

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

**Meeting Minutes
December 14, 2015**

Present: E. Chick (Assistant Chair), E. Jones (Secretary), N. Potter

Absent: P. Potter (Chair), H. Spencer (Selectmen's Representative)

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

The minutes of the November 9th meeting were previously distributed by email. It was moved by N. Potter to accept the minutes as written. Seconded by the Assistant Chair. Passed and carried.

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

Note: At this time, the Assistant Chair, out of consideration for the member of the public present, indicated that the Commission would next discuss as a piece of new business an Application for Certificate of Approval which had been received from the Leavitt Family Trust. The minutes however will be presented in their usual format.

Old Business

- 1) Historic District Signs.

No updates at this time.

- 2) Historic District maps/Planning Board.

The Secretary presented to the Commission the drafts of the letters to be sent to property owners in the Lord's Hill Historic District regarding the proposed boundary revisions. There were no proposed changes to the drafts. The Secretary will follow-up with the Planning Board to assist with the preparation and mailing of the letters.

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

The Commission discussed briefly that this might make a good winter project.

- 4) Potential Members/Vacancies on the Commission.

The Secretary moved that the Commission sending out a general letter to all property owners in the two historic districts that both advises them of offerings on the Commission's section of the

town website and of ways in which the Commission can serve as a resource, as well as issuing a request (plea?) for new members. Seconded by the Assistant Chair. Passed and carried. The Secretary will attempt to have such a letter sent out by year's end.

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

The Secretary advised the Commission that the second Certified Mail letter has been returned to sender, unclaimed by the property owner. It is possible that the property owner has received the copy sent by First Class mail and the deadline for a response was given as December 31st. In the meantime, on the advice of the Town Administrator, the Secretary will work with the Zoning Enforcement Officer, and possibly the Town's Counsel, to determine what the next steps should be and who should take them, in the event there is no response from the property owner.

6) Restoration/Maintenance to Historic Effingham Town Hall.

The Commission discussed briefly some of the ideas currently circulating for maintenance, upkeep, and restoration of the Town Hall building in Center Effingham. This may become a more pressing topic as Town Meeting approaches.

7) 2016 Budget Request.

The Secretary advised the Commission of the cut made to the requested travel line item by the Budget Committee. In addition, the Budget Committee indicated that they would, in the future, prefer to see a budget that reflects all anticipated expenses, even those which will be covered by applicant fees, etc.

New Business

1) Leavitt Family Trust.

An Application for Certificate of Approval from the Leavitt Family Trust, Dale Heckler, Trustee, was reviewed. Tom Howard of New Hampshire Conservation Real Estate, serving as agent, was present to represent Ms. Heckler.

The Secretary summarized the application for commission members, which requests permission to install a new septic system on the Leavitt Family property located at 681 Province Lake Road. The property is under contract to be sold and an inspection revealed that the existing system was insufficient according to current state standards. A state approved septic system plan and approval letter were included as part of the application. It was noted that this application, due to a misunderstanding regarding the Historic District Regulations, is being filed after the fact, and that the described system has already been installed.

The Secretary indicated that Ms. Heckler, once the need for an application was brought to her attention, was very apologetic about the situation and promptly ensured that the appropriate documents were filed. It was noted that while the system which has been installed is in view of the roadway, that it is largely below grade, that as a gravity system, no vent pipes will be required, and that landscaping could likely camouflage the portion of the leach field which does show. In addition, it was noted that since this replaces a system which had failed, it is a necessity not only for the sale of the property but also for environmental and health reasons.

Mr. Howard did bring to the Commission attention that the portions of the Zoning Ordinance and Regulations which related to this particular issue, were somewhat difficult to find. The Commission noted that concern and will look into how the requirement can be made clear in the future. It was noted that such feedback from property owners/applicants is appreciated.

A motion was made by N. Potter to approve the Application for Certificate of Approval for a septic system installation as presented. Seconded by the Secretary. Passed and carried.

There being no further business to come before the Commission, the meeting was adjourned at 8:52 p.m.

Respectfully submitted,

Erik Jones
Secretary