

Woburn Redevelopment Authority
Minutes for September 26, 2017 Meeting
In the Council Committee Room
10 Common Street, Woburn, MA

✓ APPROVED

Chairman Queenin called the September 26, 2017 Woburn Redevelopment Authority meeting to order at 5:00 p.m.

1. Roll Call of Members

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

2. Approval of Minutes August 8, 2017

Mr. Gary Fuller moved to approve the aforementioned minutes;
Mr. Dave Ryan seconded;
Motion carried, 4-0-0.

3. Bills to be Paid

None to report.

4. Monthly Financial Report

Administrator Cassidy identified the monthly financial report balance sheet for both the WRA general and sign program accounts.

5. Correspondence

None to report.

6. Update to Façade and Signage Improvement Program

Administrator Cassidy provided an overview of the updates to the program. No new inquiries or applications have been received since the WRA's August meeting.

Administrator Cassidy further stated that most of the signage and façade program and information and application forms, with the exception of a façade improvement loan agreement form, are now available on the City's website.

Administrator Cassidy stated that a press release relative to the program has been finalized and awaits publishing by the Daily Times.

7. Update on Downtown Parking/Development Projects

Administrator Cassidy stated that at the upcoming downtown parking subcommittee meeting on October 5, 2017, at 4:00 pm, Mr. Rich Benevento, principal of World Tech Engineering, who is responsible for drafting the Woburn Center functional design report, will be present to address members as to background research on that project to date as well as their preliminary findings.

Administrator Cassidy further stated that Mr. Benevento's firm has also been charged with drafting an origin and destination ("O&D") study as part of its larger work, which identifies the ways in which traffic currently moves through the center. This will help to project future traffic volumes.

Chairman Queenin inquired about the status of the Main Street parking lot. Administrator Cassidy responded that the project has been advertised, bids have been received, and a bidder has been selected. A final contract is currently circulating City Hall for execution.

Administrator Cassidy stated that based on her conversation with the Engineering Department, construction should begin prior to the end of the calendar year, with much of the grading work having taken place by the end of December.

Administrator Cassidy further stated that the City Council must still take a formal vote to address changes to the traffic flows on Campbell and Union Streets (making the ends of both roadways two-way), which surround the Main Street parking lot site, and should allow for more driver-friendly circulation.

Chairman Queenin inquired about the Montvale Avenue parking lot project. Mr. Gary Fuller responded that he last heard at the beginning of the summer that work would begin soon. Administrator Cassidy responded that she was not able to obtain an update on that project.

Chairman Queenin inquired about the status of the now-vacant Moore & Parker building at 375 Main Street. Administrator Cassidy stated that her understanding is that residential units are proposed for the upper stories for the building with commercial on the first floor but she is unaware of a tenant. Mr. Gary Fuller responded that he heard of plans to expand the Brick Yard's restaurant kitchen into that space.

Mr. Gary Fuller stated that the Orange Leaf business at 307 Main Street has closed but will be replaced with a coffee shop establishment.

Chairman Queenin inquired about the status of the Wayfinding program. Administrator Cassidy responded that she has spoken with the Mayor about obtaining funding for the first phase of the project, which would entail identifying locations for sign placement, developing a bid package and procure a few signs. This would be done as part of the City's capital budget, available next fiscal year.

Chairman Queenin inquired as to the cost structure for procuring wayfinding signs. Administrator Cassidy responded that, based on her past research of a scope including

specifications and location placement, it would cost approximately \$10,000. This excludes the manufacturing and installation of signage.

Mr. Gary Fuller stated that the WRA could take on the role of identifying signage locations as opposed to contracting out that work. Cassidy responded that she could find out more about the cost itemization and what the bid package would include.

Administrator Cassidy stated that one example of a good location would be the replacement of signage in front of City Hall to include something much more “dynamic.”

Chairman Queenin stated that obtaining an itemized budget for the sign bidding scope would be a good priority.

Mr. Gary Fuller stated that it would be ideal to hold off on obtaining informational signage indicating downtown landmarks until projects like the new library building and Woburn Center reconfiguration are complete.

Mr. Wayne McDaniel stated that it would be a good idea to approach the implementation of wayfinding in phases.

Administrator Cassidy stated that she will endeavor to reach out to Mr. Mark Favermann, of Favermann Design, to receive clarity on the cost of his additional services as well as bid specifications.

Chairman Queenin inquired as to status the 434 Main Street site. Administrator Cassidy stated that her understanding is that the proposal includes restaurant commercial space on the first floor, residential space on the next two levels, and potentially a rooftop deck included as additional restaurant seating space.

8. Other Business

Mr. Gary Fuller inquired to the Authority about an effort to refurbish/enhance the downtown pocket park. Chairman Queenin responded that it would be ideal to tie that effort into downtown parking enhancements and the redevelopment of the former Best Petroleum site.

Administrator Cassidy stated she recalls discussion of approaching the owner of the Gene’s Flatbread business to solicit his interest in expanding dining space into the pocket park area to add some vitality. Mr. Gary Fuller stated that he would follow up with the owner of the restaurant.

Administrator Cassidy stated that she believes the Council has also granted a Special Permit for a restaurant operator to open a new business in the former Elements Massage space at 446 Main Street.

Chairman Queenin stated that it would be ideal to initiate a park clean-up effort at the pocket park. Mr. Dave Ryan agreed and stated that loitering appears to be an issue to address, as well.

Administrator Cassidy stated that the Department of Public Works is responsible for maintenance of the pocket park, but that the fixtures and retaining wall contribute to the “tired” look.

Mr. Gary Fuller stated that an art installation of some kind would improve the appeal and could be done as a school project. Chairman Queenin responded that relative to murals, there is a concern about graffiti/tagging. Administrator Cassidy responded that she has come across a plexiglass-covered mural, which is an option to protect from tagging.

Mr. Gary Fuller stated that enhanced lighting in the area would be helpful to the liven the environment.

Administrator Cassidy stated that she could contact DPW to request that some maintenance work be directed to the pocket park.

Chairman Queenin inquired about the timeline of the parking meter installation. Mr. Gary Fuller stated that it would seem that this project would need to also be deferred until the rotary is reconfigured and the library expansion project is complete in 2018.

Chairman Queenin inquired about the meter installation of the downtown parking lots. Administrator Cassidy stated that the consensus that has come out of the Downtown Parking Subcommittee is that parking lot meters, in lieu of on-street meters, would create a disincentive to moving long-term parking off of the street.

Mr. Gary Fuller stated that the Armory project appears to be stalled. Mr. Wayne McDaniel agreed that the pace is slow.

Administrator Cassidy stated that a commercial space is slated for the first floor of the building, with the front parking lot servicing that use, whereas the underground parking will be utilized for the residential units. She will endeavor to ask for an update on the construction of the Armory project from the Building Inspector along with an update on the 434 Main Street project.

9. Upcoming Meetings

Chairman Queenin stated that the WRA meeting will be held on October 23, 2017.

10. Adjourn

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

Mr. Wayne McDaniel moved to adjourn the meeting at 5:20 p.m.;
Mr. Dave Ryan seconded;
Motion carried 4-0-0.

Respectfully submitted,

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

Dan Orr
City Planner/Grant Writer

