

**WHITE CLIFFS COMMITTEE
MEETING MINUTES –July 31, 2019**

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

MEMBERS PRESENT: Norm Corbin, Committee Vice Chair - Historical District Commission Liaison
Tom Reardon, At-Large Member (arrived at 10:15 am)
Julianne Hirsh, Board of Selectmen Liaison
Todd Helwig, At-Large Member

OTHERS PRESENT : John Coderre, Town Administrator
Kimberly Foster, Assistant Town Administrator
Nealia Morrison, Project Manager, DBVW Architects

**DBVW ARCHITECTS - UPDATE ON BUILDING ENVELOPE REPAIRS:
REVISED SCOPE OF WORK, BID TIMELINE AND BUDGET REVIEW**

Nealia Morrison, Project Manager, updated the Committee on the Phase I bid results and reviewed the re-bidding process.

The project was bid out on April 10th and bids were due on May 8th

- 14 contractors requested bid documents
- 3 contractors participated in pre-bid walk-thru
- 2 contractors submitted bids:

Contractor	Base Bid	Alt. 1	Alt. 2	Alt. 3
Aulson Company	\$327,835	\$41,312.83	\$117,600	\$73,500
Northern Contracting	\$960,100	\$150,000	\$50,000	\$65,000

Ms. Morrison noted that the DBVW team reviewed the results and thinks the following contributed to the unfavorable bid results:

- *The General Construction Climate:* They have found that, in general, contractors are very busy right now, which can drive up construction costs.
- *Weather:* The excessive amount of rain this spring significantly impacted the roofing industry and delayed their project schedules.
- *Project size:* This was bid as a commercial project, but its small size makes it less attractive to those contractors who typically bid on public projects.

Ms. Morrison stated the next step is to revise the scope of work and re-bid the project. Mr. Coderre noted that State law requires that in order for a project to be re-bid, the scope of work needs to be significantly changed. It’s thought that rebidding will also allow the market to settle down, which will hopefully avoid similar bid results.

Ms. Morrison reviewed the revised Scope of Work.

Phase I Revised Scope of Work

- Replace main roof with new architectural shingles
- Replace skylight, curb and associated flashings
- Replace cricket behind east chimney
- Replace flat membrane roofs of two turrets
- Repair or replace existing gutters
- Enclose and seal east dormer

Alternates

- Restore east dormer, salvage windows for future restoration
- Interior separation between historic house and additions
- Exterior intrusion protection at large ground level historic windows

Scopes Not Included

- Restoration of south chimney
- Recrating of stored artifacts
- Demolish and abate two additions

Ms. Morrison stated that the plan is to bid the project August 7th with a due date of September 12th. The goal is to reduce the scope and complexity so that contractors will want to bid on the project.

Mr. Coderre noted that the first bid included many different aspects, where the revised bid is a clean bid, mostly a roof job, preservation of the back dormer, and some construction work. He noted that the original project budget was only intended to secure the building envelope.

Mr. Helwig referred to the low bid (Aulson Company), and asked Ms. Morrison what did they expect bids to be. Ms. Morrison replied that they expected the bids to be under \$300,000.

Mr. Corbin asked what is Plan C. His primary concern is how to handle any potential request for additional funds. Mr. Coderre replied that the original preservation plan was to just repair the leaks and hopefully the revised scope of work was cut back enough to award a contract and button-up the building before winter. It would be premature to look at numbers to request at Town Meeting until we have bid results.

Mr. Corbin asked what the timeline was for CPC funding requests. Mr. Helwig replied that the CPC is accepting applications at any time and are well aware of this project.

Mr. Corbin deferred to Mr. Coderre to review the budget. Mr. Coderre referred to the budget update and thanked Ms. Foster for putting this information together. He first updated the Committee regarding some ongoing tree work needed at the site. A very large, old tree fell and crushed a neighbor's fence. The Town had to pay for removal of the tree and repair of the fence. In addition, while the tree company was on site, they evaluated and addressed the rest of the trees to try to prevent future issues. The total cost for the tree work and fence repairs was approximately \$13,000.

The budget spreadsheet presented showed the 2016 ATM authorization, less ongoing and anticipated maintenance, utilities, insurance, storage, etc. thru FY2020, which leaves a remaining balance of \$360,430.07 for Phase III Architectural and Engineering Services as well as repairs and maintenance to secure the building. The architect will revisit the Phase III scope of work to determine what's critical to go back to Town Meeting.

Ms. Hirsh asked if the tree work would be covered under the Town's insurance. Ms. Foster replied it was not covered. She said the insurance policy for White Cliffs is a very limited policy. In fact it was difficult to find a company that would insure a vacant building and property. Mr. Helwig noted that he is not surprised that this was not covered.

Mr. Corbin had several questions and comments. He began by asking about security monitoring and security improvements. Mr. Coderre stated that if you trespass on the property, you will be arrested. Without getting into too much detail, he informed the committee that the vandalism and trespassing has ended. Once word was out on the internet that trespassers would be arrested and prosecuted, it stopped. Security cameras have been installed and police patrol the property every shift.

Mr. Corbin updated the committee on the status of a meeting he had with his contact at St. Gobain. He reached out to Lauren Howe, who is the Senior Manager of Philanthropy. She said that St. Gobain might be willing to help. They just need to know the roofing product and quantities. Ms. Morrison replied that they have the specs and stressed that if they were going to supply the product, she would need to know that before the bid goes out because that item will need to be removed from the bid specifications and replaced with owner will provide. Ms. Morrison will get the specifications to Mr. Corbin to give to his contact.

Regarding an old White Cliffs fire, Mr. Corbin wanted to note that the date on record was August 8, 1931.

Mr. Corbin asked if there were any other questions or comments from the Committee.

Mr. Coderre stated that the CPC has designated Todd Helwig as their representative on this Committee. Interviews for the vacant "member at large" position are being scheduled and he expects the Board of Selectmen to make an appointment before the next meeting. Committee reorganization will be done when all members are present.

APPROVAL OF APRIL 2, 2019 MEETING MINUTES

Mr. Helwig moved to approve the meeting minutes from April 2, 2019 as submitted; Ms. Hirsh seconded the motion. Vote: 4-0 in favor.

NEXT MEETING

The next meeting is tentatively scheduled for September 25, 2019 at 10:00 am.

ANY OTHER BUSINESS

None.

ADJOURNMENT

Mr. Reardon moved to adjourn the meeting at 10:35 a.m.; Ms. Hirsh seconded the motion; Vote: 4-0 in favor.

Respectfully Submitted,

Lynda LePoer
Executive Assistant

Documents used during meeting:

1. July 31, 2019 Meeting Agenda
2. April 2, 2019 Meeting Minutes
4. PowerPoint Presentation Packet – DBVW/Building Envelope Assessment: Phase I Bidding
5. White Cliffs Budget Update 7.31.19