

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 2/13/2020-

January 16, 2020
Minutes

- I. **Call to Order:** Meeting called to order at 4:34pm. Present: Chairperson David Reilly, Richard Hanson, David Hughes, Karen Ponton, Nancy Sapack, Ginny Fisher (alternate), Ann Xavier (alternate); Absent: Linda-Lee Scott (alternate)
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by R. Hanson that: The Minutes of November 21, 2019 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes or additions.
- IV. **Unfinished/Continuing Business**
 - A. **Annual Report:** The Commission's *Annual Report* has been submitted for inclusion in the *2019 Town Annual Report*.
 - B. **Town House Rehab**
 1. **Electricity-Update:** The project has been completed and was inspected by Code Compliance Officer Ken Ballance, who found the work satisfactory. Awaiting final bill from the electrician.
 2. **Moose Plate Grant:** K. Ponton has begun preparing the final report and disbursement request for NHDHR.
 3. **Next Phase & Funding:** The Commission discussed painting the Town House interior in the Spring as the next step in the rehab. D. Hughes suggested that the Commission meet at the Town House when the weather is warmer to see what work remains to be done. K Ponton reported that she asked the Selectmen at last night's meeting for permission to use volunteers. The Selectmen approved but specified that volunteers cannot perform code-related work, for example, plumbing or electric, and that the waiver of liability form for volunteers be completed beforehand. Consensus was to pay for paint and related supplies from existing funds. This presents an opportunity for the Commission to apply for grant monies this year to help fund another historic preservation project. The Commission's charge is "...to preserve, protect and enhance our historical and cultural resources..." which includes all Town-owned historic properties. After discussion, consensus was to talk with the Selectmen about submitting a Moose Plate Grant request for the Village Schoolhouse roof. The roof is near failure, and replacement was recommended in the *Building Conditions Assessment Report* for the schoolhouse.
 5. **Care/Display of Town House Artifacts:** G. Fisher showed the DAV poster artifact from the Town House that she framed with archival-quality materials. The Commission expressed its thanks for her in-kind donation of the labor involved. G. Fisher has begun looking for a display case(s) for the other artifacts
 - C. **Heritage Fund Report:** The Commission reviewed the monthly *Fund Report* for December, the *Year-end FY 2019 Report* (see both attached), and the MSVB bank statements for November and December.

D. Barn Preservation Awareness

1. **NHPA Barn Tour, September 26, 2020 - Update:** NHPA Project Director Beverly Thomas has begun contacting the "finalist" barn owners. She has also confirmed use of the Congregational Church and Tom Visser as the speaker.
2. **Barn Survey:** R. Kipphut surveyed three (3) more historic barns: the ca1894 Whalen village barn on Kelsea Avenue, the ca1790 Brown barn on Center Harbor Neck Road, and the ca1790 Nefores barn conversion on College Road.
3. **Other:** None.

E. Fundraising - Planning for 2020: The *Do Good Bonus Cards* fundraiser and the Town Band Concert raffles will continue this year. The Commission discussed hosting a contradance/square dance as a possible new, family-friendly fundraising event. G. Fisher volunteered to investigate callers, music and possible sites, for example, local barns, Hearthstone and the Waukegan Golf Club.

F. Historic Resources Inventory Annual Update: The three (3) recently surveyed barns (see D.2. Above) will need to be added to the Inventory during the annual update of GIS Town maps in April.

G. Strategies to Promote Local Historic Preservation

1. **Notification Ordinance:** Postponed.
2. **Planning Board:** D. Reilly reported that no matters affecting historic or cultural resources have recently come before the Board.
3. **Other:** None

V. New Business: None

VI. **Other Business:** Commissioners were reminded that, due to school recess, the next Commission meeting will be the second Thursday in February, February 13 at 4:30pm.

VII. **Adjournment:** Motion by K. Ponton, seconded by N. Sapack to adjourn at 5:53pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
att (2)

Center Harbor Heritage Commission

Heritage Fund Report

(12/16/19)

I. Town Appropriations

Appropriation 2015	\$ 500.00	(\$ 467.16)	
Appropriation 2016	\$15,000.00	(8,435.00)**	
Appropriation 2017	\$5,000.00	(5,208.32)***	
Appropriation 2018	\$5,000.00		
Appropriation 2019	\$5,000.00		
Appropriations Balance			<u>\$ 16,389.52</u>

II. Donations

2015 Donations	\$ 4,017.67	(\$ 4,119.74)*	
2016 Donations	6,437.12	(6,155.87)****	
2017 Donations	8,926.23	(3,650.00)TH*	
2018 Donations	8,821.87		
2019 Donations	4,485.00		
	500.00		
LCHIP	200.00		
Do Good Cards	1,200.00		
Raffles	1,795.00		
Donation Jar	<u>113.75</u>		
	\$ 36,496.64		<u>\$ 22,571.03</u>

