

**Woburn Redevelopment Authority**  
**Minutes for January 23, 2018 Meeting**  
**In the Council Committee Room**  
**10 Common Street, Woburn, MA**

Chairman Queenin called the January 23, 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 and City Planner/Grant Writer Dan Orr were in attendance.

**2. Approval of Minutes November 28, 2017**

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

**3. Bills to be Paid**

Administrator Cassidy stated the Authority is in receipt of two bills in the amount of \$112.00 and \$32.00 from the US Postal Service (annual fee) and the Group Insurance Commission (GIC), respectively.

Motion to approve the bill roll in the total amount of \$144.00, as submitted, made by Mr. Gary Fuller;  
Seconded by Mr. Art Duffy;  
Motion carried, 3-0-0.

**4. Monthly Financial Report**

Administrator Cassidy reported a WRA 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 Mr. Art Duffy;  
Seconded by Mr. Gary Fuller;  
Motion carried, 3-0-0.

**5. Correspondence**

None to report.

## **6. Update on Façade and Signage Improvement Program**

City Planner/Grant Writer Orr stated that no new applications have been received since the Authority last met. Staff continues to ensure that the application package documents are available and to remain available to applicants.

Mr. Gary Fuller stated that, at the request of Alderman Haggerty, a meeting was initiated with the landlord for the Main Street Family Dollar store.

Mr. Gary Fuller further stated that the landlord, Mr. Alan Dana, was receptive to collaborating on improvements for the property and is open to applying to the sign/façade program. However, it is difficult to initiate contact with the corporate headquarters on this matter.

Mr. Gary Fuller stated that the landlord is still open to improving the appearance of the building where possible and also took application materials for the sign/façade program from City Planner/Grant Writer Orr.

Administrator Cassidy inquired as to where the corporate headquarters for the Family Dollar is located. Mr. Gary Fuller responded that he is not aware.

Chairman Queenin inquired as to whether Mr. Dana is the owner of property elsewhere on Main Street. Mr. Gary Fuller responded that he does not believe so.

Administrator Cassidy stated that the landlord has also shared drawings developed by a hired architect for proposed façade alterations with the Building Inspector and Aldermen Haggerty and Anderson. It may be that he will pursue a grant to facilitate that project.

Administrator Cassidy further stated that she is familiar with another community that had been experience similar difficulties to Woburn in terms of the lack of appealing merchandizing at a local Family Dollar store, as well as the appearance of the storefront window. A couple of concepts that were explored included covering the glass with an opaque orange-colored film and placing poster-sized historic pictures in the window.

Chairman Queenin inquired about the details of the lease terms. Mr. Gary Fuller responded that his understanding is that the terms of his lease with the Family Dollar is pretty rigid and that the lease is longer-term. In addition, because the building is so large, it would be difficult to find another tenant should they vacate the space.

Chairman Queenin inquired to Mr. Gary Fuller as to whether he would be interested in meeting with the store manager to update him. Mr. Gary Fuller agreed that he would do so in the context of introducing the store manager to their sign/façade program.

Administrator Cassidy stated that she would be willing to arrange for a meeting space in City Hall should it be needed to have a discussion with the store manager.

## **7. Update on Downtown Parking**

Administrator Cassidy provided an update to the Board on the construction of the new Main Street parking lot. Currently, electrical work is being arranged and final paving will occur shortly. She can receive an answer as to the proposed completion of the electrical work should Authority members want to know that.

Chairman Queenin inquired about the status of the Brick Yard project. Administrator Cassidy stated that this project is currently before the City Council as a special permit Petition due to considerations for first floor commercial space and the use of adjacent off-site parking.

Mr. Art Duffy inquired about whether the existing building at 471 Main Street would be demolished for a new structure. Administrator Cassidy confirmed that this is true.

Mr. Art Duffy inquired about the status of the proposed amendments to the inclusionary housing ordinance and the percentage of units that are required to be counted as affordable. Administrator Cassidy responded that the Council ultimately voted to support raising required percentage of affordable units to 15%. In most cases, the threshold will be 3 units of housing, but for mixed-use projects with residential components, the unit threshold will be 10.

Administrator Cassidy further stated that the provision allowing affordable housing units to be placed offsite has also been removed, in addition to potential fractions of housing.

Mr. Art Duffy inquired about the percentage of units in the City that are now part of the Subsidized Housing Inventory. Administrator Cassidy responded that Woburn now stands at 7.8% (with a goal of 10%). This is based on the last inventory taken in 2010.

## **8. New/Other Business**

### **a. Next meeting February 27, 2018**

Administrator Cassidy inquired to the Authority as to whether they are interested in moving up the meeting date to February 20<sup>th</sup> to accommodate members' availability, with a parking subcommittee immediately to follow.

Chairman Queenin stated that he would like to move forward on the wayfinding project. He requested that Administrator Cassidy disseminate the latest wayfinding project proposal and proposed contract with pricing so that the WRA may make a formal outside funding request.

Mr. Gary Fuller inquired about the project proposed on Montvale Avenue. Administrator Cassidy responded that her status update remains the same as the last meeting; her understanding is still that the project applicant has yet to submit the required permitting fee to have their building plans approved in order to move forward. She can follow up with the Building Inspector prior to the next meeting.

Chairman Queenin inquired about the recent coffee shop tenant located at 307 Main Street. Mr. Gary Fuller confirmed that the tenant has closed. It is likely that a lack of sufficient advertising played a role.

City Planner/Grant Writer Orr stated that he has applied to the Commonwealth Places program sponsored by MassDevelopment on behalf of the city for the Main Street Pocket Park. If selected, the city would be awarded with a design charrette hosted by the Boston

Architectural College and the Boston Society of Landscape Architects to develop a concept for design and preliminary budget. A decision should be announced over the next week, and a total of five applications will be selected.

**9. Adjournment**

Seeing no further business, Chairman Queening called for a motion to adjourn.

Motion to adjourn, at 5:20 pm, made by Mr. Art Duffy;  
Mr. Gary Fuller seconded;  
Motion carried, 3-0-0.

APPROVED