

WORCESTER HISTORICAL MUSEUM

30 Elm Street
Worcester, Massachusetts

ARCHIVES

Worcester Horticultural Society
Building Renovation Records

2000.30

Processed by William F. Carroll, C.A.
July 2000

TABLE OF CONTENTS

Series		Page	Box
	Collection Information	3	
	Historical/Biographical Notes	4	
	Scope and Content	5	
	Series Description	6	
1	Minutes	7	1
2	Correspondence	8	1
3	Contractors, Sub-contractors, etc.	9	1
4	Phase III documents	10	1
5	Requisitions for payment	11	1
6	Plans	12	OVS folders

Collection Information

Abstract : The collection includes plans for the 1987 renovation to the Worcester Horticultural Society building, known as Horticultural Hall; and letters, specifications, building committee minutes, and other documentation relating to renovation to the building prior to reuse by the Worcester Historical Museum.

Finding Aid : Finding Aid in print form is available in the Repository.

Preferred Citation : Worcester Historical Museum, Worcester, Massachusetts.

Provenance : Gift of Cushing C. Bozenhard, The Bozenhard Co., Inc., 37 Fruit St., Worcester, Mass., May 31, 2000.

MARC Access : Collection is cataloged in MARC under the following subject headings (lcs, aat, tgm, gmgcp)

Worcester Horticultural Society (Boylston, Mass.)
Worcester Historical Museum (Worcester, Mass.)
Architectural drawings. aat
Floor plans. aat
Utility plans. aat
Buildings – Massachusetts – Worcester – Remodeling for other uses.
Mechanical drawings (Building systems drawings). aat
Minutes. aat
Correspondence. aat
Blueline prints. aat
Brownline prints. aat
Sepia prints. aat

Historical/Biographical Notes

The Worcester Society of Antiquity was established in 1875 “to cultivate and encourage among its members a love and admiration for antiquarian research and archaeological science; and so far as possible, to rescue from oblivion any historical matter that might otherwise be lost” and “the collection and preservation of antiquarian relics of every description.” The society occupied rented quarters until 1892, when new quarters, funded by Stephen Salisbury III, were opened on Salisbury Street near Worcester’s Lincoln Square. The new building, a Romanesque Revival brick two-story building, housed the society for nearly a century. An addition was constructed in 1963 to house the ever-growing collections. In 1978 the name of the organization was formally changed to Worcester Historical Museum, reflecting the organization’s increased emphasis on gallery displays and exhibitions.

The present quarters, a 1927 Georgian Revival building in Worcester’s downtown, formerly the Worcester County Horticultural Society, was acquired and completely renovated to fill the space needs of the Museum. Packing and moving to the new quarters began late in 1987, and nearly a year later the new quarters were ready for the public, with greatly increased gallery space, storage areas, and work rooms.

Scope and Content

The collection includes plans and specifications for renovation of the Worcester Horticultural Society building on Elm Street, Worcester, for reuse by the Worcester Historical Museum, the reconstruction taking place in 1987 and 1988. Plans include blueline and brownline prints of renovations, and all plans necessary for its accomplishment.

Documents include correspondence relating to all aspects of design and construction, minutes of building committee meetings and other meetings relating to building rehabilitation, records of contractors and subcontractors selections, payment schedules, requisitions for payment, change orders, etc.

The collection provides insight into the general field of building renovation and the processes by which contractors and sub-contractors operate. The collection also provides detail on the space needs and traffic flow requirements of public areas of the Worcester Historical Museum.

The architect's topical arrangement in business files has been retained in preservation of the collection. Description is to folder-level.

