

WOBURN REDEVELOPMENT AUTHORITY
MEETING MINUTES
March 22, 2022 (VIRTUAL) MEETING

Chairman Queenin called the Woburn Redevelopment Authority's March 22, 2022 virtual meeting to order at 5:00 p.m. and asked Planner Karen Smith to call the roll.

Roll call of members

Mr. Art Duffy, Mr. Gary Fuller, Mr. Mark Kiklis, and Chairman Don Queenin were present. Mr. Wayne McDaniel was absent. WRA Administrator Tina Cassidy, Planner Karen Smith and City Councilor Jeff Dillon were also in attendance.

Chair Queenin welcomed new member Mark Kiklis to the Woburn Redevelopment Authority and noted Kiklis was recently appointed through the City Council and has taken his oath.

1. Discussion of Pocket Park Improvements

This agenda item was taken out of order to accommodate DPW Deputy Superintendent Lenny Burnham's schedule to allow him to join in the discussion. Cassidy, Authority members, and Burnham discussed the redevelopment of the Pocket Park located at 460 Main Street. Topics included funding, design, permitting, potential supply chain issues, labor, murals, uses and events, and the need for a more detailed cost estimate. City Councilor Jeff Dillon is very supportive of the project and suggested the possibility of having local tradesmen assist with the project. The matter will be placed on next month's meeting agenda for further discussion.

2. Approval of minutes: February 1, 2021 virtual meeting

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

MOTION by Duffy to approve the minutes of the February 1, 2022 meeting as drafted; seconded by Fuller. ROLL CALL VOTE ON THE MOTION: Fuller, Duffy, and Queenin in favor, none in opposition, Kiklis abstained. Motion carried 3-0-1 (Kiklis abstained).

3. Bills to be Paid

Queenin asked Cassidy if there were any bills to be presented for approval. Cassidy replied there were none.

4. Monthly Financial Report

Queenin stated that the Authority's finances remain solid, noting there is a balance of \$73,389.44 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 ending February 28, 2022. He asked if a member was prepared to make a motion to accept the monthly reports.

MOTION by Fuller to approve the financial reports for the month ending February 28, 2022, as submitted; seconded by Duffy. ROLL CALL VOTE ON THE MOTION: Duffy, Fuller, Kiklis and Queenin in favor, none in opposition. Motion carried 4-0.

5. Correspondence

Queenin asked Cassidy if the Authority received any new correspondence since the last meeting. Cassidy stated there was none but added she hopes to have a draft version of the Annual Report prepared for the April meeting.

6. Update on Storefront Façade Loan and Sign Grant Program

Queenin inquired of any additional interest in the Storefront Façade Loan and Sign Grant Program for the property located at 437 Main Street. Cassidy stated the new owner has all the handouts and paperwork regarding the program and is in the process of getting sign 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. The owner is currently focusing her efforts overseeing the roof drainage system as it's related to the building and Everett Street. Staff remains hopeful she will follow through with her interest in the awning/façade program.

7. Discussion of WRA initiatives and actions for 2022

Queenin stated the interview process has commenced for the new Economic Development position. The position will be for the betterment of new businesses, will act as an ambassador and work closely with the Authority. This position will devote some of its time to downtown-specific efforts. No decision on a final applicant has been rendered to date.

8. Discussion / approval of lease of Marlowe Park to the BrickYard for 2022 dining season

Nick Leo, owner/manager of the BrickYard Restaurant, 365 Main Street, Woburn, MA stated it's been a privilege to use the park for close to ten years hosting movies, outdoor dining, and concerts. He requested a thirty-minute extension on the concert time. The starting time will remain at 6:00 p.m. and the proposed ending time would be 9:30 p.m. He also requested the seating plan be updated to remain consistent seven days a week which would result in 24 tables (4 per table) and 96 seats Sunday through Saturday. Cassidy was not supportive of the notion of allowing the extended seating 7 days a week. She noted she'd received two separate comments from members of the public last year who complained about the restaurant usurping nearly all of the park for the six months of the year the park is usable.

After discussion, members recommended the lease payment for the period of April 2, 2022 through October 25, 2022 be set at \$4,000; concerts may be held from April 27, 2022 to August 31, 2022 between the hours of 6:00 p.m. and 9:30 p.m.; movies may be shown from June 26, 2022 to September 4, 2022; and the approval of the lease amendment is subject to submission of proof of professional power washing at least once per season, submission of updated insurance information, and obtaining any required City licensing prior to the commencement of the outdoor dining activities.

MOTION by Fuller to accept the above referenced recommendation; seconded by Duffy; ROLL CALL VOTE ON THE MOTION: Duffy, Fuller, Kiklis and Queenin in favor; none in opposition. Motion carried 4-0.

There being no other business, Queenin asked for a motion to adjourn the meeting and stated the next meeting will be on April 20, 2022 at 5:00 pm in the Committee Room at City Hall.

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

The meeting was adjourned at 5:45 p.m.

Table of Documents Used and/or Referenced at Meeting

Draft copy of the 2022 Marlowe Park Lease Agreement, monthly financial reports for General and Façade Loan/Sign Grant program accounts, and draft minutes of the February 1, 2022 meeting.
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Respectfully submitted,

Karen Smith

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