

**WHITE CLIFFS COMMITTEE  
MEETING MINUTES – September 22, 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  
Tom Reardon, At-Large Member  
Diana Nicklaus, At-Large Member  
Julianne Hirsh, Board of Selectmen Liaison

**Town Staff**

John Coderre, Town Administrator  
Laurie Connors, Town Planner  
Scott Charpentier, DPW Director

**1. APPROVAL OF MEETING MINUTES: September 7, 2022**

Mr. Corbin moved to approve the meeting minutes for September 7, 2022; Mr. Reardon seconded the motion. The roll call vote was taken as follows:

|          |       |         |       |
|----------|-------|---------|-------|
| Corbin   | “aye” | Reardon | “aye” |
| Nicklaus | “aye” | Helwig  | “aye” |

Ms. Hirsh was absent for that meeting and abstained from voting.

**2. DISCUSSION WITH CONSULTANT BRETT PELLETIER OF KIRK & COMPANY REGARDING DRAFT RFP FOR WHITE CLIFFS**

Mr. Pelletier began by stating that this is the updated Request for Proposals (RFP) document, which includes comments received and incorporated to date. He mentioned that there are logistics that need to be reviewed and deferred to Mr. Coderre.

Mr. Coderre stated that he is working on some contextual legal language as this is a unique project. He noted that the committee is advisory and does not have the authority to make an award. The committee’s role here is to work with Mr. Pelletier, evaluate the proposals and make a recommendation to the Board of Selectmen. The Board of Selectmen will make the final review and approval, and then it would go to Town Meeting for approval. He noted that anything dealing with real property needs Town Meeting approval. In addition, if the decision is made to entertain a Tax Increment Finance (TIF) agreement, the

Town could, through a TIF agreement process, forgo the taxes on improvements made by the developer. But, again, this would require Board of Selectmen and Town meeting approval. Similarly, if there are any other funding opportunities such as CPC funds, they would also require Town Meeting approval. He also stated that staff is working on the sequencing of timing (publishing deadlines, bids dates, scheduling the walk-thru, etc.). Mr. Coderre and staff will continue to work out these details.

Mr. Pelletier asked for preliminary questions or comments from the staff.

- Mr. Coderre would like to delete the “Resources” section. His opinion is that that we should let the proposer come back with what the funding gap is and how they would they propose to close it.
- Mr. Corbin wants to see that the correct property size is consistently used when referencing it, which is 7.08 +/- acres.
- In response to a question from Ms. Hirsh, Mr. Coderre replied that because the property was purchased with CPC funds, it will require a preservation restriction. This is non-negotiable. There is no formal restriction on it yet but there will be.
- Mr. Pelletier reviewed the scoring metrics and evaluation criteria.
- Ms. Nicklaus stated that she feels that the Town should express that the project should be either sustainable or environmentally responsible. She did not see that language in the document and thinks it can still be included.
- Mr. Reardon stated that the restoration preservation of historic buildings is a green strategy. He would like to discuss the degree of preservation and restoration.
- Mr. Helwig did not think it necessary to add another criteria at this stage.
- Mr. Pelletier said that he could incorporate something into the document regarding “green” preferences if Ms. Nicklaus could send him the language.
- Ms. Nicklaus stated that the interview process is the time to get more detailed information from the proposer.
- Mr. Coderre thought it was helpful to have this project as a stand-alone item on the website with all of the information and history available and easy to locate.
- Ms. Connors noted that the Downtown Revitalization project is not complete yet, so the RFP should not reference it.
- Mr. Coderre suggested to include the link to the Master Plan and to the Downtown Revitalization project so proposers can see what is current.

After the discussion, Mr. Pelletier stated that if members would like to send changes, they can do so by using the track changes mode or make the changes in red and return to him by email and copy Mr. Coderre and Ms. Connors.

Mr. Pelletier will have custody of the lists and will administer the process.

Mr. Coderre asked if the Committee was satisfied with the draft document and if they agreed to move forward with getting the RFP out on the street. By consensus, the Committee agreed.

Mr. Charpentier noted that October 5<sup>th</sup> is the earliest date for the RFP to go live. That date is based on the publishing requirements for Central Register. If that date does not work, it will be pushed off by one-week increments.

Mr. Coderre confirmed October 5<sup>th</sup> as the proposed date and if anyone has any changes they need to send them to Mr. Pelletier and copy Mr. Coderre and Ms. Connors. Mr. Corbin asked if the Committee could be notified when the bid does go live.

### **3. NEXT MEETING**

To be determined after the bids for the project have been received and evaluated.

### **4. ANY OTHER BUSINESS**

Mr. Coderre noted that both he and Ms. Connors met with Brian Pfeiffer, an architectural historian with Preservation Advisory Services who came out today to conduct an assessment for Preservation Mass Most Endangered list, which we have applied to. He spent two hours assessing the facility and was impressed with the quality and state of the historic part of the building and what the Town has done to preserve the building envelope and minimize further deterioration. It seemed like he was inclined to advocate for White Cliffs inclusion which would be a benefit to the Town.

Ms. Connors agreed with Mr. Coderre. She thought it was a very positive experience. Mr. Pfeiffer was amazed at the quality of the features and what the Town has done and plans to do.

Ms. Hirsh wanted to follow-up on a previous request for a copy of the mold report. Mr. Corbin also requested a copy. Mr. Coderre stated that there was an assessment done and Mr. Charpentier will have the Facilities Manager distribute it.

Ms. Hirsh thanked Mr. Pelletier for visiting with all of the Boards and Committees to receive their input.

Mr. Pelletier thanked the Committee and stated that he has enjoyed being part of this project.

### **ADJOURNMENT**

Mr. Corbin moved the Committee vote to adjourn the meeting at 3:00 p.m.; Ms. Hirsh seconded the motion; the roll call vote was taken as follows:

|          |       |         |       |        |       |
|----------|-------|---------|-------|--------|-------|
| Nicklaus | "aye" | Hirsh   | "aye" | Helwig | "aye" |
| Corbin   | "aye" | Reardon | "aye" |        |       |

Respectfully Submitted,

*Lynda LePoer*  
*Executive Assistant*

#### Documents used during meeting:

1. September 22, 2022 Meeting Agenda
2. Meeting Minutes from September 7, 2022
3. Draft RFP document from Kirk & Company