



TOWN OF NORTHBOROUGH Community Preservation Committee

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Community Preservation Committee

Zoom Meeting Minutes

June 6, 2022

Approved October 6, 2022

Members (Remotely): John Campbell (Chairman), Leslie Harrison, Andy Dowd, Jeff Leland, Andy Clark, Todd Helwig

Members Absent: Millie Milton, Peter Martin, Sean Durkin

Others (Remotely): Laurie Connors (Town Planner), John Coderre (Town Administrator), Norm Corbin

Chair John Campbell opened the remote meeting at 7:00 p.m. and made the announcement that the open meeting of the Northborough Community Preservation Committee is being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency. All members of the CPC are allowed and encouraged to participate remotely. This Order allows the CPC to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along the deliberations of the meeting. The public is encouraged to follow along using the posted agenda unless the Chair notes otherwise. Members of the public who wish to view the live stream of this meeting can do so by going to Northborough remote meetings on YouTube via the link listed on the agenda. Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment. The process was explained.

Member Roll Call: Jeff Leland, Leslie Harrison, Andy Clark, Andy Dowd, Todd Helwig, John Campbell

Request from White Cliffs Committee for FY22 and FY23 Admin. Funds for Marketing Consultant – Because the CPC has a vested interest in the White Cliffs, the members would like to know what the administrative fund would be used for. Mr. Coderre said DBVW Architects completed the feasibility study and assessment on White Cliffs. The conclusion of the White Cliffs Committee was that there are not very many economically viable options. They have decided to scale back the preservation plan to get something that might be palatable and viable economically. DBVW referred to it as the “preservation light”. They are trying to preserve the building, the streetscape, and key historic components of the historic portions. Mr. Coderre said they knew they had money to acquire the building, but had limited funds to stabilize it. The cost of a full historic renovation and preservation of the building was staggering. The “light” option was discussed and in order for the town to proceed, a private sector partner will be needed; the town cannot do it on their own. The Committee has received two proposals: one from Peregrine Design Build (who did the market analysis); the other from VHB. Norm Corbin did an exceptional job reaching out to potential consultants to move to the next phase.

The next phase is “where do we go from here”; we need help moving this project forward. The Committee is looking to engage a consulting firm with a scope of services that would help prepare proposals to generate interest to identify potential partners that we might be able to work with to create a preservation reuse plan for the building. The end game is for someone to submit a proposal to reuse the White Cliffs space. Of the reuse options, the most viable reuse is an event space. They have been

continuing to maintain the building with a very limited budget. The south chimney was identified as a rebuild by DBVW; the Committee decided not to move forward with it due to the lack of budget. The Committee also decided not to remove the compromised additions; the costs were well above the amount originally requested at town meeting to pay for the facility and keep it going. They are moving forward with dehumidification. The White Cliffs Committee on May 26th voted \$60,000 to remove the compromised chimney; there is no longer funding left to hire a consultant. The Committee discussed coming to the CPC and formally requesting the remaining \$26,394 Administrative Funds left in FY22 be released for the purposes of allowing the Committee to move the project into the next phase to engage a consultant to help market the facility to try and find a partner. Mr. Coderre said they need approximately \$32,000. There is a request for approximately \$5,600 from FY23 administrative funds which would be sufficient.

Mr. Clark asked why there wouldn't be a realtor to do that which would be on a commission basis. Mr. Coderre said the town can't engage as a public entity through a process that results in commissions being paid. Mr. Clark asked the difference between the two proposals. Mr. Coderre said Peregrine is more of a time and material proposal. The meeting with VHB had more detail. The intent for the two consultants and possibly a third would be to meet with the Committee and the Committee would make a selection. Mr. Clark had a fear that it would be another document that doesn't bring any action. The hope is to find someone that is interested. The building will not get better in time.

Mr. Coderre wanted to clarify that these are not proposals. At this stage it is market research; it is not the finished product. If there is something the CPC would like to see in the scope, the White Cliffs Committee would be open to feedback. Mr. Leland commented that the White Cliffs Committee is doing the best they can and this may be the best viable step to take at this point and is supportive.

Mr. Campbell understands they are not choosing a consultant, but said VHB is a known source and extremely professional. Their expertise and focus are on delivering a product that you can use. Peregrine would more directly engaged in the marketing and headhunting. If the chosen consultant gets them closer to their goal rather than just ideas to get them to their goals, that would be something he would like to see happen and would be supportive of that. Mr. Campbell said the Committee has requested a certain amount and said there is an additional \$32,000± in FY23 that the town approved at the last town meeting that would be available for that purpose. It qualifies as a use of the Administrative Funds, although usually it's in support of either management of the project or in the preparation of an application for the next phase. He thought the CPC is going to be more focused on what they can do to bring forth fund requests that would contribute to the next phase. Mr. Coderre said whatever contract would be executed, there would be a realistic "not to exceed" amount to get what they think they're going to get. It will require a great deal of communication with the CPC as well as all the other boards and committees; a lot of collaboration is needed. Mr. Campbell said when they are in the process of evaluating who might become the consultant, if it appears there may be more than one phase, he thought it would be acceptable for the Committee to come back to the CPC when the FY23 Administrative Funds are available. Mr. Coderre appreciated the willingness of the CPC to have further conversations if additional funds are needed.

Mr. Leland made a motion to approve the request of \$32,000 to the White Cliffs Committee which will be comprised of \$26,394 from FY22 Admin. Funds and \$5,606 from FY23 Admin. Funds; Mr. Helwig seconded; roll call vote: Leland-yes; Harrison-yes; Clark-yes; Dowd-yes; Helwig-yes; Campbell; motion approved.

Discussion on the CPA Application Deadline Date for FY24 Consideration – Mr. Campbell suggested moving the deadline for applications to September 12th; granting waivers could be possible. Ms. Connors asked if he would be willing to consider rolling applications where applicants could start submitting applications

September and have an absolute deadline of November 30th. She will prepare language for Mr. Campbell's review.

Old/New Business:

October 6th was confirmed as the next meeting date if needed.

Consideration of Minutes (4.21.22) – Mr. Leland made a motion to approve the 4/21/22 Minutes; Ms. Harrison seconded; roll call vote: Leland-yes; Harrison-yes; Clark-yes; Dowd-yes; Helwig-yes; Campbell; motion approved.

Mr. Leland made a motion to adjourn; Mr. Helwig seconded; roll call vote: Leland-yes; Harrison-yes; Clark-yes; Dowd-yes; Helwig-yes; Campbell; motion approved.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Melanie Rich
Recording Secretary