

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

**Meeting Minutes  
November 14, 2016**

Present: E. Chick (Chair), S. Finn (Assistant Chair), E. Jones (Secretary)

Absent: L. Espie (Selectmen's Representative)

The meeting was called to order at 7:02 p.m. by the Chair. There were three members of the public present. Those individuals were: J. Earle, H. Foy, and K. Perry.

The minutes of the September 12<sup>th</sup> meeting were distributed. It was moved by the Chair to accept the minutes as corrected. Seconded by the Assistant Chair. Passed and carried.

*Note: At this time, the Secretary suggested that the Commission move to Old and New Business first, in order to accommodate members of the public in attendance. The other members of the Commission concurred. The minutes of the meeting, however, will be presented in their usual order.*

The minutes of the September 19<sup>th</sup> – Lord's Hill Public Hearing were distributed. It was moved by the Chair to accept the minutes as corrected. Seconded by the Assistant Chair. Passed and carried.

The minutes of the September 19<sup>th</sup> – Center Effingham Public Hearing were distributed. It was moved by the Assistant Chair to accept the minutes as corrected. Seconded by the Chair. Passed and carried.

The Secretary advised the Commission that three new pieces of correspondence were received since the last meeting. Two will be discussed under new business.

Old Business

1) Historic District Signs.

The posts and main Historic District boundary signs have been installed. The Commission still needs to obtain the National Register designation signs for the Lord's Hill District from the previous chair and install them. The Secretary will work on completing this, with assistance from the Chair, prior to the next meeting in December.

The Chair provided to the Secretary the invoice for the power post hole auger for reimbursement purposes.

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

No update at this time. This project will be taken up when the district signs and regulations review projects have been completed, hopefully over the winter!

3) Potential Members/Vacancies on the Commission.

There are still no “hot prospects” to fill the vacant seat or the two alternate seats on the Commission. The Chair will follow-up again with one individual who we had hoped might be willing to serve.

4) Lord’s Tavern/Failure to obtain Certificate of Approval.

The Secretary confirmed that a memo has been sent to the Board of Selectmen requesting an update on the status of this enforcement case, to include copies of any correspondence and/or paperwork for our files. The last update we received related to the first letter sent by the Town’s Counsel to the property owner.

5) Restoration/Maintenance to Historic Effingham Town Hall.

No update at this time. The Secretary did note that the Board of Selectmen had indicated they were planning to convene as special committee to advise on/devise a plan for the building and that he had volunteered to serve in that capacity, but no meetings of such a committee have yet been called.

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

No update at this time. This project will be taken up when the district signs and regulations review projects have been completed, hopefully over the winter!

7) Review and Revision of the Regulations.

After a final review of the documents, some small errors were found. The Secretary will correct these so that the updated Regulations can receive final approval at the December meeting.

8) Purchase of a Laptop Computer.

As discussed at the Commission’s September meeting, the Commission determined that monies currently in the “slush fund” were best used at this time for trainings for Commission members. The monies needed for the purchase of a laptop computer for use by the Commission have been included in our 2017 budget request.

9) Perry residence – 681 Province Lake Road/Failure to obtain Certificate of Approval.

The Commission reviewed the Application for Certificate of Approval which was received on October 11, 2016, requesting permission to rebuild the existing driveway using new materials. It is noted that this project is already completed.

It was determined that the application is complete and that as previously discussed when meeting with the Perrys in September, that no public hearing is necessary. It was also determined that no site visit is required.

Specifically, the application requests the use of poured concrete with a black seal coat finish in place of the previously existing asphalt paving surface. The Secretary noted that any stone posts which have been moved/removed during the rebuilding process will need to be replaced, as required both by Historic District Regulations and state law.

It was noted by Mr. Perry that no posts were moved but that a small retaining wall constructed of granite blocks was built due to the steep slope of the surrounding terrain. The Commission had no concerns with the wall constructed.

The Secretary moved to approved the application as presented with no conditions. Seconded by the Chair. Passed and carried. The Secretary will handle processing the necessary paperwork.

