

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

**Meeting Minutes  
August 14, 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 7:00 p.m. by the Chair. There were two members of the public present. Those individuals were: J. Meisner and J. Murphy.

The minutes of the July 10<sup>th</sup> public hearing were previously distributed by email. It was moved by the Assistant Chair to accept the minutes as written. Seconded by L. Espie. Passed and carried.

The minutes of the July 10<sup>th</sup> meeting were previously distributed by email. It was moved by the Assistant Chair to accept the minutes as corrected. Seconded by the Chair. Passed and carried.

The minutes of the July 24<sup>th</sup> work session were previously distributed by 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 new pieces of correspondence ~~was~~ **were** received since the last meeting. The Chair indicated she had also received two additional pieces of correspondence.

- The first item was a returned/unclaimed certified letter related to the H. Foy Certificate of Approval application and public hearing. The Secretary indicated it will be placed in the file.
- The second item was a memo from the Town Administrator providing the 2018 budget request form and information on this year's budget request review process. It was indicated that the budget would be discussed under new business.
- The third item was an email from the Board of Selectmen regarding keys to the Municipal Office building. They are now limiting keys to the main building to the Chair of any board or commission. The Secretary will turn his in but pointed out the complications that may arise as a result.
- The fourth item was the Effingham Preservation Society Certificate of Approval application for the Parker fence at their location. It was determined that since approval had already been given, it was merely necessary to process the application and issue the Certificate. The Secretary will handle those action items.

Old Business

1) Historic District Signs.

The Chair spoke with the former Chair. He has ordered replacements signs from Sign One at his expense. It was determined that any further action on the signs would be put on hold pending receipt of these new signs.

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

The Secretary reported that the necessary photographs were taken and that the application is ready to be mailed.

3) Potential Members/Vacancies on the Commission.

There were no updates on potential new members. The Commission is still short one full member and two alternates. Any suggestions of interested individuals are welcome!

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

The Chair advised Town Counsel that the documents presented to us for review were accurate as to the facts of the case and reported that at this point, the case is back with Town Counsel for further action. Mr. Espie had no further information to report.

5) Restoration/Maintenance to Historic Effingham Town Hall.

The Secretary reported that the building does now have a smoke and fire detection system throughout the first floor and on a more reduced level on the second and third floors. There were no further updates on any restoration or maintenance actions at the building.

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

There were no updates on this project.

7) Land Use Boards Meeting.

There were no updates on whether or not the concerns raised at the meeting had been passed on to Town Counsel or whether a follow-up meeting with Town Counsel to respond to the inquiries was planned.

### New Business

1) 2018 Town of Effingham Budget Request.

The Commission discussed the current year's budget, expenses to date, and anticipated expenses in the remainder of the year, in order to determine if the current fiscal year's request were adequate for the 2018 fiscal year. Other factors discussed with regard to the 2018 budget request included the need for training for new/newer members, the number of public hearings that might be held (both those related to a Certificate of Approval application and those not related but still required), and the cost for travel.

The following breakdown for the budget request was determined:

Books and Publications	-	\$ 60.00
Memberships/Dues	-	\$ 50.00
Postage	-	\$250.00
Public Hearings	-	\$600.00
Supplies/Printing	-	\$125.00
Travel	-	\$250.00
Workshops/Seminars	-	\$300.00
Subtotal	-	\$1635.00
Computer	-	\$500.00
TOTAL	-	\$2135.00

It was moved by the Secretary to submit the drafted budget as the commission's 2018 budget request. Seconded by L. Espie. Passed and carried.

2) Jennifer Murphy – Request for extension to Certificate of Approval.

Ms. Murphy appeared before the Commission to request an extension to the Certificate of Approval granted to her on July 13, 2015 for the addition of a woodshed/lean-to on her existing barn. She advised that her building permit for this project was good through September 8, 2017 and that she would be requesting a one-year extension of that permit from the Zoning Enforcement Officer.

There being no objections, an extension of the Certificate of Approval to coincide with the extension of the building permit (if granted by the ZEO) was unanimously granted. The extension will therefore expire on September 8, 2018. The Chair will make a notation of the extension on the original Certificate of Approval on file in the Town Clerk's office. The Secretary will advise the ZEO.

There being no further business to come before the Commission, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Erik Jones  
Secretary