

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

**Meeting Minutes  
March 21, 2016**

Present: E. Chick, S. Finn, E. Jones, N. Potter

Absent: Selectmen's Representative (not yet chosen)

The meeting was called to order at 7:00 p.m. by E. Chick. There were no members of the public present.

The election of officers occurred. For the benefit of all, the Commission's Rules and Procedures were reviewed.

E. Jones nominated E. Chick for Chair, seconded by N. Potter. Passed and carried.

E. Chick nominated E. Jones for Secretary, seconded by N. Potter. Passed and carried.

E. Jones nominated S. Finn for Assistant Chair, seconded by N. Potter. Passed and carried.

The minutes of the February 29<sup>th</sup> meeting were previously distributed by email. It was moved by the Chair to accept the minutes as corrected. Seconded by N. Potter. 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 process for installing the signs was reviewed for the benefit of a new member. The signs need to be retrieved from the former chair, who has been storing them until installed.

2) Historic District maps/Planning Board.

The Secretary provided an update on having the Lakes Region Planning Commission prepare maps of the historic districts. Permission must be obtained from the Board of Selectmen but the preparation of the maps should be at no cost to the town. Having prints made from the digital file prepared may involve some expense, which will be determined, but could be paid for from the "slush fund." After brief discussion, it was determined that a map approximately 30" wide and 40" high is preferred. The Secretary will pass that information along to LRPC and continue to follow up on the process, with the goal of having a draft in hand to review at the April meeting.

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

No update at this time.

4) Potential Members/Vacancies on the Commission.

Mr. Potter has submitted his letter of resignation to the Board of Selectmen but has agreed to serve through the August meeting so that a replacement can be found.

The Secretary proposed that we revive the idea of sending out a letter to advise district property owners of what the Commission and the Commission's section of the Town website has to offer and that this letter also include a request that those who might be interested in serving on the Commission contact us. The Secretary will prepare a draft and have it reviewed by the Chair before sending. All agreed.

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

The Secretary updated the members on the process of having the owner served with their Notice of Violation. Since the owner permanently resides in Massachusetts, this would have to be handled by the Sheriff's Office in Middlesex County, Massachusetts. However, in speaking with the Town Administrator, the Secretary is unclear whether this is necessary or not, even if legal action were to be pursued. It may be necessary to consult with the Town Counsel to be sure. He will follow up with the Zoning Enforcement Officer, the Town Administrator, and the Board of Selectmen as necessary with the hope of having a final answer for the April meeting.

6) Restoration/Maintenance to Historic Effingham Town Hall.

The Board of Selectmen are in the process of having a plan prepared for the work which will be required to correct problems with the parking lot, which are leading to water/dampness under the building. The Secretary, in an informal discussion with Selectman Spencer, mentioned the idea of the Commission advising the Selectmen by preparing an overall plan for the building that would include work to be done, costs, and funding areas, including grants, trust funds, and tax money. All agreed that while this might be worthwhile, we need to get a couple of other projects finished first.

7) Old House & Barn Expo

The Assistant Chair and the Secretary reviewed for the Commission the various workshops which they attended during the NH Preservation Alliance Old House & Barn Expo on March 13<sup>th</sup>. Information collected will be added to the Commission's files for future reference.

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

No update at this time.

## New Business

### 1) Timeline for Review and Revision of the Regulations.

The Secretary suggested that based on feedback from property owners and other stakeholders over the past year, that we consider a review of the regulations with an eye to those that may warrant revision. A timeline that would include a mailing to stakeholders, a public input session, and a public hearing was briefly discussed. This will be reviewed again at the April meeting.

### 2) Purchase of Pre-Stamped Postcards.

The Secretary proposed the purchase of an inventory of pre-stamped postcards (with Forever postage) to be used for mailings to district stakeholders. This will be reviewed again at the April meeting.

There being no further business to come before the Commission, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Erik Jones  
Secretary