

 APPROVED

Woburn Redevelopment Authority
Minutes for March 28, 2017 Meeting
In the Council Committee Room
10 Common Street, Woburn, MA

Chairman Queenin called the March 28, 2017 Woburn Redevelopment Authority meeting to order at 5:00 p.m.

1. Roll Call of Members

Mr. Art Duffy, Mr. Gary Fuller and Chairman Queenin were present; Mr. Dave Ryan and Mr. Wayne McDaniel were absent. Additionally, WRA Administrator Tina Cassidy and City Planner Dan Orr were in attendance.

2. Approval of Minutes February 28, 2017

Mr. Art Duffer moved to approve the aforementioned minutes;
Mr. Gary Fuller seconded;
Motion carried 3-0-0.

3. Bills to be Paid

Motion to approve the bill roll made by Mr. Gary Fuller,
Mr. Art Duffy seconded;
Motion carried, 3-0

4. Monthly Financial Report

Administrator Cassidy reported that the monthly financial report balance is \$64,069.65

Mr. Art Duffy moved to approve the financial report;
Mr. Gary Fuller seconded;
Motion carried 3-0-0.

5. Correspondence

None to report.

6. Update to Storefront Sign Program Scope

Administrator Cassidy provided an overview of the 3 sign program applicants for which were are providing grant funds under the old guidelines and the status of providing them with funding.

Mr. Gary Fuller stated, although these “grandfathered” sign applicants may have received approval from the Sign Revie Board, it is important for the Authority to communicate their

stance on additional window advertising signage to applicants in term of the importance of meeting the City's zoning ordinances.

Motion to send letter recommending that they remove the window signs made by Mr. Gary Fuller;

Seconded by Mr. Art Duffy;

Motion carried, 3-0-0.

7. Leasing Agreement with "The Brick Yard"

Chairman Queening inquired to the Board if they would like to offer any points of discussion or to make a motion to approve the draft lease subject to final review by City Solicitor Callahan Doucette

Administrator Cassidy recommended that the Authority make motion to approve and sign the lease subject to a copy of an updated insurance policy.

Motion to approve the draft least subject to provision of an updated insurance police made by Mr. Art Duffy;

Seconded by Mr. Gary Fuller;

Motion carried, 3-0-0.

8. Parking Subcommittee Report/Downtown Parking Discussion

Mr. Gary Fuller provided an overview of the Parking Subcommittee Meeting. There was discussion of the new Main Street parking lot and various aspects/amenities that they would appreciate seeing in the vicinity of the lot, such as lighting, a canopy, and an informational kiosk. In addition, there was discussion of possibly re-visiting the parking lot for reconfiguration if the Campbell Street triangle comes up for redevelopment.

Administrator Cassidy stated that the City is having internal discussions about planning the lighting scheme for the parking lot, as well as hiring a peer-review consultant, to ensure that lighting is adequate.

Mr. Gary Fuller further stated that there is a potential grant that may sought by the City to acquire an electric vehicle charger.

Chairman Queening inquired about the timeline for the development of this lot. Administrator Cassidy stated that the timeline for the lot development would require that the final plan will need to be engineer-certified before going to the City Council for Special Permit approval (in particular, to authorize a number of spaces for compact cars).

Mr. Gary Fuller stated that there is also some discussion of working with the landowner, Ed Hovsepian, to create a mural on one of the abutting walls.

Chairman Queenin stated that he would be in touch with high school students to solicit interest from students would like to become involved with such a project.

Mr. Gary Fuller stated that there was also discussion at the last Parking Subcommittee meeting about moving forward with a rotary redesign feasibility study.

Administrator Cassidy stated that the term ascribed to the report to which Mr. Gary Fuller is referring is a "Functional Design Report," which is an engineer-based review and refinement of the concept plan design. This would serve as the next step and is now in-progress based on the quotes that the Engineering Department is obtaining from different design firms.

Mr. Art Duffy stated that it would be helpful to determine what kind of parking would go in the new spaces in the downtown area with regard to short- or long-term parking.

Administrator Cassidy stated that one of the findings of the previous downtown study is that it would be beneficial to have a portion of parking spots designated for long-term parking.

Mr. Gary Fuller stated that there are a number of options that can be explored in terms of the implementation of long-term parking.

Mr. Gary Fuller inquired as to whether it would be beneficial to invite a Policy Department representative to the next Parking Subcommittee meeting to discuss regulation of traffic flow downtown.

Administrator Cassidy stated that exploration of appropriate truck routes through the City is something that would have to be studied separately from the issue of downtown parking.

Chairman Queenin stated that once the consultant is hired by the city by the Engineering Department, aspects like parking enforcement and truck routes can be explored.

Mr. Gary Fuller inquired about when the Library project will begin. Chairman Queenin stated that he believes it is in the fall.

Mr. Gary Fuller believes that it would be helpful to have a finalized downtown parking plan in place by the time the Library project is finished so that metering/reconfiguration projects may begin shortly thereafter. Administrator Cassidy responded that she will follow-up with more details in the future based on the progress of internal meetings.

Chairman Queenin stated that he would appreciate the scheduling of a Parking Subcommittee meeting by the next WRA meeting.

9. Next meeting

Chairman Queenin stated that the next WRA meeting will be held on April 25, 2017.

10. Adjourn

Seeing no further business, Chairman Queenin called for a motion to adjourn.

Mr. Gary Fuller moved to adjourn the meeting at 5:17 p.m.;
Mr. Art Duffy seconded;
Motion carried 3-0-0.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "D. Orr".

Dan Orr
City Planner/Grant Writer