

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 2/13/2023-

January 9, 2023

Minutes

- I. **Call to Order:** Meeting called to order at 4:36pm. Present: Chairperson Ginny Fisher, Karen Ponton, Harry Viens, Ann Xavier, Nancy Sapack (Alternate-voting); Absent: Dave Hughes, Rachel Xavier (Alternate).
- II. **Approval of Minutes:** Motion by K. Ponton, seconded by A. Xavier that: The Minutes of November 14, 2022 be approved as written. Passed.
- III. **Order of Agenda & Additional Items:** No changes or additions.

IV. Unfinished/Continuing Business

A. Town House Rehab

1. **Septic Design & Well:** Selectmen approved contracting with Ames Associates, LLC to design a septic system for the Town House. Preliminary survey done; flags installed at boundary monumentation along Route 3 and Waukegan Road. Design work planned for Spring 2023. Design will include where future well cannot be located.

2. **Driveway Permit:** Policy on driveways and permit application obtained from NHDOT. Commission will probably assistance from DOT and Code Compliance Officer to fill application.

3. **Town House Parking & Warrant Article:** The Commission discussed the need for a warrant article to fund a new parking area. H. Viens suggested that a plan with specific purposes and reasons for new parking be developed for Selectmen and residents to see before presenting a warrant article at Town Meeting. Consensus was to consider doing so for March 2024 Town Meeting.

4. **Additional Pavers/Terraced Steps:** G. Fisher suggested a wooden or Trex walkway instead of pavers, and a railing. Further discussion postponed.

5. **Exterior Motion-sensor Light:** An electrician has not been found. Postponed to Spring.

6. **Exterior Painting RFP:** No bids were received for painting the Town House exterior. The Selectmen plan to reissue the RFP. Deadline has not yet been determined.

7. **Other:** None.

B. Heritage Fund Report: The Commission reviewed the monthly *Fund Reports* (attached) and the MVSb bank statements for November and December 2022.

C. Fundraising for 2022

1. **Do Good Bonus Cards & Raffles:** The Commission expressed interest in continuing with the *Do Good Bonus Cards* this summer. There was some brief discussion about holding the 50/50 raffles at fewer Town Band concerts.

2. **Other:** The Commission also briefly discussed a contradance, corn hole tournament, July 4th booth, and restaurant fundraiser. Consensus was to hold a separate meeting to brainstorm fundraising for 2023.

D. Historic Town Cemeteries

1. **Lake View Cemetery:** The Selectmen approved StandFast Works Forge to restore the existing metal fence and fabricate new gates, similar to those in old photographs, subject to funding approval at Town Meeting.

2. **Morse Cemetery:** The Selectmen have not yet received additional estimates to grind the stumps; H. Viens will pursue.

E. **Village Schoolhouse Exterior Doors:** Installation pending.

F. **Library Foundation & Basement:** No bids were received for a drainage system to mitigate water in the basement. The Selectmen plan to reissue the RFP. An estimate is expected from a local contractor.

G. **Historical Inventory:** CAI updated the Heritage documents and GIS map layer for Lake View Cemetery and a demolished Center Harbor Neck Road barn. Mae Williams will be submitting a windshield survey for 43 McGrillis Hill Road, a ca.1825 farm, to be added to the Historical Inventory.

V. New Business

A. **Alternate Vacancy:** The Commission is still seeking someone to serve as an alternate.

B. **Annual Report:** G. Fisher will email a draft to the Commission tonight for their input prior to submitting the Report by the end of the week.

C. **Annual Town Meeting:** Dates are March 14, 2023 for voting and March 15, 2023 for business.

D. **Terms Expiring:** The terms of G. Fisher, H. Viens and alternate N. Sapack will expire in March. All expressed interest in being re-appointed.

E. **Other:** None.

VI. Other Business: Because the Town Hall is closed for Presidents Day, the Commission will meet on Monday February 13, 2023 at Town Hall at 4:30pm. The Commission decided to devote this meeting to fundraising.

VII. Adjournment: Motion by K. Ponton, seconded by A. Xavier to adjourn at 5:44pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
att (2)

Town of Center Harbor Heritage Commission

Heritage Fund Report – November 30, 2022 (12/5/2022)

| | | | |
|------------------------------|---|--------------|---------------------|
| I. | <u>Balance on January 31, 2022</u> | | <u>\$ 51,430.27</u> |
| II. | <u>2022 Appropriation</u> | | <u>5,000.00</u> |
| III. | <u>Donations, Fundraising & Grants</u> | | |
| | Donations | \$ 98.00 | |
| | Bonus Cards | 520.00 | |
| | | 700.00 | |
| | Raffles | 1,151.00 | |
| | Moose Plate Grant -Final 50% | 4,875.00 | |
| | LCHIP Incentive Payment | 250.00 | <u>7,594.00</u> |
| IV. | <u>Town House Rehab</u> | | |
| | Starck Historic Windows | \$ 16,123.50 | |
| | EcoLectric, LLC | 7,393.70 | (23,517.20) |
| V. | NHEC Rebate for Minisplits | | 1,000.00 |
| VI. | <u>Heritage Fund Balance</u> | | <u>\$ 41,507.07</u> |
| VII. | <u>MVSB Account</u> | | |
| | 10/31/2022 Statement Balance | \$40,807.07 | |
| | 11/3-9 2 Deposits | 700.00 | |
| | 11/30/2022 Statement Balance | \$41,507.07 | <u>\$41,507.07</u> |
| <u>Operating Budget 2022</u> | | | \$1,000.00 |
| | NHPA Annual Dues | | (50.00) |
| | Reimburse A. Xavier for Raffle Tickets | | (8.95) |
| | Reimburse K. Ponton for 2 Folding Tables | | (218.15) |
| | Reimburse K. Ponton for Ink | | (67.77) |
| | Reimburse K. Ponton for NH State Historic Register plaque & misc. | | <u>(110.43)</u> |
| | Balance | | 544.70 |

Notes: P = Pending

**Town of Center Harbor
Heritage Commission**

Heritage Fund Report – December 30, 2022
(1/9/2023)

| | | | |
|------|---|--------------|---------------------|
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| II. | <u>2022 Appropriation</u> | | <u>5,000.00</u> |
| III. | <u>Donations, Fundraising & Grants</u> | | |
| | Donations | \$ 98.00 | |
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