

**Town of Center Harbor  
Heritage Commission Meeting**

*-Approved 1/18/18-*

**December 14, 2017**

Minutes

- I. **Call to Order:** Meeting called to order at 4:35pm. Present: Chairperson David Reilly, Richard Hanson, David Hughes, Karen Ponton, Virginia Fisher (alternate), Nancy Sapack (alternate); Absent: Roland Garland; Member of the Public: George Tall
- II. **Approval of Minutes:** Motion by R. Hanson, seconded by V. Fisher that: The Minutes of November 16, 2017 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** The Commission welcomed George Tall, who was attending the meeting as an interested Town resident.
- IV. **Unfinished/Continuing Business**
  - A. **Town House Rehab: Foundation Project**
    1. **Foundation Work:** Work on the Town House foundation has been completed. LCHIP Historic Resource Specialist George Born conducted the mid-point site visit on November 17<sup>th</sup> and the final site visit earlier today.
    2. **Authorization to Pay Final Invoices:** Code Compliance Officer Ken Ballance inspected the foundation work and determined that 100% has been satisfactorily completed. He recommended that the final invoices be paid. Motion by D. Hughes, seconded by N. Sapack: To authorize the third payment of \$10,190.00 to Target New England. Passed unanimously. Motion by D. Hughes, seconded by N. Sapack: To authorize the final payment of \$10,190.00 to Target New England. Passed unanimously. Motion by D. Hughes, seconded by D. Reilly: To authorize payment of \$650.00 for removing and reinstalling the floorboards to Target New England. Passed unanimously.
    3. **LCHIP Baseline Documentation Report:** K. Ponton shared the requirements for the final LCHIP disbursement (see attached). She has begun working on the required *Baseline Documentation Report*, and anticipates completing it by the end of January. One requirement is the legal description of the property, and she found a copy of the original deed, filed February 19, 1844 at the Belknap County Registry of Deeds. A copy is now on file at the Town Offices. Motion by R. Hanson, seconded by N. Sapack: To authorize K. Ponton to have required photographs printed at a cost not to exceed \$200.00. Passed with K. Ponton abstaining.
    4. **Mooseplate Grant First Disbursement:** The first Mooseplate disbursement of \$5,000 has been received and deposited.
    5. **Mooseplate Final Report:** K. Ponton shared the requirements for the final Mooseplate disbursement (see attached), and anticipates completing these by early January.



**B. Historical Resources Inventory**

1. **NHDHR Survey - Task List Update:** Mae Williams is continuing to update the *Architectural Information* surveys.
2. **Other:** Commission members are reminded to fill out and return survey forms for any properties they would like added to the draft *Historical Resource Inventory* list to M. Williams by mid-February.

**C. Barn Survey Project:** By the end of this weekend, R. Kipphut will have completed 19 barn surveys. He has a "waiting list" of about 20 barns that he will be working on over his Christmas break. An article about the barn survey appeared in the December 13<sup>th</sup> issue of *The Laconia Daily Sun* (see attached) and in today's *Meredith News*.

**D. Heritage Fund & Request for Reimbursement:** The Commission reviewed the *Fund Report* dated December 11, 2017 (see attached) and the MVSB statement for November 2017. The recent newsletter mailing has already generated \$1,650.00 in donations. Donations are increasing every year, with over \$8,200 raised so far in 2017. Motion by R. Hanson, seconded by D. Hughes to: Reimburse K. Ponton \$90.30 for printer ink and supplies for final grant reports. Passed with K. Ponton abstaining.

**E. Village Schoolhouse Conditions Assessment & NHPA Grant:** Comments on the revised draft *Assessment Report* are expected from the NH Preservation Alliance by tomorrow. Since the fiscal year is drawing to a close, motion by K. Ponton, seconded by D. Hughes: To authorize transfer of \$3,600.00 to the Town to cover the pending NHPA Grant monies for the Center Harbor Village Schoolhouse Assessment Report. Passed unanimously.

**F. 2018 Town Meeting - Annual Report:** D. Reilly will be preparing the Commission's report for the Town Annual Report, which is due by January 15<sup>th</sup>.

**V. New Business**

- A. **2018 Meeting Calendar:** Consensus was to continue meeting on the third Thursday of the month.
- B. **Next Meetings:** January 18, February 15 and March 15, 2018 at 4:30pm.

**VI. Adjournment:** Motion by D. Hughes, seconded by R. Hanson to adjourn at 5:42pm. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att(4)



## **Baseline Documentation** for Historic and Cultural Resources

The purpose of Baseline Documentation is to provide documentation of the physical condition and historic character of your resource once the project is completed, to provide a permanent record of the work that was accomplished by your LCHIP grant. The baseline documentation is an integral part of the stewardship of your resource; and good, thorough Baseline Documentation will make review and approval of future alterations to the building easier.

