

WOBURN REDEVELOPMENT AUTHORITY
APPROVED MEETING MINUTES
Committee Room/Woburn City Hall
June 28, 2022 Meeting

MEMBERS PRESENT: Chair Don Queenin, Wayne McDaniel, Art Duffy, Mark Kiklis. Also in attendance: WRA Administrator Tina Cassidy and Assistant Public Works Director Lenny Burnham.

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

1. Approval of minutes: May 24, 2022 meeting

Queenin asked if members were prepared to make a motion to approve the May 24th meeting minutes as drafted.

MOTION by McDaniel to approve the minutes of the May 24, 2022 meeting as drafted; seconded by Duffy, all in favor. Motion carried 4-0.

2. Bills to be Paid

Queenin asked if there were any bills to be paid this month. Cassidy responded no.

3. Monthly Financial Report

Queenin stated that the Authority's accounts currently have balances of \$71,365.46 (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 report.

MOTION by Kiklis to approve the financial reports for the month ending May 31, 2022, as submitted; seconded by McDaniel. All members in favor, motion carried 4-0.

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

Cassidy stated there have been no new inquiries from businesses in the target area. However, she noted that someone has expressed an interest in both a sign grant and a façade loan for property at 170 Main Street. The vacant former supermarket at that address will house a new clothing business, and the business owner is interested in a sign grant. The property owner may also be interested in obtaining a façade loan to redo the outside of the building. Cassidy explained that the property was outside of the target area previously identified by the Authority though, and at present only properties within the target area are eligible for the loans and grants. She would like the Authority to consider allowing applicants from outside the previously-identified target area, especially since interest in the programs has waned over the last year or two.

Kiklis expressed support for doing so, being in favor of any improvement to downtown businesses. Duffy said he was supportive too, and knew of at least two other non-target area businesses that may also be interested. Queenin stated he was in favor of doing so, particularly given the amount of time that has elapsed since the last interest was shown. McDaniel stated he was also in favor. Cassidy said she would convey the sentiment to the person who inquired, and also said she would draft an article for the newspaper announcing the new approach, so that other businesses would be aware of the possibility. Queenin suggested the article include information as to how many signs have been awarded grant funds over time.

6. Discussion of WRA initiative and actions for 2022

Cassidy and Burnham addressed the Board, explaining the draft plan that has been developed with help from Assistant Engineer Greg Rheaume. Features will include bench-style seating, 2 and 4-seat table and chair ensembles, new lighting, landscaping, concrete surfacing, trash receptacles, and a bus shelter. Burnham explained his previous interactions with MassCor, the entity from which the street furniture and shelter would be purchased. He stated a customized bicycle rack is also part of the design, and it will spell out the name "Woburn". Cassidy added that a sound system and projector are also part of the design, and will allow images to be projected onto the rock outcrop at the back of the site. A raised stage area will also be included.

Members were very supportive of the proposed design and asked for an understanding of next steps including if there is an approval process through the city.

Queenin stated the job description for the newly created position of Economic Development Manager has been revised and 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.

Queen spoke of his appreciate to State Representative Richard Haggerty for obtaining the grant for \$125,000 that will fund the Pocket Park initiative.

There being no other business, Queenin asked for a motion to adjourn the meeting and Cassidy stated the next meeting is scheduled to be held on September 27, 2022 at 5:00 pm in the Committee Room at City Hall and she will inform the Authority is an interim meeting is necessary.

MOTION by McDaniel to adjourn; seconded by Kiklis. 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;
Pocket Park Documents: Letter dated June 22, 2022 to DCR from Mayor along with overview of project scope including concept plan and budget;
Draft meeting minutes of the May 24, 2022 meeting

Respectfully submitted,

Karen Smith

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