

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

**Meeting Minutes  
July 13, 2015**

Present: P. Potter (Chair), E. Chick (Assistant Chair), E. Jones (Secretary), N. Potter, H. Spencer (Selectmen's Representative)

Absent: None.

The meeting was called to order at 7:05 p.m. by the Chair. There were two members of the public present.

The minutes of the June 8<sup>th</sup> meeting were previously distributed by email. It was moved by the Assistant Chair to accept the minutes as corrected. Seconded by H. Spencer. Passed and carried.

The Secretary advised the Commission of one piece of correspondence received since the last meeting.

*NOTE: At 7:19 p.m., the Chair indicated that the Commission would recess the regular meeting in order to conduct the Public Hearing scheduled, noting that the Commission will reconvene its regular meeting following the Public Hearing.*

*The Commission reconvened its regular meeting at 7:30 p.m. The Chair indicated that the Commission would move to new business to avoid detaining members of the public in attendance as little as possible. However, the minutes will be presented in their usual format.*

Old Business

1) Historic District Signs.

There was no update on test holes, Dig Safe, or post installation. The Chair and the Secretary's conflicting schedules have prevented a meet-up to move further ahead on this project. The Secretary did confirm with our contact at the NHDOT that we can proceed as far as digging the **holes** for the posts and simply have the DOT representative there for the final installation. The Chair indicated that the "National Register" signs for the Lord's Hill District have been paid for and simply need to be picked up. He also still needs to obtain the necessary bolts and locking nuts to attach the signs to the poles.

*Note: Following the conclusion of the meeting, members of the Commission opened the boxes containing the sign posts and sign post anchors to determine how specifically they are installed and what type, size, and number of bolts and nuts would be required. It was determined that a baker's dozen of bolts and nuts will be purchased. Methods of preventing theft of the posts and signs were also informally discussed.*

2) Historic District maps/Planning Board.

The Secretary circulated copies of the current metes and bounds legal descriptions of the two historic districts which have been updated to include current street addresses and tax map and lot numbers as references. The intention is to post these on the town website as an aide to the public in determining where the district boundaries lie.

It was moved by H. Spencer, seconded by N. Potter to approve these documents as presented, noting that they are meant to serve as an aide to the public and that those portions of the document text appearing in red are NOT a part of the true legal descriptions. Passed and carried.

The next step in this process will be for the Assistant Chair and the Secretary to meet to draft proposed changes to the legal description intended to correct original wording that seems to conflict with the intended boundaries. These proposed changes would be presented to the Planning Board in the fall.

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

No update at this time. It was noted by the Chair that recent information indicates that federal funding may be available to assist in getting this property added to the National Register of Historic Places. The Chair will investigate this further.

4) Potential Members/Vacancies on the Commission.

The Secretary advised the Commission that, after consultation with Chair, he requested that the Selectmen's office advertise that the Commission was seeking two alternates, one for a two year term and one for a three year term, in hopes that, if both positions are filled, our alternates would serve on a staggered basis since reappointments would be for three year terms per RSAs.

The Secretary also noted that the newspaper advertisement seeking volunteers for several town board positions and alternate positions should be appearing in local media soon. Keep an eye out!

5) Lord's Tavern/Failure to obtain Certificate of Approval.

A letter was sent, via certified mail, to the owner of the Lord's Tavern, located as 665 Province Lake Road, advising them that they are out of compliance with both the Town of Effingham Zoning Ordinance as well as the Historic District Regulations. Included with that letter was a copy of the Applicant Checklist and Application for a Certificate of Approval, which the owner was requested to complete and return as quickly as possible, along with the required fees. As of the day of the meeting, that certified letter still has not been claimed at the post office by the property owner.

The Secretary noted that when providing a copy of the letter to Rebecca Boyden, Zoning Enforcement Officer (ZEO), for her files, she advised that in the future a specific deadline to respond be provided. The Secretary noted that for any future actions which may be required for Historic District properties.

It was moved by the Secretary, second by H. Spencer, that the property owner of the Lord's Tavern, located at 665 Province Lake Road, be given until the Commission's regular meeting in August to respond. If no response has been received by that time, the case will be turned over to the ZEO for further action.

