

**Town of Center Harbor
Heritage Commission Meeting
January 21, 2016
Meeting Minutes**

-APPROVED 2/18/16-

I. **Call to Order:** Meeting called to order at 4:34pm. Present: Chairperson Kim Baker, Roland Garland, Karen Ponton, Dave Reilly. Absent: Richard Hanson, David Hughes (alternate)

II. **Approval of Minutes:** Motion by K. Ponton, seconded by D. Reilly that: The Minutes of December 3, 2015 be approved as written. Passed unanimously.

III. **Order of Agenda & Additional Items:** No changes or additions.

IV. **Unfinished/Continuing Business**

A. **March 2016 Town Meeting**

1. **Warrant Article(s) & Line Item for Commission:** The proposed Warrant Article for \$8,000 to cover the services of a preservation architect is no longer necessary. After discussion, it was the consensus of the Commission to keep the second proposed Warrant Article at \$15,000.

K. Ponton reported that the Selectmen included a General Fund line item for the Heritage Commission for \$1,000 in the proposed Town budget.

2. **Table Display at Town Voting & Meeting:** K. Baker is attempting to contact Town Moderator Charlie Hanson to request permission for a table-top display about the Town House project at the March 2016 Town Meeting. The Select Board previously suggested this display during Town voting and the Town Meeting. Once K. Baker has confirmed with C. Hanson, she will email a sign-up sheet for staffing the display to Commission members. Members are asked to bring cookies to attract persons to the display (and hopefully, some donations).

3. **Commission Annual Report:** K. Baker is working with Select Board Chairperson Harry Viens on both the cover and the Heritage Commission Report for the *Town Annual Report*. It was the consensus of the Commission that less narrative is desirable for the cover; and more narrative, rather than less for the Report, given that this Report will document the Commission's first year of work.

B. Town House Rehabilitation/Reuse Plan

1. Building Assessment Contract w/Christopher Williams Architects-Update:

The Select Board signed the contract with Christopher Williams Architects at their December 16, 2015 meeting. The signed contract and the \$2,000 retainer were sent to the firm in late December.

2. Meetings with Architect & Structural Engineer per Contract Item 1.7

a. **Initial On-site Meeting:** Norman Larson of Christopher Williams Architects will be on-site at the Town House on Monday, January 25 from 10am to 4pm, with a lunch break from noon to 1pm. The structural engineer will be there at 1pm. Commission members are welcome to attend and only observe. A second on-site meeting will be needed to cut access to concealed conditions.

b. **Draft Report Meeting:** The Commission will need to meet with the architect at a yet-to-be-determined time to discuss his draft report, before submitting the draft to the NHPA. The NHPA will then review it and make recommendations for inclusion before the final report can be written and submitted.

3. **Timeframe:** The timetable for completing the building assessment and rehabilitation plan should become clearer after the site visit on Monday. The Commission is aiming for the work to be completed before the March 2016 Town Meeting, as this information would be helpful for the townspeople to have as they consider the Commission's proposed Warrant Article.

C. NHPA Grant

1. **Update:** K. Ponton reported that the NHPA awarded the Commission a building assessment grant for the full \$4,000 requested on December 7, 2015 and that the \$4,000 in matching funds was raised by the end of the month.

2. **Conditions of Grant, including *Suggested Format for Assessment Reports*:** See attached *Letter of Agreement* and *Suggested Format*.

D. Old Town House Building Maintenance & Other

1. **Hanging Chimney & Cleaning Out Town House – Update:** K. Baker reported that the “hanging chimney” has been removed and that the building is safe for access. She is continuing to press the Select Board on having the Town House cleaned out by April 1, especially since quality photos of the interior are needed for grant applications. The Commission is especially concerned that this matter may have the unintended consequence of making it difficult to meet grant application deadlines that are due in early spring 2016.

