

WOBURN REDEVELOPMENT AUTHORITY
MEETING MINUTES
Committee Room/Woburn City Hall
December 6, 2022 Meeting

MEMBERS PRESENT: Chair Don Queenin, Wayne McDaniel, Mark Kiklis and Art Duffy were present. Also in attendance: WRA Administrator Tina Cassidy and Councilor Jeff Dillon.

Chairman Don Queenin called the meeting to order at 5:00 p.m. and announced this will be a brief meeting.

1. Approval of minutes: November 22, 2022 meeting

Queenin asked if members were prepared to make a motion to approve the minutes as drafted.

MOTION by McDaniel to approve the minutes of the November 22, 2022 meeting as drafted; Seconded by Kiklis, all in favor. Motion carried 4-0.

2. Bills to be Paid

Queenin asked if there were any bills that need to be authorized and Cassidy stated no.

3. Monthly Financial Report

Because the last WRA meeting was held only about two weeks ago, Cassidy explained that no new financial reports are ready for review and approval at this time.

Correspondence

Queenin asked if there was any correspondence for the Authority to discuss. Cassidy stated there was none.

4. Update on Storefront Façade and Sign Grant Program

Cassidy reminded members that they had asked her to send information on the sign and façade programs directly to the owner and to all tenants at the plaza. She said she will do so within the next several weeks.

5. Discussion of WRA initiatives

Queenin stated the Authority had hoped to meet the new economic development manager but that was not possible to set up in time for this meeting. Cassidy explained that the City sent the employment contract to the new employee last week, who is still reviewing it. Members will look forward to meeting the new manager at next month's meeting. Queenin also reminded members that Cassidy will be making a brief presentation to the City Council at 7:00 p.m. this evening regarding planned improvements to the pocket park on Main Street. Members are invited to stay for that discussion, and Cassidy promised to email members a copy of the PowerPoint presentation she will be giving this evening.

Queenin asked if there was any other business for the Board to conduct. There was none. Queenin asked for a motion to adjourn the meeting.

MOTION by Kiklis to adjourn; Seconded by McDaniel. Motion carried 4-0.

The meeting was adjourned at 5:04 p.m.

Table of Documents Used and/or Referenced at Meeting

Draft meeting minutes of the November 22, 2022 meeting
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Respectfully submitted,

Karen Smith

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