

WOBURN REDEVELOPMENT AUTHORITY
MEETING MINUTES
April 20, 2022 (VIRTUAL) MEETING

Chairman Queenin called the Woburn Redevelopment Authority's April 20, 2022 virtual meeting to order at 5:00 p.m. and asked Planner Karen Smith to call the roll.

Roll call of members

Mr. Gary Fuller, Mr. Wayne McDaniel, Mr. Art Duffy (joined meeting at 5:05) and Chairman Don Queenin were present. Mr. Art Duffy (joined meeting at 5:05) and Mr. Mark Kiklis were absent at roll call. WRA Administrator Tina Cassidy, Planner Karen Smith and City Councilor Jeff Dillon were also in attendance.

While waiting for Duffy to join the meeting, several agenda items were taken out of order to allow for a quorum when voting on certain motions.

1. Bills to be Paid

Queenin stated there are two invoices before the Authority payable to the Commonwealth of Massachusetts (Group Insurance Commission) in the amount of \$20.00 (Administrative Fee) and \$1,003.98 due for the FY22 Q3 Insurance Premium. Queenin and called for a motion to approve the payments.

MOTION by McDaniel to approve payments to the Commonwealth of Massachusetts (Group Insurance Commission) in the amounts of \$20.00 and \$1,003.98; seconded by Fuller. ROLL CALL VOTE ON THE MOTION: Fuller, McDaniel and Queenin in favor, none in opposition. Motion carried 3-0.

2. Monthly Financial Report

Queenin stated that the Authority's finances remain solid, noting there is a balance of \$72,389.44 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 March 31, 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 March 31, 2022, as submitted; seconded by McDaniel. ROLL CALL VOTE ON THE MOTION: Fuller, McDaniel and Queenin in favor, none in opposition. Motion carried 3-0.

3. Correspondence

Queenin asked Cassidy if the Authority received any new correspondence since the last meeting. Cassidy stated there was none but added she is in the process of finalizing the 2021 Annual Report and will distribute a copy to members and Councilor Dillon.

4. Update on Storefront Façade and Sign Grant Program

Cassidy stated there have been no new inquiries on the façade and sign grant program. The building owner of the most recent inquiry has encountered structural issues with her project and staff remains hopeful she will eventually follow through with her interest in the awning/façade program.

Duffy joined the meeting at 5:05 p.m.

5. Approval of minutes: March 22, 2022 virtual meeting

Queenin asked members if they were prepared to approve the March 22nd minutes and if so, was there a motion?

MOTION by Fuller to approve the minutes of the March 22, 2022 meeting as drafted; seconded by Duffy. ROLL CALL VOTE ON THE MOTION: Fuller, Duffy, and Queenin in favor, none in opposition, McDaniel abstained. Motion carried 3-0-1 (McDaniel abstained).

6. Discussion of WRA initiatives and actions for 2022

Queenin noted interviews are still on-going for the newly created position of Economic Development Manager and added 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 Authority. This position will devote some of its time to downtown-specific efforts.

7. Discussion of Pocket Park Improvements

Cassidy stated she met with Lenny Burnham, Assistant DPW Director, and they discussed cost estimates and potential design ideas for the redevelopment of the Pocket Park located at 460 Main Street. Ideas included new lighting, ADA compliant seating, video projection capability with audio, and the possibility of mural and a new side entrance to Gene’s Flatbread for easier accessibility to the park from the restaurant. Burnham will create a detailed cost analysis for the project and is scheduled to join the May meeting. Engineering will be drafting a concept plan. City Councilor Jeff Dillon stated he is very supportive of the project. Representative Haggerty has secured \$75,000 in State funding for the project. This matter will be placed on next month’s meeting agenda for further discussion.

There being no other business, Queenin asked for a motion to adjourn the meeting and stated the next meeting will be held on May 24, 2022 at 5:00 pm in the Committee Room at City Hall.

MOTION by McDaniel to adjourn; seconded by Fuller. 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 5:24 p.m.

Table of Documents Used and/or Referenced at Meeting

Monthly financial reports for General and Façade Loan/Sign Grant program accounts;
Draft meeting minutes of the March 22, 2022 meeting

Respectfully submitted,

Karen Smith

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