

APPROVED
WOBURN REDEVELOPMENT AUTHORITY
MINUTES FOR THE (VIRTUAL) FEBRUARY 23, 2021 MEETING

Chairman Queenin called the February 23, 2021 Woburn Redevelopment Authority meeting to order at 5:00 p.m. and asked Dan Orr called the roll.

1. Roll call of members

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

2. Approval of minutes: January 26, 2021 (virtual) meeting

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

Motion to accept the January 26, 2021 virtual meeting minutes as drafted, made by Duffy;
Seconded by McDaniel;

Roll Call Vote on the motion to accept the January 26, 2021 virtual meeting minutes, as submitted:

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

Motion carried, 3-0-0.

3. Bills to be paid

Queenin asked if any bills were received by the Authority since the last meeting. Cassidy replied there were none.

4. Monthly financial report

Queenin reviewed the monthly financial report for the period ending January 31, 2021. The balances of the Authority's Operating and Sign/Facade Program accounts are \$69,135.60 and \$16,294.15, respectively.

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

Roll Call Vote on the motion to accept the monthly financial report, as submitted:

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

Ryan-Absent

Motion carried, 3-0-0.

5. Update on Storefront Façade and Sign Program, including financials, and interest in program expressed since last meeting

Orr stated that there are no new applications or inquiries to the report for the Storefront Façade and Sign Program since the Authority's January meeting.

Queenin asked whether there has been any progress on the installation of the signage for the recent business applicant Nikki's Nails (440 Main Street). Orr responded that he could not confirm the status but that we would be in a position to provide an update to members at their March meeting.

6. Discussion of possible WRA initiatives and actions to support downtown businesses during and after the pandemic

Cassidy provided an update to WRA members on the Local Rapid Recovery Planning (LRRP) program being offered by the Mass Downtown Initiative (MDI) and confirmed Woburn's participation. She anticipates that the grant administrators will be in touch with additional information in the next few weeks, at which point she will share more details with members.

Cassidy further reviewed updates in Woburn businesses participating in the Community Development Block Grant (CDBG)/Microenterprise Funding. She noted that three (3) Woburn businesses have participated in the program to date, and an additional four (4) businesses have applied to the latest round of program funding. She added that funding still remains for interested and qualifying businesses, for which information is available on the WRA's webpage.

Queenin asked if there is any awareness of a new potential tenant to replace the now-vacant CVS building on Main Street. Cassidy responded that she is not aware of any updates of tenancy.

Queenin asked about the status of the under-construction project at the corner of Prospect Street and Montvale Avenue as to whether it is mixed-use. Cassidy responded that her understanding is that it is 100% residential but staff can confirm this point to the WRA prior to its next meeting.

Queenin asked about that the status/make-up of an additional project under construction on Montvale Avenue, adjacent to the intersection with Main Street. Cassidy verified that this building does contain both commercial and residential components, although staff would have to confirm the timeline for construction.

McDaniel asked about the status of the property to the right of the project on Montvale Avenue nearest to Main Street (12 Montvale Avenue) and noted that there is active excavation. Cassidy responded that her understanding is that this is a different project but could not confirm its composition. She committed to providing members with clarification and updates on all Montvale Avenue developments prior to the WRA's March meeting.

Queenin stated that the WRA's 2020 Annual Report was positive and that it underscores the how the WRA has invested in Woburn's downtown in different ways. Cassidy responded that no formal vote is required of the WRA on this matter and that the report will be filed with the Department of Housing and Community Development (DHCD) as required.

Duffy stated that he found the Annual Report to be positive and thanked WRA staff for putting it together.

McDaniel asked about the status of the potential restaurant tenant located at 386 Main Street (former "Royal Furniture" building). Cassidy stated that she last inquired about this property several months ago and was told that renovations were in progress, but she committed to inquire to the Building Inspector about its current status.

Queenin stated that he would like place some focus on keeping aware of vacancies in the downtown so that the WRA is able to appropriately respond with resources that are deemed appropriate. Cassidy stated that staff is able to take responsibility for conducting an initial "survey" of current downtown vacancies to inform any future actions that the WRA elects to take.

McDaniel noted that the Caribbean restaurant ("Caribbean809") located at 446 Main Street appears to have closed. Cassidy responded that staff will ensure to obtain a tenancy update for this location prior to the WRA's next meeting, as well.

7. New/Other Business

Queenin stated that the next WRA meeting will be held on March 23, 2021.

8. Adjournment

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

Motion to adjourn the February 23, 2021 WRA meeting at 5:15 p.m., made by McDaniel;
Seconded by Duffy;

Roll Call Vote on the motion to adjourn the February 23, 2021 WRA meeting:

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

Motion carried, 3-0-0.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Dan Orr

Dan Orr
City Planner/Grant Writer