

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

**Meeting Minutes
February 29, 2016**

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 7:04 p.m. by the Chair. There was one member of the public present.

The minutes of the January 11th meeting were previously distributed by email. It was moved by H. Spencer to accept the minutes as corrected. Seconded by the Assistant Chair. Passed and carried.

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

Old Business

1) Historic District Signs.

The Secretary advised the Commission that the necessary nuts and bolts for the signs have been purchased and will be placed in the Commission's file cabinet until the signs can be installed in the spring.

2) Historic District maps/Planning Board.

The proposed changes to the Zoning Ordinance related to the boundaries of the historic districts appear on the 2016 Town Warrant as Articles 5, 6, and 7. If approved, the next steps will be ensuring that the corrected boundaries are reflected on the tax maps and having maps of the two historic districts drafted.

It was suggested by H. Spencer that we confirm with Gwen English, the Town's Assessing Clerk, what is required in order to **get** the tax maps are corrected. The Secretary will follow up with Gwen.

The Secretary will also follow up with Lakes Region Planning Commission about creating the maps of the historic districts for us, with the intention of getting a digital version that can be posted to the town website, as well as full sized copies to be provided to the Commission, the Planning Board, and the Zoning Enforcement Officer as well as copies to be filed officially with the Town Clerk and to be laminated for display in the Municipal Office building for viewing by the public.

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

No update at this time.

4) Potential Members/Vacancies on the Commission.

The Commission briefly discussed what vacancies will exist with the conclusion of Town Meeting on March 12th. The terms of both the Chair and the Secretary will be ending. The Chair has decided, after 29 years, to step down from the Commission. The Secretary has expressed an interest in being reappointed. In addition, Sandy Finn, who has attended the past two meetings, has expressed a willingness to join the Commission.

The Secretary made a motion that the Commission recommend Sandy Finn to the Board of Selectmen for appointment to a three-year term, commencing after the 2016 Town Meeting and concluding in 2019. Seconded by N. Potter.

After very brief discussion, the Assistant Chair moved to amend the motion that the Commission also recommend Erik Jones for reappointment to a three-year term, also commencing after the 2016 Town Meeting and concluding in 2019. Seconded by H. Spencer. Passed and carried.

There being no further discussion, the Chair called for a vote on the amended motion. Passed and carried. H. Spencer requested that notification be sent to the Board of Selectmen in advance, so that they can take the necessary action to ensure that **the** Commission is able to maintain enough members for quorum for meetings. The Secretary will ensure the appropriate notifications are sent.

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

The Secretary advised the Commission that after consultation with the Town's Legal Counsel, and a discussion about the process utilized by the Zoning Enforcement Officer (ZEO), it has been determined that while the ZEO, as an agent of the Board of Selectmen, is responsible for enforcing the Zoning Ordinance as a whole, that the enforcement of the Historic District Regulations has been specifically assigned, within the Ordinance, to the Historic District Commission.

Based upon that information, the Secretary explained that, assuming we follow the same basic process regarding violations as that used by **with** the ZEO, we are now at the point where we must provide to the property owner a Notice of Violation. The Secretary did obtain from the ZEO a copy of the Notice that she uses, which can be easily modified for the Commission's use. The ZEO also advised that if it is necessary to proceed to the next step in the process (legal action), the Town's Legal Counsel has indicated it is necessary to be able to prove receipt of the Notice of Violation.

Since the property owner to this point has not responded to the certified letters which have been sent, the Commission discussed the ways in which proven delivery of the Notice of

Violation might be brought about, including serving the property owner when on site, serving the property owner at a property they may still own in Freedom, and/or serving the property owner at their home in Massachusetts. It was noted that this is a function that should be handled by law enforcement, rather than a member of the Commission, and that as such it falls to the Carroll County Sheriff's Department.

It was moved by the Assistant Chair that the Commission investigate the process of serving the property owner. Seconded by N. Potter. Passed and carried. The Secretary will follow up with the Sheriff's Office and report back at the March meeting.

6) Restoration/Maintenance to Historic Effingham Town Hall.

No update at this time.

New Business

1) Upcoming Workshop and Training Opportunities

The Secretary reported on a workshop he attended in Concord on the subject of obtaining funding for facility projects. He indicated that he had attended as a representative of the Commission, with the approval of the Chair, but asked that the full Commission confirm that it was appropriate to be reimbursed for the registration fee and mileage. The Commission did so.

The Secretary also reported that another upcoming training opportunity would be occurring on Saturday, March 12th and Sunday, March 13th, namely the NH Preservation Alliance Old House and Barn Expo in Manchester. Since March 12th is Town Meeting day, no one would be available to attend then, however March 13th is a possibility. The Secretary briefly reviewed some of the workshops that will be offered on that day and indicated an interest in attending and a willingness to drive if any others wished to attend also. Sandy Finn, who will be joining the Commission, indicated she may be interested but would have to confirm.

H. Spencer moved that the costs for attendance at the Old House & Barn Expo by members of the Commission be reimbursed through the Town of Effingham and that the Town of Effingham be reimbursed for those expenses from the Historic District Commission's "slush" fund. Seconded by N. Potter. Passed and carried.

2) Creation of a Master List of Data for Historic District Properties

The Secretary brought up the idea, based on comments made at the Public Hearing about the Historic District boundary changes and the loss of potential historic data, of creating a list, initially of properties located in the Historic Districts, that gives pertinent historical data, including location, original owner(s)/house name, date of construction, original builder(s), etc. with the idea of both keeping it on file and posting it to the Commission's section of the Town website. The Commission felt the idea had merit and will pursue it further.

3) Upcoming Meeting Dates and Times

The Secretary advised that because of the timing of Town Meeting, and the expiration and potential commencement of the terms of members, that a quorum for the meeting scheduled to be held on March 14th might not be possible.

The Secretary moved that the March 2016 meeting be moved from the 14th to the 21st of that month to ensure a quorum of members is available. Seconded by H. Spencer. Passed and carried.

4) Counting of the "Slush" Fund.

Since the Chair has indicated that he will be stepping down from the Commission, the funds in the "slush" fund were presented by the Chair for review by the entire Commission, in order to ensure that they balance according to the records available. A total of \$687.41 remains in the fund, which does match available records. The "slush" fund was returned to its secured location by the Secretary.

There being no further business to come before the Commission, the meeting was adjourned at 8:09 p.m.

Respectfully submitted,

Erik Jones
Secretary