

**WHITE CLIFFS COMMITTEE
MEETING MINUTES – November 13, 2019**

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

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

MEMBERS ABSENT: Tom Reardon, At-Large Member

OTHERS PRESENT : John Coderre, Town Administrator
Kathy Joubert, Town Planner

The Chairman called the meeting to order at 10:00 a.m.

APPROVAL OF OCTOBER 16, 2019 MEETING MINUTES

Mr. Corbin moved to approve the meeting minutes from October 16, 2019; Ms. Hirsh seconded the motion. Vote: 3-0-1 in favor. Ms. Nicklaus abstained from the vote as she was absent.

UPDATE REGARDING BUILDING ENVELOPE REPAIRS

Mr. Coderre started out by saying that he had very good news to report. When the Committee last met, there were no responsive quotes received from contractors for the roof repairs. He was happy to report that they received one quote from a local roofer who was very familiar with the project. The contractor just so happens to be the same one who put the roof on the White Cliffs approximately 25 years ago. The contractor submitted two quotes. The first quote was for the minimum repair work, per the specifications at \$55,000. The second quote was to replace the entire roof of the historic portion of the building for \$77,500.

Ms. Werenfels reached out to DCAM to confirm that they were comfortable with the full roof replacement. Her opinion and recommendation to DCAM was to proceed with the second quote to replace the entire roof of the historic portion of the building since it would result in a better overall repair. DCAMM confirmed that the scope was still within the emergency repair waiver.

Mr. Coderre indicated that he is was very comfortable with the approach. The contractor is from town, has worked on the White Cliffs roof before, and the project is well within his capabilities.

Mr. Coderre added that this was the absolute best case scenario and credited DPW Director Scott Charpentier for taking the lead on this project. His initiative to reach out to the contractors, meet with them, and follow up was tremendous. The project will be done at considerable savings to the Town.

The contract was signed last week and the roofer committed to start November 18th and complete by the end of December. There is nothing that the Committee needs to do in order for the work to proceed.

Mr. Coderre reviewed the project fund balance after the roof project was charged to the account. The remaining balance is approximately \$200,000. Given the reduced cost of the roof replacement, additional review will be necessary to determine if more funding will be needed, or if the building envelope can be adequately secured within the remaining funds.

Mr. Helwig asked about a place holder for CPC, since they are meeting November 14th. Ms. Joubert stated that they can update the CPC on the project and continue to save a placeholder for the project in case additional funds are required.

Mr. Corbin had a question from the last meeting, regarding what was revised out of the Phase III Scope of Services. Mr. Coderre replied that the National Registry was a big part that was removed.

Ms. Nicklaus said that she was not present at the last meeting when the Phase III revised scope was discussed, but wanted to note that she felt the architect's fees were reasonable, the Phase III proposal's scope was reasonable, and she was pleased with the fact that the architect has been willing to work with the Town. Mr. Coderre stated that the architect has been both responsive and flexible regarding their approach.

Mr. Helwig entertained comments from the audience.

Lisa Maselli, 13A Maple Street, had a question about the status of the stain glass storage. Mr. Coderre replied that up until now, the focus has been on the building repairs, but since the roof bid came in lower than expected, reboxing of the stain glass can be revisited.

Mr. Helwig added that he thought the stain glass storage was actually okay. Mr. Coderre suggested that we check back with DBVW and see what it would cost to repackage the stain glass for longer storage. Ms. Nicklaus asked what the process was to get someone to do this because she knows someone who does this professionally. Mr. Coderre replied M.G.L Chapter 30B.

NEXT MEETING

Mr. Coderre suggested the Commission meet in three weeks, if the architect has an update on the market analysis. The next meeting was scheduled for December 4, 2019 at 10 a.m., if the architect has information to report on the market analysis.

ANY OTHER BUSINESS

None.

ADJOURNMENT

Ms. Hirsh moved to adjourn the meeting at 10:55 a.m.; Mr. Corbin seconded the motion;
Vote: 4-0 in favor.

Respectfully Submitted,

Lynda LePoer
Executive Assistant

Documents used during meeting:

1. November 13, 2019 Meeting Agenda
2. Meeting Minutes from October 16, 2019