

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

**Meeting Minutes
July 12, 2021**

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

Members Present: Susan Slack (Chair), Sandy Finn (Secretary), Lenny Espie (incoming Selectmen's representative), Grace Fuller, Erik Jones.

Review of Minutes: The minutes of the June 14, 2021 meeting were reviewed. It was moved by Mr. Jones to accept the minutes as written. Seconded by Ms. Fuller. Mr. Espie abstained as he had not been at the June meeting. Motion passed and carried.

Correspondence: None.

Old Business: No discussion.

New Business: Discussion about potential changes to HDC documents including Rules of Procedure and Application for Certificate of Approval, including Applicant and HDC Checklists.

Discussion:

- Requiring all applications to be submitted electronically using email or possibly a fillable online form. If Applicant does not have the ability to scan or go online to submit documents, having Applicant ask an employee at the Town Offices to assist.
- Merging the Applicant Checklist into the Application for Certificate of Approval.
- Removing repetitious section ("FOR HDC USE ONLY") from Application and Applicant Checklist.
- Asking the Applicant to indicate which Historic District the property is located in.
- Correcting a typo on the Commission Workflow form ("Notice" instead of "Notification").
- Whether to continue charging an application fee.
- Mr. Jones will make draft changes in MS Word and bring to the August meeting for approval.

Next Meeting: Monday, August 9, 2021 at 7:00 PM.

There being no further business to come before the Commission, a motion to adjourn was made by Ms. Fuller. Seconded by Mr. Jones. All in favor.

Meeting adjourned at 8:35 PM.

Respectfully submitted,

Sandy Finn
Secretary