2. **Boundary Survey:** Awaiting the architect's recommendation. The Select Board had indicated that the Town may be able to fund this in 2016.
3. **External Disconnect for Electricity:** Pending architect's report.
4. **Security: Motion Detectors, Camera, Fire/Smoke Alarms:** Pending architect's report.
5. **Snowmobile Trail & Blazes – Update:** The Snowmobile Club has cut a new snowmobile trail route through the woods. However, the blazes marking the old route right behind the Town House have not yet been removed. K. Baker will check on this.

E. **Heritage Fund - Financial Report:** K. Ponton distributed the *2015 Year-end Report*. (See attached). K. Baker shared this Report with the Select Board at their January 13 meeting. The Commission also reviewed the *Fund Reports* dated December 10 and December 31, 2015 (see attached) and the MVSB statements for November 30 and December 31, 2015, which they initialed. After expenses including the \$2,000 retainer to Christopher Williams Architects, the Fund balance is \$2,050.51 at year-end.

F. **Fundraising**

1. **Update on Donations:** To date, \$5,767 has been received in donations. There are now 23 donors on the B. Lovering Honor Roll, including two corporate donors (Lamprey & Lamprey and Canoe) and two \$1,000 donors. One of these donors has asked to remain anonymous; the other is Penny Pitou, who attended first and second grades at the Town House School. The Commission is especially appreciative of these large gifts.
2. **Recognition for Lovering Honor Roll Donors:** All are now listed on the Heritage Commission page of the Town website. K. Ponton will send a "Letter to the Editor" of local newspapers expressing the Commission's thanks.
3. **February 20 CHCDA SkateFest:** K. Baker will talk with the CHCDA about setting up a stand-alone, table-top informational display about the Town House project. Given there are numerous food vendors at the SkateFest, the Commission decided against offering free popcorn or cookies.

G. **Program on Exemplary Country Estates (w/Historical Society):** The date is Thursday, June 23 at 7pm in the Cary Mead Room. This event has been listed on the Heritage Commission and Historical Society webpages on the Town website.

H. ***Heritage & Cultural Resources Inventory – Next Steps:*** K. Ponton has posted the *1983 Inventory (updated 2012)* from the *Town Master Plan* and the Commission's *Working Draft* on the Town website. The public's comments and suggested additions to, or deletions from, the *Draft* have also been requested. K. Baker will include this request in the Commission's *Annual Report*, as well.

It was the consensus of the Commission to focus on the *Inventory* in the Spring. R. Garland suggested Helen Heiner be contacted for her advice on how to best proceed, given that she was involved with the initial *Inventory*.

V. **Other Business - Update on Town Website & Heritage Commission Webpage:**

The new Town website is up and running. K. Ponton has begun posting information on the Heritage Commission webpage. Comments and suggestions from Commission members would be appreciated.

VI. **New Business for 2016**

A. **Center Harbor Schoolhouse & Boathouse: *NH Register of Historic Places?***

Due to time constraints, the Commission briefly discussed protecting these 2 Town-owned historic properties by having them listed on the *NH Register of Historic Places*. Consensus was to approach the Select Board in late March or April.

B. **Grants:** Given time constraints, the Commission briefly reviewed plans for grant-seeking in 2016.

1. **Conservation License Plate Grants/Mooseplate Grants:** K. Baker has drafted the required *Letter of Intent to Apply* and will mail it next week (due February 26). The deadline for receipt of grant applications is April 25. Mooseplate grants are for a maximum of \$10,000 to preserve or restore publicly-owned historic resources, and matching funds are not required.

2. **LCHIP Grant:** Information should be available by May. The deadline for last year's applications was the end of June. K. Baker has already attended the required grant-writing workshop. She reported briefly on the extensive list of criteria that must be addressed and supporting materials, including photographs, that must be included in the grant application. An LCHIP grant would also mandate long-term plans for maintaining the Town House after the rehab is completed, for example, with an expendable trust fund. The grant would require 1:1 matching funds, but allows for non-cash matching with donated materials, services and volunteer efforts.

It was obvious to the Commission that this grant application will require a significant amount of work and commitment of time. K. Baker shared she believes it is both

feasible and worthwhile to apply for an LCHIP grant this year, and that it will be a good learning experience.

