

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

**Meeting Minutes
September 14, 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 7:00 p.m. by the Chair. There were no members of the public present.

The minutes of the July 13th meeting were previously distributed by email. It was moved by H. Spencer to accept the minutes as corrected. Seconded by N. Potter. Passed and carried.

The minutes of the August 10th meeting were previously distributed by email. It was moved by the Secretary to accept the minutes as corrected. Seconded by H. Spencer. Passed and carried.

The minutes of the August 12th public hearing were previously distributed by email. It was moved by H. Spencer to accept the minutes as corrected. Seconded by N. Potter. Passed and carried.

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

Old Business

- 1) Historic District Signs.

No update at this time.

- 2) Historic District maps/Planning Board.

Note: This portion of old business was discussed as the end of the meeting, after all other old business and new business in order to simplify the running of the meeting. However, the minutes are presented in their usual format.

The Assistant Chair and the Secretary reviewed for the Commission the drafted revisions to the Center Effingham Historic District Metes and Bounds Legal Description. It was moved by H. Spencer to propose the revisions as written to the Planning Board. Seconded by E. Jones. Passed and carried.

The Assistant Chair and the Secretary reviewed for the Commission the drafted revisions to the Lord's Hill Historic District Metes and Bounds Legal Description. It was moved by E. Chick to

propose the revisions as written to the Planning Board. Seconded by H. Spencer. Passed and carried.

The Secretary will contact Barbara Thompson to determine which Planning Board meeting will be best to present the proposed revisions. The Assistant Chair agreed to join the Secretary in presenting the proposals to the Planning Board since they are the most familiar with the revisions.

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

The Chair reviewed information he acquired regarding grants which are available to assist in adding a property to the National Register of Historic Places and provided a copy to the Secretary.

Working to have the historic Effingham Town Hall building added to the National Register, as well as acquiring a State Roadside marker, will likely be the Commission's "winter project."

4) Potential Members/Vacancies on the Commission.

An advertisement run in early August by the town in the Conway Daily Sun looking for volunteers for various town boards has yielded no results for the Historic District Commission alternate positions. The Secretary noted that the Board of Library Trustees had similar results, so it seems to be a general lack of interest in serving on town boards versus the Commission specifically.

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

The Secretary reviewed for the Commission additional information which seems to indicate that the property owner may have moved and that while an attempt seems to have been made to forward the original letter to the owner at their new address, it has neither been delivered to them (according to USPS tracking information) nor has the Commission received it back. The Secretary consulted with the Zoning Enforcement Officer who advised that a second attempt should be made before turning the case over to her for further action.

Based on this information, the Secretary proposed that a second letter be sent, explaining the address issue and including a copy of the original letter, applicant checklist, and application and requesting a response from the property owner in the form of a completed application no later than October 31, 2015. All were in favor.

6) 2015 Employee/Volunteer/Elected Official of the Year Award.

The Secretary inquired if a nomination had been submitted as per the August minutes and was advised that this had been taken care of. There was no further update.

7) Restoration/Maintenance to Historic Effingham Town Hall.

The Secretary reported briefly on plans which the Library Trustees are discussing for a gazebo and Veteran's Park on the land to the west of the building's parking lot.

In addition, the possibility of pursuing grants to fund the restoration of the windows and the installation of new historically accurate/unobtrusive storm windows is being researched.

H. Spencer noted that the USDA funds which are likely to be available in 2016 can sometimes be funneled to specific types of projects, such as energy efficiency or historic preservation. He is confident however, that we could make our building and its projects fit almost any category!

H. Spencer also reported that some of this year's plans for work to the building and grounds (specifically the parking lot) were contingent upon the availability of excess funds in this year's budget, which have since disappeared due to the closure of the Granite Road bridge.

There is, however, lots percolating. More information will be forthcoming as appropriate.

New Business

- 1) 2016 Budget Request. The Commission discussed the 2016 budget request. Based on last year's figures, as well as expenses to date and anticipated for the remainder of 2015, it was moved by the Secretary, seconded by the Assistant Chair, to proposed a \$500.00 request, broken down as follows:

Books & Publications	\$20.00
Association Dues	\$50.00
Postage	\$50.00
Printing	\$20.00
Public Hearings	\$100.00
Supplies	\$50.00
Workshops & Seminars	\$100.00
Travel (Mileage/Tolls/Parking)	\$110.00

Passed and carried. The Secretary will handle submitting the request once paperwork from the Town Administrator has been received.

There being no further business to come before the Commission, the meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Erik Jones
Secretary