily completed). Motion by D. Hughes, seconded by R. Garland: To authorize the first payment of \$10,190.00 to Target New England. Passed unanimously.

3. **Start Date:** The contractor expects to start work the week of October 16<sup>th</sup>.

4. **Other:** Copies of pages 22-25 from the *Building Conditions Assessment* which outline the phased approach to the Town House rehab were distributed. Work underway or completed has been noted, including the dates. (See attached).

C. **Heritage Fund:** The Commission reviewed the *Fund Report* dated October 6, 2017 (see attached) and the MVSB statement for September 2017. Bank statement shows LCHIP disbursement was deposited.

D. **Barn Survey Project:** Update postponed.

E. **NHDHR Survey Update - Task List Update:** (See attached). Progress to date:

- Commission members have been emailed a link *to view* the survey forms that M. Williams is preparing. Any Commissioner who would like *to edit or add information* to a particular survey should let K. Ponton know which survey(s), and she will email them a different link.
- K. Ponton contacted the NH State Library and the NH Historical Society by email. The Historical Society has an 1859 Belknap County map and the State Archive has an 1805 map of Center Harbor.
- K. Ponton is awaiting return phone call from LRPC.
- Remaining Commission tasks relate to GIS (see Item A above).

F. **Village Schoolhouse Conditions Assessment & NHPA Grant:** Still awaiting comments from the NH Preservation Alliance. K. Ponton contacted NHPA, who apologized for the unavoidable delay.

G. **Proposed 2018 Budget and Warrant Article(s):** After discussion, it was the consensus of the Commission to request operating funds remain at \$1,000 in the proposed 2018 Town Budget. Consensus was also to propose a \$5,000 Warrant Article at the 2018 Town Meeting. This is the same amount as was appropriated in 2017. D. Reilly reiterated his belief that it is important for the Town to continue



demonstrating its commitment to preserving our local heritage by appropriating some monies annually if we are to remain credible with the State and other funding organizations.

V. **New Business:** None.

VI. **Other Business:** Virginia Fisher has been appointed an alternate on the Heritage Commission by the Board of Selectmen.

VII. **Adjournment:** Motion by D. Hughes, seconded by R. Garland to adjourn at 6:02pm. Passed unanimously.

**Next Meeting:** November 16, 2017 at 4:00pm (*Please note that this date and time may change as work on the Town House foundation progresses.*)

Respectfully submitted,

Karen Ponton, Secretary  
att(3)

### A Phased Approach to the Project

In an effort to provide the Town of Center Harbor with information to help understand and prioritize their efforts to preserve the Center Harbor Town House and to return it to useful service, pricing information is provided below. It is important to remember that these figures are drawn from nationally published average construction pricing and the experience of the architect preparing this report, these figures are presented primarily to establish an order of magnitude sense of the work. These are not bids, and the size of the scope and details of final design solutions may have a significant impact on the actual pricing.

#### Hazard Mitigation

For the purpose of assisting the Town of Center Harbor, the work effort for the building has been broken out into several phases, which may be done one at a time or grouped together depending on the anticipated resources at each step of the project. The first phase consists of work which should be undertaken immediately to stop ongoing damage or protect the building from several conditions identified as potentially hazardous during the investigation.

Replace shattered window glass at west side of stage	\$208.00 ✓
Inspect and close critter entries to crawl space	\$216.00 — Oct-Nov 2017
Replace utility line from street to meter	\$0.00 Removed - Sept 2016
Inspect and repair asphalt roofing	\$760.00
<i>Estimate of Items to be done immediately</i>	<u>\$1,184.00</u>



### Deferred Maintenance

A second grouping of tasks focuses on maintenance tasks that can be undertaken at any time and that need not necessarily all be done at once. Some of these projects are smaller in nature and some could also conceivably be done by skilled volunteers. It is important that all of the work done on the Center Harbor Townhouse be completed according to the Secretary of the Interior's Standards for Rehabilitation. A copy of these standards is included in the appendix of this report. Every person who works on the building should be familiar with these standards before working, organizing the work, or bidding on work on the building as following the Standards for Rehabilitation may result in different solutions to various aspects of the project. The National Park Service has published a number of Preservation Briefs to aid in the understanding of appropriate methods to identify and treat historic properties in keeping with the Standards. Preservation Brief (#10) dealing with historic exterior painting is included in the appendix of this report for painters to read before undertaking any work on the exterior. Other relevant topics are available without charge at [www.nps.gov/tps/how-to-preserve/briefs](http://www.nps.gov/tps/how-to-preserve/briefs), including (#9) on repairing historic wooden windows and (#21) on repairing historic flat plaster.

