

HARVARD HISTORICAL COMMISSION

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The Harvard Historical Commission is chartered "...to preserve and protect the historic assets of Harvard, its buildings, structures, places, sites, and surrounding settings of historical or architectural significance."

Following are the MINUTES of the SPECIAL MEETING of the Harvard Historical Commission at the Hildreth House, Dining Room on Monday, January 12, 2015.

TOPICS:

TIME:

CALL TO ORDER.

7:10

COMMISSION ATTENDANCE. Chair Joe Theriault (JT), Vice Chair Moe Dancause (MD), Ron Ostberg (RO), Sherry Graham (SG), and Rick Veltri (RV). Minutes recorded by Joe Theriault.

OTHER ATTENDANCE & INTRODUCTIONS. Ken Swanton (KS), BOS Liaison to HHC, Rick Maggiore (RM), Chair of Town Hall Construction Cmte (THCC), Jack Guzwa (JG), Vice Chair of THCC.

OTHER APPLICATIONS.

1. THCC Application for Certificate Review. JT opened the meeting with a review of the objectives of the meeting which is to receive and discuss the THCC's revision of their application submitted at the January 7 meeting of the HHC and to determine whether the application is sufficient. JT noted that although the documents that were submitted to the Commission were described as a 'Supplement', the Commission considers the submission as a 'revision' of the application submitted on January 7 except for the Abutters' List. The revision includes three documents: (1) Description of Proposed Work (Supplement to January 7, 2015 application), (2) a set of photos of the existing Town Hall building, and (3) Design Development documents '*Interior and Exterior Renovations to Harvard Town Hall*', LLB Architects, dated October 31, 2014.
 - a. JG presented a list of fourteen (14) tasks that comprise the "Exterior Renovations to Harvard Town Hall". RM indicated that the Design Drawings are currently being finalized and will be available February 3.
 - (1) Build an accessibility ramp. Action was assigned to THCC to provide the final design for the ramp and the materials for the ramp posts. (ACTION)
 - (2) Remove ramp entrance on west side of building.
 - (3) Restore Tower Base. The HHC noted that if the lantern tower ("cupola") in the end is not included in this project, that the HHC expects that the Tower Base would be restored, sealed with new roofing, and finished in a configuration to accept the new "cupola" at a future date. Nothing except some minimal ornamentation to possibly hide parts of the Tower Base (if any) which may protrude. The existing balusters and railing will be removed. The THCC accepted an action to confirm this understanding and to provide a drawing of the top of the tower base without cupola. (ACTION)
 - (4) Chimneys. All chimneys will be removed.
 - (5) Rear Door Portico. The HHC noted that the architectural design and ornamentation on the rear door portico must adopt the same design as the original ornamentation on the building and requested a detailed design of rear portico. The HHC requested a detailed design of rear portico. (ACTION)
 - (6) Fire Escape. Regarding the installation of a new window to replace the existing fire escape door, the HHC asked for a description of the material that will be used to fabricate the replacement ornamentation (hood) for the Upper Hall window. (ACTION) In general, the HHC expects that the architectural ornamentation including the window hoods, the quoins, the cornices, and others will either be restored or replaced. Where restoration is planned, the HHC needs to know the techniques and materials employed to restore and finish the ornamentation. Where replace-



- ment is used, the HHC needs to know the materials and the finish to be used. (ACTION)
- (7) Replace all existing clapboard. The HHC needs to see a sample of the clapboard as prefinished for installation. (ACTION)
 - (8) Replace roof shingles. The HHC needs to see a sample of the roofing. (ACTION)
 - (9) Replace gutters and soffits. The HHC requested detail of the cornice/eave at the north and south elevations. (ACTION)
 - (10) Restore/replace building ornamentation. See discussion of the treatment of ornamentation under the Fire Escape task (6).
 - (11) Paint building exterior. The HHC requested confirmation of whether the paint will be monochrome or polychrome and the color. (ACTION)
 - (12) Lighting. There is no new lighting.
 - (13) Replace windows. The HHC asked whether the entire window with frame will be replace or whether just the window proper will be replaced. (ACTION) The HHC stressed that while an historically-correct window is important, the insulation quality of the window is equally important.
 - (14) Restore cupola. The HHC asked that consideration be given to closing the tower to avoid the maintenance problem of leaks in the future. The current openings in the design can remain but should be closed either with closed shutters similar to other cupolas on the Common or with sealed windows.
- b. The HHC moved unanimously to consider the THCC application sufficient for the review of the Commission and that the proposed work is considered substantial and will be reviewed in a public hearing.
 - c. The HHC noted that review of the application will continue during the period leading up to the public hearing and that there will probably be other questions and issues that will be raised during this time which will be forwarded to the THCC for response. The goal is to go into the public hearing with all issues resolved and all HHC questions answered.
 - d. The HHC further noted that it is most concerned about the restoration of the Building Envelope and will be interested in the progress of that work. As we have agreed in previously documented understandings, the two reports (1) "Harvard Town Hall Envelope Assessment" by Juniper Hill Design Build Inc, dated September 15, 2014, and (2) "Exterior Conditions Assessment Harvard Town Hall" Menders, Torrey and Spencer, Inc, dated May 2011 will be used by the THCC and its team as a set of recommendations for the Town Hall restoration. The HHC will make recommendations and is available to the THCC for consultation on historic preservation matters during the project.
 - e. The HHC and THCC agreed to schedule the public hearing at the next Regular meeting of the HHC on February 2. Location and time to be announced.
 - f. See attached Action Item List.

SET DATE FOR NEXT MEETING: February 2, 2015. Time and place to be announced.

ADJOURNMENT

8:45

Respectfully submitted,

[/signed]

Joseph R. Theriault

Atch: Action Item List



ACTION ITEM LIST:

1. Provide the final design for the ramp and the materials for the ramp posts. (Ref: Item 1.)
2. Confirm the understanding in Item 3 and to provide a drawing of the top of the tower base without cupola. (Ref: Item 3.)
3. Provide a detailed design of rear portico. (Ref: Item 5.)
4. Provide a description of the material that will be used to fabricate the replacement ornamentation (hood) for the Upper Hall window. (Ref: Item 6.)
5. Where replacement is used on architectural ornamentation, the HHC needs to know the materials and the finish to be used. (Ref: Item 6.)
6. Provide a sample of the clapboard as prefinished for installation. (Ref: Item 7.)
7. Provide a sample of the roofing. (Ref: Item 8.)
8. Provide detail of the cornice/eave at the north and south elevations. (Ref: Item 9.)
9. The HHC requested confirmation of whether the paint will be monochrome or polychrome and the color. (Ref: Item 11.)
10. The HHC asked whether the entire window with frame will be replace or whether just the window proper will be replaced. (Ref: Item 13.)