3. **NHEC Foundation Grants:** More information about these grants is needed.

C. **Fundraising Plans for 2016:** Given the time, postponed to next meeting.

D. **Liaison Memberships - Country School Association:** Given the time, postponed to next meeting. K. Ponton will forward information to R. Garland.

E. Other: Motion by K. Baker, seconded by D. Reilly that: K. Ponton be reimbursed \$46.86 for postage and stationery supplies. Passed unanimously. Commission members initialed *Request for Reimbursement* form.

VII. **Adjournment:** Motion by R. Garland, seconded by D. Reilly, to adjourn at 5:47pm. Passed unanimously.

Next meeting: Thursday, February 18 at 4:30pm

Respectfully submitted,

Karen Ponton
Secretary

att (5)

**Center Harbor Heritage Commission
Heritage Fund
2015 Year-end Report**

	Town Appropriation March 2015	Donations	Expenses	Balance December 31, 2015
Town Appropriation March 2015	\$500.00			
Donations				
Lobsterfest		\$212.05		
GoFundMe.com		\$575.00		
Lavinia's		\$163.00		
Cash Jar		\$42.62		
Private Individuals		\$2,825.00		
Corporate		\$200.00		
Expenses				
Bank Deposit Slips			-\$53.18	
GoFundMe.com Service Fees			-\$47.52	
NHPA Membership			-\$50.00	
NH State Register Plaque			-\$50.00	
Copies			-\$3.00	
Table-top Display			-\$14.98	
Receipt Book & Hand-stamp			-\$28.98	
Postage			-\$39.20	
Rackcards			-\$67.20	
Brochures			-\$113.10	
Christopher Williams Architects Retainer			-\$2,000.00	
	\$500.00	\$4,017.67	-\$2,467.16	\$2,050.51

Center Harbor Heritage Commission

Heritage Fund Report (12/3/15 – Updated 12/10/15)

I. 2015 Town Appropriation

Appropriation	\$ 500.00	NHPA Membership	(\$ 50.00)
		NH Registry Plaque	(50.00) *
		Reimburse KB (Supplies & Brochures)	(157.06) *
		GoFundMe.com Service Fees (7.9% + \$0.30 per donation)	(25.67) (1.50)
		Reimburse KP (Stamps & Copies)	(22.60) *
		Bank Charge (Deposit Slips)	(53.18) (\$360.01)

Remaining Appropriation Balance \$139.99

II. 2015 Donations

GoFundMe.com	\$ 325.00	
LobsterFest	\$ 212.05	
Lavinia's	\$ 163.00	
Other	400.00	
	191.02 *	
	<u>751.60</u>	
	\$2,042.67	<u>\$2,042.67</u>

III. Heritage Fund Balance (I + II) \$2,182.66

IV. MVSB Account

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

10/30/15	Statement Balance	\$ 908.87
11/6	Deposit	751.60
11/25	Deposit (GoFundMe)	263.00
11/25	Deposit	297.83
11/30/15	Statement Balance	\$2,221.30

Reconciliation w/Pending under I (-\$229.66) & II (+\$191.02) \$2,182.66

(* Pending)

Center Harbor Heritage Commission
Heritage Fund Report (12/31/15)

I. 2015 Town Appropriation

Appropriation	\$ 500.00	NHPA Membership	(\$ 50.00)	
		NH Registry Plaque	(50.00) *	
		Reimburse KB (Supplies & Brochures)	(157.06) *	
		GoFundMe.com Service Fees (7.9% + \$0.30 per donation)	(25.67)	
			(1.50)	
		GoFundMe.com Service Fees (7.9% + \$0.30 per donation)	(19.75) *	
			(.60) *	
		Reimburse KP (Stamps & Copies)	(22.60) *	
		Reimburse KP (Stamps & Rackcards)	(86.80) *	
		Bank Charge (Deposit Slips)	(53.18)	
			(\$467.16)	
Remaining Appropriation Balance				<u>\$ 32.84</u>

