

**DRAFT Meeting Minutes**  
**Town of New Hampton**  
**Heritage Commission**  
April 4, 2023  
6 Pinnacle Hill Rd, New Hampton, NH  
2<sup>nd</sup> floor meeting room

In attendance:

Mr. Katz (remote, via Zoom)

Mr. Denoncour

Mr. Moore

Mr. Harvey

Mr. Katz called the meeting to order at 6:00 PM with a quorum present and reviewed the agenda:

1. Approve Minutes
2. Town House Historic Building Assessment
  - a. Review recommendations
    - i. Archeology
      1. DHR Archeology Review
    - ii. Trees/ Shrubs/ Grounds Maintenance
    - iii. Site Drainage
      1. Scope of Work
    - iv. Buried electrical service
3. Grants
  - a. Moose Plate Grant
    - i. Letter of Intent – May 5
    - ii. Application – June 23
4. Heritage Fund
  - a. Administration
5. Next Meeting
6. Any other business

Meeting minutes from December 28, 2022 – Approval was moved by Mr. Denoncour and seconded by Mr., Moore. Vote to approve was unanimous with roll call vote from M. Katz. Mr. Katz then asked for nominations for Commission Chair. Mr. Denoncour nominated Mr. Katz. The vote to appoint Mr. Katz as Chair of the Commission was unanimous, with Mr. Katz abstaining.

Mr. Katz reviewed the rules and timetable for the Mooseplate Grant. This grant by the State is an unmatched grant of up to \$20,000. A letter of intent is due May 5, 2023 and the full application is due June 23, 2023. Mr. Katz had submitted a letter of intent to the Department of Historical Resources (DHR) that was accepted, and he has already received the full application package. The content of the package was reviewed with the Commissioners. The key element to be included in the application was a description of the intended work and good faith estimates for those scopes. Good faith estimates are not considered binding prices. Mr. Moore asked if in-kind reimbursement was available, meaning that the time volunteer contributed to the work were valued and compensable. Mr. Katz will inquire of DHR.

The Commissioners discussed the potential scopes of work that would be included in the Mooseplate grant application using the Historic Building Assessment (HBA) summary of the recommended work and order of magnitude estimates included in the report. Mr. Katz informed the Commission that the need for archeological study prior to any excavation was waived by the State archaeologist on the premise the Town House was used only as a meeting house and not a residence or other full occupied uses.

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Following lengthy discussion, the consensus was that the following items would be included:

1. Clearing overgrown trees and shrubs. A walkdown to refine this scope will be conducted prior to bid solicitation to determine the competencies and capabilities needed (i.e., self-perform or hiring a tree company.)
2. Improve drainage around the building. Two options were discussed. The first, a limited approach as described in the HBA, and a more in-depth approach involving excavations and setting drains and catch basins along the building perimeter; it's intent to be of longer lasting duration. Mr. Harvey agreed to prepare any sketches and/or specification to be included in any requests for proposal.
3. Buried electrical service. Two options were discussed. The first, simply burying the electrical service from an existing pole to the Town House and the second, a broader approach to include underground wiring to add area lighting and flood lighting to the flagpole were discussed. The commissioners agreed to include the broader, longer term vision approach in any request for proposal. Mr. Harvey agreed to prepare any sketches and/or specification to be included in any requests for proposal.

The potential to include exterior wood repair and painting was discussed. Mr. Harvey pointed out, and the Commissioner agreed, that this work should be done following any floor and foundation repairs and the jacking up of the building would most likely disturb the alignment of the clapboard and trim.

Mr. Katz proposed the following schedule to meet the June 23, 2023 grant application deadline:

- Identify bidders and work scopes to be estimated – end of April/ early May.
- Obtain good faith estimates – by May 31; not later than the first week of June
- Prepare grant application for submittal – not later than June 16, 2023
- Commission approval to submit – not later than June 20, 2023

Mr. Katz asked for a motion to approve the proposed scopes and schedule. Mr. Denoncour moved to accept the scopes and schedule as outlined; seconded by Mr. Moore. The vote was unanimous with roll call vote in the affirmative from Mr. Katz.

Mr. Katz reminded the Commissioners that receipt of a Mooseplate grant, or any grant, for that matter was never guaranteed. Mr. Katz outlined a longer-term grant plan that included grants from LCHIP or other sources. The major scope of work needed for the Town House involved a foundation repair estimated to be on the order of \$115,000-\$248,000 depending on the methods used. This raises the costs well beyond Mooseplate and many other grants to LCHIP level. Working through this 2023 Mooseplate grant process is a valuable learning experience in grant writing that can be applied to the LCHIP grant process which is much more complicated and administratively complex. Thus, in 2024, we should apply not only for a 2024 Mooseplate grant but a 2024 LCHIP grant to accomplish the foundation and possibly other work as well. The Commission should use 2023 to identify potential contractors to perform this foundation work and obtain estimates that can then be included in the 2024 LCHIP grant application. This timing is important as the number of contractors capable of performing this work are few and far between and their backlog extends out for many months. It is in our interest to get a schedule commitment from a

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contractor to do work even out in 2025 should we be successful in securing grant money. There was unanimous consent to this approach.

Mr. Katz reviewed the recently passed warrant article establishing a Heritage Fund within the control of the Commission and shared the responses of the Town Treasurer and Finance Officer regarding the process of administering those funds:

1. Do we get to choose the bank? *No, the new account will be opened through Franklin Savings Bank (this week), as are the rest of our Town Commission Accounts and certain additional funds.*
2. How would you accept a payment request? *Payment requests are submitted to Wendy for review, and she will forward requests to me to address anything needed with the account.*
3. Would payment requests be by the chair alone? *Requests would be submitted by the Commission Chair, but a majority vote would be needed to approve any payment requests and be noted thoroughly in the Meeting Minutes along with a signed invoice. [Checks would be issued by the Town Finance Officer]*
4. How are monthly statements handled? Who gets them? *I receive the monthly statements and will update the "Heritage Fund" section within our Monthly Treasurer's Report. Wendy will provide a quarterly statement of account to the Commission throughout the year.*
5. Would audits be separate or combined with the Town accounts? *I believe a yearly Audit for this account would be included with the Town Accounts. However, Wendy would be the best person to answer this.*

Mr. Moore raised the topic of by-laws or procedures for the Commission. The Commissioners agreed on the need and Mr. Moore will draft by-laws for review at the next meeting.

The next Commission meeting will be May 23, 2023 at 6:00 PM. The primary topic will be a progress assessment of assembling data for the Mooseplate Grant.

The meeting adjourned at 7:20 PM.