

**Town of Effingham, New Hampshire
Historic District Commission**

**Meeting Minutes
February 10, 2014**

Present: P. Potter (Chair), R. Harrington (Assistant Chair), E. Jones (Secretary), N. Potter, R. Thompson

Absent: T. Eldridge (Selectmen's Representative)

The meeting was called to order by the Chair at 7:12 p.m.

The minutes of the January 13, 2014 meeting were distributed. It was moved by the Assistant Chair to accept the January meeting minutes as written. Seconded by R. Thompson. Passed and carried.

Old Business

- 1) The Historic District signs were discussed. The Chair has not yet had a chance to get the State's final approval letter from Selectman Eldridge. The signs will be ordered once that letter is in hand and on file.
- 2) Work at Squire Lord's Mansion. No updates on this specific issue. There was discussion of the process by which the Commission, as one of the town land use boards and/or commissions should be notified by the Zoning Enforcement Officer (ZEO) when building permit applications that require additional approvals are submitted and/or approved. A recent example of a case where a permit should not have been issued without first referring the issue to the Planning board but was not was discussed. R. Thompson indicated that it was his understanding that a new routing system had been under development between the ZEO and the Planning and Zoning Boards but it was unclear if such a system has ever been implemented. It was moved by the Assistant Chair, seconded by N. Potter, that a memo be sent to the Board of Selectmen, copied to the Planning Board, inquiring as to the current system for notification to the land use boards and/or commissions by the ZEO when relevant applications are in process.
- 3) Historic District maps/Planning Board. It was reported by the Chair that there were no comments or proposed changes to the maps for the Lord's Hill Historic District at the Public Hearing on January 22nd. Voting on the question to approve the maps will occur during the official ballot session of Town Meeting on March 11th.
- 4) Historic Roadside Marker for the Effingham Town Hall building. It was reported by the Secretary that research into the process for obtaining a Historic Roadside Marker indicates that such a nomination may be made by a number of parties, including government agencies or boards. The members discussed whether a proposal originating from the Commission would carry more weight than one from an individual, as well as what other boards and/or groups might be asked to provide letters of support for the proposal. Entities to whom the Commission might go for support included the Board of Selectmen, the Effingham Historical Society, and the Effingham Preservation Society. A motion was made by the Assistant Chair, seconded by N. Potter, for the Secretary to begin the process of drafting a proposal on behalf of the Commission, which could then be taken to other groups for their review.

- 5) Removal of the "Effingham Town Hall" sign from the Effingham Public Library building. The Secretary advised the Commission that a memo on this subject was sent to the Board of Selectmen, who after a brief discussion indicated no opposition. Given the time of year and the risks inherent in performing the work now, the Board of Selectmen tabled the issue and **will** revisit ~~ed it~~ in the spring for the purposes of scheduling to have it removed. The Commission will follow up later in the year to be sure that the work has been scheduled and/or performed.
- 6) Warrant article to reduce the number of Commission members from seven to five. No discussion.

New Business

- 1) Updates and Revisions to the Commission Application Form, Fee Structure and Review Process. The Commission discussed the need to bring its application process, including the actual application, the required fees, and the method for reviewing and handling applications up to date, ensuring conformity with current practices and in order to bring them in line with other town offices and boards. Ways in which this topic dovetails with the issue of the routing of building permit applications were mentioned. At the request of the Chair, the Secretary will draft a proposed form (taking into account both the current form and the current building permit application) as well as a proposed fee structure and review process to be presented to the Commission for discussion at the March meeting.
- 2) Member resignation. Mr. Ralph (Tom) Thompson submitted to the Chair his resignation from the Commission effective February 28, 2014. Mr. Thompson was thanked by the Commission for his service and valuable input over the past twelve months.

The meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Erik Jones
Secretary