

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

**Meeting Minutes
September 12, 2016**

Present: E. Chick (Chair), S. Finn (Assistant Chair), E. Jones (Secretary), **H. Spencer (Selectmen's Representative) (7:05 p.m.)**

Absent: ~~H. Spencer (Selectmen's Representative)~~ **None.**

The meeting was called to order at 7:00 p.m. by the Chair. There were six (6) members of the public present. Those individuals were: J. Williams, A. Levesque, J. Earle, J. Murphy, K. Perry, and B. Perry.

The minutes of the August 8th meeting were previously distributed via email. 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 two (2) new pieces of correspondence were received since the last meeting.

The Secretary moved to undertake New Business first in order to accommodate members of the public present. Seconded by the Chair. Passed and carried.

Note: The minutes of the meeting will be presented in their usual order.

Old Business

1) Historic District Signs.

The Chair reported that Dig Safe was contacted and marked the locations for the signs as okay. She and a volunteer (M. Cahalane) will dig the holes on Friday, September 16 and advised that the cost to rent a motorized post hole digger is \$70.00.

The Secretary moved to spend \$70.00 for the rental of a motorized post hole digger, with the Chair to pay for the rental and then submit for reimbursement. Seconded by H. Spencer. Passed and carried.

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 no known individuals who might be interested in serving. The Commission will continue to reach out to the community in the hopes of filling the vacancy of a full seat as well as two alternate seats on the Commission.

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

H. Spencer reported that there was no new information on the status of this case that he was aware of. He requested that due to the current constraints on the Town's legal budget, that the Commission send an official request to the Selectmen for an update from the Town Counsel.

The Secretary will prepare the memo and forward it to the Town Administrator.

5) Restoration/Maintenance to Historic Effingham Town Hall.

H. Spencer noted that estimates for various elements of the work to be performed have been received.

- Moving the propane tanks away from the building (including trenching) - \$1500
- Reclamation and resurfacing of the parking lot (including needed grading) - \$33,000
- Painting of the building - \$32,000

Mr. Spencer noted that the Town Hall Restoration Trust Fund currently contains a balance of approximately \$40,000 and that it is likely that the Board of Selectmen will request \$25,000 for the Trust Fund this year in order to provide sufficient funds to accomplish both major projects.

The Secretary asked that, even though the Town is exempt from the Historic District Regulations, the Board of Selectmen file a Certificate of Approval request for any proposed work, both to set a good precedent/example for other district property owners, as well as for the historic record that those applications provide for the future. The Commission concurred.

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 Secretary reviewed the various postings, mailings, and announcements that were undertaken in order to ensure that the public is aware of the upcoming hearings. It was noted that the effort made by the Commission to "get the word out" far exceeds that required by law.

The Commission also reviewed the mechanics of the meetings locations, the procedures for the hearings, and the steps to occur after the hearings have been held. Everyone was reminded of the dates, times, and locations for the upcoming public hearings on the proposed changes to the Historic District Regulations.

8) Purchase of a Laptop Computer.

The Secretary reviewed the costs related to the potential purchase of a laptop computer for the Commission's use. The computer would be approximately \$400.00, the Microsoft Office software \$70.00, the virus protection software \$60.00, a carrying case \$50.00 for a total of approximately \$580.00.

It was agreed to table this topic until the October meeting for further discussion.

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

The Perry's were present in response to the letter sent by the Commission regarding the changes to the driveway on the property.

The Perry's indicated that they proceeded with the work on the driveway based on their understanding that it fell under the category of maintenance, per a discussion held with the Commission at the January 2016 meeting, which they attended prior to their purchase of the property. It was noted at that time that the existing driveway was badly deteriorated as well as heavily damaged during the installation of the new septic system by Dale Heckler.

The Chair explained that while repair of the asphalt would have been considered maintenance, the use of concrete represents a change to the driveway, which under the regulations, triggers the need for an Application for a Certificate of Approval for the project.

The Perry's expressed concern that having to file an application and potentially have a public hearing would mean that they would not be able to finish the project by winter as needed in order to prevent deterioration/damage. They also noted that once the sealant product is applied to the concrete, the finished drive will mimic asphalt in appearance as it will be black in color.