*Location, address and boundaries of property (legal description)*

*Brief statement of significance of property*

*Description of physical evolution of property, noting major additions, alterations*

*Assessment of condition of property from visual inspection*

*Site Plan from tax map or survey with photo key*

*Sketch Floor Plan with photo key*

### **Photographic Record:**

In order to make the photographs more useful, they should be keyed to a sketch map of the property. Black and white 35mm photographs printed on archival quality paper are preferable; however, color 35mm photos or good quality digital prints may be acceptable on a case-by-case basis. Please contact LCHIP staff to discuss photography requirements for your project. Photographs should be printed in at least 4X6 format, and each photo must be labeled on reverse (write directly on the photo, do not use an adhesive label) with property name, date, photographer's name and description/location of where the photo was taken (for example, "front elevation" or "from entry, looking north").

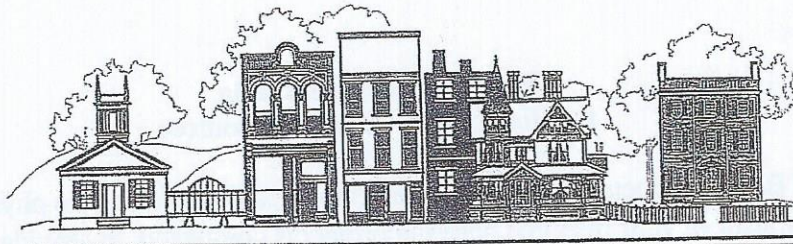
Photos should include:

- Whole structure showing major faces or elevations
- Setting around the structure
- Significant exterior features
- Significant interior features
- Photos showing the improved areas

Grant recipients must produce at least 2 unbound sets of Baseline Documentation, one is retained by the Recipient and one submitted to LCHIP.

Baseline Documentation can be completed by the Recipient or by a paid (or volunteer) consultant. Any costs associated with completing the Baseline Documentation can be included in your Total Project Cost. The Baseline Documentation must be approved by LCHIP staff for completeness. If staff determines that the submitted Baseline Documentation is not complete, it will be returned to the Recipient with notes from LCHIP regarding what additional material is necessary. If a second submittal is not complete, LCHIP reserves the right to require the Recipient to hire a consultant to complete the Baseline Documentation.





## NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Natural and Cultural Resources  
19 Pillsbury Street, Concord, NH 03301-3570  
[www.nh.gov/nhdhr](http://www.nh.gov/nhdhr)

603-271-3483  
FAX 603-271-3433  
[preservation@nh.gov](mailto:preservation@nh.gov)

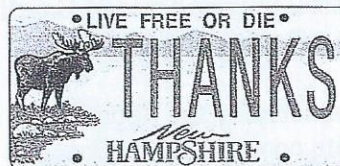
### Final Report Instructions *Conservation License Plate Grant Program*

A final report must be submitted to the NHDHR when the grant funded project is completed. Once approved the final payment can be released. The final report must include the following information:

- Project start date
- Project end date
- Total project cost
  - Was this grant used to match/leverage any other funding sources?
  - Was the total project more than the grant amount received and was private money used to make up the difference?
- Copies of invoices and cancelled checks
- Photographs (in jpeg format)
  - One exemplary exterior shot of the resource (for publicity purposes)
  - Photographs of the grant funded work as it took place (if available)
  - Photographs of the completed work

Please provide 1 hard copy of the above and electronic copies of photographs. Photographs may be submitted on CD, flash drive, or shared through electronic file sharing sites (i.e. Google Drive, Dropbox, etc.). The NHDHR's email system has difficulty accepting large attachments and file sizes, so emailed photographs are not preferable at this time.

Questions? Please contact Amy Dixon, Grants Coordinator, at [amy.dixon@nh.gov](mailto:amy.dixon@nh.gov) or 603-271-3485.





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## Survey of historic barns underway in Center Harbor

CENTER HARBOR — New Hampshire's history is inextricably tied to its agricultural past. For decades, innumerable barns dotted its landscape; now, our state's historic barns are being lost through neglect or actual tear-downs at the rate of nearly one every day.

Earlier this year, the Center Harbor Heritage Commission joined with the New Hampshire Preservation Alliance in its 52 Barns in 52 Weeks campaign to increase awareness of preserving historic barns. With the expert help of volunteer Rick Kipphut, who has a masters degree in Historical Preservation from Plymouth State University, the Commission launched a townwide effort to identify and survey barns built at least 50 years ago.

The Heritage Commission is very proud to announce that 15 historic barns have been surveyed

so far. These include the 1770 Mead Farm barn on Center Harbor Neck Road, which is one of the oldest barns in town, the iconic 1876 Longwood Farm barn on Route 25 and the 1903 Keewaydin dairy barn with its unique tile silo on Route 25B. Over 20 barns are on the waiting list to be surveyed!

