

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

**Meeting Minutes
August 8, 2016**

Present: E. Chick (Chair), S. Finn (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 11th meeting were previously distributed via email. It was moved by H. Spencer to accept the minutes as written. Seconded by the Chair. Passed and carried.

The minutes of the July 25th work session were previously distributed via email. It was moved by the Chair to accept the minutes as written. Seconded by the Assistant Chair. Passed and carried.

The Secretary advised the Commission that two new pieces of correspondence were received since the last meeting. One was advisory in nature. One was an email inquiry from a district property owner about whether or not the Commission could provide an assessment of a barn on the property. The Secretary, in consultation with the Chair, responded that we could not, both because we were not qualified to do so, but also because, in the event the owner requested demolition utilizing such an assessment, it would create a conflict of interest. It was recommended that the individual contact a builder, architect, or engineer.

Old Business

1) Historic District Signs.

The Secretary reported that the issue with the location of the signs in Center Effingham has been resolved with NH DOT and that the next step is contacting Dig Safe. However, the Secretary also reported that the Dig Safe process is more complicated than it initially appeared and he had been unable to get that taken care of due to time constraints.

Since the Secretary will be going out of town shortly, the Chair offered to handle the Dig Safe portion of the process.

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.

H. Spencer reported that one of the individuals who expressed an interest in being a Commission member at our last meeting, D. Libby, has indicated that at this time, she must withdraw her interest. In addition, after reviewing the requirements for a Commission member, according to state law, town zoning ordinance, and Commission rules and procedures, the other individual who expressed an interest, J. Blades, would not be able to meet the requirements due to her part-time residency status.

It was noted that a third individual, J. Murphy, had indicated that she might be willing to join but needed to think about it. The Chair will follow-up with her to determine if she has made a decision. In addition, the Secretary mentioned a former member, J. McRae, who had indicated she might be willing to be a member again depending on potential changes in her job situation. The Secretary will reach out to her also.

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

H. Spencer reported that, though a letter from the Selectmen's Office had been drafted, it was the advice of Town Counsel that the next communication come directly from him and that the Selectmen had **deferred** to his expertise. He also noted that Town Counsel indicated that, in the event no response to this letter is received from the property owner, the next step would be to go to court.

The Chair read out from her email the letter that Town Counsel had prepared and sent to the Town Administrator for approval. **The email was forwarded to the Historic District Commission email account for record keeping purposes.**

H. Spencer moved to ask the Town Administrator to advise Town Counsel that the Commission approved of the letter as written. Seconded by N. Potter. Passed and carried.

5) Restoration/Maintenance to Historic Effingham Town Hall.

H. Spencer indicated that planning for the improvements to the parking lot is still ongoing though there are no specific updates at this time.

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.

The Regulations, with changes proposed to date, were reviewed again in their entirety. Small changes were made to the Statement of Purpose; the Definitions; the sections related to Satellite Dishes, Driveways, and Demolition; the Synopsis; and Appendices One and Three. The Secretary moved to approve for presentation to the public, at a public hearing, the changes to the Historic District Regulations, as amended through this meeting. Seconded by H. Spencer. Passed and carried.

There was a brief discussion about the best date and time for the required public hearings. It was agreed by all that it would be best to hold those hearings on a date separate from the Commission's regular meeting.

Based on this discussion, the Secretary moved to hold both of the required public hearings on Monday, September 19, 2016, with the Lord's Hill Historic District hearing to be held at 6:30 p.m. at the Lord's Hill Fire Station (Station #1) and the Center Effingham Historic District hearing to be held at 7:30 p.m. at the Effingham Public Library. Seconded by H. Spencer. Passed and carried.

The Secretary will handle all the required postings, public notices, and other preparation for these hearings.

8) Purchase of a Laptop Computer.

The Secretary indicated he had not yet had time to undertake the necessary research on a computer but will make every effort to do so in time for the September meeting.

New Business

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

The Commission discussed the recent installation of a poured concrete driveway at the property. It was determined that, since the previous driveway was asphalt, under the current regulations this represents both a change and a violation.

After review by the Commission of the language of the first corrective action letter used in the Lord's Tavern case, the Secretary moved to send a letter to the property owner requesting the filing of an Application for Certificate of Approval for the poured concrete driveway, using the first letter from the Lord's Tavern case as a boiler plate. Seconded by H. Spencer. Passed and carried.

2) Resignation of N. Potter.

The Commission took a few moments to thank Mr. Potter, whose resignation, which was submitted in March, became effective at the close of the meeting. It was noted both that Mr.

Potter willingly stepped up at a time when members were desperately needed and that his depth and breadth of knowledge regarding town history provided a resource that will be sorely missed by the other Commission members. He was assured that he will no doubt be called upon as a "consultant" for some of the Commission's upcoming projects!

There being no further business to come before the Commission, the meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Erik Jones
Secretary