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By Karen Wilber at 1:33 pm, Sep 22, 2022

**WHITE CLIFFS COMMITTEE
MEETING MINUTES – August 11, 2022**

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
Julianne Hirsh, Board of Selectmen Liaison
Tom Reardon, At-Large Member
Diana Nicklaus, At-Large Member(joined meeting at 2:30 p.m.)

Town Staff

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

1. APPROVAL OF MEETING MINUTES: June 23, 2022

Mr. Corbin moved to approve the meeting minutes for June 23, 2022; Mr. Reardon seconded the motion. The roll call vote was taken as follows:

Corbin	“aye”	Reardon	“aye”
Hirsh	“aye”	Helwig	“aye”

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

Brett Pelletier with Kirk & Company started by saying that he will begin networking next week. He stated that he received a good amount of information from various sources. And he asked members to continue to use the online drop box to send anything else that could be useful.

Mr. Pelletier reviewed the homework assignment results. He said that the questions that need to be answered are:

1. What is the Town asking for in this RFP?
2. What is the Town expecting to decide on?

Mr. Corbin had some questions after looking at the criteria examples and did not think this was in line with the Preservation Light approach.

Mr. Pelletier replied that this was a great way to start off the discussion.

Mr. Coderre provided the following scenarios:

1. The Town retains ownership of the parcel, enters into a long-term lease with a private sector operator who would renovate the building following the Preservation Light approach to bring the building back up to code and functioning. The Town might retain some rights of use. However, the Town would have to consider how to handle the funding gap between what it needs to renovate the facility and its anticipated revenue stream.
2. The Town sells the facility outright with a preservation restriction to a private developer/operator.

Mr. Helwig asked why not just sell the property outright rather than lease it? He added that a buyer would have an easier time obtaining financing if they own the property versus leasing it.

Mr. Coderre replied that it is his sense that the community may want to retain ownership for use and control and he deferred to Mr. Pelletier for his input. He asked Mr. Pelletier if the Town owns the property is it more or less favorable to obtain funding.

Mr. Pelletier responded that it is usually not favorable for the Town to own it and it would be easier to sell it outright. An outright sale is less complicated than a lease with restrictions, so it will be easier to finance. The Town needs to decide if that is an acceptable approach.

Mr. Pelletier reviewed the top 5 criteria from the Committee's input:

1. Restoration and preservation of the structure
2. Create public access and/or relationship to the community
3. Reduce municipal burden (economic feasibility) / minimize additional tax dollars being spent.
4. Landscaping
5. Connection with Master Plan or Downtown Revitalization Plan

Mr. Pelletier will structure the draft RFP as follows:

1. Underwriting criteria (basic boilerplate language to gather information about who the applicant is, their capabilities and their financials)
2. The actual project proposal (based on the 5 criteria bullet points)
3. A project feasibility exercise (can include here any sort of specific requirements or requests)

Mr. Pelletier added that the RFP should not be too detailed. It should be structured to be somewhat flexible in order to elicit creative approaches to addressing the project.

Mr. Corbin would like to consider selling off 2-3 acres of the property. There is additional land there and if they sold off a lot, the Town could potentially use those funds to help

renovate the property. Mr. Pelletier asked if there was a site survey. Mr. Coderre replied yes and asked Mr. Thompson to locate this for Mr. Pelletier.

Mr. Pelletier asked to meet with Town Officials and asked if he could walk the site. Mr. Coderre asked Mr. Pelletier if he would like to be placed on the agendas for upcoming Planning Board, Master Plan Implementation Committee, Historic District Commission and Board of Selectmen meeting agendas. He asked Ms. Connors and Mr. Corbin to work with him on their boards' meeting dates and he noted that the Board of Selectmen will be meeting on September 12th and 26th.

3. NEXT MEETING

September 7, 2022 at 2 p.m. via Zoom.

4. ANY OTHER BUSINESS

Mr. Corbin asked Mr. Thompson to confirm if the dehumidifiers were up and running as anticipated at the last meeting.

Mr. Thompson replied yes the dehumidifiers are working. The building is showing them at 45% humidity on the first and second floors, so the approach is working as they had hoped.

ADJOURNMENT

Ms. Nicklaus moved the Committee vote to adjourn the meeting at 3:12 p.m.; Mr. Reardon seconded the motion; the roll call vote was taken as follows:

Corbin	"aye"	Reardon	"aye"
Hirsh	"aye"	Helwig	"aye"
Nicklaus	"aye"		

Respectfully Submitted,

Lynda LePoer
Executive Assistant

Documents used during meeting:

1. August 11, 2022 Meeting Agenda
2. Meeting Minutes from June 23, 2022
3. Project timeline schedule from Kirk & Company dated 7/20/22