

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

**Meeting Minutes  
September 8, 2014**

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

Absent: L. Edwards (Selectmen's Representative)

The meeting was called to order by the Chair at 8:29 p.m.

The Chair announced that since some individuals had been now been waiting two hours for the regularly scheduled meeting to commence and in order to get required business completed as quickly as possible, that some portions of the usual agenda would be tabled until the next regularly scheduled meeting.

The Chair tabled the reading of the minutes of the August meeting.

The Chair tabled the discussion of all old business items with the exception of discussion of the issue of the fencing being installed at 4 Plantation Road.

Old Business

- 1) 4 Plantation Road - Lord's Hill/fence installation.

Jennifer Murphy rose to discuss her application to install both livestock fencing and a picket fence on her property. The Secretary asked that before she did so, the Commission be permitted to review her original application from the fall of 2013, as it was his understanding that it had been located by the Chair and that it did indicate her intention at that time to install fencing. The Chair, despite an extensive search of his briefcase, was not able to locate it and offered his sincere apologies. He did indicate to the Commission however, that he had located it and that upon reviewing it and attached documents again, that fencing was mentioned in the application and noted on sketches.

Based on this information, the Secretary made a motion to waive any further application and/or application fees related to this issue and to approve the installation of both livestock fencing and a white picket fence on the Province Lake Road (Route 153) side of the property as proposed by Ms. Murphy. Seconded by the Assistant Chair. The Secretary noted that since it appeared this issue arose as the result of an error on part of the Commission that it seemed inappropriate and unfair to Ms. Murphy to require an additional fee and cause any further delay. The other members of the Commission were in agreement. There was no further discussion on the motion. Passed and carried.

Ms. Murphy thanked the Commission and specifically the Secretary for admitting to the error and taking fair and equitable action to resolve it. The Secretary advised that as soon as it could be relocated, he would obtain the original application from the Chair, ensure that all documents related to the various proposed projects at Ms. Murphy's property were filed together and send her an updated Certificate of Approval.

## New Business

### 1) Proposed Zoning Enforcement Officer Workflow Changes.

The Secretary brought to attention of the Commission the proposed changes by the Zoning Enforcement Officer to her workflow to ensure that all persons making inquiries regarding building permits and/or filing building permit applications are properly routed to other Boards and/or Commission which may have authority of any proposed work.

### 2) 2014 Town of Effingham Employee/Volunteer/Elected Official of the Year.

The Secretary summarized the contents of a memo from the Board of Selectmen requesting nominations for an Employee, Volunteer, and Elected Official of the Year for the Town, noting that the memo had only been sent out on Friday, September 5<sup>th</sup> and that nominations were requested no later than Tuesday, September 9<sup>th</sup>. Since the deadline was the next day, leaving insufficient time to prepare an appropriate nomination, it was moved by the Secretary that the Commission not submit any nomination due to the inadequate time given to prepare a nomination properly. Second by N. Potter. Passed and carried.

### 3) 2015 Town of Effingham Budget request

The Secretary summarized the contents of a memo from the Board of Selectmen's office regarding the 2015 Budget Request process, including expenses to date. The Secretary noted that the worksheet lists our 2014 request but not the budget that was actually approved and inquired whether the Chair had that information available as he met with the Budget Committee during last year's budget cycle. The Chair indicated he would need to look for it. The Chair suggested that since we did not anticipate any increase in expenses over last year, that we request an amount the same as 2014. The general consensus of the Commission was that this was a reasonable way to proceed.

Based on the discussion, the Secretary made a motion that the Commission submit a level funded budget request for the 2015 Town Budget. Seconded by the Assistant Chair. Passed and carried. The Chair will locate last year's paperwork and pass it along to the Secretary so that he can submit this year's request. Once the request is submitted, an appointment to meet with the Board of Selectmen to discuss the request will need to be made. The Secretary will handle this in conjunction with the Chair.

### 4) Effingham Preservation Society site work at 6 Town House Road.

Karen Payne summarized for the Commission the site work that the Effingham Preservation Society is considering for their property at the corner of Town House and Province Lake Roads. Namely, the installation of a septic system, a section of pull in parking spaces, a footbridge and walkway, and a handicapped accessible ramp and entrance. In order to proceed with complete plans for the septic system, it will be necessary for the designer to dig some test holes on the property. Before going to the expense of bringing in the necessary equipment, the Society hoped to determine whether the Commission foresaw any impediments to the eventual approval of an application for such work.

The Secretary summarized, in the absence of the site plan reviewed at a previous meeting, the options the Preservation Society had been given for septic and explained that for more than one reason, the Society was pursuing the second option, which entails the installation of a septic tank under the grassy area to the west of the building, which would then connect to a leach field on the western edge of the property.

The Commission advised that other than the regulations relative to tree cutting, the majority of the project seemed to fall outside the purview of the Commission. Specifically, the Society was encouraged to speak with the Zoning Enforcement Officer with regard to their desire to place parking over the site of the pipe which would connect the septic tank and the leach field, since it is likely that such a parking area would require a driveway permit from the Town.

Ms. Payne asked if members of the Commission would be willing to inspect the site for the purpose of giving their opinion of the proposed location of the septic system and which trees might be affected and suggested that perhaps this could be done on the upcoming Saturday before the Society's monthly meeting. Some but not all members would be available at that time but it was indicated by Ms. Payne that the areas and trees involved were flagged if members wished to look over the site on their own. The Commission agreed to do so.

The meeting was adjourned at 9:17 p.m.

Respectfully submitted,

Erik Jones  
Secretary