

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

**Meeting Minutes
February 12, 2018**

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

Absent: None

Others Present: Rebecca Boyden, Zoning Enforcement Office; Mary Martin, Plantation Road

The meeting was called to order at 7:05 PM by the Chair.

Review of Minutes: January 8, 2018 minutes were reviewed. A motion to accept minutes as corrected was made by S. Finn. Seconded by E Jones. All were in favor.

Correspondence: The Chair distributed a document from NHMA titled: "Draft Meeting Minutes – Practical Considerations". The Commission discussed the document content and after some deliberation, the Commission decided not to change the method of keeping HDC minutes at this time.

Old Business

1) Historic District Signs.

The Chair was given the Historic Register Markers to be placed on the Lord's Hill Historic District sign posts. Upon examination of the signs, it was noted they did not have appropriately sized drill holes to accept the bolts for the sign posts. The Chair will contact the vendor, Sign One, to see if they can enlarge the holes as needed.

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

State application pending.

3) Potential Members/Vacancies on the Commission.

No updates. Vacancy to fill one full seat and two alternate seats.

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

Update from Mr. Espie: Since the property owner has not accepted any certified mailings to date, notices were placed in newspapers that are local to the property owner. This course of action was approved by the court as the next course of action to communicate with the owner.

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

No further progress to date.

New Business

- 1) Rebecca Boyden asked for a letter of notification from the Commission, indicating the metal roof replacement for the Sanborn house, located on route 153, does not require a Certificate of Approval. Roof replacements are considered maintenance and do not require a Certificate of Approval unless there is a change in roof line. The Chair will forward the e-mail provided to Ms. Sanborn. In addition, a copy of the January 2018 minutes will also be forwarded.
- 2) Ms. Martin asked some questions regarding a possible need to add a railing to her porch for insurance purposes. She would prefer to grade the ground level to a height that would not require a railing and asked if this would be an acceptable alternative as the porch has never had a railing. She is still in the process of planning and will know more once the septic design is complete. Ms. Martin will return to meet with us again when her plans are finalized.
- 3) The Commission began discussion on review and revision of the HDC Rules of Procedure. The Chair stated the Planning Board will also be revising their Rules of Procedure. Some modifications were drafted with more to come. An additional work session was scheduled for February 26th at 6:00 PM.

There being no further business to come before the Commission, a motion to adjourn was made by E. Jones. Seconded L. Espie. All in favor.

Meeting adjourned at 9:10 PM.

Respectfully submitted,

Elaine Chick