

WOBURN REDEVELOPMENT AUTHORITY
MEETING MINUTES
April 25, 2023

MEMBERS PRESENT: Chair Don Queenin, Arthur Duffy, Christopher Glaser, Mark Kiklis and Wayne McDaniel were present. Also, in attendance: WRA Administrator Tina Cassidy, Economic Development Manager Casey Hagerty, City Councilor Jeff Dillon and Mayor Scott Galvin.

Chairman Don Queenin called the meeting to order at 5:00 p.m. Queenin acknowledged Hagerty's work to date and welcomed new member Glaser to the Authority. Queenin thanked Councilor Dillon for his contributions to the Authority and Mayor Galvin for his leadership. Galvin thanked the Authority for its efforts in the community and also acknowledged State Representative Richard Haggerty for obtaining funding for the current downtown Pocket Park project.

1. Approval of minutes: March 28, 2023 meeting

Queenin asked if members were prepared to make a motion to approve the minutes as drafted. MOTION by McDaniel to approve the minutes of the March 28, 2023 meeting as submitted; Seconded by Duffy; All in favor. Motion carried 3-0-2 (Kiklis and Glaser abstained).

2. Bills to be Paid

Queenin stated there was one invoice to be paid this month and it is to Commonwealth of Massachusetts / Group Insurance Commission for \$1,029.72 to cover the quarterly health insurance premium for a former WRA full-time employee. MOTION by Kiklis to approve payment; Seconded by McDaniel; All in favor. Motion carried 5-0.

3. Monthly Financial Report

Queenin stated that the Authority's account balances per bank statements as of March 31, 2023 are \$68,926.70 (Operating Account) and \$12,931.36 (Sign and Façade program). He asked if a member was prepared to make a motion to accept the monthly financial reports as of March 31, 2023. MOTION by Duffy to approve the financial reports for the month ending March 31, 2023, as submitted; Seconded by McDaniel. Motion carried 3-0.

4. Correspondence

Queenin asked if there was any correspondence for the Authority to discuss. Cassidy stated in March she filed the required Annual Report with the State summarizing the Authority's activities for calendar year 2022. Queenin requested hard copies of the report be mailed to members, in addition to the electronic version previously received.

5. Update on Storefront Façade and Sign Grant Program

Hagerty stated the first payment for the sign grant to S & Y Family Dental at 576 Main Street has been made and they will receive the remaining balance after the Inspectional Services Department completes its final inspection. Boba Tea at 317 Main Street has withdrawn their application. Duffy inquired if staff received inquiries from the businesses located in the EZ Way shopping center. Hagerty said she has not heard from them and said she will reach out again.

6. Report from Economic Development Manager Casey Hagerty

Hagerty updated the WRA on her involvement within the community the past month. She also provided information on several new businesses locating within the downtown area. She stated there is no update on the Federal Street 40R proposal as it is still in the drafting process. The old CVS storefront on Main Street in Woburn Center has remained inactive/vacant as there are some life-safety issues that need to be addressed before the new owner is

allowed to host public gatherings there. Cassidy noted church organizations are exempt from zoning but must meet State Building Code regulations. Hagerty noted there is community interest in holding a PorchFest event in the Fall as a group has received a grant from the Woburn Cultural Council and is working with the Recreation Department to make it a community wide event. October 7th is the potential date to hold the event. In regards to the Pocket Park project, Hagerty stated she has been in contact with the City Solicitor and the Building Commissioner and is working with them to review and revise zoning requirements as needed to facilitate a mural program.

Duffy inquired about the Crestview Plaza's status above the Bowladrome and Queenin stated he believes the current tenant of the function hall is in talks to purchase the building.

7. **WRA's Strategic Initiatives**

Queenin stated the Authority is working on its list of initiatives and strategic plan with the assistance of Hagerty.

Cassidy provided an update on the status of the construction at the Pocket Park and hopes it will be completed by Spring with a ribbon cutting ceremony a possibility early summer.

Queenin stated Middlesex 3 Coalition will be hosting an Open House on May 18, 2023 at Cummings Properties TradeCenter location that he will be attending and encouraged other members to join him.

Kiklis stated he has been in contact with the owner of 477 Main Street, the so-called Dome gas station, and the owner has hired a land use attorney and hopes to be submitting plans soon to the City Council for a mixed-use project with residential above commercial. More than one year has passed since they applied for a demolition permit and received a delay on demolition from the City's Historical Commission.

Queenin inquired about the status of the Common and the Woburn Center reconfiguration project. Cassidy stated the project is still in the design process, which the City must fund, and it has construction funding through the State's Transportation Improvement Program. Cassidy hopes to have a further update at the next meeting. Dillon noted there will be several public hearings on this project in the future to ask for input and provide updates and information to residents and business owners.

Cassidy stated the next meeting will be held on Tuesday, May 23, 2023 at 5 pm in the Committee Room at City Hall.

Queenin asked if there was any other business for the Board to conduct. Cassidy stated there was none. Queenin asked for a motion to adjourn the meeting.

MOTION by McDaniel to adjourn; Seconded by Duffy. Motion carried 5-0.

The meeting was adjourned at 5:25 p.m.

Table of Documents Used and/or Referenced at Meeting

Draft meeting minutes of the March 28, 2023 meeting
Financial statements as of March 31, 2023
Electronic copy of the WRA Annual Report for calendar year 2022

Respectfully submitted,

Karen Smith

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