Repoint masonry chimney	\$588.00	✓ Sept 2017
Scrape and Paint West Façade	\$6,200.00	✓ Sept 2016
Consolidate and repair front porch	\$6,000.00	✓ May 2017
Scrape and Paint East Façade incl. three 5-panel doors	\$7,600.00	} ✓ Sept 2016
Repair, Scrape and Paint North Façade	\$7,000.00	
Repair, Scrape and Paint South Façade	\$12,400.00	✓ Sept 2017
Refurbish building sign	\$1,200.00	
Install fire detection system, 6 detectors	\$4,990.00	
Install automatic fire alarm control panel	\$2,125.00	
Install motion based intrusion protection system	\$2,300.00	
Install exterior mounted lexan storm windows	\$1,980.00	
Reset granite stoop(s)	\$1,200.00	
<i>Estimate of Deferred Maintenance Items</i>	<u>\$53,583.00</u>	



### Environmental and Structural Stabilization

A third grouping of tasks to complete relates to the need to protect against deterioration of the building and its components due to forces of nature including gravity and moisture movement (including frost action) within and under the building. As long as these tasks go undone, more and more of the historic fabric of the building will be lost and more and more work will eventually be required to faithfully repair the building. These projects should be undertaken as soon as possible. Some will require additional design work prior to their undertaking.

Make structural and cosmetic repairs to foundation	\$5,600.00	} Oct-Nov 2017
Excavate in crawlspace to provide 18" minimum depth	\$6,400.00	
Jack and re-level new posts – Install new post footings	\$4,300.00	
Shore frame per recommendations of structural engineer	\$1,350.00	
Install vapor barrier and vents	\$3,500.00	
Replace existing stone-pile piers with new wood posts	\$1,200.00	
Clean all historic wood wall finishes	\$1,280.00	
Patch historic plaster in 4 locations	\$864.00	
Repaint interior walls	\$3,400.00	
remove accuoustic tile ceiling and repair original plaster	\$5,490.00	
Repaint ceilings	\$1,210.00	
Refinish wood floor (fir?)	\$4,900.00	
<i>Preliminary Estimate of Infrastructure Items</i>	<u>\$39,494.00</u>	

### Building Systems Upgrade and Renovation

Not all projects are easily broken down into small manageable parts. The building systems described below are integral to all parts of the building rehabilitation. These systems and equipment should be designed for the whole of the building, even if decisions are made to install them in a more piecemeal fashion as opportunities arise.

Install new two zone split mini heating system	\$9,900.00
Upgrade electrical throughout building	\$5,875.00
Insulate woodshed walls with cellulose	\$4,257.00
Insulate attic with cellulose	\$4,822.00
Remove woodstove from service - Clean for exhibit	\$250.00
Insulate woodshed floor with cellulose	\$1,000.00
Make Structural Repairs to attic framing	\$1,920.00
Install new accessible public restroom (fixtures + finishes)	\$13,871.00
Install new serving kitchen at main level	\$1,800.00
Refurbish historic window sash	\$3,750.00
Install woodshed and serving area fixtures + finishes	\$38,600.00
Construct new west side entry porch	<u>\$18,300.00</u>
<i>Preliminary Estimate of Building System Improvement</i>	<u>\$104,345.00</u>



It was noted during the investigations that some consideration has been made to removing the existing stone foundation and replacing it with a new concrete basement foundation. This is not recommended, even with a new foundation finished with stone to look like the existing foundation. The building is stable as it is and does not require a new basement for its long term health. The following pricing is for a basic foundation in addition to other basement costs listed above.

*Alt. replace original stone foundation with new basement*      \$85,000.00 ✓ NO - March 2016

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# Center Harbor Heritage Commission

## Heritage Fund Summary Report (10/6/17)

### 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

LCHIP Grant (1<sup>st</sup> Disbursement)

\$ 10,640.00

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

\$33,589.06

### V. MVSB Account

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

8/31/17	Statement Balance	\$23,157.38
9/26	Deposit	
	(LCHIP 1 <sup>st</sup> Disbursement)	<u>10,640.00</u>
9/29/17	Statement Balance	\$33,797.38

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

\$33,589.06

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.	( 54.72)
Reimburse K. Ponton for Flashdrive, Printer Ink, Copies, Page Protectors	<u>( 49.65)</u>
Balance:	\$ 454.58



