

**WHITE CLIFFS COMMITTEE
MEETING MINUTES – September 19, 2018**

10:00 a.m. – Conference Room B, 63 Main Street, Northborough, MA

MEMBERS PRESENT: Kathleen Polanowicz, Community Preservation Committee
Norm Corbin, Historical District Commission
Todd Helwig, At-Large Member
Juliane Hirsh, Board of Selectmen

MEMBERS ABSENT: Tom Reardon, At-Large Member

OTHERS PRESENT : John Coderre, Town Administrator
Kimberly Foster, Assistant Town Administrator
Kathy Joubert, Town Planner

APPROVAL OF MINUTES OF APRIL 13, 2018

Mr. Helwig moved to approved the meeting minutes of April 13, 2018 as submitted; Mr. Corbin seconded the motion; the vote was three in favor, one abstained.

COMMITTEE REORGANIZATION

The Committee postponed reorganizing until all members could be present for the discussion and vote.

REVIEW OF CONSULTANT PROPOSALS AND SET INTERVIEW SCHEDULE

Mr. Coderre began by proposing that the Committee review their top three or four choices. Ms. Polanowicz asked each member to state their top four choices. After discussion, a short list was finalized. Mr. Helwig made a motion for the Committee to interview the following consultants:

Design Associates, Inc.
Spencer, Sullivan & Vogt
Brewster Thornton Group Architects
DBVW Architects

Ms. Hirsh seconded the motion; the vote was four in favor.

Mr. Coderre then reviewed the interview process, which will consist of 30 to 40 minutes for consultant presentations and 20 to 30 minutes for questions and answers. He stated that by law, we have to provide an official ranking list because proposals are based on qualifications, not cost. After selection, the cost is negotiated with the consultant. If the consultant does not accept the cost, we move on to the next consultant on the list. He then handed out a draft consultant interview letter, which will be emailed to each of the four consultants by the end of the day.

NEXT MEETING DATE

The Committee agreed to schedule the following meetings to interview the consultants:

Friday, September 28, 2018 at 9:00 a.m.

Tuesday, October 2, 2018 at 9:00 a.m.

ADJOURNMENT

Mr. Corbin moved to adjourn the meeting at 11:02 a.m.; Ms. Hirsh seconded the motion; all members voted in favor.

Respectfully Submitted,

Lynda LePoer

Executive Assistant

Documents used during meeting:

1. September 19, 2018 Meeting Agenda
2. April 13, 2018 Meeting Minutes
3. Draft Consultant interview letter