

**WHITE CLIFFS COMMITTEE
MEETING MINUTES –October 16, 2019**

10:00 a.m. – Selectmen’s Meeting Room, 63 Main Street, Northborough, MA

MEMBERS PRESENT: Norm Corbin, Committee Vice Chair - Historical District
Commission Liaison
Todd Helwig, CPC Representative
Julianne Hirsh, Board of Selectmen Liaison

OTHERS PRESENT : John Coderre, Town Administrator
Kathy Joubert, Town Planner

The Chairman called the meeting to order at 10:00 a.m.

ELECTION OF OFFICERS

Chairman

Nominations for Chairman were called by Town Administrator John Coderre.

Mr. Corbin moved the Committee vote to nominate Todd Helwig for Chairman. Ms. Hirsh seconded the motion. No other nominations were presented. Mr. Coderre closed the nominations for Chairman. The motion to nominate Mr. Helwig to the position of Chairman passed three in favor.

Vice Chairman

Nominations for Vice Chairman were called by Town Administrator John Coderre.

Ms. Hirsh moved the Committee vote to nominate Norm Corbin for Vice Chairman. Mr. Helwig seconded the motion. No other nominations were presented. Mr. Coderre closed the nominations for Vice Chairman. The motion to nominate Mr. Corbin to the position of Vice Chairman passed three in favor.

APPROVAL OF JULY 31, 2019 MEETING MINUTES

Ms. Hirsch moved to approve the meeting minutes from July 31, 2019; Mr. Corbin seconded the motion. Vote: 3-0 in favor.

APPROVAL OF SEPTEMBER 25, 2019 MEETING MINUTES

Ms. Hirsch moved to approve the meeting minutes from September 25, 2019; Mr. Corbin seconded the motion. Vote: 3-0 in favor.

DISCUSSION REGARDING PHASE III SCOPE OF SERVICES

Mr. Coderre reviewed the Phase III Scope of Services from DBVW, which is a scaled down version of the original proposal. He discussed the fee proposal, which included the architect services/full market analysis/engineering services/cost estimator for a total of \$29,600. As stressed at the last meeting, the building repairs phase has been difficult to secure a responsible, responsive bidder. At this point, the Committee needs to move forward with the market analysis phase of the project.

Mr. Coderre stated that he is pleased with DBVW's services to date. He noted that DBVW has produced specifications for multiple bids and exceeded the anticipated number of meetings while still staying within the contractual budget.

Mr. Corbin moved to approve the revised proposal from DBVW dated October 3, 2019 Re: Proposal for Architectural Services Phase III Scope of Work, for a total of \$29,600; Ms. Hirsh seconded the motion. Vote: 3-0 in favor.

Mr. Coderre updated the Committee on the DCAMM emergency waiver process. The DPW Director has been soliciting quotes for the building envelop repairs. Unfortunately, there have been no positive responses to date. He met with the Building Inspector, who generated a list of local roofers and is currently in the process of obtaining additional quotes.

Mr. Helwig asked about the CPC application. Mr. Coderre stated that it is difficult to know how much money we need for repairs until we get responsive bids for the repair work. He will contact the architect and ask them to frame up some options for the Committee to use for a potential CPC application. Mr. Corbin mentioned to Mr. Helwig to use a placeholder for this project with CPC.

Mr. Corbin inquired about the National Registry and if this building is eligible. Mr. Coderre stated that they were holding off on this due to the fact that we need to do the market analysis to see what our options are. DBVW cautioned against putting too many historic preservation requirements could severely limit future reuse options.

Mr. Helwig entertained comments from the audience.

Lois Smith, 97 Main Street, said that the Committee is doing a great job.

Gilbert Chase, 6 Kimball Lane, thanked Mr. Coderre for explaining the bid process. He expressed concerns about the cost of this project and made a suggestion that the Town consider extending the use to colleges and/or universities.

NEXT MEETING

The next meeting is scheduled for November 13, 2019 at 10:00 am.

ANY OTHER BUSINESS

None.

ADJOURNMENT

Mr. Corbin moved to adjourn the meeting at 10:50 a.m.; Ms. Hirsh seconded the motion; Vote: 3-0 in favor.

Respectfully Submitted,

Lynda LePoer
Executive Assistant

Documents used during meeting:

1. October 16, 2019 Meeting Agenda
2. Meeting Minutes from July 31, 2019 and September 25, 2019
3. Revised Phase III Scope of Services from DBVW