### New Business

- 1) The Commission held a discussion with Heidi Foy, the niece of former Commission member Arlene Gertsen, who recently passed away. Ms. Foy is now the owner of Mrs. Gertsen's home at 3 Plantation Road. Ms. Foy wished to discuss several issues regarding the home to determine which projects would require application to the Commission and which would not.

Specifically, the Commission considered the following possible work with regard to the need for an application and/or public hearing:

- Repair/replacement of the roof of the main portion of the home, which is leaking. Commission advised that so long as the Regulation's restrictions on roofing types are followed, this would be maintenance and no application or public hearing would be required.
- Removal/replacement of the front walkway, which is causing moisture problems under the home. The Commission advised that since the walkway is not being repaired but rather replaced and is currently non-conforming, that an application would be required but that a public hearing should not be necessary.
- Repair/replacement of the existing windows, which are drafty. The Commission advised that if the windows are repaired or replaced with windows of the same pane configuration, this would be considered maintenance and no application or public hearing would be required. However, if the pane configuration of the windows would change, this would be a change to the exterior appearance. An application would be required, but no public hearing would be necessary.
- Upgrades to the electrical system/installation of a backup generator, which is a severely outdated fuse system. The Commission advised that updates to the interior electrical

systems falls outside the purview of the Commission and its Regulations. Should the upgrades require that the meter be moved, it was noted that, per the Regulations, it cannot be placed on the primary (in this case, street facing) façade of the building, but that the barn or either side of the house would be acceptable. The Commission also advised that installation of any above ground back-up generator is technically not allowed, **if visible from a public way, as defined in the Regulations**. However, recognizing that, in this area, particularly in the winter months, a back-up electrical source is desirable, the Commission indicated that an exception could potentially be made, depending on the proposed location of the generator, any fencing or other visual screening, etc. In this case, an application would be required but no public hearing would be necessary.

- Restoration of the front porch/porch entryway door, to convert it from a sunporch to an open porch. The Commission advised that restoration of the porch to its original appearance (according to copies of photographs shared by Ms. Foy) and the installation of an appropriate door from the porch to the home would require an application but that a public hearing would not be necessary. It was noted that the door chosen to replace the currently existing interior doors between the sunporch and the remainder of the home, would need to comply with the Regulations.
- Repair/replacement of the current septic system if determined to be necessary. The Commission advised that, due to state laws governing this topic, the only restriction the Commission generally imposes is that should the septic system be required to be elevated above ground level, that it not be placed between the building and the road. However, placement in a side yard in that case is permissible. Given the current placement of the system and restrictions inherent in the property, it is unlikely the septic could be placed anywhere but the side yard. In this case, neither an application or public hearing would be required.
- Repair/replacement/demolition of the building ell, due to serious deterioration of the foundation and understructure. The Commission advised that any repairs, so long as the exterior appearance of the ell did not change, would be considered maintenance and no application or public would be required. However, should Ms. Foy desire to remove the ell and/or replace the ell with a different structure, that an application and public hearing would be required, since this represents not only new construction but also a highly significant change to the overall structure.

The Commission encouraged the applicant to look at all the potential projects she might wish to undertake and to combine as many of them as possible into a single application, in order to save both time and costs. It was noted that since an approval is valid for two years, with the option of a one-year extension under the current Regulations and Zoning Ordinance, that sufficient time to complete multiple projects would likely be available. The Commission did advise however, that with regard to the ell and its possible demolition, that it might be wise for this project to be considered under a separate application **different from** ~~than~~ all others mentioned.

- 2) The Commission discussed the NH Preservation Alliance membership renewal. After reviewing the three different organizational membership levels available, it was moved by the Secretary to

rejoin at the \$50 organizational level. Seconded by the Chair. Passed and carried. The Secretary will handle the necessary paperwork and check requests.

- 3) The Commission discussed the Town of Effingham Civic Awards, for which nominations were being sought. The Secretary reviewed the awards given and the various positions which might fall under each category. Each Commission member completed a nomination form. The Secretary will handle submitting the forms to the Selectmen's Office.

There being no further business to come before the Commission, the meeting was adjourned at 9:43 p.m.

Respectfully submitted,

Erik Jones  
Secretary