

## **Harvard Historical Commission**

Regular Meeting - Periodicals Room, Old Library

Agenda - Wednesday June 6, 2012 at 7 PM

Members present: Ken Swanton, Doug Coots, Joe Theriault, Pam Marston, Rhonda Sprague, John Martin, and Barbara Hadad

Absent: Chris Cutler

The meeting was called to order at 7:03 p.m.

### **Minutes**

The commission reviewed the minutes of the May meeting and accepted them as written.

### **Historic Commission website adjunct**

We discussed Joe's proposed HHC website adjunct: Harvard Historic Town. Joe filled us in on the parts of the web site. The blog section may be an issue because of the open meeting law. We will have to do some path finding here. We can use this to communicate with townspeople. We will look at the website and vote on it later after all have looked at it.

### **Upcoming Commission openings**

Three members have their terms expiring: John, Doug and Chris. We will need to find an AIA member to replace Doug. Doug will make inquiries. We can put an article in the paper seeking an architect and Rhonda will contact a few candidates. Others will think of candidates as well. John will reapply for his position.

### **Annual election/ re-election of officers**

Chairman, Vice Chairman, Secretary, CPC Representative

We did not elect officers in May. We nominated Ken for chairman. He was voted in. Pam was nominated and voted in as secretary. Joe was nominated and voted in as Vice Chair. Rhonda was nominated for CPC liaison.

### **Update on continuing projects**

#### **Town Hall Renovation**

Since the Town Hall was voted in at the Annual Town Meeting the building committee is looking for an architectural firm to proceed with the next step in the building process. Wade Holtzman and Lou Russo resigned from the building committee so the committee is also looking for two new members. An HHC application will have to be reviewed when they start the designs. We may be looking at September and October for design reviews. We may want to plan a meeting for July so we know what kind of liaison we may need for the building committee. We need to meet with Doug to see the criteria, to learn what we are looking at....a seminar may be necessary. We could visit buildings that have been renovated to get an idea of a firm's process and projects.

### **The "Old Inn"**

A private owner has purchased the property and the building will still be a rental property.

### **HHC Records - Town Hall**

The HHC records are still unlooked at. We need to see what is there and catalog the paperwork. We need to talk to Tim Bragen about the timeframe for the construction. HHC records are on the second floor, back by the stage. We will have to organize and store them until the renovation of the Town Hall is complete.

### **Shaker Cemetery Tree Removal**

We decided to make an overture to the HCC to see what we as two groups can do to repair and protect the Shaker cemetery from falling tree damage. Ken will meet with the HCC members to discuss options.

### **Application review process**

We discussed the application process and how we could more easily manage it. Joe will make a flow chart so that we can all follow the steps in the process.

### **Plaques for historic houses in town**

The commission and homeowners could use the MA Historical Listing database to determine qualifying criteria for the various historical houses in town. Pam and Barbara will research this and make a presentation to the board.

### **Sending letter to historic district homeowners**

We will create an updated list of homeowners.

### **Updated operating guidelines**

Pam will look at the by laws to see what can be left out of our operating guidelines so as not to duplicate the information.

### **Date for our next meeting**

As the first Wednesday in July is July 4<sup>th</sup> we will meet on July 11 unless there is no business.

### **Ongoing and new business**

Seminar planning for the Aug meeting will be on the agenda.

The meeting was adjourned at 8:57.

Respectfully submitted,

Pamela Marston

Secretary