

**Town of Center Harbor
Heritage Commission Meeting**

-Approved 6/19/23-

May 15, 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); Guest: Road Agent Jeff Haines

II. **Approval of Minutes:** Motion by K. Ponton, seconded by A. Xavier that: The Minutes of April 17, 2023 be approved. Passed unanimously.

III. **Order of Agenda & Additional Items:** None.

IV. Unfinished/Continuing Business

A. Update

1. **Heritage Commission Representative to Planning Board:** Selectmen agreed to appoint R. Xavier, as she is already on the Planning Board and is an alternate on the Heritage Commission.

2. **Liaison to Cemetery Trustees:** G. Fisher talked with Mae Williams, who agreed to serve in this role.

B. Town House Rehab

1. **Driveway Permits:** Road Agent Jeff Haines reported on his meeting with a NHDOT representative, G. Fisher and K. Ponton at the Town House on May 3, 2023. The NHDOT representative found better sight lines for exiting the existing parking area closer to the building and opposite College Road, is in favor of a barrier (i.e. berm, fence, whiskey barrels) 8 feet off of Route 3 pavement to block access to rest of parking area, and would like the driveway for the proposed Waukewan Road parking area be moved farther up the road towards the treeline and away from the intersection. J. Haines offered to submit the 2 driveway permits, which are free of charge.

2. **Parking Areas:** J. Haines reported that the test pit on the lawn (north) side of the building determined that the septic could not be located there. On the other hand, the proposed parking area would be fine there. A possible location for the leach field on the south side of the building might affect the existing parking lot. A third possibility is behind the building in the woods.

3. **Septic Design:** Ames Associates, LLC is working on the septic design. The property has been marked by their surveyor; their soil/wetlands scientist has been onsite; and test pits have been dug. The Commission expressed its appreciation to J. Haines and the Town Highway Department for digging the test pits.

4. **Display Items:** The Commission continued its discussion from the previous meeting about possible items to display at the Town House. Motion by G. Fisher, seconded by A. Xavier: To purchase a US flag and a NH State flag to display at the Town House. Passed unanimously. Cost would be approximately \$280.00. A decision about displaying historic Town maps postponed to next meeting.

C. **Spring Planning & Zoning Online Conference:** K. Ponton attended the ZBA track. No one was able to attend the Historic Preservation track. Conference recordings are available online at: www.nheconomy.com/office-of-planning-and-development/what-we-do/municipal-and-regional-planning-assistance/osi-planning-and-zoning-conference.

D. **Heritage Fund Report:** The Commission reviewed the monthly *Fund Report* for April (attached).

E. Fundraising Plans & Goals

1. **July 4th 50/50 Raffle:** This 50/50 raffle will be held during the Town Band Concert on

July 4th. D. Hughes, K. Ponton and A. Xavier volunteered for this fundraiser.

2. **Do Good Bonus Cards:** This annual fundraiser will be held at Heath's on June 23rd & 24th 10am-2pm, and at Moulton Farm on July 8th 9am-noon. G. Fisher volunteered for June 23rd; D. Hughes for June 23rd and 24th, and A. Xavier and N. Sapack for July 8th. K. Ponton picked up 150 cards from *The Common Man*.

3. **“Historic Home” Sign:** A. Xavier showed the Commission another sample historic home plaque that she painted; this one, for the Garnet Hill Grange. After discussion, motion by G. Fisher, seconded by A. Xavier: To sell the plaques for \$50.00 each as a fundraiser. Passed unanimously. G. Fisher will draft an order form. Suggestions for publicizing the plaques include: press releases, area bulletin boards, “stuffer” insert with tax bills when mailed out this Fall, Town website, and an announcement at Town Meeting 2024.

4. **Educational Program:** Consensus was that the Commission is not ready to hold an educational program this year. G. Fisher is interested in writing a monthly column for the newspapers about Center Harbor history.

F. **Historical Resources Inventory:** The Inventory is in the process of being updated with information and photos of the Mead House that was provided by the Kieleys.

G. **Schoolhouse Doors:** Pending installation.

V. **New Business**

A. **Volunteers:** K. Ponton spoke with Kelli Kemery, who offered to help with fundraising projects such as the July 4th 50/50 raffle and the *Do Good Bonus Cards*. She is not able to serve as an alternate, given her other Town commitments.

B. **Other:** None.

VI. **Other Business**

A. **Koss Project:** H. Viens reported on the Public Hearing that the Selectmen held on April 26th concerning the Koss/Bean Road Project. One outcome of the discussion is that the Selectmen are expecting to receive petitions for warrant articles about restricting use of the Town beach and the boat launch to Center Harbor residents.

B. **Other:** None.

VII. **Adjournment:** Motion by A. Xavier, seconded by N. Sapack to adjourn at 5:52pm. Passed unanimously

Respectfully submitted,

Karen Ponton, Secretary
att (1)

**Town of Center Harbor
Heritage Commission**

Heritage Fund Report – April 28, 2023
(5/5/2023)

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>		
	3/30/2023 Statement Balance	\$46,807.07	
	4/28/2023 Statement Balance	\$46,807.07	<u>\$46,807.07</u>
	<u>Operating Budget 2023</u>		\$1,000.00
	NHPA Annual Dues		<u>(85.00)</u>
	Balance		915.00

Notes: P = Pending