

**WHITE CLIFFS COMMITTEE  
MEETING MINUTES –September 25, 2019**

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

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**MEMBERS PRESENT:** Norm Corbin, Committee Vice Chair - Historical District Commission Liaison  
Todd Helwig, CPC Representative  
Julianne Hirsh, Board of Selectmen Liaison  
Diana Niklaus, At Large Member

**OTHERS PRESENT :** John Coderre, Town Administrator  
Kimberly Foster, Assistant Town Administrator  
Kathy Joubert, Town Planner  
Martha Werenfels, Principal, DBVW Architects

The Chairman called the meeting to order at 10:05 a.m.

Since there is a new member, Mr. Coderre suggested to begin the meeting with introductions.

Mr. Coderre then outlined the meeting packet:

- Minutes (to be considered later in the meeting)
- Copy of email from Kim Foster regarding bid results on 9/12/19.
- Copy of budget handout (which is same handout distributed at the last meeting – no changes)
- Copy of DBVW’s Scope of Services 1/3/19

Mr. Coderre then deferred to Martha Werenfels for an update.

**DBVW ARCHITECTS - UPDATE ON BUILDING ENVELOPE REPAIRS: BID RESULTS AND DISCUSSION OF NEXT STEPS**

Martha Werenfels began by summarizing where we have been and where we are now. This project was bid twice. The first bid on 5/8/19 resulted with two widely different bids. The rebid on 9/12/19 resulted in just one bidder, who just so happened to be the low bid on the 5/8/19 bid. However, the 9/12/19 bid came in higher than the original bid, even though work was removed from the project :

**BID RESULTS**

**Reduced Bid Documents 9/12/19**

- \$429,298 – Aulson Company (\$542,247 with Alternates)

**Original Bid Documents 5/8/19**

- \$960,100 – Northern Contracting (\$1,225,100 with Alternates)
- \$327,835 – Aulson Company (\$560,248 with Alternates)

**SCOPE OF WORK**

**Reduced Bid Documents 9/12/19**

- Base Bid: Replace entire roof and skylight, install new cricket, repair east chimney

- Atl 1: Repair east dormer
- Alt 2: Install interior separations
- Alt 3: Install intrusion protection at windows

**Original Bid Documents 5/8/19**

- Base Bid: All work above
- Alt 1: Repair and repoint south chimney
- Alt 2: Crate stained glass
- Alt 3: Demo additions

Ms. Werenfels had a conversation with Aulson Company. They told her that when they reviewed their original bid it seems that there were erroneous numbers from their roofing subcontractor. They felt more confident in the latest bid number and said it was high because of recent wage increases and the end-of-season workload with respect to roofing.

In the meantime, there are active leaks that continues to cause damage. Ms. Werenfels contacted DCAMM in an effort to see if these repairs would qualify under their emergency waiver request process. She gave them the history of the project and how the Town bid it out twice, with high bid results. She stressed the fact that the leaks are getting worse and need to be addressed as soon as possible. The response she received was positive. She was told that this project would most likely be approved as an emergency waiver request. She reviewed the requirements, advantages and process for the emergency waiver request.

**Requirements:**

- \$150,000 maximum cost of work
- Evidence of an immediate threat to property or people
- Prevailing wage rates apply

**Advantages:**

- Town solicits quotes without public bidding process
- DCAMM contractor certification is NOT required (under \$150,000)
- DCAMM approval of a waiver request should be fast

**Process:**

- Formal letter submitted by the Town illustrating the nature of the emergency, proposed scope of work, proposed quote solicitation process, approximate dollar value, etc.
- Supportive documentation provided by expert consultants

Ms. Werenfels then reviewed the emergency repair scope:

- Remove skylight. Infill roof framing and sheathing
- Replace water damaged roof sheathing in area indicated
- Replace cricket and apron flashing at chimney
- Replace asphalt shingles in areas where needed as a result of these repairs

Mr. Helwig asked if there is a list of contractors? Mr. Coderre replied that we have to solicit at least 3 quotes, but the key is finding a reasonable, responsible roofing contractor.

Mr. Corbin stated that he feels this is a good plan.

Mr. Coderre added that this is the right approach given recent bids.

Ms. Werenfels asked if the Committee wanted to include the two turrets as an alternate in the request. Mr. Coderre thought we should include it.

The Committee voted on moving forward with the emergency request process. Mr. Helwig moved to submit the emergency request with DCAMM and include the two turrets. Ms. Hirsch seconded the motion. Vote: 4-0 in favor.

At the Chairman's request, Mr. Coderre reviewed DBVW Scope of Services dated 1/3/19 to see where we are now, where we are going and what we need to do for Town Meeting.

Ms. Werenfels noted that regarding Phases I and II, the only items not yet complete are Construction Administration and Reports. They have not been authorized to proceed to Phase III.

Ms. Joubert asked if we should have a specific use in mind for Town Meeting. Mr. Helwig said that we should do the emergency repairs, get a report back on the condition of the building after the repairs have been made, and be ready with a re-use report.

Ms. Niklaus indicated that we need to do the market analysis.

Mr. Coderre stated that at a minimum, we will likely need to seek additional funding to secure the building envelope, and we need to be prepared for Town Meeting with a plan for the building re-use.

Mr. Corbin agreed and added that we will have to address this at Town Meeting.

Mr. Coderre asked Ms. Werenfels to prepare a new proposal for Phase III for the Committee's consideration at the next meeting.

### **APPROVAL OF JULY 31, 2019 MEETING MINUTES**

Postponed to next meeting.

### **NEXT MEETING**

The next meeting is scheduled for October 16, 2019 at 10:00 am.

### **ANY OTHER BUSINESS**

None.

**ADJOURNMENT**

Mr. Helwig moved to adjourn the meeting at 11:25 a.m.; Ms. Niklaus seconded the motion; Vote: 4-0 in favor.

Respectfully Submitted,

*Lynda LePoer*  
*Executive Assistant*

Documents used during meeting:

1. September 25, 2019 Meeting Agenda
2. July 31, 2019 Meeting Minutes
4. PowerPoint Presentation – DBVW/Building Envelope Assessment: Phase I Bidding September 25, 2019
5. Packet from the Town Administrator re: White Cliffs Bid Results, Budget, DBVW Proposal