# Center Harbor Community Planning Survey Project Task List

Check if Completed	Task	By Whom <sup>1</sup>	Desired Completion Date
<b>Research Tasks</b>			
<input type="checkbox"/>	Completion of <i>working</i> Historic Resource Inventory List (to be updated during writing phase)	CHHC	8/1/2017
<input checked="" type="checkbox"/>	Gathering of "Bibliography" of useful research sources to use in Report	CHHC/HPC	8/1/2017
<input type="checkbox"/>	Input of data from Town Assessing Records into Individual Windshield Survey forms per each tax parcel included on Historic Resource Inventory List (this can be done via internet)	CHHC	12/1/2017
<input checked="" type="checkbox"/>	NHDER File Review in Concord to check for additional information on Historic Resource inventory list properties & for any additional properties surveyed previously by NHDER and not included on Historic Resource Inventory List (adding these properties should be relatively easy, since the research is already done, and will help add to historic resource information in final report & in CHHC records)		Well ahead of 12/1/2017 (this will aid writing the forms)
<input type="checkbox"/>	Completion of individual Windshield survey form basic information utilizing Tax Assessing Records, personal knowledge, readily accessible bibliographical resources, and maps (in other words, completion of the research that will aid the HPC in writing up the report)	CHHC	12/1/2017
<input type="checkbox"/>	ALSO updates to building/site photographs to include photographs from public right-of-way that are taken within the last 5 years and have sufficient detail that they can be printed at 4x6"	CHHC	
<input checked="" type="checkbox"/>	Gather Historic Maps for use in GIS	ALL	10/1/2017
<input checked="" type="checkbox"/>	Internet research to gather high resolution historic maps of Center Harbor	CHHC/HPC	
<input checked="" type="checkbox"/>	Check with Center Harbor Library & Center Harbor Historical Society for additional information	CHHC	
<input checked="" type="checkbox"/>	Visit NH State Library/NH Historical Society visit to check for additional historic maps	CHHC	
<input checked="" type="checkbox"/>	Copy of Town Master Plan to Historic Preservation Consultant (HPC)	CHHC	N/A

Commented [MM1]: I haven't added anything any additional community engagement, but the something we should encourage, and encourage to tell us about places that are special to them.

<sup>1</sup> Throughout this task list I've created some "labels" for different groups:  
 "HPC" stands for Historic Preservation Consultant aka Mae F Williams  
 "CHHC" is Center Harbor Heritage Commission OR volunteers acting for the CHHC  
 "GIS Team" refers either to PSU students OR volunteers, depending on how things pan out... at the very worst-case scenario I think we can gather this information for future implementation

10/12/17



**Center Harbor Community Planning Survey Project Task List**

Check/Completed	Task	By Whom	Desired Completion Date
<input checked="" type="checkbox"/>	Copy of Town Hazard Mitigation Plan to EPC	EPC	N/A
<b>Mapping Tasks:</b>			
<input checked="" type="checkbox"/>	Develop plan for where GIS mapping will be stored & publicly accessible <i>Town Website</i>	CHHC/EPC	9/1/2017
<input type="checkbox"/>	Develop plan for proposed software for implementation <i>In Process</i>	CHHC/EPC	
<input checked="" type="checkbox"/>	Contact PSU re: potentially utilizing volunteers to develop GIS database, begin data input (training local volunteers to do this as well), and develop layers with historic maps. <i>Consensus was NOT to use volunteers</i>	CHHC	9/1/2017
<input type="checkbox"/>	Gather pre-existing GIS data to use in mapping & hand to "GIS Team"	CHHC	10/1/2017
<input checked="" type="checkbox"/>	Gather digital files from both Town Master Plan & Hazard Mitigation Plan (this may include flood-prone areas, areas related to historic fire, historic lightning strikes, etc)	CHHC	(earlier is better)
<input checked="" type="checkbox"/>	Gather Conservation Mapping information to use in GIS layers (check with Town Hall, LRPC, UNEH, etc. for files) for use by GIS Team	CHHC	
<input checked="" type="checkbox"/>	Gather Fire-Related Hazards for GIS layers (such as fire hydrants, fire ponds &/or information on response-zones). This may be included in Hazard Mitigation Plan and may be available digitally from either the LRPC or Town.	CHHC	
<input checked="" type="checkbox"/>	Gather information on culvert locations (again, this may be in Hazard Mitigation Plan and may be available digitally)	CHHC	
<input type="checkbox"/>	Check with LRPC re: any additional useful GIS information that we can utilize	CHHC	
<b>Writing Tasks:</b>			
<input type="checkbox"/>	Executive Summary	EPC	4/1/2018
<input type="checkbox"/>	History of Town primarily utilizing previously written information and data collected through individual watershed forms	EPC	4/1/2018

10/10/17  
 Left message with Laura  
 at LRPC. will message  
 back and will message

**Comment:** [MM2]: Date decided by my contract with the State. I'm supposed to have a draft in to Amy sometime in February 2018. (Which doesn't give me much time if the Historic Inventories aren't done until December)



Center Harbor Community Planning Survey Project Task List

Check if Completed	Task	By Whom <sup>1</sup>	Desired Completion Date
<input type="checkbox"/>	Completion of final Historic Resource Inventory List (to include additional resources as identified through public input and additional research)	CHHC/HPC	4/1/2018
<input type="checkbox"/>	Recommendations for Future Survey Work	HPC	4/1/2018
<input type="checkbox"/>	Tools for Promoting Preservation	HPC	4/1/2018
<input type="checkbox"/>	Conclusion and potential next steps	HPC	4/1/2018
<input type="checkbox"/>	Finalization of Bibliography/Works Cited	CHHC/HPC	4/1/2018