

**Woburn Redevelopment Authority**  
**APPROVED Minutes for March 27, 2018 Meeting**  
**In the Council Committee Room**  
**10 Common Street, Woburn, MA**

Chairman Queenin called the March 27, 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 and Chairman Queenin were present; Mr. Dave Ryan was absent. Additionally, WRA Administrator Tina Cassidy and City Planner/Grant Writer Dan Orr were in attendance.

**2. Approval of Minutes: January 23, 2017**

Duffy moved to approve the aforementioned minutes, as submitted;  
Fuller seconded;  
Motion carried, 4-0-0.

**3. Bills to be Paid**

Queenin asked if there were any bills to be paid. Cassidy responded that there are none.

**4. Monthly Financial Report**

Queenin stated that the financials are level compared to January with no reported account balance changes (current account balances in the amounts of \$79,109.91 and \$5,684.00 for the WRA general checking and grant program accounts, respectively).

Motion to accept the financial report as submitted, made by McDaniel;  
Seconded by Duffy;  
Motion carried, 4-0-0.

**5. Correspondence**

Cassidy stated that there is none to report.

Queenin stated that the matter of a Marlowe Park lease by the Brickyard has been submitted to the Authority for review and potential approval. He proposed that members make a motion to hear this matter out of order as the next agenda item.

Motion to hear the Brickyard matter as the next agenda item, made by Duffy;

Seconded by McDaniel;  
Motion carried, 4-0-0.

## **6. Discussion/approval of 2018 lease of Marlowe Park by Brickyard Restaurant**

Cassidy stated that a request has been received to enter into another lease agreement with the Brickyard restaurant this year with roughly the same number of movies and concerts as in prior years. Amendments have been made to the dates/hours to allow for evening movie visibility during summertime evenings and to accommodate the Fourth of July holiday (a concert will be held on Tuesday the 3<sup>rd</sup> instead).

Cassidy further stated that provisions to allow for and oversee expanded outdoor seating during event nights have been incorporated into the lease.

Motion to approve lease made by Fuller;  
Seconded by McDaniel;  
Motion carried, 4-0-0.

Queenin asked for a motion to move into the originally submitted agenda.

Motion to move into regular agenda, made by Duffy;  
Seconded by Fuller;  
Motion carried, 4-0-0.

Cassidy stated that she will follow up with the applicant once the lease is fully executed over the next couple of days.

## **7. Update on construction of downtown parking lots (Campbell/Union and Library)**

Mr. Greg Rheaume, City Engineer, approached the Authority to provide an update on construction progress. Elements such as drainage, curbing, and electrical have been installed, although power is not yet operational.

Rheaume further stated that landscaping work is currently underway, which once completed will allow for bricklaying on the sidewalk. The paving and striping of the lot will be the final step.

Queenin asked if there is a sense of the timeline with respect to being serviced by NSTAR. Rheaume stated that his sense is that NSTAR is trying to accommodate the City; part of the challenge is coordinating the different divisions are responsible for different tasks (e.g., permitting, utility pole relocation and electric hook-up). The NSTAR work could also still be conducted while the lot is opened.

Cassidy stated that she has spoken with Rheaume about the installation of some sort of electronic message board that helps to welcome downtown patrons in an attractive and tasteful way. This could also be incorporated with a potential parking lot pay station.

Cassidy further stated that she has been in contact with Mark Favermann, of Favermann Design, who conducted a Wayfinding initiative for the City's downtown, to engage him about a designing/installing an informational kiosk or other types of signage that comprise Phase II of this work.

Fuller asked whether any naming has been considered for the proposed parking lot. Cassidy responded that she has not heard any names mentioned yet.

Rheume stated a pad has been installed for a future bus shelter and that the city is currently seeking one (potentially through private donation), which would help that part of Main Street in terms of public infrastructure.

Queenin asked about the price of a standard bus shelter. Rheume responded that shelters cost in the range of \$10K-15K.

Cassidy stated that in past experience, the MBTA has allowed municipalities to procure surplus bus shelters at a deep discount and is worth looking into today.

Rheume stated that aspects such as street trees and the installation of a mural will help to soften the view of the parking lot. The resilience and size of the trees was also taken into consideration.

Duffy asked about the state of the parking lot drainage. Rheume responded that the lot has been engineered to ensure that all of the various grading around the lot would be compatible to ensure that stormwater is kept/infiltrated onsite and does not create pooling.

