

**RECEIVED**

*By Karen Wilber at 1:32 pm, Sep 22, 2022*

**WHITE CLIFFS COMMITTEE  
MEETING MINUTES – July 20, 2022**

---

2:00 p.m. – Chairman’s Introduction to Remote Meeting

Chairman Helwig stated that Pursuant to S. 2985 as amended, a bill to extend certain COVID-related amendments to the Open Meeting Law, as modified by Chapter 22 of the Acts of 2022, permitting remote meetings and participation until March 31, 2023, signed into law on July 16, 2022, this meeting of the White Cliffs Committee will be conducted via remote participation.

Chairman Helwig confirmed that the following members and persons 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  
Tom Reardon, At-Large Member  
Diana Nicklaus, At-Large Member

**Town Staff**

John Coderre, Town Administrator  
Laurie Connors, Town Planner  
Scott Charpentier, DPW Director  
Shawn Thompson, Facilities Manager

**1. APPROVAL OF MEETING MINUTES: May 26, 2022**

Mr. Corbin moved to approve the meeting minutes for May 26, 2022; Mr. Reardon seconded the motion. The roll call vote was taken as follows:

Corbin	“aye”	Hirsh	“aye”
Reardon	“aye”	Helwig	“aye”

**2. KICKOFF WITH BRETT PELLETIER OF KIRK & COMPANY REGARDING RFP PROCESS**

Mr. Coderre introduced Brett Pelletier with Kirk & Company. He noted that at the last meeting, Kirk & Company was awarded the contract to assist the Town with drafting the RFP for the disposition of White Cliffs and marketing services.

Mr. Pelletier thanked the Committee for the opportunity to serve the community. He started by saying that during this process, he will be looking for the Committee’s input and there will be a homework assignment. He said he wanted all information relevant to White Cliffs to be dropped into an online portal that will be created. He already has the information from the website. What he is looking for is anything else.

He will curate the data he receives and from there, he will create a separate encrypted link for the bidders to access. This will allow the bidders to submit their best proposal based on the information available to them. Mr. Pelletier also added that he has started a database for tracking anyone who has shown interest in the project from which he will create a network to tap into.

Mr. Pelletier said the Committee needs to work on defining a scoring metric. The homework assignment is to think about what criteria will fit into the scoring metric. What is advantageous and what is not? What is acceptable and what is not acceptable? For example, is an outright sale acceptable or unacceptable? Is a ground lease acceptable or unacceptable? He wanted each individual member to submit their own top 5 criteria for a successful bid and he gave them 2 weeks to do this.

He also asked the members to submit a wish list of what their priorities are for the property, using a scale of 1 thru 10, where 1 is not very good and 10 is very good.

### **3. DISCUSSION REGARDING PRESERVATION RESTRICTION PROCESS**

Mr. Helwig began the discussion by stating that we used CPA funds for this project and under the Community Preservation Act, the law requires that we record a preservation restriction on the property, but it does not specify when. In his opinion, until we know who is going to use the property and what they will use it for, he does not think it prudent to put a restriction on the property as it may cause delays and interfere with renovation activities. He added that he thought the Committee previously agreed on this concept and he opened this up for discussion.

After discussion, Mr. Coderre asked Ms. Connors to work with Mr. Pelletier on gathering more information about the preservation restriction process and timeline.

Mr. Helwig suggested contacting Stuart Saginaw at the Community Preservation Coalition. He would have all of the information and would be able to inform us of the process.

### **4. BUILDING CONDITION UPDATE**

Shawn Thompson provided an update on the electrical work and dehumidification initiative. Mr. Thompson reported that the electrical panel and outlets have been installed. They are going to be inspected this afternoon by the Electrical Inspector. The specific areas of the building have been sectioned off. Once the inspection is done, we will be able to start the dehumidification process.

Mr. Coderre asked for a timeline.

Mr. Thompson replied that the dehumidifiers are expected to be delivered this afternoon. As long as they get delivered on time and it passes the electrical inspection, he will bring everything over to the building tomorrow to set up. He expects to have everything up and running by the end of the week.

Ms. Hirsh asked about the report on mold.

Mr. Thompson replied that they did receive the report from the LSP and as expected there is mold present in the building. The dehumidification process should help to bring down the humidity and mitigate the mold issue.

Mr. Coderre stated that the building is not climate controlled and the best we can do is to mitigate humidity by sectioning off areas and using dehumidifiers. He reminded the members that the recommendation from DBVW was to demolish the new additions due to moisture infiltration, but that was a costly option not supported by the current maintenance budget.

## **5. REPORT BY MEMBERS REGARDING RECENT VISITS TO OTHER HISTORIC EVENT SPACES**

Mr. Corbin, Ms. Connors and Ms. Hirsh reported on their visits to several facilities, including Asa Waters Mansion in Millbury and Lyman Estates in Waltham. Mr. Corbin stated that the reason for the visits was to help them understand how these businesses operate and how they fund maintenance and upgrades.

ASA Water Mansion, Millbury – This facility is completely town-owned. The Director is a town employee. They started to make a profit after several years. They have a small venue on the inside but purchased and installed a large tent outside during Covid, which they will eventually have to remove due to the National Register listing.

Lyman Estate, Waltham - Owned by Historic New England. They own 38 historic buildings throughout New England. Recent acquisitions are covered by multi-million dollar endowments which they pool together and spread amongst the properties to fund maintenance and rehabilitation costs. They hold preservation restrictions on 119 properties so they could be a good resource for White Cliffs. They use various grant resources, including the Green Communities Grant Program.

## **6. NEXT MEETING**

August 11, 2022 at 2 p.m. via Zoom

## **7. ANY OTHER BUSINESS**

Mr. Corbin wanted to ask the following questions:

- Is White Cliffs still part of the discussion on the feasibility study for Town Hall? Mr. Coderre replied yes it was, but based upon the conceptual cost estimates by the architect during the feasibility study, it is an unlikely option.
- Should we be addressing the zoning issue since the parcel is currently located in 2 different zones? Mr. Coderre asked Mr. Connors to work with Mr. Pelletier on this.
- Should we start to think about how we are going to generate funds to cover any unforeseen issues with the building. Mr. Coderre replied that there are funds available for the carrying costs and if any issues do come up, the Committee could potentially request ARPA funds outside of the Town Meeting process.

**ADJOURNMENT**

Mr. Corbin moved the Committee vote to adjourn the meeting at 3:20 p.m.; Ms. Hirsh seconded the motion; the roll call vote was taken as follows:

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

Respectfully Submitted,

*Lynda LePoer*  
*Executive Assistant*

Documents used during meeting:

1. July 20, 2022 Meeting Agenda
2. Meeting Minutes from June 26, 2022