

**APPROVED**

**WOBURN REDEVELOPMENT AUTHORITY  
MEETING MINUTES  
February 1, 2022 VIRTUAL MEETING**

Chairman Queenin called the Woburn Redevelopment Authority's February 1, 2022 virtual meeting to order at 5:00 p.m. and asked WRA Administrator Tina Cassidy to call the roll. Cassidy noted the meeting was being recorded by audio and video.

**1. Roll call of members**

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

**2. Approval of minutes: December 7, 2021 virtual meeting**

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

MOTION by McDaniel to approve the minutes of the December 7, 2021 meeting as drafted: seconded by Duffy. ROLL CALL VOTE ON THE MOTION: Fuller, Duffy, McDaniel and Queenin in favor, none in opposition. Minutes were approved 4-0-0.

**3. Bills to be Paid**

Queenin asked Cassidy if there were any bills to be presented for approval. She stated the two invoices to be paid were a.) the annual fee for the Post Office Box for \$202.00 and b.) the Commonwealth of Mass Group Insurance Commission quarterly bill for \$1,003.98. MOTION by Fuller to approve the two bills to be paid as submitted; seconded by McDaniel. ROLL CALL VOTE ON THE MOTION: Fuller, Duffy, McDaniel and Queenin in favor, none in opposition. Bills to be paid were approved 4-0-0.

**4. Monthly Financial Report**

Queenin stated that the Authority's finances remain solid, noting there is a balance of about \$73,595.42 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. Queenin stated at the previous meeting there was a motion to consolidate the two bank accounts. Due to the recent potential interest from a new downtown business regarding a sign and/or awning grant, Queenin felt it is best to leave the accounts separate at this time. He asked if a member was prepared to make a motion to accept the monthly reports.

MOTION by Duffy to approve the financial reports for the month ending December 31, 2021 as submitted; seconded by McDaniel. ROLL CALL VOTE ON THE MOTION: Duffy, Fuller, McDaniel and Queenin in favor, none in opposition. Motion carried 4-0.

**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 stated he has learned of the potential interest in the Storefront Façade Loan and Sign Grant Program for the property located at 437 Main Street. Cassidy stated staff reached out to the attorney representing the new owner.

The new owner visited the office and obtained all the handouts and paperwork regarding the program and is in the process of getting quotes. She is also reviewing her options and may look into a new awning that would run the length of the entire front of the building which would cover two storefronts.

## 7. Discussion of WRA initiatives and actions for 2022

Queenin stated the City is in the process of creating a new Economic Development position that will be for the betterment of new businesses, will act as an ambassador and work closely with the Redevelopment Authority. This position will devote some of its time to downtown-specific efforts.

Queenin discussed the Local Rapid Recovery Program study, stating that it provided some excellent recommendations and he would like to prioritize these strategic initiatives moving forward. Each member, in addition to the Mayor and Cassidy, reviewed the list of 11 recommendations in the report and noted the top five priorities they feel will be most beneficial to the City. It is Queenin's goal moving forward over the next 12-24 months to focus on a list of workable projects that will enhance and make an impact on the downtown. Queenin prioritized everyone's recommendations based on economics and the ability to achieve each project. The top five priorities are 1.) To hire a consultant dedicated to the management of downtown; 2.) Pocket Park improvements; 3.) Implement a safe shared sidewalk initiative; 4.) develop and implement a mural program in the downtown; and 5.) develop a parking management plan. Queenin would like monthly updates and discussions on these five items going forward and see these projects executed. He also thanked City Councilor Jeff Dillon for his support and hopes to work in tandem with the City Council to accomplish these goals.

Cassidy discussed the role of the newly created Economic Development Manager and their responsibilities. The three-year position is being funded through the Woburn Development & Financial Corp and the City Council recently approved and accepted \$332,627.11 in funding. Cassidy hopes to have someone on board by early Spring at the latest. Queenin stated he is committed to working with the Economic Development manager in outreach programs and is committed to being a resource and assist in any way he can.

Queenin would like to discuss pocket park improvements at the next meeting.

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

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

The meeting was adjourned at 5:28 p.m.

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

Summary of Local Rapid Recovery Program Recommendations from the 2021 Local Rapid Recovery Program Study
Monthly financial reports for General and Façade Loan/Sign Grant program accounts and Invoices to be paid

Respectfully submitted,

*Karen Smith*

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