

**APPROVED**  
**WOBURN REDEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**JUNE 21, 2021 MEETING**

Chairman Queenin called the June 21, 2021 Woburn Redevelopment Authority meeting to order at 5:00 p.m. and asked Tina Cassidy to call the roll.

**1. Roll call of members**

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

**2. Approval of minutes: May 25, 2021 (virtual) meeting**

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 May 25, 2021 meeting as drafted, seconded by Fuller. Fuller, Duffy, and Queenin in favor, none in opposition. Minutes were approved 3-0.

**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 noted 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 of May as submitted, seconded by Fuller. Duffy, Fuller and Queenin in favor, none in opposition. Motion carried 3-0.

**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 to support local businesses post-pandemic including an update on the Local Rapid Recovery Program (LRRP)**

Queenin asked Cassidy to provide a brief update on the LRRP initiative. Cassidy stated that Ms. Cynthia Stewart of Goman+York is guiding the City on this effort. She recapped the discussion that took place at the last WRA meeting between Ms. Stewart and WRA members; ideas for potential

downtown projects/actions/initiatives were elicited from WRA members and discussed that night. Cassidy stated she expects the list to be refined within the next 3-4 weeks, and that a meeting will need to be held mid-late Summer in order to provide feedback on it, and to adopt a final version.

Queenin expressed his opinion that a staff position should be created in order to advocate for and “quarterback” various downtown projects, and to act as liaison between the downtown businesses and various City groups. The position could also be a liaison between the City and the Chamber of Commerce. He stated such a position could be funded by the Woburn Development and Financial Corporation.

Next, Fuller asked if there was any “COVID recovery” funds available for the City to spend on the downtown. Queenin suggested it might make sense to postpone that question/discussion with the Mayor until the LRRP study and recommendations are finalized.

Queenin asked if there were any questions or updates from members. Mr. Duffy asked if DPW had yet fixed the elevator in the BrickYard which provides access between the public parking lot and the restaurant and Marlowe Park. Cassidy stated she will check in with Assistant Public Works Director Len Burnham and will report back to members.

Cassidy reminded members that the next scheduled WRA meeting will be on September 28, 2021, but that there will likely need to be a meeting sometime in July to review and discuss a draft of the final report that Ms. Stewart is working on.

There being no other business, Queenin asked if there was a motion to adjourn the meeting.

Duffy: Motion to adjourn, seconded by Fuller. All members in favor, motion carried 3-0.

The meeting was adjourned at 5:16 p.m.

*Table of Documents Used and/or Referenced at Meeting*

Draft meeting minutes: May 25, 2021 (virtual) meeting
Monthly financial reports for General and Façade Loan/Sign Grant program accounts