

**WOBURN REDEVELOPMENT AUTHORITY
MEETING MINUTES
Committee Room/Woburn City Hall
November 22, 2022 Meeting**

MEMBERS PRESENT: Chair Don Queenin, Wayne McDaniel, and Mark Kiklis were present. Art Duffy was absent. Also in attendance: WRA Administrator Tina Cassidy and Councilor Jeff Dillon.

Chairman Don Queenin called the meeting to order at 5:00 p.m.

1. Approval of minutes: September 27, 2022 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 September 27, 2022 meeting as drafted; Seconded by Kiklis, all in favor. Motion carried 3-0.

2. Bills to be Paid

Queenin stated the Authority has one bill to pay to the Commonwealth of Massachusetts Group Insurance Commission, in the amount of \$1,003.98. MOTION by McDaniel to authorize payment of the invoice to GIC as submitted; Seconded by Kiklis, all in favor. Motion carried 3-0.

3. Monthly Financial Report

Queenin stated that the Authority's account balances per bank statements as of October 31, 2022 are \$60,487.40 (Operating Account) and \$14,428.23 (Sign and Façade program). He asked if a member was prepared to make a motion to accept the monthly financial reports as of October 31, 2022.

MOTION by Kiklis to approve the financial reports for the month ending October 31, 2022, as submitted; Seconded by McDaniel. All members in favor, motion carried 3-0.

4. Correspondence

Queenin asked if there was any correspondence for the Authority to discuss. Cassidy stated there was none.

5. Update on Storefront Façade and Sign Grant Program

Queenin and Cassidy discussed the most recent interest from potential applicants located at 227 Main Street. Even though they are located outside the designated area, the Authority is interested in assisting the longtime merchants in the EZ Way Plaza. Cassidy stated staff has provided program information to the business owner of Fantasy Hair Design who stated he has been in touch with other business owners within the plaza.

6. Discussion of WRA initiatives

Queenin updated the Authority on the hiring status of the newly created position of Economic Development Manager and stated an offer has been made and accepted and will update the Authority with additional information regarding the individual once the hiring process is complete. The target start date is January 2, 2023.

In regards to the Pocket Park project, Cassidy stated DPW Deputy Superintendent Lenny Burnham has received all the furniture and materials for the project. Burnham hopes to start some of the on-site demolition and complete the

underground electrical work this fall. In the spring, construction will commence and the furniture will be installed at the Park with an estimated completion time of 6-8 weeks.

Queenin and Cassidy will be attending the City Council meeting on December 6, 2022 to update them on the Pocket Park and receive feedback. If possible, Queenin would like to introduce the new Economic Development Manager to the Authority at their next meeting on Tuesday, December 6th at 5:00 p.m. and perhaps also have the opportunity to introduce the new hire to the City Council that same evening.

Queenin spoke of ideas to honor and acknowledge Gary Fuller's service and commitment to the Redevelopment Authority.

Queenin stated the Woburn Bowladrome has a Letter Of Interest to sell the building as-is. Kiklis inquired of the status of the new traffic design of Woburn Center and Dillon responded there will be public meetings in the spring to gather input from local businesses and residents with the goal in mind of a start in 2024 for the two-year project. Members discussed the opportunity to work with the City to provide input and to keep abreast with the project in addition to previewing concept plans.

Members agreed on the date of December 12, 2022 to meet at Strega to honor Gary Fuller's service to the Authority.

Queenin stated he will be out of town for the January and February meetings and would prefer the meetings to be held in person in the Committee Room and he would participate via Zoom. Queenin mentioned election of new officers should be held in January or February.

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

MOTION by McDaniel to adjourn; Seconded by Kiklis. Motion carried 3-0.

The meeting was adjourned at 5:27 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 Proposed 2023 WRA Meeting dates
Draft meeting minutes of the September 27, 2022

Respectfully submitted,

Karen Smith

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