

**APPROVED**  
**WOBURN REDEVELOPMENT AUTHORITY**  
**MINUTES FOR THE (VIRTUAL) December 8, 2020 MEETING**

Chairman Queenin called the December 8, 2020 Woburn Redevelopment Authority meeting to order at 5:00 p.m. and asked Dan Orr called the roll.

**1. Roll call of members**

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

**2. Approval of minutes: October 27, 2020 and November 17, 2020 virtual meetings**

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 October 27, 2020 meeting and November 17, 2020 virtual meeting minutes as drafted, made by McDaniel;

Seconded by Duffy;

Roll Call Vote on the motion to accept the October 27, 2020 and November 17, 2020 meeting minutes, as submitted:

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

Motion carried, 4-0-0.

**3. Bills to be paid**

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

**4. Monthly financial report**

Queenin asked for the figures of the monthly financial report for the period ending November 30, 2020. Cassidy stated the Authority's Operating and Sign/Facade Program current account balances are \$70,251.50 and \$16,294.15, respectively.

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

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

Queenin-Aye  
McDaniel-Aye

Fuller-Aye  
Duffy-Aye  
Ryan-Absent

Motion carried, 4-0-0.

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

Queenin asked for an update on the financial component of the Downtown Sign Grant Program and the current cash position. Cassidy replied the current balance in the Sign Grant Program is \$16,294.15. Orr stated he noticed an application for a building permit regarding a sign come across his desk and will follow up with an email to members after the meeting providing more detail regarding the applicant.

Queenin inquired as to the status of completion of the Walgreens facility at 506 Main Street. Cassidy stated the developer has made significant progress and noted she would inquire as to the expected occupancy date and provide the Authority with that answer.

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

Queenin acknowledged that Cassidy and Fuller have been working on distributing information regarding the Micro Enterprise Grant applications to small business in the downtown area and asked for an update. Fuller stated he walked the downtown area and although some business owners were aware of the grant, there were many that were not aware and stated they would possibly look into it and take advantage of it. Two businesses stated that receiving the grant would prevent them from closing as they are currently financially strapped.

Queenin inquired as to the number of grant applicants and if they have had any difficulty with the process of applying for the grant online. Cassidy stated there have been three Woburn businesses that have qualified for the grant. One has already received the funding and the other two should be receiving the funding within the next 14 days. Inquiries have increased since Fuller has been going door to door with a flyer and Cassidy noted she is hopeful that Fuller's work and effort will result in at least 6-12 more applications. Cassidy added there is a notice on the city website and the Woburn Business Association has also held an informational session with the possibility of hosting a second one after the first of the year.

Cassidy provided clarification regarding a story in a local newspaper after the last meeting summarizing that the WRA has provided a sign grant program specifically to the downtown businesses since 2013 and in 2018 the program was expanded to include loans for facades. The WRA has also supported the branding and wayfinding signage program; supported the grant application that allowed for the hiring of a consultant to provide the design and the mapping for the wayfinding; and the WRA contributed funding to assist in the purchasing and installation of the signage trying to make the downtown area more pedestrian and user friendly. Cassidy continued, noting that the WRA also committed \$35,000 in funding for a downtown restaurant initiative program where gift cards were purchased from participating downtown restaurants and subsequently donated to the Woburn Council of Social Concern to be distributed to needy families by way of that organization's Food Pantry. At this time, approximately \$7,000 of those funds remains to be distributed. In addition, staff is in the process of researching a grant opportunity called the Local Rapid Recovery Planning Program which would provide the City with a consulting team that would identify and recommend ways to have short-term recovery strategies in place for the downtown area as this initiative is designed to assist the businesses with a rapid and successful recovery post-Covid19.

Queenin stated the property at 520-530 Main Street at the corner of Franklin Street is newly listed on the market and inquired about the zoning and what types of potential developmental opportunities could occupy the space. Cassidy said she would look in to the aforementioned parcels and provide information to the Board after the meeting.

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

Queenin stated that the next WRA meeting will be held on January 26, 2021.

Queenin asked if there was any additional business for discussion. Duffy asked for clarification on limitations on the number of employees to be eligible to apply for the Micro Enterprise Grant and Cassidy responded there is a maximum number of five employees and one of the five employees must be the owner of the business. Queenin stated if people reach out with questions regarding the grant application he would be willing to assist them with the paperwork.

## **8. Adjournment**

Queenin thanked staff and Board members for their commitment to the betterment of the downtown area.

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

Motion to adjourn the December 8, 2020 WRA meeting at 5:17 p.m., made by McDaniel;  
Seconded by Fuller;

Roll Call Vote on the motion to adjourn the November 17, 2020 WRA meeting:

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

Motion carried, 4-0-0.

The meeting adjourned at 5:18 p.m.

Respectfully submitted,

*Karen Smith*

Karen Smith  
City Planner