

**New England Masonic Charitable Institute -
Historic Town Hall - Effingham Public Library
Historic Preservation Stewardship Plan, February 2023**



New England Masonic Charitable Institute -Town Hall-Town Library Historic Preservation Stewardship Plan, February 2023

Effingham Free Public Library
30 Town House Road
Effingham, New Hampshire 03882

Town of Effingham
68 School Street
Effingham, New Hampshire 03882

The New England Masonic Charitable Institute is a multi-story Italianate Hall, built on a hill overlooking the village of Center Effingham Historic District in Effingham, Carroll County, New Hampshire. The small village is located down the hill to the east of the building, and the surrounding area consists of residential buildings with a mixture of former farms, fields and woodlands. The 1858 building has many architectural details characteristic of the Italianate style, including corner quoins, paired eave brackets, denticulated cornice and elaborately ornamented belfry. In 1933, a memorial was placed at the southeast side of the building to commemorate Effingham veterans. Between 1861 and ca. 1882, the building served as the New England Masonic Charitable Institute, the only private school in America known to be run by the Masons. After the Masonic Institute closed, the building was purchased by the Town of Effingham, and the Charter Oak Lodge No. 58 was given life-rights of use to the second floor stairway, ante rooms and Masonic Temple. The first floor was renovated to create a Town Hall, town offices, and in 1893 a space for the Effingham Public Library. In 2005, the town offices moved out of the building, and the entire first floor has since been occupied by the Library. The New England Masonic Charitable Institute has a high degree of all aspects of historic integrity.

The New England Masonic Charitable Institute (Historic Town Hall-Library) was listed in the National Register of Historic Places on September 19, 2019, # SG100004415.

What is Stewardship as defined by the Land & Community Heritage Investment Program (LCHIP)?

Stewardship means planning for and taking the necessary actions over the long term to successfully preserve and protect the natural cultural, or historical value of a resource asset. Such actions include, as applicable, managing the resource asset in accordance with all legal obligations entered into under this document and a 15-year deed easement, performing regular maintenance and upkeep, providing for necessary monitoring, educating or informing those that might negatively impact upon the resource asset about the need for and/or legal obligation to protect and preserve it, obtaining liability insurance, and securing sufficient levels of financial resources to carry out all such necessary actions.

The Town of Effingham Stewardship Plan is intended as a guide for prudent stewardship of the public and private funds, and the embodied physical and material energy that have been and will be invested in the future health and maintenance of the Historic Town Hall-Library.

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Maintenance and Property Management

The Town of Effingham, Effingham Public Library, Friends of the Library, Effingham Historical Society and the Effingham Preservation Society (interested and some related parties) all believe that routine maintenance is the best means of preserving historic buildings. The goal is to prioritize the work necessary to bring the buildings up to a high level of repair, carry out the necessary repairs, and continue with a maintenance plan that keeps the buildings in good condition. A program that includes annual building assessments identifies failures and building needs early on, addresses them, and thereby reduces the need for large-scale repair projects. Such a program makes long-range planning for major improvement items, such as roof replacements and building painting, possible. Currently, there are several Town long-term volunteers within the above-mentioned parties with relevant construction management expertise who are assisting in the development of short and long-range planning.

Annual building assessments gather information on the existing condition of the structure and note possible causes. They are used to establish prioritized work plans, design repair strategies, and establish budget requirements for the next building season. A building assessment might include the following elements, as relevant:

1. Site: stone walls, topography grades, drainage (including swales and culverts), crawl space, conditions along the shoulder of Town House Road, parking lot entrance and parking, signage;
2. Masonry: dry-laid foundations, piers, granite and patio brick steps, propane tank bases;
3. Metals: exterior railings, door & window hardware, miscellaneous metals and hardware; interior hardware;
4. Wood: visible structural beams, bell tower, cornices, fascia, pediment, clapboards, trim, cabinetwork, shelving, railings, etc.;
5. Roofing & Flashing: tower cupola roofing and flooring, building roof, moss/mold control, flashing, window & roof return copper cladding;
6. Doors, Double Hung Windows, Storm Windows, Shutters (exterior and interior), hatchway door to crawl space, and other openings: fit and operability, paint, putty, glazing, hardware;
7. Finishes: exterior paint on all surfaces; interior plaster, interior paint on all surfaces, floor finishes and coverings;
8. Mechanical Systems: heating, air conditioning, fresh air ventilation, dehumidification, plumbing;
9. Electrical Systems: exterior utility services and connections; interior electrical; alarm system and emergency lighting, exterior and interior lighting;
10. Furnishings and Fabrics: cold weather and window shades protecting interior

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11. Summary of previous year's work: pre-existing conditions, description of the work done, other observations (if any), names of the contractor/s or volunteer/s doing the work, unexpected conditions (positive and/or negative), recommendations for continuing or future work, and plans and specifications (if any).