When completed, the barn survey will be added to Center Harbor's "Cultural and Historical Resources Inventory" as part of the process to update the Town's Master Plan.

Kipphut spends about three to four hours visiting each barn, making notes, taking photos and answering the owner's questions about the barn's construction, use, and history. Kipphut then compiles all of this information into a written report, which is shared with the barn owner. He also tells the owner about resources available to help with maintain-

ing an historic barn, such as RSA 79-D. Created in 2002, RSA 79-D authorizes New Hampshire towns and cities to grant property tax relief to barn owners who can demonstrate the public benefit of preserving their barns, and agree to maintain the structures during a minimum 10-year preservation easement.

Over the next few weeks and weather-permitting, Kipphut will be out and about town, searching for more historic barns and knocking on the doors of their owners to introduce himself and talk about the barn survey. There is no cost for the survey and it is strictly voluntary.

If you own an old barn and would like additional information or to participate in the survey, contact Rick Kipphut at 603-726-0925 or via email at [researchthepast@gmail.com](mailto:researchthepast@gmail.com).

### TAX BREAK from page 1

palities to provide a property tax exemption on commercial and industrial assessments for new construction, additions, renovations or improvements to existing structures.

On Monday, the council told Myers to begin the process of drawing up language and scheduling a public hearing to provide the exemption for five years and only for industrial companies.

Councilors opted for focusing on companies with the greatest likelihood of providing good-paying jobs. If they were to include commercial companies, it would have applied to a broad range of businesses,

including very small ones.

"If you included all commercial companies, it would apply to everything from a four-star hotel to a convenience store that wanted to add 500 square feet of storage space," Myers said.

The exemption could reduce by half municipal and local school property taxes assessed by the municipality.

For example, if a company wants to build a \$1 million plant in Laconia, under current rules, it would have to pay municipal and local school property taxes of about \$18 per \$1,000 of assessed value, or \$18,000 per year.

Under the tax break, this would drop to \$9,000 per

year.

Myers said the city could miss out on some tax revenue, but on the other hand, this incentive might attract a company that otherwise might not come here in the first place.

"You are getting part of something instead of a whole lot of nothing," he said.

He also said that future city councils would always have the right to adjust the tax break, if needed, with the understanding that companies already receiving the incentive would be "grandfathered in" and still receive it for the full five years.



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**Laconia PET Center**





# Center Harbor Heritage Commission

## Heritage Fund Summary Report (12/11/17)

### I. Town Appropriations

Appropriation 2015	\$ 500.00	( \$467.16)	
Appropriation 2016	\$15,000.00	( 8,435.00)*	
Appropriation 2017	\$5,000.00	( 203.32)A	
		( 5.00)A	
		( 901.74)B	
Appropriations Balance			<u>\$ 10,487.78</u>

### II. Donations

2015 Donations	\$ 4,017.67		
2016 Donations	6,437.12	(\$ 4,119.74)**	
2017 Donations	3,975.00		
	300.00		
	100.00		
	25.00		
	500.00		
	300.00		
	100.00		
	50.00		
	250.00		
	25.00#		
DoGood Cards	1,200.00		
Raffles	1,315.00		
Donation Jar	<u>136.23</u>		
	\$ 18,731.02		<u>\$ 14,611.28</u>

### III. Town House Rehab

LCHIP Grant (1 <sup>st</sup> Disbursement)	\$ 10,640.00
LCHIP Grant (2 <sup>nd</sup> Disbursement)	\$ 6,384.00
Mooseplate Grant (1 <sup>st</sup> Disbursement)	\$ 5,000.00
Target New England (1 <sup>st</sup> Payment)	( 10,190.00)
Target New England (2 <sup>nd</sup> Payment)	(10,190.00)#

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

\$26,743.06

### V. MVSB Account

10/31/17	Statement Balance	\$23,904.06
11/08	Transfer to Reimburse	
	Town General Fund	( 5.00)
11/15	Deposit	300.00
11/27	Deposit	1,025.00



11/28	LCHIp 2 <sup>nd</sup> Disbursement	6,384.00
11/30	Deposit – Donations & Mooseplate 1 <sup>st</sup> Disbsmt	( 5,300.00)
11/30/17	Statement Balance	\$36,908.06

Reconciliation w/Pending under II (+\$25.00) & III (-\$10,190.00) \$26,743.06

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

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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	( 49.65)
Reimburse K. Ponton for Postage, Envelopes & Batteries	( 74.80)
Reimburse R. Kipphut for Postcards & Postage	( 33.60)
NHPA Annual Dues (2018)	( 50.00)
Balance:	\$ 296.18