### New Business

- 1) The Commission reviewed an Application for Certificate of Approval submitted by the Effingham Preservation Society (EPS) at 6 Town House Road. The Secretary indicated that the application was complete, noting that since the EPS is requesting a joint hearing with the Zoning Board of Adjustment (ZBA), the fees for certified mailings and public notices had been withheld until that issue could be discussed by the Commission. The Secretary reviewed the sections of the application for the Commission. The Chair noted that at the most recent ZBA meeting, the Board reviewed a variance application from the EPS, agreed to hold a Public Hearing in conjunction with the Commission, and set a Public Hearing date of Wednesday, August 12, 2015 at 7:00 p.m.

It was moved by the Secretary, seconded by H. Spencer, to waive the certified mailing and public notice fees in favor of the ZBA, with the understanding that all costs associated with any required mailings and notices for this case will be borne by the ZBA. Passed and carried.

It was moved by the Secretary, second by the Assistant Chair, to conduct a joint hearing with the ZBA on the application and to set the same date and time for that Public Hearing as that already chosen by the ZBA. Passed and carried.

The Secretary made an inquiry to the Chair on a procedural matter, namely whether he may provide comments to the Commission in writing on this application, since he will be unable to attend the Public Hearing due to travel. The Chair confirmed that the Secretary may do so.

The Secretary also noted that since he will be unable to attend the Public Hearing, another member of the Commission will need to take minutes and review the Application for Certificate of Approval on that evening. The Assistant Chair volunteered to do so. The Secretary will coordinate with the Assistant Chair to ensure that she has all the necessary documents and materials required.

Finally, the Secretary indicated that he has already spoken with Barbara Thompson, who serves as Secretary to the ZBA, to arrange the process for certified mailings and public notices, in order to ensure that HDC requirements for those parts of the application process are met.

- 2) The Commission received a request from J. Murphy for an amendment to the Certificate of Approval previously issued to her on November 1, 2013, to allow the installation of awnings instead of dormers on her home at 4 Plantation Road.

It was noted by the Chair that dormers were quite common and in fact, popular, on homes from the late 19<sup>th</sup> century/early 20<sup>th</sup> century through the 1950's. The Secretary noted that since the building in question was, according to the Lord's Hill District's National Register Nomination Papers, constructed in 1897, that awnings would be a very appropriate installation. It was also noted that awnings would be easier to remove later, if so desired.

Ms. Murphy did note that upon further research, awnings may not work on the property due to snow load issues and wondered if she could be given discretion between either awnings or dormers, depending on the need.

It was moved by the Secretary, seconded by H. Spencer, to amend the November 1, 2013 Certificate of Approval to allow awnings or dormers as appropriate or required on the doorways located on the north and south sides of the residence, as previously described in the original Application for Certificate of Approval. Passed and carried.

- 3) The Secretary presented to the Commission the results of his research into whether or not notification of Public Hearings must be sent to the Town's Fire Department. After consultation with Chief Burbank and conversations with Barbara Thompson and Rebecca Boyden, as well as some research on applicable RSAs, it appears that such notification is NOT required.

It was moved by the Secretary, seconded by H. Spencer, to strike any references to the Town of Effingham Fire Department from page two of the Application for Certificate of Approval. Passed and carried.

The Secretary will handle ensuring that updated versions of the application are properly distributed. The Chair noted that in the meantime, any application received on the old application will be considered according to the new rule.

- 4) The Secretary reported on discussions which have recently been held at both Board of Selectmen and Library Trustee meetings regarding restoration and maintenance to the Historic Effingham Town Hall, including that grant monies for such work may be available from the USDA in 2016. A member of the public, Mellisa Seamans, has volunteered to write such a grant on the Town's behalf.

The Commission discussed various elements of restoration work which might be undertaken and therefore included in any grant application which might be submitted, including but not limited to:

- Restoration of the tower railings.
- Restoration of the tower's cloverleaf windows.
- Repair of the tower roof.
- Repair and replacement of window shutters.

- Winterization, specifically restoration of the windows and installation of historically accurate storm windows.
- Installation of French drains around the building.
- Restoration of the front steps and railings, possibly to include expansion of the steps to include ramps and camouflaging landscaping.
- Repair of the portico railing.
- Retrofitting at least one of the interior double doors to swing out.
- Replacement of the two small **shed roofs** on the back of the building with one large **shed roof** across the entire back of the building to cover/include the original double doors.

H. Spencer noted that as this process proceeds, various groups will be consulted for feedback. It was decided to take no further action as this time but await a request for input from the Board of Selectmen as custodians of the building.

There being no further business to come before the Commission, the meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Erik Jones  
Secretary