

**WHITE CLIFFS COMMITTEE
MEETING MINUTES – January 18, 2018**

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

MEMBERS PRESENT: Bill Pantazis, Board of Selectmen
Kathleen Polanowicz, Community Preservation Committee
Norman Corbin, Historical District Commission
Todd Helwig, At-Large Member
Tom Reardon, At Large Member
Kathy Joubert, Town Planner

OTHERS PRESENT : John Coderre, Town Administrator
Kimberly Foster, Assistant Town Administrator

INTRODUCTION AND DISCUSSION OF COMMITTEE CHARGE

Following introductions of the Committee Members, a contact information sheet was passed out to all members to review and confirm.

Mr. Coderre reviewed the Committee Charge, which is to explore the long-term viability of the property and be involved in all phases of the process. The intent of the committee is to present recommendations to the Board of Selectmen for consideration at the 2019 Annual Town Meeting.

COMMITTEE ORGANIZATION – ELECTION OF OFFICERS

Mr. Coderre opened nominations for Chair. - Ms. Polanowicz moved to appoint Bill Pantazis as Committee Chair; Mr. Reardon seconded the motion; all members voted in favor.

Mr. Coderre opened nominations for Vice Chair. - Mr. Pantazis moved to appoint Kathleen Polanowicz as Committee Vice Chair; Mr. Reardon seconded the motion; all members voted in favor.

DISCUSSION OF OUTLINE FOR NEXT STEPS

Mr. Coderre reviewed a draft scope of services outlining three phases of consulting services to be procured by the Committee:

PHASE 1

Develop an immediate action plan to secure and preserve the integrity of the structure in terms of systems, structure and building envelope.

PHASE 2

Engage a design firm to perform an architectural/structural analysis and existing conditions survey. The selected firm will also conduct a code compliance review and develop budget estimates for needed work.

PHASE 3

Based upon the information obtained in Phase 2, appropriate consultants will assist the Town in assessing potential reuse scenarios including various potential ownership structures.

The Committee discussed other potential action items including:

- Tom Reardon to reach out to historical stained glass contractor regarding specs for the support structures to store the stained glass, then give info to Bill Pantazis, who will contact Phil Massad with the storage company, to ensure safe storage of the stained glass at their facility.
- Norm Corbin will draft a background summary for inclusion in the RFQ.
- Tom Reardon to document the existing conditions through pictures and/or video as a baseline for his future walk-throughs. Given his qualifications as an architect and building inspector, Tom Reardon agreed to begin checking on the building through regular walk-throughs to monitor the building pending the hiring of appropriate consultants.

FUTURE MEETING SCHEDULE

The next meeting was scheduled for February 6, 2018 at 2:00 p.m. in the Selectmen's Meeting Room.

OTHER BUSINESS

None.

ADJOURNMENT

Ms. Polanowicz moved to adjourn the meeting at 11:15 a.m.; Mr. Corbin seconded the motion; all members voted in favor.

Respectfully Submitted,

Lynda LePoer
Executive Assistant

*MEETING MINUTES APPROVED BY THE WHITE CLIFFS COMMITTEE ON
APRIL 13, 2018.*