III. Town House Rehab

Jenkins Building Services – Dripline Stone & Pavers	(750.00) P
Rick Azzara, Electrician – 50% Deposit	(3,460.00) P
Glass shades & additional light fixtures	(936.70) P
Target New England – Amount withheld for Lawn Repair	(1,000.00)
Moose Plate Grant Award (50%)	4,750.00

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

\$ 37,563.85

V. MVSB Account

10/31/19	Statement Balance	\$37,460.55
11/06	Deposit	500.00
11/14	Deposit	<u>4,750.00</u>
11/29/19	Statement Balance	\$42,710.55

Reconciliation (- \$750, -\$3,460.00, - 936.70 Pending Under III) \$ 37,563.85

Notes: * 2015-6 Town House Building Conditions Assessment less \$4,000 NHPA Grant
 ** 2016 Town House Rehab Expenses-Phase 1A archaeology report, electrician & painting less \$10,000 Moose Plate Grant
 *** 2017 Town House Rehab Expenses- porch repair & \$5,000 towards Phase 1B archaeology report & foundation work (to match \$21,155.87 LCHIP Grant)
 **** 2017 Town House Rehab Expenses – towards foundation work less \$10,000 Moose Plate Grant (to match LCHIP Grant)
 TH* 2018 Town House Rehab Expenses – towards roof work less \$9,950 Moose Plate Grant
 P Pending

<u>Operating Budget 2019</u>	\$1,000.00
<u>Expenses:</u>	
NHPA Conference Registrations (4)	220.00
Reimburse A. Xavier for Info Meeting	
Refreshments	20.75
Reimburse K. Ponton for Envelopes,	32.35
Postage & Name Tags	
Reimburse K. Ponton for Envelopes	
& Postage	170.67
Reimburse K Ponton for Mileage, Pens,	
Postage & Grant Materials	156.21
Reimburse K Ponton for Printer Ink	
& Flier Display Holders	<u>87.88</u>
<u>Balance:</u>	312.14

Center Harbor Heritage Commission

Heritage Fund Report

(12/31/19)

I. Town Appropriations

Appropriation 2015	\$ 500.00	(\$ 467.16)
Appropriation 2016	\$15,000.00	(8,435.00)**
Appropriation 2017	\$5,000.00	(5,208.32)***
Appropriation 2018	\$5,000.00	
Appropriation 2019	\$5,000.00	

Appropriations Balance

\$ 16,389.52

II. Donations

2015 Donations	\$ 4,017.67	(\$ 4,119.74)*
2016 Donations	6,437.12	(6,155.87)****
2017 Donations	8,926.23	(3,650.00)TH*
2018 Donations	8,821.87	
2019 Donations	4,985.00	

100.00
100.00
50.00

LCHIP 200.00

Do Good Cards 1,200.00

Raffles 1,795.00

Donation Jar 113.75

\$ 36,746.64

\$ 22,821.03

III. Town House Rehab

Jenkins Building Services – Dripline Stone & Pavers	(750.00) P
Rick Azzara, Electrician – 50% Deposit	(3,460.00) P
Glass shades & additional light fixtures	(936.70) P
NHEC	(2,448.90) P
Target New England – Amount withheld for Lawn Repair	(1,000.00)
Moose Plate Grant Award (50%)	4,750.00

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

\$ 35,364.95

V. MVSB Account

11/29/19	Statement Balance	\$42,710.55
12/11	Deposit	50.00
12/24	Deposit	<u>200.00</u>
12/31/19	Statement Balance	\$42,960.55

Reconciliation (-\$750.00, -\$3,460.00, - \$936.70, -\$2,448.90 Pending Under III)

\$ 35,364.95

Notes: * 2015-6 Town House Building Conditions Assessment less \$4,000 NHPA Grant

** 2016 Town House Rehab Expenses-Phase 1A archaeology report, electrician & painting less \$10,000 Moose Plate Grant

*** 2017 Town House Rehab Expenses- porch repair & \$5,000 towards Phase 1B archaeology report & foundation work (to match \$21,155.87 LCHIP Grant)

**** 2017 Town House Rehab Expenses – towards foundation work less \$10,000 Moose Plate Grant (to match LCHIP Grant)

TH* 2018 Town House Rehab Expenses – towards roof work less \$9,950 Moose Plate Grant

P Pending

Operating Budget 2019 \$1,000.00

Expenses:

NHPA Membership Dues 50.00

NHPA Conference Registrations (4) 220.00

Reimburse A. Xavier for Info Meeting

Refreshments 20.75

Reimburse G. Fisher for Framing Materials 130.39

Reimburse K. Ponton for Printer Ink, Repair,

Batteries & Misc. 143.23

Reimburse K. Ponton for Envelopes,

Postage & Name Tags 32.35

Reimburse K. Ponton for Envelopes

& Postage 170.67

Reimburse K Ponton for Mileage, Pens,

Postage & Grant Materials 156.21

Reimburse K Ponton for Printer Ink

& Flier Display Holders 87.88

Balance: (11.48)