

**HARVARD HISTORICAL COMMISSION  
MEETING MINUTES  
FEBRUARY 5, 2008 AT THE HILDRETH HOUSE**

Present: Roseanne Saalfield, John Martin, Chris Cutler, Rudy Minar, Doug Coots, Jonathan Feist (chair)  
Absent: Rhonda Sprague, Susan Frechette, Jim Breslauer

**Old Business**

Review of the January 15, 2008 meeting minutes. Roseanne moved to accept the minutes and Chris seconded – passed unanimously.

**New Business**

Jonathan is looking to step down as HHC **liason to the CPC** at the end of May. He is asking that one of the Commissioners consider agreeing to this position. We will discuss this at our next meeting.

We reviewed the most recent **map** describing the borders of the **Town Center Historic District**. We agreed to have a public hearing at our next meeting. If it is approved, it will proceed to the ATM. The commission requested that John Martin review the border at the northern most portion of the district's bounds and that plot numbers be added to the map by the cartographer.

With these proposed changes we moved and seconded to accept the map and it passed unanimously.

The **Design Guidelines** have been reviewed and approved with a request to add page numbers to each page. Doug will have this done and then send a PDF to Rudy for copying. 200 copies were agreed to and they will be in color and bound. These copies will be brought to the ATM for distribution. Doug will also send a PDF to Jonathan who will arrange to have it placed on the Town's website.

The three fold brochure will not be created, instead a card stock insert, approximately 4"x11" will be created to go to Realtors for their use as a supplement to the typical information package given to prospective buyers. The Design Guidelines team will develop a few options for HHC review. It was agreed acceptable that this piece will not be ready for ATM but will proceed immediately anyway.

Lynn Cook's son, a Boyscout, is looking to take on a **volunteer project** for the Town. A ramshackle shed behind the Herb House was proposed and a general discussion regarding keeping a list of similar projects would be useful when guiding willing volunteers.

Rudy distributed the latest draft of the Rules and Regulations for review and discussion. Jonathan hopes to vote on this document at our next meeting. Several comments suggesting changes were made and Rudy will revise accordingly for another critique at our next meeting. Some of the points of concern were:

Term limits for the Chair

Additional Officers – Vice Chair, Secretary

Conflicts of Interest

Mandatory attendance of Commissioners at monthly meetings

Meeting adjourned at 9:30.

Respectfully submitted,  
Doug Coots