

APPROVED
WOBURN REDEVELOPMENT AUTHORITY
MINUTES FOR THE FEBRUARY 11, 2020 MEETING
Council Committee Room
City Hall, 10 Common Street, Woburn, MA

Chairman Queenin called the February 11, 2020 Woburn Redevelopment Authority meeting to order at 5:00 p.m. and asked Dan Orr to call the roll.

1. Roll call of members

Mr. Gary Fuller, Mr. Wayne McDaniel, Mr. Art Duffy and Chairman Queenin were present; Mr. Dave Ryan was absent. Planning Board Director/WRA Administrator Tina Cassidy, Mayor Scott Galvin, Department of Public Works Deputy Superintendent Lenny Burnham, and City Planner/Grant Writer Dan Orr were also in attendance.

2. Discussion of WRA contribution toward downtown streetscape improvements during 2020

Mr. Don Queenin stated that he appreciates the opportunity to work with Department of Public Works (DPW) Deputy Superintendent Lenny Burnham on improving the downtown streetscape and praises the efforts of DPW employees to help maintain the downtown area.

Burnham stated that he looks forward to the opportunity to discuss downtown improvements, such as enhancements to the Main Street Pocket Park space, or the addition of bike racks and trash receptacles in other areas.

Burnham stated that he specifically would like to work with a gentleman at MassCOR which is a state program that manufactures and sells street furniture at a significantly reduced price.

Queenin stated that the next step would be for Burnham to submit a list of proposed purchases and cost estimates for discussion at a future meeting, perhaps at the WRA's March meeting. Burnham responded that following the placement of an order, he thinks it would take approximately 2-3 months for the items to be manufactured.

Cassidy stated the WRA voted to allot \$20,000 for this purpose at its January meeting. She added that between now and the next WRA meeting, she will work with Burnham to develop a preliminary cost estimate (as specific as possible) to present to members

Queenin called for a motion to expend up to \$20,000 in WRA funding to be dedicated toward the procurement of street furniture for installation in downtown Woburn.

Motion cited above as a suggestion was made by Fuller;
Seconded by McDaniel;
Motion carried, 4-0-0.

Motion to schedule discussion of a potential project in partnership with the DPW at the Main Street pocket park at the WRA's March meeting, made by McDaniel;
Seconded by Duffy;
Motion carried, 4-0-0.

Burnham stated that the City already has an improvement plan for the pocket park as a result of a design charrette process held some time ago. Cassidy confirmed this and added that some of the concepts that came out of the final design could be incorporated into a revamped version of the park.

Mayor Galvin stated that he has personally been in contact with the property owner of the Moose Club, who is amenable to developing a mural on the side of the building facing Main Street. He added that further discussions would have to cover the logistics of painting the actual mural.

3. Approval of minutes: January 14, 2020 meeting

Queenin asked if members were prepared to approve the draft minutes of the previous meeting.

Motion to approve the January 14, 2020 meeting minutes, as submitted, made by McDaniel;
Seconded by Duffy;
Motion carried, 4-0-0.

4. Bills to be paid

Cassidy stated that there are no bills to be paid at this time.

5. Monthly financial report

Queenin reviewed the January monthly financial report and stated that the current balances for the Authority's Operating and Sign/Facade Program accounts are \$82,971.00 and \$17,294.15, respectively.

Motion to accept the monthly financial report, as submitted, made by Fuller;
Seconded by McDaniel;
Motion carried, 4-0-0.

6. Correspondence

Cassidy stated that there is no correspondence to present at this time.

7. Update on Storefront Façade and Sign Program, including financials, interest in program expressed since last meeting and efforts related to recent expansion of sign grant eligibility area

Orr stated that no new applications or inquiries have been received since the Authority's January meeting. He added that the Studio Café sign program grantee has received its total amount of grant monies awarded.

Orr further stated that updated sign/façade improvement forms were distributed to members and asked for any comments on those if they would like to make any further edits. Cassidy added that a façade loan-specific agreement document is still in the process of being drafted, as well as an updated program map showing separate façade and sign grantee eligibility boundaries.

8. New/Other Business

Queenin left the meeting and Fuller assumed the role of Chair.

Fuller stated that he has an idea to create a website for Woburn Center that provides information relative to parking, business address map, and scheduled events. Cassidy stated that in terms of a website information, she believes that there are a couple of options that she can explore as to where to locate this type of information, such as the Woburn Redevelopment Authority's webpage on the City's website or in a new segment of the City's website currently being developed with a focus on economic development topics.

Cassidy stated that she would have a discussion with the City's IT Department to determine the best place to advertise downtown-related topics and questions such as parking locations. She will commit to putting this on the next WRA meeting agenda for an update.

Fuller stated that he would like to work with the DPW to reinforce the newly-installed downtown banners with spring brackets as a protective measure during snow plowing season. His understanding from Chairman Queenin is that there is potential funding available for procuring more spring brackets for the banners after DPW can test installation.

9. New/Other Business

Fuller stated that the next WRA meeting will be held on Tuesday, March 24th at 5:00 pm in the Council Committee Room.

10. Adjournment

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

Motion to adjourn the January 14, 2020 WRA meeting at approximately 5:18 pm, made by McDaniel;

Seconded by Duffy;

Motion carried, 3-0-0.

Meeting adjourned at 5:18 pm.

Respectfully submitted,

Dan Orr

Dan Orr
City Planner/Grant Writer

APPROVED