

**WHITE CLIFFS COMMITTEE  
MEETING MINUTES – September 3, 2020**

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10:00 a.m. – Chairman’s Introduction to Remote Meeting

Chairman Helwig opened the meeting at 10:00 a.m. and read the following statement: Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the White Cliff Committee will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

Chairman Helwig confirmed that the following members and persons anticipated on the agenda were remotely present and could be heard:

**Committee Members**

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  
Tom Reardon, At-Large Member

**Town Staff**

John Coderre, Town Administrator  
Scott Charpentier, DPW Director

**APPROVAL OF FEBRUARY 5, 2020 MEETING MINUTES**

Ms. Hirsh moved to approve the meeting minutes of February 5, 2020 as presented; Mr. Corbin seconded the motion; the roll call vote was taken as follows:

Corbin	“aye”	Nicklaus	“aye”
Hirsh	“aye”	Helwig	“aye”

Mr. Reardon was not present at this meeting and therefore abstained.

**UPDATE REGARDING BUILDING ENVELOPE IMPROVEMENT AND  
CRATING OF HISTORIC FIXTURES**

Mr. Coderre began by saying that it has been a while since the committee’s last meeting in February due to the pandemic. We are now starting to get back on track with meetings. He noted that DBVW will not be attending this meeting even though they are on the agenda, but they will be at the next meeting, which will be discussed later during the meeting. The good news is that the Town was able to get a lot of work done during the pandemic via the use of local contractors. Mr. Coderre credits DPW Director Scott Charpentier for taking the lead and spearheading this work. He deferred to Mr. Charpentier for the update.

Mr. Charpentier reviewed the White Cliffs projects update with the committee.

Roof Repair and Replacement: A Northborough roofing contractor completed the work specified by the project architect, DBVW, this past winter. The work was done by a local contractor, satisfied all of the specifications required. This was a job well done. The work was completed for a total contract amount of \$94,100.

Property Trees: The White Cliffs property suffered two costly losses due to ailing tree health. A maple tree fell onto an abutting property causing damage and requiring tree removal and fence repair. Working with the tree company, trees in the vicinity were assessed and addressed by tree trimming or tree removal. This work cost \$25,325. Most recently, a tree fell on and damaged the electric service which required a new service to be installed at a cost of \$11,515.

Stain Glass Window Storage: A Northborough carpenter has been engaged to construct the wood storage crates in accordance with the specifications developed by DBVW. The windows were recently observed at the storage facility to be in good condition. Off-site fabrication of the crates began April 24, 2020. The work was recently completed for a cost of \$4,800.

Masonry Work: The town presented the scope of masonry work associated with the main chimney to a contractor specializing in masonry restoration. A site visit was conducted to observe the current conditions and the contractor was provided the project drawing and specifications as prepared by DBVW. The contractor informed the town that the work is estimated to cost between \$90,000 and \$100,000.

Weathertight Historic Structure: Two significant requirements to make the historic portion of the structure weathertight are to repair the failing dormer and isolate the historic portion by sealing off the two smaller additions located off the large function room. The town received a quote in the amount of \$9,470 for this work from a local carpenter. The dormer repair is well under way and isolation of the historic portion of the building will begin shortly.

Summary: The town continues to work towards the goal of securing the important historic structure. The masonry work can be publicly bid in accordance with Ch. 149 for projects estimated to cost between \$50,000 and \$150,000 which allows aversion of the filed sub bid requirements. The carpentry was awarded to a responsible contractor utilizing sound business practices under CH.149 for work estimated to cost less than \$10,000. The basic annual operating expenses for the property total approximately \$26,000, exclusive of any unforeseen expenses or repairs.

Mr. Corbin thanked Mr. Charpentier adding that this was all good news. Mr. Coderre stated that, as the committee might recall, the bid process resulted in some extraordinary bids for this work and as a result of the shutdown, there were some carpenters in need of work, which allowed us to get things done very reasonably. It has taken an incredible amount of legwork from Mr. Charpentier, but he was able to get these things done. Just to remind everyone that when you go back and look at the architects original recommendations that needed to be done in order to secure the building envelop, you will see that all of those things will be completed with the exception of the chimney masonry

work. The chimney is not infiltrating water into the building itself but is compromised and needs to be fully rebuilt from the roofline up. Overall, even though the committee could not meet due to COVID-19, the staff was able to continue to make progress on the priority work identified by the architect.

Ms. Nicklaus added that she agrees with what Mr. Coderre said about the bidding because now that we are several months into the pandemic, a lot of contractors are charging a 20% COVID-19 premium. We are fortunate to have avoided those extra charges.

