

**Town of Center Harbor  
Heritage Commission Meeting**

**-Approved 10/21/2021-**

**September 23, 2021**

Minutes

- I. **Call to Order:** Meeting called to order at 4:40pm at the Center Harbor Town House. Present: Dave Hughes (via speakerphone), Karen Ponton, Harry Viens, Ann Xavier, Linda-Lee Scott (Alternate-Voting for G. Fisher), Absent: Chairperson Ginny Fisher, Nancy Sapack (Alternate), Rachel Xavier (Alternate).
- II. **Approval of Minutes:** Motion by A. Xavier, seconded by H. Viens that: The Minutes of August 23, 2021 be approved as written. Passed with D. Hughes abstaining.
- III. **Order of Agenda & Additional Items:** A. Xavier asked that *Little Free Library* be added to the Agenda.
- IV. **Unfinished/Continuing Business**
  - A. **Town House Rehab**
    1. **Refinishing Floor:** Commission members moved furniture (except for a very large bench) and items from the closets to the woodshed. (This is why meeting was called to order 10 minutes late). Work refinishing the Town House floors is on schedule and will start Monday.
    2. **Moose Plate Grant:** Status on the awarding of Moose Plate Grants for this year is pending.
    3. **Memorial:** A granite bench in memory of David Reilly has been gifted to the Heritage Fund by two (2) donors who wish to remain anonymous. The donors arranged to have the bench installed on the Town House property, and will have the bench engraved. Also, the donors attended last night's meeting of the Select Board to share their plans for the bench. The Commission expressed its sincerest appreciation for this fitting memorial gift.
    4. **LCHIP Annual Documentation Report** – As a reminder, this required report is due by December 31<sup>st</sup> every year through February 2023.
  - B. **Town House Artifacts:** K. Ponton reported for G. Fisher, who has finished making the parts for the display case plinth. She will assemble the display case and panel display at the Town House after the floors are refinished.
  - C. **Village Schoolhouse Doors:** Awaiting estimate from Code Compliance Officer Bill Doucette. H. Viens reported that the Selectmen will be issuing a second RFP for other repairs.
  - D. **Heritage Fund Report:** The Commission reviewed the *Fund Report* for August (attached) and the monthly MVSBS statement. Motion by L. Scott, seconded by A. Xavier: To reimburse K. Ponton \$21.96 from the Heritage Fund for mulch. Passed with K. Ponton abstaining.
  - E. **Historic Town Cemeteries:**
    1. **Lakeview Cemetery:** H. Viens reported the Selectmen are waiting for estimated costs to restore and reset the gravestones, repair the iron and picket fence, and fabricate and install iron gates. The Selectmen have been approached by a donor to help fund this restoration; they hope to raise the balance through other donations, grants, fundraising and Town funds.
    2. **Morse Cemetery:** K. Ponton reported that the Selectmen asked Road Agent Jeff Haines to follow up with property owner Karen Benoit about needed gravestone repairs and other maintenance.
    3. **Other:** H. Viens offered to check into the role and responsibilities of cemetery trustees, as defined in NH RSAs.

**V. New Business**

1. **Proposed 2022 Budget:** Consensus was to request \$1,000.00 for the Commission's operating line item.
2. **Proposed Warrant Article:** After discussion, consensus was to propose a \$5,000.00 Warrant Article for the Heritage Fund at the 2022 Town Meeting.

**VI. Other Business**

1. **Little Free Library:** A. Xavier reported that the Selectmen received a request from Granite United Way to place a *Little Free Library* near the Town bandstand, which they referred to the Library. A. Xavier suggested the Town House property be considered as a possible site for the *Little Free Library*. The Commission agreed.
2. **Next Meeting:** The Commission plans to hold its October 21<sup>st</sup> meeting at the Town House, if the weather is not too cold. This would be an opportunity to see the refinished floors.

**VII. Adjournment:** Motion by D. Hughes, seconded by A. Xavier to adjourn at 5:33pm. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att (1)

**Center Harbor Heritage Commission**  
**Heritage Fund Report – August 2021**  
(9/8/2021)

I. <u>Balance on December 31, 2020</u>			<u>\$ 47,105.27</u>
II. <u>2021 Town Appropriation</u>			<u>2,500.00</u>
III. <u>Donations &amp; Fundraising</u>			
Donations	\$	100.00	
50/50 Raffles		541.00	
		103.00	
		135.00	
		163.00	
Bonus Cards		1,420.00	
LCHIP Incentive		200.00	<u>2,662.00</u>
IV. <u>Town House Rehab</u>			
Towle Carpentry		925.00 <sup>P</sup>	
Starck Historic Windows (deposit)		100.00 <sup>P</sup>	
NH Wood Flooring (deposit)		2,878.50 <sup>P</sup>	<u>(3,903.50)</u>
V. <u>Heritage Fund Balance</u>			<u>\$ 48,363.77</u>
VI. <u>MVSB Account</u>			
7/30/2021	Statement Balance	\$51,866.27	
8/2-16	2 Deposits	401.00	
8/31/2021	Statement Balance	<u>\$52,267.27</u>	
			<u>\$ 48,363.77</u>
	Reconciliation (-3,903.50 under IV above)		
<u>Operating Budget 2021</u>			<u>\$1,000.00</u>
NHPA Annual Dues			(50.00)
Reimburse K. Ponton for Ink & Postage			(160.00)
Reimburse K. Ponton for Test & Wood Filler			(15.24)
Reimburse K. Ponton for Name Badges, Stamps & Miscellaneous			<u>(83.89)</u>
Balance			690.87

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Notes: P = Pending