

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

**Meeting Minutes
August 13, 2018**

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

Others Present: None.

The meeting was called to order at 7:00 PM by the Chair.

Review of Minutes: The minutes of the July 9th meeting were distributed. It was moved by the Chair to accept the minutes as written. Seconded by the Assistant Chair. Passed and carried. The minutes of the July 16th work session were distributed. It was moved by the Chair to accept the minutes as corrected. Seconded by the Assistant Chair. Passed and carried. The minutes of the July 30th work session were distributed. It was moved by the Assistant Chair to accept the minutes as corrected. Seconded by the Secretary. Passed and carried. The minutes of the August 6th work session were distributed. It was moved by the Assistant Chair to accept the minutes as written. Seconded by the Chair. Passed and carried.

Correspondence: None.

Old Business

- 1) Historic Roadside Marker for the Effingham Town Hall building.

State application pending. No news.

- 2) Potential Members/Vacancies on the Commission.

No update. Vacancies to fill: one full seat and two alternate seats.

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

No further progress to date.

- 4) Rules of Procedure.

The Assistant Chair moved to accept the Rules of Procedure as read on July 30 and August 6, 2018. Seconded by the Selectmen's Representative. Voted upon and approved unanimously. The Chair will distribute the revised Rules of Procedure to the Town Office, the ZEO, and the Selectmen's Office. Said document will also be sent to Theresa Swanick to post on the Town Web Site.

5) HDC Regulations.

The Commission reviewed remaining sections of the HDC Regulations. A work session will be held on August 20th to complete the review of the Regulations.

The Commission reviewed the forms that go with the HDC Rules of Procedure. Revisions were made to the Commission Workflow, the Certificate of Approval, and the Notice of Disapproval. The Assistant Secretary moved to accept all of the forms as amended. The Secretary seconded. Passed and carried.

The Chair will distribute the Application for Certificate of Approval and the Applicant Checklist to the Town Office, the ZEO, and the Selectmen's Office. Said documents will also be sent to Theresa Swanick to post on the Town Web Site.

New Business

The Commission discussed an email from A. Sievers regarding proposed changes to her property known as the Dearborn house which is in the Lord's Hill District. HDC responses in Italics below.

1. Addition of a Bulkhead behind the home.

As indicated, provided the bulkhead is not visible from the street this will not require a Certificate of Approval from the Historic District Commission. It may require a building permit from the Zoning Enforcement Office so be sure to check with Rebecca Boyden before proceeding.

2. Temporary cap on the chimney at the west side of the house.

Presently, there are no HDC Regulations regarding Chimney Caps, so this does not require our approval. Again, check with the ZEO before proceeding.

3. Installing siding on the Barn.

Based on the plan to stay with Wooden Clapboards and Wooden shingles, this would fall under property maintenance and would not require further approval from the Commission. Use of some other material would require review by the commission. Check with the ZEO before proceeding

4. Removal of the dying maple tree.

Removal of dying tree, falls under the description of a nuisance tree and can be removed without HDC approval.

5. New Septic System-

This is may require an Application for Certificate of Approval, contingent upon where the system is to be located. Once the septic design has been developed the HDC would meet with the property owner to discuss further. Note: A copy of the approved septic plan will need to be submitted to the ZEO for a permit.

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

Meeting Adjourned at 8:56 PM.

Respectfully submitted,

Sandy Finn
Secretary