

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

**Meeting Minutes
September 13, 2021**

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

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

Members Absent: Susan Slack

First Order of Business: Ms. Finn moved to delegate Mr. Jones to chair the meeting in Ms. Slack's absence. Seconded by Mr. Espie. Motion passed and carried.

Review of Minutes: The minutes of the August 9, 2021 meeting were reviewed. It was moved by Mr. Jones to accept the minutes as corrected. Seconded by Ms. Fuller. Motion passed and carried.

Correspondence: Letter from Jason Earle updating us on work at the Historical Society building.

Old Business:

HDC Documents Revisions - Mr. Jones provided drafts of HDC documents "Commission Workflow and Checklist" (which was previously two separate documents), "Certificate of Approval", and "Notice of Disapproval", incorporating revisions discussed at the July meeting.

Suggestions for further improvement were offered. One important suggestion for the "Commission Workflow and Checklist" was that there should be a step where the Commission considers whether a public hearing is called for. Mr. Jones will continue his work on these.

Mr. Jones will make drafts of other HDC documents ("Rules of Procedure", "Application for Certificate of Approval", and "Applicant Checklist") in Word, incorporating revisions as discussed at the July meeting. Hopefully all documents can be reviewed at the October meeting.

Annual Budget – HDC Budget for 2022 is due to Audrey Fraizer by 10/1/2021. The Commission discussed and revised the preliminary list of HDC budget items that was developed at the August 9 meeting, as follows:

- Books and Publications - \$60.00
 - Association Dues - \$50.00
 - Postage - \$25.00
 - Printing/Office supplies - \$1.00
 - Public Hearings - \$150.00
 - Travel - ~~\$150.00~~ \$0.00
 - Workshops and Seminars – ~~(undecided)~~ \$200.00
- Total = \$486.00**

New Business:

Jason Earle's Work at the Historical Society building –

Front Steps: Mr. Earle wrote to provide new information on the plan for resetting the granite front steps to regularize the tread rise to a safer and more code-compliant egress setup. He sought confirmation that pulling the existing (buried) granite step forward approximately 24" – 28" to allow this improvement would be acceptable to the Commission. The Commission determined that this approach constitutes maintenance and would not require an Application for Certificate of Approval.

Mr. Earle also wants to add a platform step nearest the building, made of decking, that would include a grate for dripline drainage. The side elevations will be faced with granite. The Commission determined that this would constitute maintenance as well and would not require an Application.

Outdoor Lighting: Having removed the unsightly building-mounted modern-era floodlights and electrical wire stapled to the outside of the building between them, Mr. Earle seeks to achieve exterior building illumination through in-ground fixtures. The Commission determined that this does require an Application.

Next Meeting: Monday, October 11, 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. Espie. All in favor.

Meeting adjourned at 7:40 PM.

Respectfully submitted,

Sandy Finn
Secretary