

WOBURN REDEVELOPMENT AUTHORITY
MEETING MINUTES
Committee Room / Woburn City Hall
May 24, 2022 MEETING

Chairman Queenin called the Woburn Redevelopment Authority's May 24, 2022 meeting to order at 5:00 p.m.

Mr. Wayne McDaniel, Mr. Art Duffy, Mr. Mark Kiklis, and Chairman Don Queenin were present. Mr. Gary Fuller was absent. WRA Administrator Tina Cassidy and City Councilor Jeff Dillon were also in attendance.

1. Approval of minutes: April 22, 2022 virtual meeting

Queenin asked members if they were prepared to approve the April 20th minutes and if so, was there a motion?

MOTION by McDaniel to approve the minutes of the April 20, 2022 meeting as drafted; seconded by Duffy. ROLL CALL VOTE ON THE MOTION: McDaniel, Duffy, and Queenin in favor, none in opposition, Kiklis abstained. Motion carried 3-0-1 (Kiklis abstained).

2. Bills to be Paid

Queenin stated there is one invoice before the Authority payable to the Commonwealth of Massachusetts (Group Insurance Commission) in the amount of \$1,029,72 due for the FY22 Q4 Insurance Premium. Queenin and called for a motion to approve the payments.

MOTION by Duffy to approve payment to the Commonwealth of Massachusetts (Group Insurance Commission) in the amount \$1,029.72; seconded by McDaniel. ROLL CALL VOTE ON THE MOTION: Duffy, Kiklis, McDaniel and Queenin in favor, none in opposition. Motion carried 4-0.

3. Monthly Financial Report

Queenin stated that the Authority's finances remain solid, noting there is a balance of \$72,389.44 in the General Operating account and a balance of \$14,433.23 in the Sign Grant Program account for disbursement. Both accounts reconcile to the most recent bank statements ending April 30, 2022. He asked if a member was prepared to make a motion to accept the monthly reports. McDaniel noted that check #2022 to Comm of Mass / GIC for \$1,003.98 was outstanding at month end April 30, 2022 and is a reconciling item.

MOTION by McDaniel to approve the financial reports for the month ending April 30, 2022, as submitted; seconded by Kiklis. ROLL CALL VOTE ON THE MOTION: Duffy, McDaniel, Kiklis and Queenin in favor, none in opposition. Motion carried 4-0.

4. Correspondence

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

5. Update on Storefront Façade and Sign Grant Program

Cassidy stated there have been no new inquiries on the façade and sign grant program. Queenin noted the building owner at the corner of Everett and Main Street of the most recent inquiry has encountered structural issues with her project remains hopeful she will eventually follow through with her interest in the awning/façade program. Queenin suggested perhaps placing a small press release in the Times stating the Authority has monies available (roughly \$14,000) for façade and sign improvements. Cassidy noted she would send wording to Mr. Haggerty to place in the newspaper.

6. Discussion of WRA initiatives and actions for 2022

Queenin noted interviews are still on-going for the newly created position of Economic Development Manager and added no decision on a final applicant has been rendered to date. The position will be for the betterment of new businesses, will act as an ambassador and work closely with the city. This position will devote some of its time to downtown-specific efforts. Cassidy noted she revised the advertisement and it is currently posted on several Planning Association websites in addition to the City website. Queenin and Cassidy stated the position will serve as a liaison to work with the downtown community, the WRA, the City Council and the Mayor's Office and the candidate will bring a lot of enthusiasm, energy, and fresh ideas and does not necessarily need decades of experience to qualify for the position. Kiklis suggested posting the position on LinkedIn.

7. Discussion of Pocket Park Improvements

Cassidy stated she met with Lenny Burnham, Assistant DPW Director, and they discussed cost estimates and potential design ideas for the redevelopment of the Pocket Park located at 460 Main Street. Burnham met onsite with MassCor, a program through Mass Correctional Department that manufactures street furniture, regarding ideas for tables, chairs and bench style seating plans and we are waiting on their cost estimate. Ideas also include new lighting, video projection capability with audio, and the possibility of some type of shelter and perhaps a kiosk at the bus stop that is located adjacent to the park. Burnham is in the process of creating a detailed cost analysis for the project and is working with Engineering to draft a concept plan that will hopefully be drafted for review at the June meeting. Representative Haggerty has secured \$75,000 in State funding for the project. Councilor Dillon supports the project and is willing to advocate to his fellow Council members if their assistance is needed. This matter will be placed on next month's meeting agenda for further discussion.

The Authority discussed the success of the concert series at the Brickyard; the recent sale of 19 Pleasant Street and the potential possibilities that may arise; the status of the old BP Dome building at the corner of Main and Salem Streets; the importance of mixed-use building in the downtown area; necessity of parking in the downtown; and possibility of roadway improvements.

There being no other business, Queenin asked for a motion to adjourn the meeting and stated the next meeting will be held on June 28, 2022 at 5:00 pm in the Committee Room at City Hall.

MOTION by McDaniel to adjourn; seconded by Duffy. ROLL CALL VOTE ON THE MOTION: Duffy, Kiklis, McDaniel and Queenin in favor; none in opposition. Motion carried 4-0.

The meeting was adjourned at 5:30 p.m.

Table of Documents Used and/or Referenced at Meeting

Monthly financial reports for General and Façade Loan/Sign Grant program accounts;
Copy of Comm of Mass / GIC invoice for Q4 FY2022
Draft meeting minutes of the April 20, 2022 meeting

Respectfully submitted,

Karen Smith

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