The Commission discussed whether a public hearing would be necessary in this case and determined that since the work was necessary given the condition of the previous driveway surface and since the only change to the driveway was in the materials, a public hearing would not be necessary in this case.

The Commission requested the Perry's complete an Application for a Certificate of Approval to include a list of all abutters and submit it with the required application fee but no fees related to the public hearing. Once received, the application would be placed on the agenda for the next regularly scheduled meeting of the Commission.

In addition, the Commission agreed to allow the work on the driveway to continue while the application is being submitted in order to prevent any delays in the completion of the project prior to the winter.

New Business

- 1) The Commission reviewed an Application for Certificate of Approval submitted by the Effingham Historical Society for their main building located at 1014 Province Lake Road in the Center Effingham Historic District. The Secretary indicated that the application was complete. It was determined that neither a Public Hearing or site visit would be required. The Secretary reviewed the sections of the application for the Commission, which addressed three issues, and each issue was discussed briefly as it was presented.

First, the applicant sought permission to remove the roof overhang on the west side of the 1976 addition which currently covers the ramp. It was noted by the applicant that this overhang was a later addition, not part of the original 1976 construction, and that it has been determined that it is causing water issues, resulting in rot within the walls and leaks/damage within the interior.

Second, permission to install a vent in the apex of the west gable end of the 1976 addition, above the entryway, was sought. This will allow the roof to vent properly, which should also assist in rectifying some of the moisture problems the building is currently experiencing.

Third, the applicant requested approval to replace the first floor window on the west side of the original 1820 structure. It was noted that the window currently there is not original to the structure. In addition, the replacement window will be a double hung, 12/8 which mimics the original first floor windows of the structure based on historical photographs of the building contained in the applicant's collections.

There being no further discussion, the Chair moved to approve the application as presented. Seconded by the Assistant Chair. ~~Seconded by N. Potter.~~ Passed and carried. The Secretary will ensure that the Certificate of Approval is prepared and sent to all necessary parties.

- 2) Jennifer Murphy requested an additional extension of her Certificate of Approval to install dormers on two doorways. She indicated that she has had considerable difficulty locating a contractor to install the dormers and noted that she has been given one final extension of her building permit by the Zoning Enforcement Officer through July 5, 2017.

The Secretary moved to provide an extension that matches that allowed by the Zoning Enforcement Officer on the building permit. Seconded by the Chair. Passed and carried.

- 3) The Secretary reported that a member of the public inquired about a footbridge that had been installed over the stream on the Effingham Preservation Society property and whether a Certificate of Approval had been obtained and/or was necessary.

After a brief discussion, the Commission indicated that since the walkway is likely easily removed (i.e. temporary); does not directly involve the historic structure on the property; and is

largely shielded from view by vegetation that no Certificate of Approval is necessary. The issue will be revisited in the event that a complaint is made in person or in writing.

- 4) The Commission developed its 2017 budget request by undertaking a line by line review of last year's approved budget, expenses (both to date and anticipated) for each line, as well as considering advice received last year from the Budget Committee regarding how the budget should be prepared and submitted. In addition, the Commission discussed the best uses of the "slush fund" during the remainder of 2016 and took into account that this fund will likely be depleted by the end of this year and will therefore not be available to supplement any appropriation provided by the town in the budget.

It was agreed by all, that though there were likely sufficient monies in the "slush fund" to purchase a computer this year, given the relatively short tenure of the members of the Commission overall, trainings were a better use of the funds this year. It was decided that we should place a request for funds for the purchase of a computer in our budget request for the next year.

It was moved by the Secretary to submit a budget request of \$1945.00, broken down as noted below. Seconded by H. Spencer. Passed and carried.

Budget Breakdown –

Books and Publications	-	\$25.00
Association Dues	-	50.00
Postage	-	250.00
Printing	-	20.00
Public Hearings	-	500.00
Supplies	-	50.00
Travel	-	250.00
Workshops and Seminars	-	300.00
Computer Purchase	-	500.00

There being no further business to come before the Commission, the meeting was adjourned at 9:23 p.m.

Respectfully submitted,

Erik Jones
Secretary