

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

**Meeting Minutes  
May 12, 2014**

Present: P. Potter (Chair), E. Jones (Secretary), N. Potter, L. Edwards (Selectmen's Representative)

Absent: R. Harrington (Assistant Chair)

The meeting was called to order by the Chair at 7:08 p.m.

The minutes of the April meeting were distributed. It was moved by N. Potter to accept the April meeting minutes as corrected. Seconded by L. Edwards. Passed and carried.

Old Business

- 1) The Historic District signs were discussed. A copy of the letter from the NH Department of Transportation giving the specifics regarding the locations of the signs was received in the Commission's inbox. The Chair raised the question of what a "breakaway support" is. Selectman Edwards will look into this question and let the Commission know. The idea of doing "test holes" in the correct locations to be sure that there are no issues with large rocks/boulders and/or other obstructions that might prevent proper installation of the signs **was proposed**.
- 2) Historic District maps/Planning Board. A full size copy of the corrected map showing the boundaries of the Lord's Hill District was passed on by the Planning Board via the Chair. The official maps are still being completed by the Lakes Region Planning Commission. The Secretary again inquired whether digital versions that can be posted on the Town's website would be available. The Chair indicated that he believed that would likely be possible.
- 3) Historic Roadside Marker for the Effingham Town Hall building. No update.
- 4) Removal of the "Effingham Town Hall" sign from the Effingham Public Library building. The Secretary reported that this is on the agenda for the Library Trustees at their May 13<sup>th</sup> meeting. He will provide an update at the June meeting. Selectman Edwards indicated that the Board of Selectmen had no preference either way.
- 5) Building Permit Application Process/Historic District Commission role. State laws, the flow chart provided by the Zoning Enforcement Officer, the role of the Planning Board, and the idea of an overall "customer" flow chart were discussed. The Chair will follow-up with the Planning Board on this issue to see how we wish to proceed.
- 6) Updates and Revisions to the Commission Application Form, Fee Structure and Review Process. Changes needed in the Historic District section of the Zoning Ordinance, review and revision of the Historic District regulations, and review and revision of the Historic District Commission's application and application process were discussed. Two main changes are needed within Article 15 of the Zoning Ordinance. First, Section 1503 needs to be revised to lower the number of members. As has been previously discussed, the Commission continues to struggle to achieve

a full complement of members and alternates and all are in agreement that the Commission can be reduced in size with no detrimental effect to its work. Second, Section 1504, Final Action, needs to be revised to indicate that a decision must be rendered within 45 days unless the applicant agrees to a longer period of time. The Chair advised that the Planning Board (by whom such changes must be proposed and undertaken) generally begins to consider such items in the late fall. The Secretary advised that he has begun to type over the Commission regulations into a digital version and asked for permission to begin the review and revision process by making needed grammar and spelling changes that do not alter the intent of the text. This would enable the Commission to begin review of the regulations in earnest at the June meeting. All were in agreement with this request.

### New Business

- 1) Planning Board Work Session/Open House. The Chair advised the Commission that the Planning Board will be hosting a work session/open house for all town boards and those who may be interested in serving on those boards. The session has been scheduled for Wednesday, June 11 at **6:30** p.m. The Secretary mentioned that the Library Trustees intend to change their regular meeting day and time to the Second Wednesday of each month and indicated he would advise them of this one-time conflict at the Trustees meeting the next evening.
- 2) National Trust for Historic Preservation. The Secretary advised that a renewal notice for the Commission's membership in the National Trust for Historic Preservation had been received. The Commission discussed what benefits, if any, are received from this membership. Overall, it was felt that when the Commission initially joined, the membership likely provided a resource for historic restoration and preservation standards, regulations, and documents. However with the advent of the internet, such resources are much more readily available to all and that perhaps a membership in a more New Hampshire oriented organization that could provide resources and information on New Hampshire specific laws, regulations, and guidelines would be more beneficial and a wiser user of funds. Following the discussion, all agreed to allow the membership in the National Trust to lapse.
- 3) Prospective New Member. The Secretary introduced Jade McRae, who had been sitting in on the meeting as a member of the public. The Secretary had approached Ms. McRae about being appointed as member of the Commission and advised her to attend a meeting to see what is involved. After a short discussion about the necessary qualifications, as well as whether to initially choose the one year remaining on a vacant seat or a full three year term, Ms. McRae indicated her willingness to serve and it was decided to recommend to the Board of Selectmen that she be appointed to serve out the remainder of Ralph (Tom) Thompson's term, which expires in 2015. The Secretary will send a memo to this effect to the Board of Selectmen in time for the May 20<sup>th</sup> meeting, with the hope that Ms. McRae can be appointed and sworn in on that date.

The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Erik Jones  
Secretary