

**WHITE CLIFFS COMMITTEE**  
**MEETING MINUTES –February 22, 2019**

9:30 a.m. – Selectmen's Meeting Room, 63 Main Street, Northborough, MA

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**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

**MEMBERS ABSENT:** 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**

**• UPDATE REGARDING INITIAL BUILDING ASSESSMENT**

Martha Werenfels, Principal Architect with DBVW Architects introduced herself and Nealia Morrison, Project Manager. They reviewed a presentation on preliminary findings at the White Cliffs. DBVW staff and consultants have been on site at the White Cliffs, assessing, scanning and documenting the conditions. Preliminary findings indicate that the historic portion of the building is actually in much better condition than anticipated, excluding the additions. Ms. Werenfels stressed that they are just in the beginning stages of their assessment and more information will be forthcoming.

Ms. Morrison was pleased to inform the Committee that, after a bit of “sleuthing”, they may have discovered the name of the architect when they came across the only news article that referenced the White Cliffs. It was this article, “The Costly Northboro Residence” Springfield Publication, June 3, 1893, that referenced Benjamin Hammett Seabury as the architect of the building. The DBVW staff will continue their research and report back to the Committee when more information is known.

**• REVIEW OF PROJECT SCHEDULE**

Ms. Werenfels reviewed the project schedule:

DBVW will develop the construction bid documents in the next few weeks and they anticipate that the contract should be awarded by mid-May. DBVW will prepare a packet of the existing conditions which will include Architectural Drawings, a Site Survey, and an assessment of the stored salvaged items.

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

The Town Administrator brought the Committee up to date on the work that is being done to address the security issues at White Cliffs. The Police Department have posted no trespassing signs to enable them to enforce the no trespassing provision and they are conducting routine visits to the property to assure that there are no unauthorized individuals on the property (patrol vehicles perform drive-thru checks twice per shift). Several cameras have been installed and the Police Chief is looking into the feasibility of installing a camera system that could stream directly to dispatch.

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

Ms. Hirsh had a question about a discussion, not included in the minutes, that she felt needed follow-up, regarding whether or not Committee members could access the White Cliffs building. Mr. Coderre replied that the question was answered at the meeting, noting that Committee members are not authorized to access the building because such access would not be covered under the Town's insurance. Ms. Hirsh stated that she misunderstood and thought that they were going to confirm this with the insurance company and get back to the Committee. She requested that the minutes reflect this discussion. Ms. Polanowicz agreed and postponed this item to the next meeting for approval of the minutes as amended.

**PUBLIC COMMENTS** - Before moving on to the next agenda item, the Chairman asked if there were any comments from the audience. There were no comments.

#### **NEXT MEETING**

The next meeting is Tuesday April 2, 2019 at 10:00 a.m.

#### **ANY OTHER BUSINESS**

None.

#### **ADJOURNMENT**

Ms. Hirsh moved to adjourn the meeting at 9:50 a.m.; Mr. Corbin seconded the motion; the vote was four in favor.

Respectfully Submitted,

*Lynda LePoer*  
*Executive Assistant*

#### Documents used during meeting:

1. February 22 2019 Meeting Agenda
2. December 21, 2018 Meeting Minutes
3. Powerpoint Presentation Packet - DBVW/Building Envelope Assessment:  
Preliminary Findings