12. Use and Care Guidelines: recommendations for any needed changes in rules or policies for use of the building by the Town and other non-Town entities.

13. Example Annual Monitoring Report: Appendix A

Communications

An annual assessment report will be prepared and presented for review to town entities such as the Planning Board and by extension the Effingham Capital Improvements Plan Committee (CIP), the Effingham Budget Committee and the Effingham Board of Selectmen. A professional historic preservation specialist will be retained, as relevant, to review and make recommendations for the work plan/budget before it is presented to the Planning Board, Budget Committee and Board of Selectmen. The annual assessment report is available for view at the Effingham Public Library, Effingham Municipal Offices and currently on the Historic Town Hall-Library website.

There are summary communications, updates and photos of work provided to townspeople and other interested parties through the Library, robust www.HistoricEffingham.org website and use of social media. Newspaper and magazine articles are offered on a periodic basis. An annual summary report of the preservation project and its work is included in the Effingham Annual Town Report.

Financing Stewardship and Maintenance

The Historic Town Hall-Library is included in the Capital Improvements Plan rolling 10-year schedule of planned savings for capital expenditures, as needed. Monies for maintenance and repairs are and will be requested by Warrant Article each year at the Annual Town Meeting for the current Town Hall Repair & Rehabilitation Expendable Trust Fund. Additionally, the Town & Effingham Preservation Society ("EPS") *Operating Guidelines -Historic Town Hall Project* provides for EPS as a 501(c) 3 organization to collect charitable donations and foundation grant monies and manage these monies until paid out to the Town.

A series of special events that were organized by EPS, Friends of the Library and Effingham Library and other non-profits as fundraisers have become popular and will be repeated on a regular basis. New events will be added, older nonproducing events will be terminated as relevant. We will continue to accept employer matching gifts, large donor and private foundation gifts and other charitable gifts and continue to seek relevant government and private foundation grant support.

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Administration of the Stewardship Plan

As a multi-year preservation project, the related interested and related parties expect the support platform to evolve over time. At present, a town Selectman, as part of a Volunteer Project Team, is the Lead Sponsor for managing the LCHIP project working very closely with the Effingham Preservation Society. The Town manages town-appropriated funds. The Town has a formal agreement with Effingham Preservation Society to manage foundation grants and charitable donations related to the 'Historic Town Hall' preservation work. The EPS Treasurer manages the EPS related monies, and the Town Administrator manages LCHIP, Moose Plate and other municipal entity grant funds. In addition, the Town provides an appropriate property and liability insurance program for the property which is insured through PRIMEX, a municipal insurance program. PRIMEX periodically re-evaluates the insurance business risk, most recently in the Fall of 2022.

The Volunteer Project Team currently acts as a committee to monitor the project and make formal recommendations and decisions as necessary to the appropriate Town Boards and Committees. The Volunteer Project Team is comprised of people with diverse backgrounds which contribute to the success of the project. Many of these people serve as long standing members on the boards and committees of the interested and related parties. The LCHIP project provides a welcome opportunity to incorporate a strong preservation ethic into the Town of Effingham's Capital Improvements Plan rolling 10-year program.

Contingency Plan

The Historic Town Hall-Library is a municipal building which houses the town library and is used as a “community meeting place with books”. The Town Select Board has governing authority over the property, and includes this structure in its ongoing oversight and property management. Effingham Preservation Society and Effingham Historical Society both reside within site visible distance of the building within the Center Effingham Historic District.

This Town of Effingham Stewardship Plan was first adopted on December 22, 2020 and revised & confirmed by the Board of Selectmen of the Town of Effingham on February 21, 2023.

Lenny Espie, Chairperson

Charles Fuller

Vicki Kirkwood



Historic Resources

20__ Annual Monitoring Report

Historic Resource Name: _____

Historic Resource Location: _____

Stewardship Agreement Expiration Date: _____

Organization: _____

Individual Submitting Report: _____ Title: _____

Phone: () _____ Office Home Cell

Date Monitored: _____ Email: _____

Has the project contact changed in the last year? Yes No If yes, update below:

Name: _____ Title: _____

Phone: () _____ Office Home Cell Email: _____

- This report **must be submitted** to LCHIP along with all required photographs by **December 31st**
Mail to: LCHIP, 3 N Spring Street, STE 100, Concord NH 03301 or email to **info@lchip.org**.
- Please feel free to **use additional pages** if there is not sufficient space on this form.

