

**WHITE CLIFFS COMMITTEE
MEETING MINUTES – September 7, 2022**

RECEIVED

By Karen Wilber/Assistant Town Clerk at 12:36 pm, Mar 16, 2023

2:00 p.m. – Chairman’s Introduction to Remote Meeting

Chairman Helwig stated that Pursuant to S. 2985 as amended, a bill to extend certain COVID-related amendments to the Open Meeting Law, as modified by Chapter 22 of the Acts of 2022, permitting remote meetings and participation until March 31, 2023, signed into law on July 16, 2022, this meeting of the White Cliffs Committee will be conducted via remote participation.

Chairman Helwig confirmed that the following members and persons were remotely present and could be heard:

Committee Members

Todd Helwig, Committee Chairman - CPC Representative
Norm Corbin, Committee Vice Chair - Historical District Commission Liaison
Tom Reardon, At-Large Member
Diana Nicklaus, At-Large Member

Member Absent

Julianne Hirsh, Board of Selectmen Liaison

Town Staff

John Coderre, Town Administrator
Laurie Connors, Town Planner
Scott Charpentier, DPW Director
Shawn Thompson, Facilities Manager

1. APPROVAL OF MEETING MINUTES: July 20, 2022 August 11, 2022

Mr. Corbin moved to approve the meeting minutes for July 20, 2022; Mr. Reardon seconded the motion. The roll call vote was taken as follows:

Corbin	“aye”	Reardon	“aye”
Nicklaus	“aye”	Helwig	“aye”

Mr. Corbin moved to approve the meeting minutes for August 11, 2022 as amended; Ms. Nicklaus seconded the motion. The roll call vote was taken as follows:

Corbin	“aye”	Reardon	“aye”
Nicklaus	“aye”	Helwig	“aye”

2. MEETING WITH CONSULTANT BRETT PELLETIER OF KIRK & COMPANY TO DISCUSS THE RFP DEVELOPMENT PROCESS

Mr. Pelletier provided a brief update on the RFP development process. He created a database, broken down into 3 categories: Developers, Operators and Adjacent Professionals (this category includes architects, historic preservation specialists, tax credit specialists and brokers). There are approximately 50 names in the database, which he is still updating. He stated that he has received a good response from all of these

communities, which is a good sign and indicates a general interest in the project. These are the groups that will receive the RFP. He will be sending them a primer before the RFP goes out.

Mr. Charpentier asked if Mr. Pelletier was familiar with the timeline associated with the posting requirements under state procurement laws. Mr. Pelletier replied that he was. Mr. Coderre asked Mr. Charpentier to send the posting requirements to Mr. Pelletier.

Mr. Pelletier updated the Committee on his site visit to the White Cliffs Mansion. He said that he was pleasantly surprised with the condition of the White Cliffs Mansion and the size of the parking area. He added that he noticed that the dehumidification process was working.

Mr. Coderre reviewed Mr. Pelletier's schedule with upcoming boards and committees.
Board of Selectmen – September 12th
Master Plan Implementation Committee – September 15th
Planning Board – September 20th .
Historic District Commission – Mr. Corbin noted that NHDC is meeting this evening and the next meeting should be scheduled for the end of September or beginning of October. He will relay the meeting information to Mr. Pelletier.

Mr. Pelletier noted that his project timeline has been moved back by 15 days. The Final RFP date is September 30th instead of September 15th. He indicated that it was not a material issue and the process remains on track.

3. NEXT MEETING

After reviewing the timeline with Mr. Pelletier, the next meeting date was set for September 22, 2022 at 2 p.m. via Zoom. Mr. Pelletier will have the draft RFP document for members and staff to review before the meeting.

4. ANY OTHER BUSINESS

- Ms. Connors provided an update on the application she prepared and submitted for Most Endangered Historic Resources designation for the White Cliffs Mansion. She explained that this is an honorary designation, which, if selected, will help raise awareness of the Mansion and will provide technical support from Preservation Massachusetts. The designation is anticipated to be awarded by the end of October or early November. Mr. Coderre thanked Ms. Connors for her work on preparing and submitting the application for the Town.

- Mr. Corbin had several questions/comments:

1. Mr. Corbin asked when will the Committee start thinking about ARPA funds? He thinks the Committee should start to put together a wish list because the Selectmen are putting together their list and we should be on that list for consideration. Mr. Coderre agreed that this was a good time to start thinking about ARPA funds, as we are going thru the RFP process.
2. Mr. Corbin ask again if the members could have a walkthrough of the White Cliffs building. Mr. Coderre thought this could be coordinated along with the scheduled site visit as part of the RFP process. For the record, the Town does not have liability

- insurance coverage for non-employees to enter the structure, so waivers will be required if access can be arranged.
3. Mr. Corbin also would like to see the information on the mold assessment.

ADJOURNMENT

Mr. Corbin moved the Committee vote to adjourn the meeting at 3:00 p.m.; Ms. Nicklaus seconded the motion; the roll call vote was taken as follows:

Reardon	“aye”	Nicklaus	“aye”
Corbin	“aye”	Helwig	“aye”

Respectfully Submitted,

Lynda LePoer
Executive Assistant

Documents used during meeting:

1. September 7, 2022 Meeting Agenda
2. Meeting Minutes from July 20, 2022 and August 11, 2022