

WOBURN REDEVELOPMENT AUTHORITY
APPROVED MINUTES FOR THE APRIL 23, 2019 MEETING
In the Council Committee Room
City Hall, 10 Common Street, Woburn, MA

Chairman Queenin called the April 23, 2019 Woburn Redevelopment Authority meeting to order at 5:00 p.m.

1. Roll call of members

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

2. Approval of minutes: March 26, 2019 meeting

Motion to approve the March 26, 2019 meeting minutes, as submitted, made by Fuller;
Seconded by Ryan;
Motion carried, 3-0-0.

3. Bills to be paid

Cassidy stated there was one bill to be paid, subject to members' review and approval. The Authority received a bill from the Group Insurance Commission (GIC) in the amount of \$930.63.

Motion to approve the bill roll, made by Ryan;
Seconded by Fuller;
Motion carried, 3-0-0.

4. Monthly financial report

Cassidy reported that the monthly account balances for the WRA's Operating and Sign Program accounts, ending March 31, are \$81,293.66 and \$18,294.15, respectively.

Cassidy further stated that a check in the amount of was deposited relative to the BrickYard's lease of Marlowe Park.

Motion to accept the monthly financial report, as submitted, made by Fuller;
Seconded by Ryan;
Motion carried, 3-0-0.

5. Correspondence

Cassidy stated that there is none to report.

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

Orr stated that there are no applications to put before the Authority this evening. He further stated that Fuller was able to distribute sign/façade program applications to business owners along the Main Street Corridors and that staff awaits inquiries from that endeavor.

Fuller stated that one business owner in particular expressed interest in the program when he was distributing application materials.

7. Update on Wayfinding/Branding initiative

Cassidy stated that she and Engineer Greg Rheaume recently met with the City's wayfinding consultant, Mark Favermann, to determine whether the logistics of wayfinding/signage installation could be standardized. Although they learned that it must be done on a case-by-case basis, that type of detail does not need to be included in the bid package.

Cassidy further stated that she is organizing a bid package that would solicit vendors to fabricate all of the wayfinding signage proposed. The bid process will be open for fourteen (14) days. In addition, an alternates bid will be issued for the kiosk component (either 2-sided or 3-sided) and an arch structure to be erected at the entrance of the Main Street parking lot.

Queenin stated that he would like to receive copies of the proposed kiosk and arch renderings again for members' information and consideration.

Fuller stated that he would be interested in fabrication of some type of Woburn-specific reference, if at all possible, such as a "W" or the Tanners. Cassidy added that a profile of prominent historic figure Loammi Baldwin may be another alternative.

Queenin asked whether the bid package has a timeline and how installation logistics would work. Cassidy responded that the estimated timeframe for manufacturing and installation will be taken into account in vendor selection during the vendor selection process; the vendor will most likely work with DPW to identify precise placement during the installation process.

Cassidy will update the Authority as to the bidding results by the next meeting.

8. New/Other Business

Queenin stated that the WRA's next scheduled meetings will take place on May 28, 2019 and June 25, 2019.

9. Adjournment

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

Motion to adjourn the April 23, 2019 WRA meeting at approximately 5:14 pm, made by Fuller;
Seconded by Ryan;
Motion carried, 3-0-0.

Meeting adjourned at approximately 5:14.

Respectfully submitted,

Dan Orr

Dan Orr
City Planner/Grant Writer

APPROVED