

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 7/17/23-

June 19, 2023
Minutes

- I. **Call to Order:** Meeting called to order at 4:30pm. Present: Chairperson Ginny Fisher, Dave Hughes, Karen Ponton, Harry Viens, Ann Xavier, Nancy Sapack (Alternate); Absent: Rachel Xavier (Alternate)
- II. **Approval of Minutes:** Motion by D. Hughes, seconded by K. Ponton that: The Minutes of May 15, 2023 be approved. Passed unanimously.
- III. **Order of Agenda & Additional Items:** None.
- IV. **Unfinished/Continuing Business**
 - A. **Historic Cemeteries:** The Commission congratulated Mae Williams on being appointed chairperson of the Cemetery Trustees. K. Ponton briefly reported on the recent onsite meeting of M. Williams and K. Ponton with Jess Davis at Lakeview Cemetery. J. Davis is well-known in the historic preservation community for her work on old gravestones, and will be consulting with the Cemetery Trustees about historic cemeteries in Center Harbor. Work on the Lakeview Cemetery iron fence rails and gate is expected to start sometime in July.
 - B. **Town House Rehab**
 1. **Draft Septic System Design:** The Commission reviewed and discussed the draft of a septic system design for the Town House prepared by Ames Associates, LLC. The design shows locations for the holding tank, leach field, future well, and parking areas. The Board of Selectmen had already reviewed the draft at their June 14th meeting. The draft will now be submitted by Ames Associates, LLC to the State for approval. The approval would be valid for four (4) years; after that time period expires, the design could easily be resubmitted for approval, if needed.
 2. **Unfinished Ell:** The Commission felt a design for turning the unfinished ell into an accessible entrance, restroom, prep area and passage into the main room would be helpful. K. Ponton will pursue.
 3. **Parking Areas:** The location of the leach field allows room for an accessible ramp or walkway at the rear of the building, with handicap parking remaining in the existing parking area, not in the proposed new area. J. Haines applied to the State for the two (2) driveway permits, and received notification today that the permits were approved.
 4. **Display Items:** The US and NH State flags are now on display in the Town House. G. Fisher has plans to add a second display area to the repurposed school desk. She also has historic print materials to display. K. Ponton will bring information on purchasing historic maps of Center Harbor to the next Commission meeting.
 - C. **Heritage Fund Report:** The Commission reviewed the monthly *Fund Report* for May (attached).
 - D. **Fundraising Plans**
 1. **July 4th 50/50 Raffle:** D. Hughes, volunteer Kelli Kemery, K. Ponton and A. Xavier will staff this event.
 2. **Do Good Bonus Cards:** G. Fisher and D. Hughes will be at Heath's on June 23rd; D. Hughes and K. Ponton will be there June 24th. A. Xavier and N. Sapack will be at Moulton Farm on July 8th.
 3. **"Historic Home" Sign:** Posters advertising the signs are up in the Town Hall, at the Post Office, and on other community bulletin boards. G. Fisher will create an order form tonight and run it by A. Xavier. Consensus was to have the sample sign and order forms available at the Do Good events and the 50/50 raffle. It was noted that any money

collected for the signs at these events must be accounted for separately from the raffle and bonus cards money.

4. **Educational Program:** J. Davis had mentioned she offers workshops to teach volunteers how to properly clean gravestones. The Commission expressed interest in holding such a program, possibly in conjunction with the Cemetery Trustees, at some time in the future. G. Fisher will talk with M. Williams. Also, J. Davis suggested community groups such as the Boy Scouts might volunteer to help clean stones. D. Hughes knows the Scout leader for Moultonborough and Sandwich, and offered to contact him.

E. **Historical Resources Inventory:** Update pending.

F. **Schoolhouse Doors:** Pending installation.

V. **New Business:** None.

VI. Other Business

A. **Koss Project:** Petitions are circulating for warrant articles regarding use of the Town beach and the boat launch.

B. **Other:** The Library will be holding an author talk with Ernest Thompson on July 8th at 1:00pm at the Town Bandstand. John Davidson will make introductory remarks.

VII. **Adjournment:** Motion by D. Hughes, seconded by A. Xavier to adjourn at 5:20pm. Passed unanimously

Respectfully submitted,

Karen Ponton, Secretary
att (1)

**Town of Center Harbor
Heritage Commission**

Heritage Fund Report – May 31, 2023

I.	<u>Balance on December 31, 2022</u>		<u>\$41,807.07</u>
II.	<u>2023 Appropriation</u>		\$5,000.00
III.	<u>Donations, Fundraising & Grants</u>		
IV.	<u>Town House Rehab</u>		
V.	<u>Heritage Fund Balance</u>		<u>\$46,807.07</u>
VII.	<u>MVSB Account</u>		
	4/28/2023 Statement Balance	\$46,807.07	
	5/31/2023 Statement Balance	\$46,807.07	<u>\$46,807.07</u>

Notes: P = Pending