

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

**Meeting Minutes
October 13, 2014**

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

Absent: J. McRae, L. Edwards (Selectmen's Representative)

The meeting was called to order by the Chair at 7:40 p.m.

The minutes of the August meeting were distributed. It was moved by R. Harrington to accept the August meeting minutes as corrected. Seconded by N. Potter. Passed and carried.

The minutes of the September meeting were previously distributed via email. It was moved by R. Harrington to accept the September meeting minutes as corrected. Seconded by E. Jones. Passed and carried.

The Secretary advised the Commission of correspondence received since the last meeting. It was determined that some of the items will need to be discussed during Old and New Business.

Old Business

1) Historic District Signs.

The Secretary reported that the posts have been received at the Municipal Offices. The cost was \$41.00 per post and \$88.57 in shipping for a total cost of \$252.57. The Commission will reimburse the Town for these posts out of our petty cash/rainy day fund. The next step will be to determine when they can be installed since a representative from the NH DOT must be available to supervise the process.

The Secretary also reported that a letter signed by a number of property owners in the Lord's Hill Historic District was dropped off at his home addressed to the Commission. This letter requests that the Commission add verbiage to the signs for the Lord's Hill Historic District indicating that the district is listed on the National Register. In addition, the letter indicated that the property owners would be willing to bear the expense of this additional lettering. Unfortunately, this letter was received after the signs had been completed. However, the Secretary advised the Commission of a suggestion from a member of the Town's office staff to resolve the issue, that being to have smaller signs made which could be placed below the main sign which indicate that the district is listed on the National Register. This suggestion was found to be acceptable by both the Commission and members of the public in attendance. The Chair indicated that he had received a quote for the cost of such signs of \$24.00 each from Sign One, who produced the original signs. In addition, while the Commission appreciated the offer to bear the expense, it was noted that since our petty cash/rainy day fund included funds contributed for the purpose of erecting these Historic District boundary signs, that we should expend funds already on hand intended for that purpose. It was also noted that since this will be a change to the permissions already granted by the NH DOT, that the Commission will have to re-approach them for approval of this additional signage.

It was moved by the Assistant Chair, seconded by the Secretary, that the Commission acquire four signs reading "A National Historic District," using funds from our petty cash/rainy day fund, pending approval from the NH DOT. Passed and carried.

2) Historic District maps/Planning Board.

No update at this time.

3) Historic Roadside Marker for the Effingham Town Hall building.

No update at this time.

4) Updates and Revisions to the Commission Application Form, Fee Structure and Review Process.

In order for changes to be made to the Historic District section of the Zoning Ordinance, the Planning Board must begin the review process now. The Secretary distributed copies to those present of suggested revisions to Section 15: Historic District that incorporates changes that are either requested by the Commission or which are advised by the Town's legal counsel, as well as a number of spelling and grammar corrections. These suggested revisions are attached to and made a part of these minutes.

It was moved by the Secretary, seconded by N. Potter, to recommend to the Planning Board the changes as suggested by the Secretary. Passed and carried. The Secretary will prepare a memo to the Planning Board and include the suggested revisions. In addition, while the Chair also sits on the Planning Board, it was considered advisable that someone else from the Commission attend the next Planning Board meeting in the event there are any questions on the suggested changes. The Secretary will plan to be in attendance for that purpose.

5) Potential Members/Vacancies on the Commission.

The Commission discussed the offer made by Elaine Chick, during the Public Hearing held earlier in the evening, to join the Commission as a full member. If appointed, she would fill the seat currently vacant, with a term ending in 2017. It was noted that if the size of the Commission is reduced to five members, as is being suggested to the Planning Board, that the Assistant Chair and J. McRae would rotate off the Commission, but that it was hoped they might be willing to fill the two alternate seats, thus allowing the Commission to have a full slate.

It was moved by the Secretary, seconded by N. Potter, to recommend to the Board of Selectmen the appointment of Elaine Chick to the vacant seat on the Commission, with a term ending in 2017. Passed and carried. The Secretary will send a memo to the Selectmen to this effect and work out the details of when Ms. Chick can be at a Selectmen's meeting in order to be appointed, complete the required paperwork, and be sworn in.

6) 2015 Town of Effingham Budget request

The Secretary reviewed briefly the 2015 Town of Effingham Budget Request which he submitted on the Commission's behalf. Per the vote of the Commission at the September meeting, the request was level funded relative to 2014. The Secretary also indicated that he advised the staff at the Selectmen's Office that he would be available to attend either the October 14th or October 28th Selectmen's meetings to answer any questions the Selectmen may have regarding the request. However, a conflict has since arisen on the 28th. In the event the Selectmen choose that date, another member of the Commission would need to attend. The Secretary indicated he would follow up with the Selectmen at their meeting the next evening to see if the Commission's request could be reviewed quickly at that time.

New Business

1) NH Preservation Alliance membership.

The Commission received in the mail a membership solicitation letter from the NH Preservation Alliance. An institutional membership is \$50.00. The Secretary suggested that since this was a more NH centric organization, that the Commission might find more value in a membership in this organization than in a larger one such as the National Trust.

It was moved by the Secretary, seconded by N. Potter, that the Commission join the NH Preservation Alliance at the \$50.00 institutional level. Passed and carried.

The meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Erik Jones
Secretary