

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

**Meeting Minutes
January 9, 2017**

Present: E. Chick (Chair), S. Finn (Assistant Chair), E. Jones (Secretary), L. Espie (Selectmen's Representative)

Absent: None.

The meeting was called to order at 7:02 p.m. by the Chair. There were no members of the public present.

The minutes of the December 12th, 2016 meeting were previously distributed by email. It was moved by the Assistant Chair to accept the minutes as corrected. Seconded by L. Espie. Passed and carried.

The Secretary advised the Commission that two new pieces of correspondence/announcements were received since the last meeting. The first was the NH Preservation Alliance newsletter. The second was an email advising the Commission of the date and time for the Town of Effingham Civic Awards presentation and potluck dinner.

Old Business

1) Historic District Signs.

The Secretary reported that he had spoken with the former Chair, who is still looking for the signs, which may have been inadvertently packed away with Christmas decorations at his home two years ago. The Secretary will continue to follow up.

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

The criteria and process for the State of New Hampshire Historical Marker program were briefly reviewed.

Possible locations for the marker were discussed, including the pros and cons of each with regard to maintenance and cost responsibilities. A location along Province Lake Road, in front of the Center Effingham Baptist Church, was agreed by all to be the best option. The Secretary will contact the church elders, on behalf of the Commission, to determine if they would be amenable to a roadside marker on the grassy area in front of their cemetery.

The feasibility of having a proposal and public petition (a required element of the application) ready in time for the 2017 Town Meeting was discussed. The various source materials for the application were briefly discussed. It was agreed by all that in order to ensure adequate time to prepare a proper proposal and petition in time for Town Meeting, one or more work sessions would be needed.

It was agreed by all to schedule a work session, for the purpose of reviewing both the process and available source materials for the application in more depth, for Monday, January 23, 2017 at 7 p.m., to be held in the Meeting Room of the Town of Effingham Municipal Offices. The Secretary will handle posting the work session, as well as beginning the process of pulling together the available source materials.

3) Potential Members/Vacancies on the Commission.

No update.

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

There has been no update yet from Town Counsel and/or the Town Administrator on the status of this enforcement issue. The Chair will follow up with the Town Administrator.

5) Restoration/Maintenance to Historic Effingham Town Hall.

There is no update on concrete plans for work, but it was noted that the Board of Selectmen are still looking into, via a grant writer, the potential grants which might be available. Once a clearer picture about funding exists, the ad hoc committee to discuss what restoration/renovation work might be undertaken and on what schedule could potentially be utilized. The Secretary indicated that such a committee could potentially develop, based on feedback from key stakeholders, a five-year plan for the building and its grounds that would take into account recommendations from previous architects and engineers as well as current and future planned uses for the property. It was noted that since this is a municipal building, the Commission has no direct authority over what may or may not be done, but that one of the Commission's duties under Article 15 of the Zoning Ordinance is to serve in an advisory role to other town boards and commissions.

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

The concept of a database and its purpose was briefly discussed. It was noted that this idea grew out of constituent concerns that by revising the metes and bounds descriptions of the districts to remove references to property owners, historic data on those properties was potentially lost.

It was moved by the Secretary that initial ideas for the specific content to be included in the database be brought to the February meeting by each member, but that the Commission wait until after the Historical Marker project is completed to begin work on this idea. Seconded by the Assistant Chair. Passed and carried.

7) Review and Revision of the Regulations.

The regulations, as amended, have been finalized, and posted and/or filed with all relevant parties, including the Town Clerk, as required by RSA.

8) Accessory Dwelling Units – Planning Board Zoning Ordinance Proposal.

The Secretary announced that the date for the Planning Board's Public Hearing on proposed Zoning Ordinance amendments for 2017 has been scheduled for Wednesday, January 18, 2017. The Secretary indicated that he plans to attend. The Chair indicated that she may also attend depending on her schedule.

New Business

1) Historic District Commission "Slush" Fund.

The Secretary, in the presence of the Commission, counted the "slush" fund. Everyone agreed that the fund contained \$504.96.

It was moved by the Secretary to turn over the remaining balance in the "slush" fund of \$504.96 to the Town, as a donation, to cover, in part, the Commission's budget overage in 2016. Seconded by L. Espie. Passed and carried. The Secretary will handle preparing a memo to the Board of Selectmen and presenting them with the funds.

2) 2016 Historic District Commission Annual Report.

The members reviewed the draft annual report which had been prepared by the Chair and previously distributed via email and a few small corrections and suggestions were provided. The Chair will handle finalizing the report based on the provided comments and submitting it to the Town Administrator for inclusion in the 2016 Town Report.

There being no further business to come before the Commission, the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Erik Jones
Secretary