

APPROVED

WOBURN REDEVELOPMENT AUTHORITY

MINUTES FOR THE SEPTEMBER 22, 2020 MEETING

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

Chairman Queenin called the September 22, 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. Wayne McDaniel, Mr. Dave Ryan, and Chairman Queenin were present; Mr. Gary Fuller and Mr. Art Duffy were absent. Planning Board Director/WRA Administrator Tina Cassidy and City Planner/Grant Writer Dan Orr were also in attendance.

2. Approval of minutes: June 23, 2020 meeting

Queenin called for motion to approve the prior meeting's draft minutes if members were prepared to do so.

Ryan and McDaniel stated that they were not in attendance at the June 23, 2020 meeting and could not make a motion on this matter. Members agreed to postpone a vote on adoption of these meeting minutes until a sufficient number of eligible voting members are present at an upcoming meeting.

3. Bills to be paid

Queenin asked Cassidy if there are any bills that have been received by the Authority since the last meeting. Cassidy responded that there are none for consideration.

4. Monthly financial report

Queenin asked for the figures of the monthly financial report for the period ending August 31st. The Authority's Operating and Sign/Facade Program current account balances are \$85,101.14 and \$16,294.15, respectively.

Motion to accept the monthly financial report, as submitted, made by McDaniel;
Seconded by Ryan;

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

Queenin-Aye

McDaniel-Aye

Fuller-Absent

Duffy-Absent

Ryan-Aye

Motion carried, 3-0-0.

5. Correspondence

Chairman Queenin asked if there is any correspondence to submit for the record. Cassidy responded that there is none.

6. 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.

7. Update on various downtown-related activities and projects

Cassidy provided a summary update on the project to procure street furniture in the downtown area from MassCor, including benches, planters, trash receptacles, and combination table/chair furnishings. Deputy DPW Superintendent Lenny Burnham was responsible for placing the order earlier this year and was subsequently told that there would be a several month, pandemic-related delay in receipt of the materials. She added that despite the forewarned delay, his department has recently received a partial shipment of trash receptacles and planters.

Cassidy further stated that she is not necessarily aware of a forthcoming shipment timeline for the remaining furniture but will provide any updates to members at the October meeting should there be any additional information. She added that she anticipates that the DPW will be installing the recently received items in the coming weeks.

Ryan asked Tina about the status of the wayfinding/welcoming signage project. Cassidy responded that Phase I installation of signage is now completed. She added that the ordered "art wings" comprised of a silhouette of Loami Baldwin were installed and discussions can begin on embarking on a Phase II scope of the wayfinding project to encompass areas beyond the downtown.

Ryan asked Tina about the status of an electronic kiosk to be erected on the City Hall property. Cassidy stated that there is more information required to be able to proceed on this segment of the Wayfinding project, including more specifications from the IT Department to create a bid package and identifying responsibilities for maintenance/operation of equipment. She anticipates a late fall contracting timeline, with procurement potentially taking place in the Spring of 2021.

Queenin asked about the status of an additional kiosk that was envisioned in the vicinity of the new Main Street parking lot. Cassidy responded that this proposed kiosk was slated to include an art feature, with a schematic produced by the WRA's signage consultant, but she will need additional time to determine a course of action on how to procure such kiosk as it has been conceptually proposed.

Queenin asked about the status of the parking-related projects in the downtown area, including the traffic pattern reconfiguration around the Common and the potential procurement of parking meters. Cassidy stated that while there have been pandemic-related delays on both of those matters, she is aware of progress made by an Engineering vendor in producing a conceptual design of a re-configuration of traffic around the common. The conceptual design was submitted to the Metropolitan Planning Organization (MPO), who has since placed the project on a list of upcoming funding recipients due to its high scoring against the agency's priorities. She added that the next step would be for the Mayor to make a formal request to the City Council to advance the project via allocation of funding towards the 25% design stage; she will provide additional updates at the October meeting.

8. New/Other Business

Orr provided an overview of the ongoing Microenterprise Grant program designed to assist small businesses in select Massachusetts municipalities. He noted that Woburn was one of 23 cities and towns in Massachusetts to receive CDBG funding for businesses meeting certain Federal criteria and that \$340,000 will be available to distribute to microenterprise businesses located in Woburn, with grants of up to \$10,000 per business possible.

Orr added that there are some exclusions to this grant, including those based in real estate rentals/sales businesses, businesses owned by persons under age 18, businesses that are chains, liquor stores, weapons/firearms dealers, lobbyists or cannabis-related businesses. The City hopes that 30-40 Woburn microenterprises will qualify for the grants.

Cassidy added that although the funding was generous, there has been some difficulty in digesting the requirements of the program and attracting applicants, partially due to the fact that applicant must also comply with federal income guidelines and other obligations of the Department of Housing and Urban Development (HUD). Due to the less than anticipated number of applicants, she believes that the current deadline for application (September 25th) will either be extended by the granting agency or that a Phase II application process will be launched.

Cassidy added that she would ask that, should members be interested in forwarding the program information, to contact her directly and that any interested members of the public may find all program and application information on the City's main webpage.

Queenin asked if Cassidy would be willing to simply share the background and application information to members directly. Cassidy responded that she would do so.

Queenin stated that the Authority's next meeting will be held on October 27th.

9. Adjournment

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

Motion to adjourn the September 22, 2020 WRA meeting at approximately 5:18 pm, made by Ryan;
Seconded by McDaniel;

Roll Call Vote on the motion to adjourn the meeting at 5:18 pm.

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

Motion carried, 3-0-0.

The meeting was adjourned at 5:18 pm.

Respectfully submitted,

Dan Orr

Dan Orr
City Planner/Grant Writer

APPROVED