

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

**Work Session Minutes
February 26, 2018**

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 6:00 PM. There were no members of the public present.

Projects/Discussions Undertaken

1) Historic District Regulations violation

The Commission discussed a recently reported Historic District Regulations violation. A property owner installed solar panels on two roof facades, both of which face the street, without securing the required Certificate of Approval. The Commission discussed next steps: Contacting the Zoning Enforcement Officer, obtaining legal advice from the Town's attorney and/or recommendations from the Municipal Association and speaking with the property owner to notify them of the violation and their need to submit an application to the Commission.

The Chair sent some articles discussing solar panels in other Historic Districts to the Commission members for future reference and review.

2) Review and Revision of the HDC Rules of Procedure

Discussion continued on the review and revision of the HDC Rules of Procedure. Copies of the last edits were distributed prior to the meeting. Additional changes were made on the following sections: Duties; Members; Officers; Membership Policy; and Meetings were reviewed. The Chairman will distribute an edited document to the Commission members for review and further input.

A motion to adjourn was made by Erik Jones. Seconded by Lenny Espie. The work session was adjourned at 8:08 PM.

Respectfully submitted,

Elaine Chick