

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

**Meeting Minutes  
April 13, 2015**

Present: E. Chick, E. Jones, N. Potter, P. Potter

Absent: H. Spencer (Selectmen's Representative)

The meeting was called to order at 7:07 p.m. by P. Potter. There was one member of the public present.

The Commission undertook the selection of officers for the upcoming year.

Chair – E. Jones nominated P. Potter to serve as Chair. Seconded by N. Potter.

Assistant Chair – E. Jones nominated E. Chick to serve as Assistant Chair. Seconded by N. Potter.

Secretary – E. Chick nominated E. Jones to serve as Secretary. Seconded by N. Potter.

There being no further nominations, N. Potter moved that the outgoing Secretary (E. Jones) cast one vote to elect the slate of officers as nominated. Seconded by E. Jones. There were no objections. Passed and carried.

E. Jones cast one vote in the affirmative for the slate of officers as nominated.

The minutes of the March 9<sup>th</sup> meeting were distributed. It was moved by N. Potter to accept the minutes as written. Seconded by E. Jones. Passed and carried.

The Secretary advised the Commission that no correspondence was received since the last meeting.

Old Business

1) Historic District Signs.

No information on whether or not the signs are ready at this time. The Chair indicated he has not had time to drop by Sign One to check in on their progress.

2) Historic District maps/Planning Board.

The Secretary indicated that he had received from E. Chick the digital versions of the metes and bounds descriptions of the Lord's Hill Historic District which she prepared a few years ago when the Planning Board made adjustments to the maps. This description does still **need** some tweaking before being placed on the town website.

In addition, as discussed in March, some revisions to the description need to be made to reflect the intended boundaries of the Lord's Hill district. The Assistant Chair and

Secretary will undertake the necessary revisions and prepare a proposal for the Commission to review that can then be passed on to the Planning Board.

- 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.

The Secretary proposed six amendments to the draft Rules of Procedure to reflect the changes to the Commission which were approved during the Official Ballot session of the 2015 Town Meeting. The amended sections were reviewed by all with no objections raised.

The Secretary moved to accept the Rules of Procedure as amended. Seconded by the Assistant Chair. There was no further discussion. Passed and carried.

- 5) Potential Members/Vacancies on the Commission.

The Commission is in need of two alternate members. It is the Secretary's understanding that the outgoing Assistant Chair (R. Harrington) is not interested in serving as an alternate but that outgoing commission member J. McRae is willing to do so. The Secretary will follow-up with both individuals with the hope of approving a recommendation for appointment by the Board of Selectmen at the May meeting.

- 6) 2015 Town of Effingham Budget request.

The Commission's budget request was approved as submitted. There were no changes made at the Deliberative Session of the 2015 Town Meeting.

### New Business

- 1) J. Murphy made some initial inquiries to the Commission about a new construction project and some tree removal which she would like to undertake at her property on Plantation Road.

Initial plans for the construction project were provided to the Commission for review. The Commission indicated that the initial proposal seemed a reasonable one. It was noted by the Chair that since new construction is proposed a Public Hearing would be required on any application which may be submitted.

In addition, the Commission provided advice to Ms. Murphy on completing the application so that all required information is included in an effort to reduce the number

of times that she may have to come before the Commission regarding the proposed work.

Since a formal application will be required in order to proceed, the Secretary agreed to email to Ms. Murphy the updated Applicant Checklist and Application for Certificate of Approval which were approved at the March meeting.

There being no further business to come before the Commission, the meeting was adjourned at 8:12 p.m.

Respectfully submitted,

Erik Jones  
Secretary