

WOBURN REDEVELOPMENT AUTHORITY
APPROVED MINUTES FOR THE MAY 28, 2019 MEETING
In the Council Committee Room
City Hall, 10 Common Street, Woburn, MA

Chairman Queenin called the May 28, 2019 Woburn Redevelopment Authority meeting to order at 5:00 p.m.

1. Roll call of members

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

2. Approval of minutes: April 23, 2019 meeting

Motion to approve the April 23, 2019 meeting minutes, as submitted, made by Duffy;
Seconded by Fuller;
Motion carried, 4-0-0.

3. Bills to be paid

Cassidy stated that there are none.

4. Monthly financial report

Cassidy reported that the monthly account balances for the WRA's Operating and Sign Program accounts, ending March 31, are \$81,978.65 and \$18,294.15, respectively.

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

5. Correspondence

Cassidy stated that there is no correspondence 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 and no program interest has been expressed since the Authority's meeting in April.

Queenin asked about the particulars of the program for clarification as to what is being offered in terms of funding and the level of interest expressed since the new iteration of the program. Cassidy responded by reviewing the different sign and façade funding components offered by the program. Orr added that he has received approximately three (3) inquiries over the past few months regarding the program.

Cassidy stated that members may want to consider between now and their June meeting how they might want to dedicate the remaining Sign/Façade Program account funds moving forward.

7. Update on Wayfinding/Branding initiative

Cassidy stated that she, Senior Engineer Greg Rheume, and Deputy Public Works Superintendent Lenny Burnham recently met with the City's wayfinding Cassidy provided an overview of the status of where the wayfinding bidding process stands. After having met with the prospective bidders, they have posed a number of questions that require additional research. Due to the amount of new information required for the prospective bidders to submit complete bids, she is working with design consultant Mark Favermann to gather the required technical material and initiate a new bidding process.

Cassidy further stated that the new bidding process will run through June 18th and administered by the City's Purchasing Director, Orazio DeLuca.

Cassidy further stated the City included a "static" kiosk in the bid request package, as well as a digital version as an alternate. This will provide the Authority with the information necessary to consider the purchase of either option. Queenin responded that the unused Storefront/Façade Program money could potentially be utilized for a dynamic kiosk, if fellow members are in agreement.

Fuller asked about the technology of the dynamic kiosk whether it is computer-controlled. Cassidy responded that the dynamic version would be computer-controlled. Fuller added that the Kiosk will need to comply with downtown sign regulations relative to flashing/scrolling digital signage.

Fuller asked about the amount of time it will take to manufacture and install the signs once a vendor is selected. Cassidy responded that she will look into the timetable with each of the prospective vendors and provide an estimated timeframe of installation.

Queenin asked about the status of the Chinese restaurant proposed for the Royal Furniture store and noted that 4 Montvale seems to be progressing. Cassidy stated that she is not currently aware of the status of the restaurant's pending opening.

Members also noted that the Moore & Parker/BrickYard expansion project appears to have stalled.

Duffy asked about the status of the Dog House. Cassidy responded that she will look into it and provide an answer to members at their next meeting.

Queenin asked about the status of the BrickYard summer concert series. Cassidy responded that her recollection is that the first concert had taken place last week with no issue.

Duffy asked about the status of the Main Street Parking lot and if there have been issues with parking enforcement. Cassidy responded that enforcement against unnecessary long-term parking seems to be an important issue to address, which may come in the form of metering.

Fuller stated that it would be ideal to sit down with Mayor to talk about next steps for parking management in the downtown area now that several parking lot areas have been upgraded. Cassidy responded that she would endeavor to cover this topic in the near future by inviting the Mayor to discuss with members in-person when the WRA re-convenes in September.

8. New/Other Business

Members took no issue with the next WRA meeting being held on June 25, 2019 and subsequent meeting to take place on September 24, 2019.

9. Adjournment

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

Motion to adjourn the May 28, 2019 WRA meeting, at approximately 5:19 pm, made by McDaniel;
Seconded by Fuller;
Motion carried, 4-0-0.

Meeting adjourned at approximately 5:19 pm.

Respectfully submitted,

Dan Orr

Dan Orr
City Planner/Grant Writer