

WOBURN REDEVELOPMENT AUTHORITY
APPROVED MINUTES FOR THE SEPTEMBER 24, 2019 MEETING
In the Council Committee Room
City Hall, 10 Common Street, Woburn, MA

Chairman Queenin called the September 24, 2019 Woburn Redevelopment Authority meeting to order at 5:00 p.m.

1. Roll call of members

Mr. Wayne McDaniel, Mr. Gary Fuller, Mr. Dave Ryan, Mr. Art Duffy and Chairman Queenin were present. City Planner/Grant Writer Dan Orr was also in attendance.

2. Approval of minutes: June 25, 2019 meeting

Motion to approve the June 25, 2019 meeting minutes, as submitted, made by Duffy;
Seconded by Fuller;
Motion carried, 5-0-0.

3. Bills to be paid

Orr stated that no bills are before the Authority this evening.

4. Monthly financial report

Queenin referenced the financial reports (WRA's Operating and Sign Program accounts) submitted to the Authority for review.

Queenin asked Orr to review the current status of the Sign Program. Orr responded by providing an overview of the latest application to the WRA's Downtown Sign and Façade Improvement program, which is for the Studio Café, an independent coffee shop, to be located at 327 Main Street (formerly Malvy's Flowers and Gifts).

Queenin asked for an account balance of the Sign/Façade Program account. Orr responded that the current account balance is \$18,294.15.

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

5. Correspondence

Orr stated that there is no correspondence before the Authority this evening.

6. Update on Storefront Façade and Sign Program, including financials and interest in program(s) expressed since last meeting

Orr provided an overview of the Studio Café applicant, requesting up to \$2,000 in matching grant funds to go toward the purchase and installation of business signage for their new coffee shop venture at 327 Main Street. The proposed signage includes an awning and existing banner (identical to the former Malvy's signage arrangement) and is depicted as a black-and-white color scheme.

Queenin suggested that a motion be made to approve of the Studio Café sign program application, subject to, without exception, approval of the application by the Inspectional Services Department and compliance with the Downtown Sign/Façade Improvement Program requirements.

Motion to accept Chairman Queenin's recommendation, made by McDaniel;

Seconded by Ryan;

Motion carried, 4-0-0, with Fuller recusing.

Queenin asked about any information regarding the proposed Walgreen's that will be occupying the former medical building. Orr responded that his understanding is that Walgreen's has received the required City Council approval following their reconsideration of its first Special Permit decision and is to occupy the former medical supply store located at 506 Main Street. The CVS, currently located at 415 Main Street, will be relocating to the site currently occupied by Walgreen's, at 175 Main Street.

7. Update on Wayfinding/Branding initiative

Orr provided a summary update on the progress made to date for the Wayfinding/Branding Initiative. The selected bidder is W.S. Sign Design Corporation, of Springfield, MA, and a pre-construction site visit is scheduled for Tuesday, October 1st with all WRA members being invited to attend.

Orr further explained intended timing of the manufacturing and installation of the signage and the fact that the kiosk will be procured and installed separately from the signage component.

Queenin and Fuller expressed an interest in attending the pre-construction site visit meeting.

Queenin stated that it seems that the installation of signage installation will be completed over the next couple of months based on the anticipated timeline.

8. Discussion on downtown art opportunities: Murals and utility cabinets

Queenin asked if staff has had the opportunity to discuss experiences with a downtown art-type initiative in other communities to share with the Authority. Orr responded that he knows that Cassidy was considering reaching out to cities such as Beverly and Lynn but does not believe she has opportunity to reach out to these cities for in-depth conversation and information.

Queenin requested that this topic appear on next month's WRA agenda for further discussion.

Fuller stated that he has had a discussion high school art teacher Susan Thifault, who expressed interest in potentially using a downtown art project as a learning experience for her students (observational only).

Fuller further noted that the City of Lowell has a downtown mural program that may be a good example to research.

Fuller inquired about any discussion on progress of the Main Street pocket park. Orr responded that he knows that the Mayor would prefer a City-funded method of park improvements, as opposed to a fundraising method. He added that the topic could be placed on the agenda up at an upcoming WRA meeting this fall.

Fuller stated that he thinks the topic of downtown parking should resurface for discussion given the amount of ongoing development. Queenin stated that scheduling a meeting with the Mayor may be appropriate at this point, with a report back to the WRA at an upcoming meeting.

McDaniel stated that maintenance of the Main Street parking lot may be an issue that warrants some attention of the Department of Public Works; he has seen some weeds sprouting up and does not want to lead to any damage of the brick in particular.

Members discussed and expressed consensus on the general good condition of the downtown appearance throughout the spring and summer.

Queenin asked about the status of the former Colonial Beacon Oil Company gas station in the downtown. Orr responded that he has not heard of any substantive progress; only that demolition has been delayed for one-year by the Historical Commission to allow the owner to seek a new buyer with the intent for preservation/repurposing.

Queenin reminded members to respond to staff to confirm their attendance at the wayfinding pre-construction site visit, if interested.

9. Adjournment

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

Motion to adjourn the June 25, 2019 WRA meeting, at approximately 5:17 pm, made by Duffy;
Seconded by McDaniel;
Motion carried, 5-0-0.

Meeting adjourned at 5:19 pm.

Respectfully submitted,

Dan Orr

Dan Orr
City Planner/Grant Writer