The checklist below is to remind and encourage you to look at your historic resource as a whole on an annual basis and to note the condition of the following elements (if applicable). This is not a comprehensive list and building elements specific to your resource should be addressed as applicable

Roof: (Check downspouts, flashing, gutters, valleys) Look for broken, cracked, loose, missing, rusting, sagging, or warping materials, biological growth

Exterior Wood: (Check eaves, cornices, siding, trim) Look for flaking paint, rot/deterioration, leaning walls, staining, biological growth, or mildew

Exterior/Interior Masonry: (Check chimneys/caps, parapets, stairs, walls, basements) Look for efflorescence, damaged brick/stones, spalling, missing mortar, vertical cracks, or sagging

Exterior/Interior Foundation: Look for moisture penetration, cracks, spalling, loose mortar, bowing, shifting stones, rain backsplash

Grounds: (Check drainage, lawn sprinklers, vegetation, stone/retaining walls, fences, outbuildings) Look for puddling, vegetation near structures, working hardware, shifting posts, rodent damage

Decks, Porches, Balconies, Entries: (Check floors, piers, roofs, railings, stairs) Look for loose/deteriorated components, porch slope/settling, insecure railings/stairs, rotted thresholds, backsplash

Windows, Doors, Vents: (Check frame, glass, sill, sash, putty, seals) Look for water/air seepage, condensation, cracked panes, rotted sashes, working sash/cords/hardware, sticking doors

Attic/Basement: (Check chimneys, eaves, foundation, floors) Look for water staining/standing, vermin/insect infiltration, bowing rafters, poor insulation, venting, or vapor barrier, mold odor

Paint: Look for flaking, blistering, weathering

Interior Walls and Ceilings: (Check areas around windows/doors) Look for cracks, chips, stains, dampness/mold, loose paint/wallpaper, sagging/leaning

Interior Floors: Look for warping, damage, sagging/bouncing, excessive wear

Systems: (Check sinks/toilets, plumbing, heating, electrical, switches, outlets, thermostats, smoke detectors) Look for leaking, blocked registers/filters, fraying wires, working fire extinguishers

Historic Resource Name: _____

Please use the space provided below to make note of your observations of the above items with a brief description of the condition and its location (i.e., peeling paint on north elevation below roofline). In areas where problems are observed, are there plans to remedy the problems? Is the cause known?

What is the overall observed condition of the resource?

Excellent Good Fair Poor

Please describe:

Did you observe any major additions or modifications to the resource?

Yes No

Document with Photos and Describe:

Did you observe any violations of the terms of the Stewardship Agreement?

Yes No

Document with Photos and Describe:

Historic Resource Name: _____

Did you observe any other issues or areas of concern?

Yes No

Document with Photos and Describe:

Is LCHIP signage present, and if so, was it in an area easily viewed?

Yes No

Describe where the plaque is mounted and attach a photo on Page 4

Please provide the following information about completed and anticipated projects, organizational structure, and media coverage.

1. Project(s) completed during past year (Summarize briefly what, if any, work you've done to the resource over the past year. For example – You replaced the roof). Please describe if project(s) required LCHIP approval and if so, when that approval was obtained.

2. Project(s) planned for next year (Summarize briefly what, if any, work you have planned to undertake on the resource in the upcoming year. For example – Front landscaping work and improvements to the parking area will be done in the upcoming year.) According to your Stewardship Agreement, will the work constitute maintaining and repairing the resource strictly according to the Secretary of Standards? Or will it involve other activities requiring prior express written approval of LCHIP?

3. Organizational update (Summarize briefly any significant changes that have occurred in your organization in the past year. For example - new President or Chair of the Board with contact info, major fundraising efforts undertaken or planned, or a new tenant has moved in.)

Historic Resource Name: _____

4. Media attention the resource has had over past year, or is upcoming (Briefly summarize any media attention you have received in the past year or plan to receive in the coming year.) We might like to include this in our e-newsletter.

Additional comments:

The report will not be considered complete without the following attachments:

- Exterior photograph showing the primary elevation and, if possible, a second side of resource
- Photograph of LCHIP plaque
- Certificate of Insurance

Please include any additional photos as an attachment.

Signature _____ Date _____

Print name _____ Time spent (pre-visit, on-site & post-visit) _____