

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

**Meeting Minutes
November 8, 2021**

The meeting was called to order at 7:02 PM.

Members Present: Susan Slack (Chair), Sandy Finn (Secretary), Lenny Espie, Grace Fuller, Erik Jones

Members Absent: None

Review of Minutes: The minutes of the October 11, 2021 meeting were reviewed. It was moved by Ms. Fuller to accept the minutes as corrected. Seconded by Mr. Jones. Motion passed and carried.

Correspondence: Chair received a copy of a letter from the Zoning Enforcement Officer to Sanborn Farm, LLC, notifying them that the change to the stone wall is in violation of the Effingham Zoning Ordinance.

Old Business:

- HDC forms:

Commission Workflow and Checklist - Mr. Jones moved to adopt the new Commission Workflow and Checklist, with one correction. Seconded by Ms. Fuller. Motion passed unanimously.

Certificate of Approval - Ms. Fuller moved to adopt the new Certificate of Approval, with one correction. Seconded by Mr. Jones. Motion passed unanimously.

Notice of Disapproval – Mr. Jones moved to adopt the new Notice of Disapproval, with one correction. Seconded by Ms. Fuller. Motion passed unanimously.

Applicant Checklist and Application – There were additional changes to be incorporated. We will review and vote at next meeting.

Rules of Procedure – The Commission discussed up to the “Records” section. Mr. Jones will document the changes and distribute. We will finish reviewing this document at the December meeting.

- Outreach Letter:

Discussion on this item is put off until the January meeting.

New Business:

No discussion.

Next Meeting: Monday, December 13, 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 8:15 PM.

Respectfully submitted,

Sandy Finn
Secretary