

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

**Meeting Minutes
March 9, 2015**

Present: P. Potter (Chair), R. Harrington (Assistant Chair), E. Jones (Secretary), E. Chick, J. McRae, N. Potter, L. Edwards (Selectmen's Representative)

Absent: None.

The meeting was called to order by the Chair at 7:04 p.m.

The minutes of the December 8th meeting were previously distributed via email. It was moved by E. Jones to accept the minutes as corrected. Seconded by E. Chick. Passed and carried.

The minutes of the January 12th meeting were previously distributed via email. It was moved by R. Harrington to accept the minutes as corrected. Seconded by J. McRae. Passed and carried.

The minutes of the January 29th work session were previously distributed via email. It was moved by R. Harrington to accept the minutes as written. Seconded by E. Chick. 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 smaller signs denoting the National Register designation for the Lord's Hill District have been ordered. They should be ready in time for all the signs to be installed later in the spring.

2) Historic District maps/Planning Board.

The tax maps which showed the historic districts have been pulled from the town website under the "Historic District Maps" heading due to errors in the denoted boundaries. The map of the districts at the time they were proposed has been scanned and will be posted instead, along with metes and bounds descriptions of each district.

The Secretary asked for an opinion from the Commission regarding where the original copies of descriptions/boundaries of the districts should be kept, with the Secretary proposing that they be kept on file with the Town Clerk, the Commission retaining photocopies. There were no objections to this course of action.

There was also a brief discussion about the need to review the legal descriptions of the districts this year, with a goal of correcting any errors that may conflict with the intended district boundaries. E. Chick expressed an interest in working on this project, as did the Secretary.

- 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.

Finalized versions of the Commission Workflow, Commission Checklist, Applicant Checklist, Application for Certificate of Approval, Certificate of Approval form, and Notice of Disapproval form were distributed. One correction was noted on page 3 of the application, where in the setbacks section the word "street" will be replaced with "listed street address." The Secretary moved to approve all of the documents with the one correction noted. Seconded by E. Chick. Passed and carried.

The draft Rules and Procedures for the Commission were distributed. Since it is possible that the number of commission members will change during the Town Meeting official ballot session, a final vote on the document was delayed until the April meeting so that any updates that may be required based on the outcome of the voting can be incorporated into the document.

The draft How to Apply brochure was distributed with the Secretary requesting that any suggestions or corrections be brought forward at the April meeting with the goal of giving final approval to the brochure at that time.

- 5) Potential Members/Vacancies on the Commission.

No update at this time.

- 6) 2015 Town of Effingham Budget request.

The Secretary reported that no changes to our requested budget were made by the Budget Committee following the Public Hearing. The request as submitted now goes to Town Meeting for final approval.

- 7) NH Preservation Alliance membership.

The Secretary confirmed that our membership is in effect and we have begun receiving informational email and mailings.

- 8) Handicapped Accessibility of the Modular Office Building.

The Secretary reported that a memo was sent to the Board of Selectmen regarding adding a ramp to the Modular Office building. The Secretary noted that the Board of Selectmen did discuss the issue at a weekly meeting and that their response was that since the front building is compliant, it is not necessary for the modular to be so. In addition, they noted the concern that if an attempt is made to fix one issue with the

modular (e.g. a ramp) then potentially all non-compliant issues may have to be addressed (e.g. doors, bathroom, etc.), for which there is not sufficient funds. For now, the Board of Selectmen intends to make no changes.

9) Effingham Preservation Society application.

The Secretary explained the he felt the Commission needed to revote on this application due to a conflict of interest that may have existed during the original vote. The Assistant Chair recused herself from discussion and voting due to a Conflict of Interest since she sits on the Board of the Effingham Preservation Society. The Secretary moved to approve that application for installation of a septic system as submitted. Seconded by N. Potter. There was no additional discussion. Passed and carried.

New Business

There was no new business.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Erik Jones
Secretary