

Woburn Redevelopment Authority
Minutes for June 26, 2018 Meeting
Council Committee Room
10 Common Street, Woburn, MA

Chairman Queenin called the June 26, 2018 Woburn Redevelopment Authority meeting to order at 5:00 p.m.

1. Roll Call of Members

Mr. Gary Fuller, Mr. Art Duffy, Mr. Wayne McDaniel, Mr. David Ryan and Chairman Queenin were present. Additionally, City Planner/Grant Writer Orr and WRA Administrator Tina Cassidy was in attendance.

2. Approval of Minutes: May 21, 2018

McDaniel moved to approve the aforementioned minutes, as submitted;
Fuller seconded;
Motion carried, 5-0-0.

3. Bills to be Paid

Queenin asked if there were any bills to be paid. Cassidy responded that a bill has been received from Comm of MA/Group Insurance Commission in the amount of \$930.63 that must be authorized for payment.

Fuller moved to authorize payment of the April – June 2018 GIC invoice;
Ryan seconded;
Motion carried, 5-0.

4. Monthly Financial Report

Queenin reviewed the monthly financial report, noting that the account balances remain healthy at \$79,126.15 and \$26,684.73 for the sign program

Fuller moved to accept the financial report, as submitted;
Duffy seconded;
Motion carried, 5-0-0.

5. Correspondence

Queenin asked if there was any correspondence to discuss. There was none.

6. Update on Storefront Façade and Sign Program

Orr stated that no interest has been expressed or applications since the Authority's last meeting, although he is working to close out the 40 Montvale Avenue sign application (Lavish Beauté Salon).

Orr further requested that the Authority take a motion to approve of Mr. Art Duffy to sign off on the final check/installment to close out the project, in the amount of \$439.06.

Queenin called for a motion to approve of the second check to the 40 Montvale Avenue sign program applicant, in the amount of \$439.06.

McDaniel moved to approve of the aforementioned check authorization;
Ryan seconded;
Motion carried, 5-0-0.

Queenin inquired about an update on the newly-constructed Main Street parking lot. Cassidy responded that the parking lot is slated to open as soon as the handicap accessibility issues are rectified. It will depend on the scope of actions recommended by the consultant with whom the City is working to address this issue.

Cassidy stated that she has received a recent update on the Library parking lot construction from the Mayor, who indicated that a January 1, 2019 completion date is projected.

Cassidy further provided an update on the Woburn Center reconfiguration study. This effort is poised to move into the technical design and funding research phase, with efforts being made to identify state transportation funding sources specifically. A phase two contract will likely be signed in the coming weeks.

7. New/Other Business

a. Wayfinding/branding initiative

Cassidy explained that a contract has been signed with Favermann Design for phase two of the wayfinding program. She continued to provide an overview of the scope of work that phase two is intended to include and the types of decisions that the Wayfinding Subcommittee will be tasked with making. A kickoff meeting will need to be held in the upcoming weeks and she asked if members would be willing to move the date of the scheduled August WRA meeting to coincide with it. Members are agreeable so long as all members are available to attend; otherwise the WRA meeting should remain as scheduled for August 28th. Cassidy stated that she will poll WRA members, the other wayfinding committee members and Mr. Favermann about potential meeting dates and will update the Authority accordingly.

b. Other Matters

The Authority discussed the current status of the Family Dollar window displays fronting Main Street. Queenin stated that he would support a recommendation to submit to the Building Inspector to review the current status of window displays to determine compliance with the City's sign/display ordinances. It was subsequently agreed upon that Ryan, having knowledge of Sign Review Board standards, will contact Cassidy after more closely examining the window displays and offering his opinion as to whether the current arrangement in fact does comprise a zoning violation (prior to recommending any further action).

Orr explained that the design charrette for the small pocket park on Main Street has to be rescheduled. It was slated for this coming Thursday (June 28th) but must be postponed due to the weather forecast. It will be rescheduled for another date and members will receive notice of it.

Queenin asked if there were any other matters for discussion. There were none.

8. Adjournment

McDaniel moved to adjourn the meeting;
Seconded by Ryan;
Motion carried, 5-0-0.

Respectfully Submitted,

Tina P. Cassidy
WRA Administrator

APPROVED