

**WOBURN REDEVELOPMENT AUTHORITY**  
**APPROVED MINUTES FOR August 2, 2018 MEETING**  
**Engineering Conference Room**  
**10 Common Street, Woburn, MA**

Chairman Queenin called the August 2, 2018 Woburn Redevelopment Authority meeting to order at 4:55 p.m. and asked Dan Orr to call the roll.

**1. Roll Call of Members**

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

**2. Approval of Minutes: June 26, 2018**

Motion to approve the minutes, as submitted, made by McDaniel;  
Seconded by Duffy;  
Motion carried, 4-0-0.

**3. Bills to be Paid**

Cassidy stated that there are none.

**4. Monthly Financial Report**

Cassidy stated that the WRA general account has a current balance of \$82,352.29 after a recent reimbursement from the City of Woburn in the amount of \$6,406.77.

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

**5. Correspondence**

Cassidy stated that there is none.

**6. Sign/Façade Program Updates**

Orr stated that there are no updates at this time. No new businesses have applied for either the sign or façade program since the last meeting.

**7. New/Other Business**

Cassidy noted that she would share the results of the latest wayfinding efforts with the Woburn Daily Times.

Cassidy further stated that the parking lot on Main Street has now been modified for ADA-compliance and is open to the general public.

Queenin stated that he like more information on Phase II Wayfinding project in terms of what is envisioned.

Cassidy stated that she would look up the bid announcement that was sent out by Winchester and the response received and provide it to members for their reference.

Members discussed the particulars of the course of action for how to determine the next steps on the types of signs the city will procure. Cassidy responded with an overview of the required process for sign procurement. More discussion on this topic will occur at a September Wayfinding Committee meeting.

Queenin stated that the next meeting of the WRA is scheduled for September 25<sup>th</sup>.

Queenin asked if there was any other business. There was none.

## **8. Adjournment**

Seeing no further business, motion to adjourn made by McDaniel;  
Seconded by Fuller;  
Motion carried, 4-0-0.

Meeting adjourned at 5:14 pm.