

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

**Work Session Minutes  
November 6, 2017**

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

The work session was called to order by the Chair at 6:37 p.m. There were no members of the public present.

Projects/Discussions Undertaken

1) Meeting Minutes – Paper hard copies.

The Commission organized the various folders containing paper hard copies of the Commission's minutes, by decade, labeling each folder and hanging file with the date range.

2) Regulations – Versions 1987, 1992, 2014.

The Commission reviewed the various folders and papers separating the Regulations by version and review dates. Hanging file folders were created for each. A complete copy of each year's revisions is stored in a separate dated file folder. Duplicates were discarded.

3) Financials – 1987 through 1999.

The Commission's copies of financial records were organized by year and placed in separate file folders and stored in the file cabinet.

4) Scenic Road Documents

A file folder was created to store information specific to Hobbs Road a designated Scenic Road. Documents pertaining to that topic are stored in the HDC cabinet in that file folder.

There being no further business to come before the Commission, the work session was adjourned at 8:55 p.m.

Respectfully submitted,

Elaine Chick