

APPROVED

**WOBURN REDEVELOPMENT AUTHORITY
MEETING MINUTES
December 7, 2021 VIRTUAL MEETING**

Chairman Queenin called the Woburn Redevelopment Authority's December 7, 2021 virtual meeting to order at 5:00 p.m. and asked WRA Administrator Tina Cassidy to call the roll.

1. Roll call of members

Mr. Art Duffy, Mr. Gary Fuller, Mr. Wayne McDaniel, and Chairman Don Queenin were present; Mr. Dave Ryan was absent. WRA Administrator Tina Cassidy was also in attendance.

2. Approval of minutes: June 21, 2021 and August 31, 2021 virtual meetings

Queenin asked members if they were prepared to approve the minutes and if so, was there a motion?

Duffy: Motion to approve the minutes of the June 21, 2021 and August 31, 2021 meetings as drafted: seconded by Fuller. ROLL CALL VOTE ON THE MOTION: Fuller, Duffy, and Queenin in favor, none in opposition, McDaniel abstained. Both sets of minutes were approved 3-0-1.

3. Bills to be Paid

Queenin asked Cassidy if there were any bills to be presented for approval. She stated there were not.

4. Monthly Financial Report

Queenin stated that the Authority's finances remain solid, noting there is a balance of about \$70,000 in the general account and a balance of \$14,433.23 in the "sign grant program" account. He asked if a member was prepared to make a motion to accept the monthly reports.

Duffy: Motion to approve the financial reports for the month ending October 31, 2021 as submitted, seconded by Fuller. ROLL CALL VOTE ON THE MOTION: Duffy, Fuller, McDaniel and Queenin in favor, none in opposition. Motion carried 4-0.

Queenin recommended transferring the total balance of \$14,433.23 from the Sign Grant account into the WRA General Operating account ending in #4930 and close out the Sign Grant account.

Fuller: Motion to consolidate the bank accounts, seconded by McDaniel. ROLL CALL VOTE ON THE MOTION: Duffy, Fuller, McDaniel and Queenin in favor, none in opposition. Motion carried 4-0.

5. Correspondence

Queenin asked Cassidy if there was any correspondence sent to the Authority since the last meeting. Cassidy stated there was none.

6. Update on Storefront Façade Loan and Sign Grant Program

Queenin asked Cassidy to update the Board on the status of this program. Cassidy stated that there have been no new inquiries about the program since the last meeting.

7. Discussion of WRA initiatives and actions for 2022

Queenin stated the City is in the process of creating a new Economic Development position that will be for the betterment of new businesses, will act as an ambassador and work closely with the Redevelopment Authority. This position will devote some of its time to downtown-specific efforts.

Queenin discussed the Local Rapid Recovery Program study, stating that it provided some excellent recommendations and he would like to use these as strategic initiatives moving forward. Queenin asked each member, in addition to the Mayor, to review the list of 11 recommendations in the report and note the top five priorities they feel will be most beneficial to the City. He would like the members' submissions prior to December 28th. It is Queenin's goal to create a list of workable projects that will make an impact on the downtown, including addressing the increasing number of vacant storefronts.

There being no other business, Queenin asked for a motion to adjourn the meeting.

McDaniel: motion to adjourn, seconded by Duffy. ROLL CALL VOTE ON THE MOTION: Duffy, Fuller, McDaniel, and Queenin in favor; Ryan absent. The motion carried 4-0.

The meeting was adjourned at 5:20 p.m.

Table of Documents Used and/or Referenced at Meeting

Summary of Local Rapid Recovery Program Recommendations from the 2021 Local Rapid Recovery Program Study
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