Mr. Reardon asked if the architects did periodic inspections or just a final. Mr. Coderre replied that the crating was done in accordance with the architects specifications and the dormer work will be inspected by the architect once complete.

### BUDGET UPDATE

Mr. Coderre screen shared a budget spreadsheet with the committee. He reviewed the budget from the original authorization to the present.

<b>2016 ATM Appropriation (Art 42)</b>	<b>\$2,400,000.00</b>
Acquisition expenses	\$1,849,868.75
Property Insurance (FY18-21)	\$43,674.00
Utilities	\$17,587.13
Misc (Advertising)	\$316.68
Architectural Services (DBVW)	\$120,319.99
Misc Repairs (Fire alarms, trees, fences, electrical)	\$46,204.48
Roof Repair	\$94,100.00
Crating of historic fixtures	\$4,800.00
Storage of Historic Fixtures (\$200/mo)	\$7,000.00
Expense Subtotal	\$2,183,871.03
<b>Available Funds as of 9/30/20 (FY2021)</b>	<b>\$216,128.97</b>
<b>Anticipated Expenses FY2021</b>	
Property Insurance	\$15,000.00
Utilities	\$7,333.00
Storage	\$2,400.00
Seal off Additions & Repair Dormer	\$9,470.00
<b>Potential Expenses TBD</b>	
South Chimney Repair – Est \$110,000	\$110,000.00
Unanticipated Expenses – Est \$40,000	\$40,000.00
Fire Alarm System Repair –??	??
Additional Phase III Architectural Services–??	??
Expenses beyond FY2021–??	??
Potential Expenses Subtotal	\$34,203.00
<b>Remaining Balance</b>	<b>\$181,925.97</b>

Mr. Coderre said they need to think about a plan. Based on the feedback from the architect and their consultant, we need to be able to answer the following questions:

- What is the reuse plan?
- What is the timeline for the reuse plane?
- What resources will be needed to implement the plan?
- What do we need to map out a critical timeline and budget that matches?

One of the things he has asked the architects to do which may influence the decision of this committee is to go back out and take another look at the chimney since it has gone thru another freeze/thaw cycle to get a sense from them if it can wait any longer or if it needs to be addressed immediately. The architect and their consultant should be able to provide this feedback at the next meeting.

Mr. Coderre asked if there were any questions about the budget. He stated that since much of the required work has now been completed at a reasonable price point, the Committee has options for discussion moving forward, including whether or not to repair the chimney.

Mr. Corbin asked is the Town Offices feasibility study was going to influence the timing of the White Cliffs project. Mr. Coderre indicated that the Town Offices feasibility study will look at the White Cliffs property, but that the two projects were independent of each other.

Mr. Helwig asked where we are on the reuse report by the architect.

Mr. Coderre responded that Eric Busch the primary consultant had limited availability. Nealia Morrison, the project manager will be back from maternity leave on September 21<sup>st</sup>. He offered several dates and times to the architect and consultant and September 22<sup>nd</sup> at 10 a.m. was the one that worked for everyone. He asked the committee if they were available. All members were available to meet. Mr. Coderre noted that the primary focus for that meeting will be for the consultant to provide his presentation for the reuse options.

Mr. Coderre asked the committee is they preferred a printed copy of the report of if they preferred it sent via email, as it will probably be a large file to send. Mr. Corbin and Ms. Hirsh request printed copies.

Ms. Nicholson indicated that she will be in transit but will participate in the next meeting by dialing in.

Ms. Hirsh asked if the report could go up on the website for people to read. Mr. Coderre stated that once it is finalized it can go on the website.

Ms. Hirsh requested coordinating a visit into the building at a time when contractors or architects were on sight. Town Administrator, John Coderre, stated that only municipal employees or contractors are allowed into the unoccupied building due to liability coverage.

**NEXT MEETING**

The next meeting is scheduled for September 22<sup>nd</sup> at 10:00 a.m.

**ANY OTHER BUSINESS**

None.

**ADJOURNMENT**

Mr. Corbin moved to adjourn the meeting at 11:00 a.m.; Ms. Hirsh seconded the motion; the roll call vote was taken as follows:

Corbin	"aye"
Hirsh	"aye"
Nicklaus	"aye"
Reardon	"aye"
Helwig	"aye"

Respectfully Submitted,

*Lynda LePoer*  
*Executive Assistant*

Documents used during meeting:

1. September 3, 2020 Meeting Agenda
2. Meeting Minutes from February 5, 2020
3. Memo from DPW Director dated 9/2/20 re: White Cliffs-Projects Update