

**Town of Center Harbor  
Heritage Commission Meeting**

**-Approved 6/18/2020-**

**May 21, 2020**  
Minutes

- I. **Call to Order:** Meeting called to order at 4:40pm. Present: Richard Hanson, David Hughes , Karen Ponton, Ginny Fisher, Nancy Sapack (Alternate-voting), Ann Xavier (Alternate): Absent: David Reilly, Linda-Lee Scott (alternate). Due to the COVID-19 situation, Chairperson Reilly had declared the meeting to be an emergency and that the meeting would be held electronically. Public Meeting notice contained the webex.com login information and was posted on the Heritage Commission webpage and at the Post Office.
- II. **Approval of Minutes:** Motion by G. Fisher, seconded by R. Hanson that: The Minutes of April 16, 2020 be approved as written. Passed unanimously.
- III. **Order of Agenda & Additional Items:** No changes or additions.

**IV. Unfinished/Continuing Business**

A. **Selectmen's Apointments:** The Selectmen appointed G. Fisher and R. Hanson to the Heritage Commission as Commissioners and N. Sapack as Alternate at their May 6<sup>th</sup> meeting. They will need to be sworn in by the Town Clerk.

B. **Election of Chairperson & Secretary:** Motion by R. Hanson, seconded by D. Hughes that: K. Ponton be appointed Secretary. Passed unanimously with K.Ponton abstaining. Appointment of chairperson postponed to next meeting. D. Hughes offered to serve as co-chair, if needed.

C. **Town House Rehab - Work Plan/Session for Next Phase:** Because Town buildings have been closed to the public due to the COVID-19 pandemic, the Commission has been unable to meet at the Town House to compile a list of tasks remaining to be done, as previously planned. The Commission directed K. Ponton to send an email to the Board of Selectmen requesting permission to meet at the Town House for their June meeting. It would be relatively easy to maintain social distancing in the building, and Commissioners could wear masks. Also, any Commissioner not feeling well would not attend. G. Fisher suggested arriving at the Town House a little early to set up chairs, which are already at the Town House.

D. **Town House Artifacts:** G. Fisher offered to gather information on the cost of materials to properly identify, store and display the artifacts. She will also need access to the Town House, where the artifacts are currently stored.

E. **Village School Roof Project:** K. Ponton is working on the Moose Plate Grant application. Letters of support have been requested. It is worth noting that several former students of the Village School have agreed to write letters. The Selectmen received two (2) proposals for the roof work: DeSalvo Contracting for \$15,250 and Target New England for \$26,740. K. Ponton plans to complete the application by June 1 and hand-deliver it to the NHDHR.

F. **Heritage Fund Reports:** The Commission reviewed the MSVB bank statement for April, and the monthly *Fund Report* (attached).

**G. Fundraising**

1. **Do Good Bonus Cards:** K. Ponton emailed The Common Man about providing *Do Good Bonus Cards* again this year, but has not yet heard back. Given the uncertainty with the COVID-19 pandemic, the *Do Good Bonus Cards* fundraiser has been re-scheduled for August 21, 22 and 23 at Heath's. However, Heath's may yet decide to cancel all such activities outside the store.

2. **Town Band Concert Raffles:** Due to the COVID-19 pandemic, the Board of Selectmen has canceled all Town July 4<sup>th</sup> activities, i.e. parade, concert and fireworks. Band Director Carlos Ramirez has asked the Selectmen to consider holding the Town Band Concerts later in the summer and extending into September; their decision is pending.

3. **Other:** The Commission discussed at some length the impact of the COVID-19 pandemic upon its fundraising activities for this year. The *Do Good Bonus Cards* fundraiser and the 50/50 raffles may not be held at all. It was suggested to publicize in newspaper articles and on the Town website, our Facebook page and Heath's bulletin board and in newspaper articles, that our usual fundraisers have been canceled and ask those who regularly buy the raffle tickets or bonus cards to donate directly to the Heritage Fund. Similarly, this information could be included in an appeal letter to our donors.

**H. Barn Preservation Awareness:** The NH Preservation Alliance has not yet decided on whether to hold the Barn Tour this September. NHPA Project Director Beverly Thomas will be contacting barn owners for their thoughts about participating this year, given the COVID-19 pandemic.

**V. New Business:** None

**VI. Other Business:** None.

**VII. Adjournment:** Motion by D. Hughes, seconded by G. Fisher to adjourn at 5:15pm. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att (1)

**Center Harbor Heritage Commission**  
**Heritage Fund Report**  
(5/18/2020)

**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	( 750.00) <i>TH</i> **	
Appropriation 2019	\$5,000.00	( 995.60) <i>TH</i> ***	
Appropriation 2020	\$5,000.00		
Appropriations Balance			<u>\$ 19,643.92</u>

**II. Donations**

2015 Donations	\$ 4,017.67	(\$ 4,119.74)*	
2016 Donations	6,437.12	( 7,155.87)****	
2017 Donations	8,926.23	( 3,650.00) <i>TH</i> *	
2018 Donations	8,821.87		
2019 Donations	8,543.75		
2020 Donations	70.00		
	100.00		
	100.00		
Donation Jar	<u>1.00</u>		
\$ 37,017.64			<u>\$ 22,092.03</u>

**III. Town House Rehab**

**IV. Heritage Fund Balance (I + II)** \$ 41,735.95

**V. MVSB Account**

03/31/2020	Statement Balance	\$36,534.95
04/13-30	Deposits	201.00
04/16	Deposit (Appropriation)	<u>5,000.00</u>
04/30/2020	Statement Balance	\$41,735.95

*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 – roof work less \$9,950 Moose Plate Grant*  
*TH\*\* 2019 Town House Expenses – dripline stone & pavers*  
*TH\*\*\* 2019 Town House Rehab Expenses – electrical work less \$9,500 Moose Plate Grant*  
*P Pending*

VI. Operating Budget 2020

\$1,000.00

Expenses:

NHPA Organizational Membership

(50.00)

Reimburse K. Ponton for ink, paper & postage

(108.71)

*Balance:*

841.29