

**WOBURN REDEVELOPMENT AUTHORITY  
MEETING MINUTES  
Committee Room/Woburn City Hall  
September 27, 2022 Meeting**

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

Chairman Don Queenin called the meeting to order at 5:00 p.m.

**1. Approval of minutes: June 28, 2022 and August 16, 2022 meetings**

Queenin asked if members were prepared to make a motion to approve both sets of meeting minutes as drafted.

MOTION by McDaniel to approve the minutes of the May 24, 2022 and August 16, 2022 meetings as drafted; Seconded by Duffy, all in favor. Motion carried 3-0.

**2. Bills to be Paid**

Queenin asked if there were any bills to be paid this month. Cassidy responded no.

**3. Monthly Financial Report**

Queenin stated that the Authority's account balances as of August 31, 2022 are \$74,397.40 (operating account) and \$14,428.23 (sign and façade program). Queenin mentioned the recent funding of a Façade Loan (\$14,000) in addition to a Sign Grant at 170 Main Street. Queenin stated the two accounts should be consolidated for easier accounting purposes. He asked if a member was prepared to make a motion to accept the monthly financial reports as of August 31, 2022.

MOTION by McDaniel to approve the financial reports for the month ending August 31, 2022, as submitted; Seconded by Duffy. All members in favor, motion carried 3-0.

Cassidy briefly described the work being done at 170 Main St that will be funded through the Loan program. Improvements will include the striping of the parking lot, replacing some windows, repairing brick, and replacement of the front door. Duffy spoke of two potential Sign Grant applicants in the EZ Way Shopping plaza.

**4. Correspondence**

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

**5. Update on Storefront Façade and Sign Grant Program**

Queenin recapped the two most recent projects at 170 Main Street described by Cassidy earlier. He mentioned to Duffy to be sure the potential applicants in the EZ Way plaza area contact the WRA Office if they are interested in pursuing either a sign grant or façade loan.

**6. Discussion of WRA initiatives and actions for 2022**

Cassidy updated the Authority on the newly created position of Economic Development Manager and stated she worked with the Mayor and they have hired a firm called Community Paradigm Associates, LLC to help with the

search. The target date for all applications to be submitted to the contracted firm is October 11<sup>th</sup> and they subsequently will let the WRA know what they have received for interest.

For an update on the Pocket Park project, Cassidy stated DPW Deputy Superintendent Lenny Burnham has ordered all the furniture for the project and he is hopeful some of the work will begin this fall. Cassidy noted Burnham performed some testing in the ledge area at the back of the Pocket Park behind the railroad ties and feels it will not be an impediment to the plans for the park.

Queenin stated the next meeting will be held on October 25, 2022 at 5:00 pm in the Committee Room.

Queenin discussed selecting an Assistant Treasurer to replace former member Dave Ryan so there will be a back-up, authorized signatory for the checking account. Duffy made a MOTION to select McDaniel as the Assistant Treasurer, seconded by Queenin. Motion carried, 3-0.

Councilor Dillon stated he is encouraged to see the Façade and Loan grants moving forward and is in favor of helping the downtown businesses in any way possible. Cassidy mentioned to Dillon that if the City Council would like Cassidy and Burnham to attend a future Council meeting to discuss the Pocket Park they would be more than willing to do so.

There being no other business, Queenin asked for a motion to adjourn the meeting.

MOTION by McDaniel to adjourn; Seconded by Duffy. Motion carried 3-0.

The meeting was adjourned at 5:11 p.m.

***Table of Documents Used and/or Referenced at Meeting***

Monthly financial reports for General and Façade Loan/Sign Grant program accounts;
Copy of Economic Development Manager job description
Draft meeting minutes of the June 28, 2022 and August 16, 2022 meetings

Respectfully submitted,

*Karen Smith*

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