Series Description

Series 1: Minutes, 1987-1988, of Building Committee meetings and other meetings relating to renovation project. (4 folders)

Series 2: Correspondence, 1987-1989, relating to building renovation project. (3 folders)

Series 3: Contractors, Sub-Contractors, Work Orders, Change Orders, etc., 1987-1989. (9 folders)

Series 4: Phase III records, 1989. (7 folders)

Series 5: Requisitions for payment, 1987-1988. (1 folder)

Series 6: Plans, 1987, blueline prints, brownline prints, sepia prints. (3 oversize folders)

Worcester Horticultural Society Building Renovation Records
2000.30
Series 1, Minutes

<u>Box #</u>	<u>Folder #</u>	<u>Accession #</u>	<u>Description</u>
1	1	2000.30.1.1	Minutes of Job Meetings, July 1987-February 1988.
1	2	2000.30.1.2	Minutes of Job Meetings, March 1988-March 1989.
1	3	2000.30.1.3	Minutes of Building Committee meetings, March 1987-November 1988.
1	4	2000.30.1.4	Miscellaneous documents filed with minutes, including memoranda on various aspects of renovation, site visit notes, records of telephone conversations, etc., March 1987-August 1988.

Worcester Horticultural Society Building Renovation Records
2000.30
Series 2, Correspondence

<u>Box #</u>	<u>Folder #</u>	<u>Accession #</u>	<u>Description</u>
1	5	2000.30.2.1	Correspondence between architect, engineers, Building Committee, 1987-1989.
1	6	2000.30.2.2	Correspondence between contractor, sub-contractors, and owners, 1987-1989.
1	7	2000.30.2.3	Correspondence, miscellaneous, relating to insurance coverage, minor changes in plans by owner, etc., 1987-1988.

Worcester Horticultural Society Building Renovation Records
2000.30
Series 3, Contractors, etc.

<u>Box #</u>	<u>Folder #</u>	<u>Accession #</u>	<u>Description</u>
1	8	2000.30.3.1	Contractor selection, contract, timetable, and miscellaneous letters relating to elevator sump, 1987-1989.
1	9	2000.30.3.2	Master plan for renovations, floor plans, schedule, 1986.
1	10	2000.30.3.3	Documents relating to oil tank; boring logs of test boring on property; conversion to gas for heating, etc., 1986-1987.
1	11	2000.30.3.4	Documents relating to sprinkler system, 1987.
1	12	2000.30.3.5	Documents relating to plumbing, electrical work, 1989.
1	13	2000.30.3.6	Documents relating to budgeting of renovation project, 1986-1987.
1	14	2000.30.3.7	Change orders, 1987-1988.
1	15	2000.30.3.8	Documents relating to asbestos removal, 1987.
1	16	2000.30.3.9	Documents relating to storage needs, security requirements (Sonitrol), heating and ventilation systems, 1987.

Worcester Horticultural Building Renovation Records
2000.30
Series 4, Phase III

<u>Box #</u>	<u>Folder #</u>	<u>Accession #</u>	<u>Description</u>
1	17	2000.30.4.1	Contractors applications for payment, Phase III renovations, 1989-1991.
1	18	2000.30.4.2	Job meeting minutes, 1989-1990.
1	19	2000.30.4.3	Change orders, 1989-1990.
1	20	2000.30.4.4	Worcester Historical Museum Executive Committee/Building Committee meeting minutes, 1988-1990.
1	21	2000.30.4.5	Addendum #13 (Phase III changes), 1989.
1	22	2000.30.4.6	Correspondence relating to Phase III renovations, 1989-1990.
1	23	2000.30.4.7	Change orders, Phase III renovations, 1990.

Worcester Horticultural Society Building Renovation Records
2000.30
Series 5, Requisitions for payment

<u>Box #</u>	<u>Folder #</u>	<u>Accession #</u>	<u>Description</u>
1	24	2000.30.5.1	Contractors requisitions for payment, 1987-1989, and related documents.

Worcester Horticultural Society Building Renovation Records
2000.30
Series 6, Plans

<u>Box #</u>	<u>Folder #</u>	<u>Accession #</u>	<u>Description</u>
OVS	25	2000.30.6.1	Plans for renovation of Horticultural Hall for reuse by Worcester Historical Museum (Phase I and II), 1987. Blueline prints, brownline prints.
OVS	26	2000.30.6.2	Plans for renovation of Horticultural Hall for reuse by Worcester Historical Museum (Phase III), 1989. Blueline prints, brownline prints.
OVS	27	2000.30.6.3	Plans for renovation of Horticultural Hall for reuse by Worcester Historical Museum (Phase I and II), 1987. Sepia prints (reversed image)