Cassidy asked about the status of the library parking lot. Rheume stated that he has been told that the project is moving along schedule. The paving of the lot will be the last step taken.

Queenin asked about the number of spaces on the Library Parking lot. Rheume stated that there are a little over 90 proposed spaces with the repaving.

Fuller provided an update on the Woburn Common reconfiguration project. At the last parking subcommittee meeting, the Engineering Department provided an overview of the various phases in terms of the effects of the improvements.

## **8. Update on Storefront Façade and Sign Program, including financials and interest in program(s) expressed since last meeting**

Orr stated that he is still working with an applicant relative to a new application. However, the application must still work its way through the Sign Review Board prior to presenting to the Authority.

## **9. New/Other Business**

## **Wayfinding Initiative**

Cassidy stated that since the January meeting Chairman Queenin has been working with the Woburn Financial and Development Corporation and has successfully secured funding for Phase II of the Wayfinding Program, which is to both identify appropriate locations and implement signage in select business district locations.

Cassidy further stated that her hope is to have Mr. Favermann under contract to conduct Phase II work by the WRA's April meeting.

## **Woburn Center Reconfiguration**

Fuller stated that the study of the Woburn Center traffic pattern reconfiguration study was reviewed to members during the last Downtown Parking Subcommittee meeting in which three potential scenarios were reviewed.

Cassidy stated the Functional Design Report currently underway will determine which implementation measures (such as traffic lights) that would achieve better traffic mobility and function. She is not certain of when that report will be final but will endeavor to provide members with an update prior to or by its next meeting.

Fuller stated that his recollection is that the report preliminarily illustrates a net increase to parking capacity, which is positive.

Cassidy stated that another ancillary benefit of improving traffic mobility and safety in Woburn Center is increasing the usability of the common.

## **Project Updates**

Chairman Queenin stated that Armory appears to be moving along.

Chairman Queenin asked about the status of the Brickyard project. Cassidy responded that she is not aware of a specific timeline but staff have received a copy of a building rendering.

Chairman Queenin asked about the status of the building that formerly housed "Mike's Restaurant." (386 Main Street). Cassidy stated that the property did receive a special permit for office/restaurant use in the recent past. She has also been in touch with Attorney Joe Tarby regarding the appearance of the 386 Main Street building (specifically, the fallen paper in the windows) but he has not been able to establish contact with his property owner client. She can follow up with Attorney Tarby on this matter again.

Cassidy further stated that the property located at 510 Main Street (formerly "Lucky Mart") has been making some gradual improvements.

Gary Fuller stated that he has heard issues of litter in the downtown area. Gary Fuller will find out the status of downtown

McDaniel asked about the 4 Montvale project. Cassidy responded that the last she has heard from the Building Inspector is that the developer has obtain permit review but has not yet paid the permitting fee to authorize construction.

Queenin asked about any potential permitting activity for the parcel located at Montvale Avenue and Prospect Street. Cassidy responded that she has not heard about any potential proposal for that site for many months.

Duffy asked about any known progress at the 434 Main Street property at which the owner is proposing a new sports bar/rooftop dining establishment. Cassidy stated that the first floor restaurant is slated to open this spring and the special permit required for rooftop usage is currently before the City Council.

Fuller stated that he has noticed lately that there has been a lack of trash barrels in the downtown area, resulting in an uptick in litter particularly in the vicinity of the Main Street pocket park. He has been in touch with DPW about this issue, and they are aware of it and suspect that there may be dumping going on.

Multiple members recalled that there used to be more barrels in the area that were of high quality but might have been temporarily moved due to underground maintenance work. Queenin requested follow up with DPW staff to determine status of the removed barrels.

Queenin stated that the next meeting will be held on April 24<sup>th</sup>. McDaniel responded that he will not be able to attend.

Fuller asked about holding another Downtown Parking Subcommittee meeting. Cassidy responded that the Authority could take the approach of holding the subcommittee and WRA meetings consecutively as in the past. Members agreed to hold the next subcommittee meeting in May to allow more time for material updates.

## **10. Adjournment**

Seeing no further business, Queenin called for a motion to adjourn at 5:29 pm.

Motion to adjourn made by Duffy;

Seconded by McDaniel;

Motion carried, 4-0-0.