II. 2015 Donations

GoFundMe.com	\$ 325.00	
	250.00 *	
LobsterFest	\$ 212.05	
Lavinia's	\$ 163.00	
Cash Jar	42.62	
Other	<u>3,025.00</u>	
	\$4,017.67	<u>\$4,017.67</u>

III. Christopher Williams Architects (Retainer) (\$2,000.00)

IV. Heritage Fund Balance (I + II - III) \$2,050.51

(* Pending)

Center Harbor Heritage Commission
Heritage Fund Report (12/31/15) - Continued

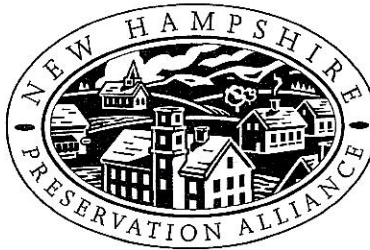
V. MVSB Account

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

11/30/15	Statement Balance	\$2,221.30
12/9	Deposit	391.02
12/17	Deposit	1,275.00
12/22	Deposit	100.00
12/28	Deposit	150.00
12/31/15	Statement Balance	\$4,137.32

Reconciliation w/Pending under I (-\$336.81), II (+\$250.00) &
III (-\$2,000.00)

\$2,050.51



Assessment Grant
Letter of Agreement

December 7, 2015

Congratulations on the approval of the Town of Center Harbor Heritage Commission's application for an assessment grant for the Center Harbor Town House. We have allocated \$4,000 as requested in your application. *Work supported by this grant may not be undertaken before this letter of agreement is signed and returned to the New Hampshire Preservation Alliance.*

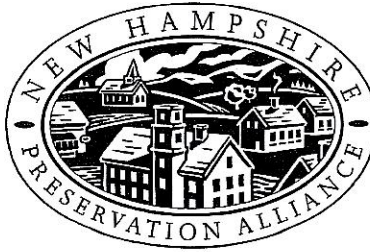
Acceptance of this grant is indication of your willingness to conduct your project in conformance with the following conditions:

- The Scope of Work: To perform a condition assessment and produce a written report as outlined in Christopher P. Williams Architects' proposal dated October 9, 2015 (sections 1.0 - 1.7) to include but not limited to:
 - Assessment of existing conditions, both interior and exterior, with basic structural analysis performed by a licensed New Hampshire engineer.
 - Recommendations for the building's life safety, energy and handicap accessibility code compliance.
 - Rough cost estimates for recommended structural repairs, building improvements and preservation treatments with phasing suggestions where appropriate.
 - All recommendations for work to be performed must comply with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties. (Copy attached)
 - The report should align with the Alliance's "Suggested Format for Condition Assessment Reports."

If there is a material change in the scope of work, new approval must be sought from the Preservation Alliance.

We encourage the Center Harbor Heritage Commission to have representatives present during the consultant's site visit(s), and at that time, to share the suggested report format furnished with this agreement, and describe the two-stage report review process outlined below.

- The consultant's report and grant award: The Preservation Alliance must receive a copy of the consultant's draft report, which it will review within 2 weeks. Comments will be shared with the grantee, who will pass these along to the consultant. The consultant will then revise the report and submit two copies of the final report to the grantee, who will then send one copy of the final report, a copy of the consultant's invoice, and proof of matching funds to the NH Preservation Alliance. Once the grant review committee is satisfied with the contents of the final report, the Alliance will remit funds to the grantee, and the grantee will pay the consultant.



- Publicity and Acknowledgment of Grant Assistance: Please acknowledge this grant in any printed material and publicity releases in the following manner: *This project was funded in part by a grant from the NH Preservation Alliance, which receives support for its grants program from the New Hampshire Land and Community Heritage Investment Program (LCHIP).*
- Reporting: Within one month of acceptance of the consultant's final report, the Town of Center Harbor will furnish the New Hampshire Preservation Alliance with an evaluation outlining the effectiveness of the grant and plans for implementation of the recommendations.

