

Woburn Redevelopment Authority
Minutes for April 24, 2018 Meeting
In the Council Committee Room
10 Common Street, Woburn, MA

Chairman Queenin called the April 24, 2018 Woburn Redevelopment Authority meeting to order at 5:00 p.m.

1. Roll Call of Members

Mr. Gary Fuller, Mr. Art Duffy, and Chairman Queenin were present; Mr. Wayne McDaniel and Mr. Dave Ryan were absent. Additionally, WRA Administrator Tina Cassidy was in attendance.

2. Approval of Minutes: March 27, 2018

Fuller moved to approve the aforementioned minutes, as submitted;
Duffy seconded;
Motion carried, 3-0-0.

3. Bills to be Paid

Queenin asked if there were any bills to be paid. Cassidy responded that there is one bill in the amount of \$1,027.38, payable to the Group Insurance Commission (GIC).

Duffy moved to approve the bill roll, as submitted;
Fuller seconded;
Motion carried, 3-0-0.

4. Monthly Financial Report

Cassidy stated that checks were deposited in the past month relative to a lease with the BrickYard restaurant for the Marlowe Park space and from the Woburn Financial and Development Corporation to fund the second phase of the Wayfinding Project.

Fuller moved to accept the financial report, as submitted;
Duffy seconded;
Motion carried, 3-0-0.

5. Correspondence.

Cassidy reported that staff have spoken with DPW employee Lenny Burnham, who assured that the department is exploring the replacement of trash barrels at the 460 Main St. pocket park.

Fuller stated that he also has been in touch with Mr. Burnham, who indicated that after initially looking at the pricing of new trash barrels, he is exploring another, less expensive but comparable option.

Queenin stated that it would be beneficial to use the funds obtained from the BrickYard lease for the purchase of at least two decorative trash barrels, one of which should be located at Marlowe Park, to further beautify the downtown.

Motion to donate \$2,215 (equivalent to the seasonal rent payment by The BrickYard for lease of Marlowe Park) to the City of Woburn for the purchase of new trash receptacles for the downtown, subject to the condition that one of them be placed in front of the BrickYard/at Marlowe Park, made by Queenin;
Seconded by Duffy;
Motion carried, 3-0-0.

6. Update on Storefront Façade and Sign Program

Cassidy reported that there is still one application that will be before WRA shortly, pending Sign Review Board approval. The applicant is Lavish Beauté Salon, located at 40 Montvale Avenue.

7. Discussion of Downtown Wayfinding Signage Program Phase II

Cassidy stated that she has met with Mr. Mark Favermann today to discuss the contents of his latest Scope of Work, which is to include a map of proposed locations for signage/kiosks, a bid package for soliciting a sign manufacturer, a design for potentially two downtown informational kiosks, signage/gateway enhancements for the new Main Street parking lot, and lastly expanding the wayfinding scope to identify signage placement in other parts of Woburn to highlight historical properties.

Queenin stated that it would be a good idea to issue a press release on the Phase II Wayfinding Scope of Work, along with publishing the rendering of the proposed wayfinding signage.

Cassidy stated that Mr. Favermann anticipates starting work on the latest SOW in mid-May, and the duration will be about 8-9 months.

Queenin stated that the next step would be to reconvene a committee, as such as those involved with the initial visioning phase of the Wayfinding Project, to determine next steps of implementation, including finalizing the details of sign placement as well as kiosk design.

8. New/Other Business

Queenin asked if there is any further updates on the utility pole relocation work required for the Main Street parking lot to open. Cassidy responded that she has no further updates on this matter.

Fuller stated that, relative to holding a Downtown Parking Subcommittee meeting, it would be ideal to wait until there is a Library Field parking lot update to provide.

Cassidy stated that she would propose holding a subcommittee meeting that incorporates updates on the Woburn Center Functional Design Report.

Queenin stated that it would be ideal to schedule a WRA subcommittee meeting at 4:00 pm on May 22nd, immediately prior to the regularly scheduled WRA meeting. Members expressed agreement.

9. Adjournment

Seeing no further business, Fuller moved to adjourn the meeting at 5:13 pm;
Seconded by Duffy;
Motion carried, 3-0-0.

Meeting adjourned at 5:13 pm.

Respectfully Submitted,

Tina P. Cassidy
WRA Administrator