

## **APPROVED**

### **WOBURN REDEVELOPMENT AUTHORITY MINUTES FOR THE JUNE 23, 2020 MEETING**

**\*\*MEETING HELD VIRTUALLY VIA ZOOM PLATFORM\*\***

Chairman Queenin called the June 23, 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. Art Duffy, and Chairman Queenin were present; Mr. Wayne McDaniel and Mr. Dave Ryan were absent. Planning Board Director/WRA Administrator Tina Cassidy and City Planner/Grant Writer Dan Orr were also in attendance.

#### **2. Approval of minutes: May 5, 2020 and May 28, 2020 meetings**

Queenin called for a motion to approve the prior two meetings' draft minutes if members were prepared to do so.

Motion to approve the May 5, 2020 and May 28, 2020 meeting minutes, made by Fuller;  
Seconded by Duffy;

Roll Call Vote on the motion to accept draft May 5, 2020 and May 28, 2020 meeting minutes, as submitted:

Queenin-Aye  
McDaniel-Absent  
Fuller-Aye  
Duffy-Aye  
Ryan-Absent

Motion carried, 3-0-0.

#### **3. Bills to be paid**

Queenin asked Cassidy if any bills have been received by the Authority since the last meeting. Cassidy responded that the Authority is in receipt of an Group Insurance Commission (GIC) bill in the amount of \$951.03. No further discussion ensued and Chairman Queenin called for a motion to approve the bill roll.

Motion to approve the bill roll, as submitted, made by Duffy;  
Seconded by Fuller;

Roll Call Vote on the motion to accept the bill roll:

Queenin-Aye  
McDaniel-Absent  
Fuller-Aye

Duffy-Aye  
Ryan-Absent

Motion carried, 3-0-0.

#### **4. Monthly financial report**

Queenin asked for the figures of the monthly financial report for the period ending May 31<sup>st</sup>. The Authority's Operating and Sign/Facade Program current account balances are \$92,977.02 and \$16,294.15, respectively.

Queenin asked whether the balance of the Sign/Façade program account includes the funding allocated for City's Downtown Restaurant Initiative grant program. Cassidy responded that the funding for Phase I of the program, in the amount of \$14,000, has already been deducted from the account. She added that Phase II of the program will result in a second \$14,000 deduction, although a deposit in the amount of \$3,824.12 is anticipated as reimbursement by the City for GIC-related expenses during Fiscal Year 2020. No further discussion ensued and Queenin called for a motion to approve the monthly financial report.

Motion to accept the monthly financial report as submitted, made by Fuller;  
Seconded by Duffy;

#### Roll Call Vote on the motion to accept the monthly financial report:

Queenin-Aye  
McDaniel-Asent  
Fuller-Aye  
Duffy-Aye  
Ryan-Absent

Motion carried, 3-0-0.

#### **5. 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 meeting in May.

#### **6. Update on new initiative to provide economic relief to restaurants in downtown**

Cassidy provided an update on the Downtown Restaurant Initiative grant. A total of fourteen (14) establishments participated in the program with \$1,000 allotted to each program participant during the first phase of the program. The funding was used to purchase gift cards from each participating restaurant, and the cards were disseminated by the Council for Social Concern during the month of June. She added that the feedback received from both business owners and gift card recipients has been very positive and grateful. Phase II of the grant program will involve

nearly all the same participating restaurants, and the distribution of gift cards for Phase II is anticipated to begin on July 1<sup>st</sup>.

Cassidy further stated that she anticipates that the Council for Social Concern will share high-level statistics on the number of families and individuals served by the program, in addition to some other facts once the program has concluded. The City hopes to receive additional employment statistics from the participating restaurants during the duration of the program to help quantify the positive financial impact.

## **7. New/Other Business**

Queenin asked if there are any additional steps that the City must take at this point in the process of obtaining new street furniture. Cassidy stated that the City is not obligated to take any additional steps at this point now that the order has been placed. Staff has been informed that the fabrication process will be delayed for approximately three (3) months due to the current pandemic, with late Fall now being the estimated delivery date and and Spring 2021 the expected date of completed installation.

Fuller stated that he took note of the new black and orange barrels placed in Woburn Center and asked whether they are temporary. Cassidy responded that DPW staff has placed them in the area temporarily in recognition of the immediate need until the permanent, newly-fabricated receptacles are delivered.

Queenin stated that the next meeting of the WRA is scheduled for September 22, 2020, at 5:00 p.m., with the understanding that a Special meeting may be scheduled in the interim if needed to attend to required business. Members were in agreement with this approach.

## **8. Adjournment**

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

Motion to adjourn the June 23, 2020 WRA meeting at approximately 5:12 p.m., made by Fuller;  
Seconded by Duffy;

### Roll Call Vote on the motion to adjourn the meeting at 5:12 p.m.:

Queenin-Aye

McDaniel-Absent

Fuller-Aye

Duffy-Aye

Ryan-Absent

Motion carried, 3-0-0.

The meeting adjourned at 5:12 p.m.

Respectfully submitted,

Dan Orr

Dan Orr  
City Planner/Grant Writer

Approved