

Town of Center Harbor  
Heritage Commission Meeting

**-Approved 11/15/18-**

October 18, 2018

Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson David Reilly, Roland Garland, Karen Ponton, Virginia Fisher (alternate), Nancy Sapack (alternate); Absent: Richard Hanson, David Hughes; Guest: Code Compliance Officer Ken Ballance
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Garland that: The Minutes of September 20, 2018 be approved as written. Passed unanimously.

**III. Town House Rehab**

A. **Plans for Interior - "Work session" with K. Ballance:** The Commission and Code Compliance Officer Ken Ballance discussed at length the next phase of the Town House rehab. Once the roof is resingled, work on the exterior of the building will have been completed. K. Ballance commended the Commission for the rehab work done thus far, noting that the building should now be secure for quite some time. He recommended that the Commission first decide how they intend the building to eventually be used and to think long-term. Once the Commission decides, he can help develop a program to achieve what is intended. Some questions and building code issues to consider:

- What is the Town's liability?
- How will the building be used? Since its first meeting, the Commission has understood that the Town House would be used primarily for public meeting space. Select Board and committee meetings would occasionally be held here; possibly also public hearings. Its location is more convenient to residents of West Center Harbor than the Municipal Building.
- Will the building be used year-round or seasonally? It is the Commission's understanding that use would be seasonal.
- How often would meetings be held?
- How many people are expected to attend the majority of meetings held here?
- What would be the maximum number of people permitted to meet here?
- What about parking? The amount of available parking, whether onsite or not (i.e. at the Town Garage), will affect how many people could be in the building.
- If meetings are to be open to the public, then accessible restroom facilities will be needed. This will require water (a well) and septic (by State law, a septic system, but a waiver might be possible for a holding tank that would need to be pumped and an alarm system). Only one accessible restroom for both men and women may be required, depending upon how many people will use the building at the same time.
- An ADA-compliant entrance/egress will also be needed.
- Does the interior need to be gutted? If not, how much of the interior will need to be changed or removed? *The Building Conditions Assessment and Feasibility Study* recommended that the unfinished space in the woodshed ell be used for an accessible bathroom, some prep area and a secondary/handicapped-accessible entrance. A small portion of the stage would be removed and the woodshed floor lowered to create access from the main hall to the ell. *The Feasibility Study* also suggested that the two defunct chemical toilets be removed and the space used for closet storage. Otherwise, the existing interior (stage, finishes, beadboard wainscot, etc.) would remain.
- Sprinklers are not required for a public building of this size, but a fire alert, dial-out system will

- be.
- The Town House needs a complete electrical upgrade. Underground utilities from a pole at the street to the building are preferred. K. Ballance stressed that the rough plumbing should be done first; followed by the electric; or both could be done at the same time.
  - D. Reilly asked about whether gussets and additional trusses are needed in the attic/roof, as mentioned in the structural engineer's report. K. Ballance explained that only if the building were to be heated, as this would add to the snow load on the roof.
  - When asked about the need for a survey, K. Ballance said no; he already knows where the boundary markers/monuments are located. The lot is 0.99 acres in size.
  - It was K. Ballance's opinion that an architect is not necessarily needed for the remainder of the Town House rehab. He also recommended that local individuals and companies be used for remaining work to keep costs down, and offered to assist with writing job specifications.
  - K. Ballance provided rough, ball-park cost estimates for some of the remaining work:
    - The basic rule of thumb for electric is an outlet 6 feet from the corner of the room, and then every 12 feet. Rough cost: \$125/outlet; \$7,000-9,000 for the panel.
    - \$4,000 for rough plumbing
    - \$12,00-14,00 for the septic system; up to \$11,500 for the well. (The standard estimate for a 3-bedroom home is \$25,00-30,000 for both well and septic).
  - K. Ballance offered to help the Commission explain the Town House project at Town Meeting so that residents understand how all the pieces and requested funding fit together.

The Commission expressed its appreciation to K. Ballance for taking the time to meet and discuss the Town House rehab with them, and especially for his continuing help as the project moves forward.

**B. Mooseplate Grant & Roof Work:** The Board of Selectmen have executed the *Agreement* for a \$9,950.00 Conservation License Plate Program Grant. Work on the roof is scheduled to begin Wednesday, October 24, 2018. Motion by R. Garland, seconded by N. Sapack: To authorize payment of \$3,650.00 to Target New England as a deposit for the Town House roof work. Passed unanimously. Motion by R. Garland, seconded by G. Fisher: To authorize the final payment of \$10,950.00 to Target New England upon satisfactory completion of the Town House roof work, as determined the contractor and the Project Director. Passed unanimously.

**C. Proposed 2019 Warrant Article:** It was the consensus of the Commission to propose a \$5,000.00 Warrant Article for the Town House rehabilitation at the 2019 Town Meeting.

- VI. **Adjournment:** Motion by K. Ponton, seconded by G. Fisher to adjourn at 6:05pm. Passed unanimously.

Respectfully submitted,

Karen Ponton  
Secretary