

APPROVED Woburn Redevelopment Authority
Minutes for September 25, 2018 Meeting
In the Engineering Conference Room
10 Common Street, Woburn, MA

Chairman Queenin called the September 25, 2018 Woburn Redevelopment Authority meeting to order at 5:00 p.m.

1. Roll Call of Members

Mr. Art Duffy, Mr. Gary Fuller, Mr. Dave Ryan, Mr. Wayne McDaniel and Chairman Queenin were present. Additionally, WRA Administrator Tina Cassidy and City Planner Dan Orr were in attendance.

2. Approval of Minutes: August 2, 2018

Motion to approve the August 2, 2018 minutes, as submitted, made by Mr. Wayne McDaniel;
Seconded by Mr. Art Duffy;
Motion carried, 5-0-0.

3. Bills to be Paid

None to report.

4. Monthly Financial Report

Administrator Cassidy reported that the monthly financial report balances are the following:
Operating Account: \$82,352.29 and Sign Grant Account: \$26,684.73.

Mr. Gary Fuller moved to approve the financial report;
Mr. Wayne McDaniel seconded;
Motion carried, 5-0-0.

5. Correspondence

None to report.

6. Update to Storefront Sign Program Scope

City Planner/Grant Writer Orr reported that there are no current application updates relative to the Sign Program. He is still working with a potential applicant on a submitting a modified application in connection with the Central Woburn Meat Market, located at 433 Main Street.

7. Update on Downtown Parking

Gary Fuller stated that the parking overnight at the municipal parking lots presents an issue for the downtown and stated that it would be worthwhile to consider more prominent signage at that location.

Cassidy stated that restrictive signage could be erected at the site, but it would not be helpful without an ordinance on the books to authorize enforcement. She will endeavor to research the parking restrictions on municipal lots in the city and report back to members with a potential course of action.

Cassidy further stated that she has raised an issue with the Building Commissioner regarding monitoring a long-term parked business vehicle to ensure that it is not in violation relative to restrictions on business advertising.

New/Other Business

Cassidy stated that she recently become aware of outdoor seating placement violation at the BrickYard that was counter to the operation's lease terms. She has been in contact with the Brick Yard owner to ensure continued compliance with the terms of the lease's floor/seating arrangement.

Next meeting

Chairman Queenin stated that the next WRA meeting will be held on October 23, 2018.

8. Adjourn

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

Mr. Wayne McDaniel moved to adjourn the meeting at 5:12 p.m.;
Mr. Art Duffy seconded;
Motion carried, 5-0-0.

Meeting adjourned at 5:12 pm.

Respectfully submitted,

Dan Orr

Dan Orr
City Planner/Grant Writer