

## Minutes of the Harvard Historical Commission

Tuesday May 5, 2009

Members present: D. Coots, C. Cutler, J. Feist, L. Horowitz, J. Martin, R. Minar, R. Saalfield, R. Sprague

Members absent: Nobody!

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- Meeting was called to order at 7:40 p.m.
- Minutes of the April, 2009 meeting were unanimously accepted.
- Members C. Cutler, D. Coots and R. Minar have signed official papers for new terms on the HHC. Elm St resident, Jared Wollaston, is following the formal application to become a member of the HHC.
- Members reviewed the Application for a Cert of Applicability submitted by Peter Banker (17 Oak Hill Rd) who intends to re-paint his contemporary house (grey to dark blue). Members seconded the motion to issue of certificate of non-applicability to Mr. Banker.
- J. Feist announced that Verizon, which has a switching station on Littleton Road, has asked permission to install a fence to hide the building's temporary generator. Verizon has not filed a formal notice of this plan but Chairman Feist nonetheless asked commissioners to rule on the substantiality of this request. A motion was made to this effect and unanimously seconded. J. Martin feels that the Planning Board should be involved with this petition. Feist will communicate our request that Verizon file a formal application for a Cert of Appropriateness by May 19. We have agreed to consider the proposed change "substantial" and to schedule a public hearing. Additional information needed at the time of that hearing would include a photograph of the site and an elevation showing how the fence would look. Detailed information about proposed fencing and its hardware should also be attached to the formal application. Feist will also notify the ZBA of this procedure indicating our additional concerns about set-backs, parking, and noise, and site plans showing property lines.
- J. Feist announced that on Thurs May 28 a tour and party would be held in Shirley's Shaker Village (on the grounds of MCI/Shirley) as part of a new effort being undertaken by the members of the Shirley Historical Society to renovate their Shaker buildings.
- Shaker Burial Ground: R. Saalfield updated the members on her meetings with various construction consultants and one metal worker. Either of the two consultants who have made proposals would cost the HHC 5k for the initial phase of their involvement. Before deciding which of these is the stronger candidate and whose references to check J. Feist asked each member of the HHC to contact one or more professionals for an opinion about the comparative advantages of using a chemical stripper to remove

- paint from the burial ground's cast iron markers versus a grit-blasting (sand, glass, nut shells) mechanical process. Members are to relay their research to Lyn Horowitz, who will organize the comments for presentation in advance of the next meeting.
- Still River Historical District: J. Feist feels that we are now in the initial phase of educational outreach. R. Minar suggested that this educational effort more broadly include an effort to educate the town about the HHC. D. Coots mentioned the survey of all historical properties in town, which we have discussed updating. At some point a committee of the HHC will be formed to study the approach to this issue.
  - Historic District Signs: Plywood and PVC sample signs (provided by Crosby Sign, W. Concord) were reviewed, following the award by voters at Annual Town Meeting (May 2) of \$7500.00 of CPC funds for signing the town's two historic districts (Town Common, Shaker Village). D. Coots and J. Martin will meet in the next month and submit various fonts and verbiage for the group's consideration. A motion was made and seconded for the signs to be made of PVC plastic and for Saalfield to confirm the job with Crosby Sign in W. Concord.
  - Rules and procedures: Copies of the draft document were distributed by R. Minar. J. Feist asked that we add a line to Article 2 that the 'expectation that all members attend each meeting unless an emergency arises.' The town by-laws stipulate that various boards nominate members to the HHC. He feels it is critical that all members respect this expectation. His opinion is that 3 meetings a year are the maximum a reliable member can be expected to miss. Minar suggested that another section be added to this document (section 2.6) indicating what the attendance expectations of all members are and what remedies might exist in the event of the repeated absence of a member.
  - Feist would also like to stipulate that members be active participants in the HHC's various subcommittees and projects. R. Minar asked that the agenda be distributed in advance so we can adjust the agenda as needed.
  - Feist would like to enumerate the expectations of alternate members to the HHC. His preference is that alternates attend all meetings so that they are prepared to vote on all issues. He prefers that alternates be involved in committee work, also, and asked that these preferences be detailed in the Rules.
  - The role of the recording secretary (taking meeting minutes) were separated from the role of the clerk (maintaining HHC files, assisting Chair with correspondence). Feist asked that the recording secretary also track changes to each month's minutes and send the edited minutes to Town Hall on a monthly basis.

Meeting was adjourned at 10:25

Respectfully submitted,

Roseanne Saalfield