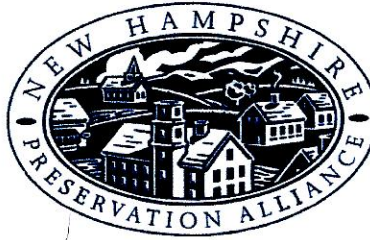
Please return a signed, original copy of this agreement letter. The other copy is for your file. *Please contact Beverly Thomas, 224-2281 or bt@nhpreservation.org if you have any questions.* We are pleased to assist you in your preservation project and hope that this grant is valuable in your efforts.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**
- 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**
- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**
- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**
- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.**
- 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**
- 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**
- 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**
- 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**

These standards were initially developed in 1975 and were revised in 1983 and 1992.

For more information, see additional **Guidelines** (www.nps.gov/tps/standards/rehabilitation/rehab/index.htm). These can assist in applying the Standards to rehabilitation projects in general; they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell a building owner which features of an historic building are important in defining the historic character and must be preserved or which features could be altered, if necessary, for the new use. Careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of the historic properties. The NH Division of Historical Resources www.nh.gov/nhdhr can assist.



Suggested Format for Condition Assessment Reports

(adapted from the National Park Service Brief on Historic Structures Reports, Aug. 2014)

Cover Page:

- Photograph of building
- Name and location of property
- Consultant's name and contact information
- Date of the assessment
- Credit as follows: "This report was funded, in part, by a grant from the New Hampshire Preservation Alliance, which receives support for its grants program from the N.H. Land and Community Heritage Investment Program (LCHIP)."

Part 1 History and Development of the Property

- Brief description of the building's form, style and setting
- Significant and historic events associated with building
- Ownership and use history (up to present day)
- Construction history (original; subsequent additions/alterations)
- Builders/architects associated with the property
- Photographs of appearance at different periods
- Location map (historic map is preferable)

Part 2 Preservation Objectives

- Ownership/ Management Goals
- Anticipated use or re-use
- Character-defining or significant features (in order of priority)

Part 3 Existing Conditions Assessment

- Measured drawings or simple floor plan (to scale if possible). Note directional orientation.
- Exterior inspection: Note existing conditions, damage, structural problems, materials deterioration, need for repair/stabilization or conservation, and life safety and ADA code compliance deficiencies. Organize by structural component (roof, siding, windows and doors, foundation, etc.). Include digital color photos and captions.
- Interior inspection: Note existing conditions, damage, structural problems, materials deterioration, need for repair/stabilization or conservation, and life safety and ADA code compliance deficiencies. Organize by room or related spaces. Include digital color photos and captions.
- Brief Description and evaluation of MEP systems (optional)

Part 4 Recommendations (based on existing conditions and preservation objectives)

- Organize by short-, mid-, and long-range preservation strategies and treatments, and following outline established in bullets of Part 3
- Provide rough cost estimates, corresponding to short-, mid-, and long-range preservation recommendations, as well as recommendations for further studies, if appropriate.
- Note where other licensed professionals might be needed to evaluate renovation/reuse options that impact the building, including life safety, energy, and handicap accessibility codes, ground disturbance that might result in need for archeological investigation, or structural engineering, for example.
- Whenever possible, explain how recommendations will meet the Secretary of the Interior's Guidelines for the Treatment of Historic Properties (usually the Standards used will be for Rehabilitation).
- Include color photographs and descriptive captions to reference specific issues and/or recommendations for treatment.
- Include any additional suggestions, such as proposed phasing of project, or helpful short-term, low-cost steps that might alleviate some problems in the building.

Part 5 Supplemental Information

- Include a 1-page copy of the appropriate Secretary of the Interior's Standards or reference the appropriate Standards at <http://www.nps.gov/tps/standards.htm>
- Previous reports or studies
- Include supplemental treatment information such as relevant National Park Service Preservation Briefs.

- Other supporting materials as appropriate.