

**WHITE CLIFFS COMMITTEE  
MEETING MINUTES –April 2, 2019**

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

---

**MEMBERS PRESENT:** Kathleen Polanowicz, Committee Chair - Community Preservation Committee Liaison  
Norm Corbin, Committee Vice Chair - Historical District Commission Liaison  
Tom Reardon, At-Large Member  
Julianne Hirsh, Board of Selectmen Liaison  
Todd Helwig, At-Large Member

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

**DBVW ARCHITECTS - PROJECT UPDATE AND INITIAL BUILDING ASSESSMENT**

Martha Werenfels, Principal Architect and Nealia Morrison, Project Manager, were present to provide an update on the project. They began by reviewing the Phase I Construction Documents Objectives and moved on to the Documents Summary.

**Phase I Construction Documents Summary**

**Base Bid**

- Replace all roofs, flashings and skylight
- Replace (or line) existing gutters and replace downspouts
- Restore Dormer
- Isolate additions from main house
- *Alternate #1* - Restore south chimney above roof line
- *Alternate #2* - Selectively remove additions to isolate main building

**Next Steps:**

**Phase I Construction Documents**

- Completion of construction documents expected by April 5, 2019
- Issue Invitation for Bids
- Construction starting in May/June

**Completion of Assessment:**

- Review fire damage with structural engineer
- Complete assessment of stored salvaged items. Both Ms. Werenfels and Ms. Morrison noted that the stain glass is extraordinary and seems to be overall, in great condition. They recommended that the stain glass and other items be stored in crates and padding. Ms. Werenfels and Mr. Coderre agreed that this should be incorporated into the bid, as Alternate #2.
- Site survey

Following the presentation by DBVW, questions and comments were heard from members of the Committee.

Mr. Coderre noted the need to manage expectations in terms of the amount of construction work that could be completed with funding currently available. If the removal of the additions proves to be cost prohibitive, Ms. Werenfels recommends isolating the additions from the historic portions of the building.

Mr. Corbin noted that St. Gobain is a company located in Northborough that manufactures shingles. Maybe we could approach them to see if they would like to donate shingles to this project. Mr. Coderre has a contact, but will need to know the specific information and quantities.

Ms. Werenfels noted that the laser scans are done and are now the property of the Town.

Ms. Werenfels had samples of the proposed shingles to show the Committee. Mr. Corbin noted that the existing roofs were done in 1996, which makes them 23 years old.

Ms. Polanowicz asked Mr. Corbin about the status of the White Cliffs Website. Mr. Corbin replied that they are just about ready to go. He has been working with the MIS Director, David Kane and there should be a link added on the Town's website later this week. Ms. Werenfels added that they are welcome to include today's presentation on the White Cliffs Website.

#### **APPROVAL OF DECEMBER 21, 2018 MEETING MINUTES**

Mr. Corbin moved to approve the meeting minutes from December 21, 2018 as submitted; Mr. Reardon seconded the motion. Vote: 4-0-1 (Mr. Helwig abstained as he was not present at the meeting)

#### **APPROVAL OF FEBRUARY 22, 2019 MEETING MINUTES**

Ms. Hirsh moved to approve the meeting minutes from February 22, 2019 as amended; Mr. Corbin seconded the motion. Vote: 4-0-1 (Mr. Helwig abstained as he was not present at the meeting)

#### **PUBLIC COMMENTS**

Several comments were heard from members of the audience.

#### **NEXT MEETING**

The next meeting will be determined after the project goes out to bid and the bids are received.

#### **ANY OTHER BUSINESS**

None.

**ADJOURNMENT**

Mr. Corbin moved to adjourn the meeting at 11:15 a.m.; Ms. Hirsh seconded the motion; the vote was five in favor.

Respectfully Submitted,

*Lynda LePoer*  
*Executive Assistant*

Documents used during meeting:

1. April 2, 2019 Meeting Agenda
2. December 21, 2018 Meeting Minutes
3. February 22, 2019 Meeting Minutes
4. PowerPoint Presentation Packet – DBVW/Building Envelope Assessment: Phase I Recommendations