

**APPROVED**  
**WOBURN REDEVELOPMENT AUTHORITY**  
**MINUTES FOR THE (VIRTUAL) NOVEMBER 17, 2020 MEETING**

Chairman Queenin called the November 17, 2020 Woburn Redevelopment Authority meeting to order at 5:04 p.m. and Karen Smith called the roll.

**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. City Planner/Grant Writer Dan Orr and Planner Karen Smith were also in attendance.

**2. Approval of minutes: June 23, 2020 meeting and October 27, 2020 virtual meetings**

Queenin called for a motion to approve the prior meetings' draft minutes if members were prepared to do so.

Members agreed to postpone a vote on adoption of the October 27, 2020 meeting minutes until a sufficient number of eligible voting members are present at an upcoming meeting.

Motion to accept the June 23, 2020 minutes, made by Fuller;

Seconded by Duffy;

Roll Call Vote on the motion to accept the June 23, 2020 meeting minutes, as submitted:

Queenin-Aye  
McDaniel-Absent  
Fuller-Aye  
Duffy-Aye  
Ryan-Absent

Motion carried, 3-0-0.

**3. Bills to be paid**

Queenin asked Smith if there are any bills that have been received by the Authority since the last meeting. Smith replied there are none.

**4. Monthly financial report**

Queenin asked to suspend review of the Financial Report to the next meeting of the Authority.

Motion to suspend the monthly financial report, as submitted, made by Duffy;

Seconded by Fuller;

Roll Call Vote on the motion to suspend the monthly financial report to the next meeting:

Queenin-Aye  
McDaniel-Absent  
Fuller-Aye  
Duffy-Aye  
Ryan-Absent

Motion carried, 3-0-0.

**5. Update on Storefront Façade and Sign Program, including financials, interest in program expressed since last meeting and efforts related to recent expansion of sign grant eligibility area**

Orr stated he has not received any new inquires since the previous meeting and stated he will be following up regarding an inquiry from the business owner of a Nail Salon located at 440 Main Street to upgrade the existing business signage in the form of a new awning. He added that he provided the new business owner with the relevant guidelines and procedures paperwork approximately four weeks ago and will update members at the next and upcoming meetings.

Fuller asked if the inquiry was regarding the façade or a sign. Orr responded the new owner is interested in a new awning in connection with a change in the business's name.

Queenin asked how much money remains in the Grant program fund and Orr responded the balance is approximately \$16,294.15.

**6. Correspondence**

Chairman Queenin asked if there is any new correspondence to submit for the record. Orr responded that there is none.

**7. Update on various downtown-related activities and projects**

Queenin asked if there are any additional updates to share regarding projects in the downtown area. Orr responded he is not aware of any at this time.

Queenin noted he saw a wayfinding sign being placed in the area of Main Street and Eaton Avenue near the Wyman Green. Orr said he was unaware of the new sign and will follow up with DPW Deputy Superintendent Lenny Burnham.

Fuller inquired as to how the WRA may help the downtown businesses and suggested the possibility of placing signs in the downtown area such as "Please support our downtown businesses" while noting that Small Business Saturday is coming up on November 28<sup>th</sup>.

Queenin stated that WRA Administrator Cassidy and Orr have been working on the Microenterprise Grant Program that is very beneficial and available to small businesses. Queenin asked Orr for an update on that program. Orr stated he does not know of any new applicants and noted it is being tracked daily and that he will reach out to Administrator Cassidy and will provide an update to the Authority via email.

Queenin agreed with Fuller's statement noting the importance to get aid to the small businesses in the community. Queenin asked Orr if he could resend the criteria for qualifications of the grant to the Authority members.

Fuller inquired as to how the downtown businesses were notified of the Microenterprise Grant Program and asked if literature was sent directly to the business owners. Orr responded the city's outreach included a press release to the Times newspaper and a public announcement on the city's website. Fuller offered to hand deliver a flyer directly to business owners in the downtown area.

Queenin stated he was contacted by Woburn Business Association's Chris Kisiel who expressed interest in working with the WRA programs similar to that Microenterprise Grant Program and asked

Orr if he would email a copy of the flyer that Fuller will be distributing to the downtown businesses so he may forward it to the Woburn Business Association.

Duffy inquired as to the possibility of advertising the Microenterprise Grant Program via Woburn Public Media Center. Queenin noted the importance to communicate with Administrator Cassidy to discuss and confirm monies available for distribution. Queenin noted three or four businesses have qualified and received the necessary funds and confirmation of ample funds available is necessary.

Queenin and Fuller re-emphasized the importance of providing the information to small businesses while trying to help them navigate through these unchartered times.

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

Queenin stated that the next WRA meeting will be held on December 8, 2020.

Queenin asked if there was any additional business for discussion. Orr responded that there is none.

## **9. Adjournment**

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

Motion to adjourn the November 17, 2020 WRA meeting at 5:17 p.m., made by Fuller;  
Seconded by Duffy;

Roll Call Vote on the motion to adjourn the November 17, 2020 WRA meeting at 5:17 p.m.:

Queenin-Aye  
McDaniel-Absent  
Fuller-Aye  
Duffy-Aye  
Ryan-Absent

Motion carried, 3-0-0.

The meeting adjourned at 5:17 p.m.

Respectfully submitted,

*Karen Smith*

Karen Smith  
City Planner