

**WOBURN REDEVELOPMENT AUTHORITY
(VIRTUAL) MEETING MINUTES
March 28, 2023**

MEMBERS PRESENT: Chair Don Queenin, Wayne McDaniel and Arthur Duffy were present. Mark Kiklis was absent. Also in attendance: WRA Administrator Tina Cassidy, Economic Development Manager Casey Hagerty and City Councilor Jeff Dillon.

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

1. Approval of minutes: February 28, 2023 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 February 28, 2023 meeting as submitted; Seconded by Duffy; All in favor. Motion carried 3-0.

2. Bills to be Paid

Queenin stated there was one invoice to be paid this month to Group Insurance Commission for \$20.72 to cover the administration fee for 2022. MOTION by Duffy to approve payment of the invoice; Seconded by McDaniel; All in favor. Motion carried 3-0.

3. Monthly Financial Report

Queenin stated that the Authority's account balances per bank statements as of February 28, 2023 are \$60,426.70 (Operating Account) and \$12,931.36 (Sign and Façade program). He asked if a member was prepared to make a motion to accept the monthly financial reports as of February 28, 2023.

MOTION by McDaniel to approve the financial reports for the month ending February 28, 2023, as submitted; Seconded by Duffy. Motion carried 3-0.

4. Correspondence

Queenin asked if staff had any correspondence for the Authority to discuss. Cassidy noted there was none.

5. Update on Storefront Façade and Sign Grant Program

Cassidy stated the outstanding facade loan for 170 Main Street is currently being paid in timely monthly installments. Cassidy discussed the possibility of a potential sign grant to S & Y Family Dental at 576 Main Street, a property that is technically outside the WRA's specific focus area, but whose tenant is interested in the program. The proposed sign would include a color that is not consistent with the standard WRA color options and would require a vote to waive the color restrictions in order for the sign to receive a grant.

Hagerty provided a visual of the 576 Main Street sign that included a small bit of orange and after discussion, members stated they did not have an issue with the color scheme. After discussing the pricing and reimbursement process of the Sign Grant program, members concluded that all applicants moving forward should be required to obtain two quotes instead of the current requirement of three. Queen expressed the importance of the WRA doing due diligence to confirm the cost is within reason.

MOTION by McDaniel to approve the request by S & Y Family Dental at 576 Main Street for a sign grant as submitted notwithstanding (a) its location outside the WRA program's targeted downtown area and (b) use of a non-standard color; Seconded by Duffy. Motion carried 3-0.

Members discussed Boba Tea at 325 Main Street and their interest in new lettering on an existing awning. Their sign would also include a color that is not consistent with the standard WRA color options and would require a vote to waive the color restrictions in order for the sign to receive a grant. Hagerty noted Boba Tea's estimate for the work is approximately \$850 as they are only changing the lettering on the awning and would require a reimbursement from the WRA program of \$425. Members viewed a rendering of the proposed sign and all were in favor of the design despite the non-conforming splash of green.

MOTION by McDaniel to approve the request by Boba Tea at 325 Main Street for a sign grant as submitted, notwithstanding its use of a non-standard color; Seconded by Duffy. Motion carried 3-0.

6. Discussion / Vote on 2023 amendment to lease with BrickYard for seasonal use of Marlowe Park

Cassidy stated Mr. Nick Leo, representing the BrickYard Restaurant, submitted a request to lease Marlowe Park from April 1, 2023 through October 27, 2023. The lease states the number and location of the dining tables will remain the same as the previous year; concerts will be held on Wednesday nights from April 26, 2023 through August 30, 2023; and movies will be shown on Sundays from June 25, 2023 through September 3, 2023. Rain dates will be held for concerts on the following evenings (Thursdays) but there will be no rain dates for movie nights.

Queenin requested confirmation from Cassidy that the Lease has been reviewed and approved by the City Solicitor, the insurance coverage is updated and the lease payment to the WRA will be \$4,000 for the 2023 season. Cassidy answered that the Solicitor had reviewed and okayed the format of the Lease amendment and in the affirmative on his other two questions. Queenin spoke positively regarding the BrickYard's operation and maintenance of Marlowe Park during the lease period in addition to their contributions to the community.

MOTION by McDaniel to approve the Amendment to the Lease as submitted; Seconded by Duffy. Motion carried 3-0.

6. Report from Economic Development Manager Casey Hagerty

Hagerty updated the WRA on her involvement within the community the past month and noted she has attended events with the Chamber of Commerce and met with several business owners. The old CVS building located at 415 Main Street has been purchased by Emeth Chapel and is not up-to-code to currently hold gatherings in their building. Hagerty stated she would inquire with the Building Commissioner regarding the parking requirements and/or restrictions for that facility and their ability to use the existing public parking in the Walnut Hill lot. Mahoney's Barbershop, 400 Main Street, is temporarily closed. Winchester Savings Bank, allowed as a by-right use, will be locating next to the Brickyard at 375 Main Street and is currently in the permitting process with a 60-90 day expected opening after the permit is issued. The old Woburn Five bank building, located at 19 Pleasant Street, currently has permits to perform exterior work but they have not applied for any interior permits to date. The first floor of that property is expected to be a medical office building. There is no update on the Federal Street 40R proposal as it is still in the drafting process. Hagerty noted she has reached out to MAPC regarding murals and how they may fit in with sign by-laws in addition to reaching out to several other communities to see their mural procedures as she begins creating a policy for Woburn Center.

Queenin inquired about the status of the property located at 433 Main Street. Dillon stated the owner has received a Special Permit from the City Council for 8 apartments in addition to 16 parking spaces in the Walnut Hill parking lot and the work is in progress. Hagerty concluded her update stating the Pocket Park is projected to be completed early summer and she has been compiling contacts creating a business directory.

Cassidy stated the next meeting of the Authority will be held on Tuesday, April 25, 2023 and plans are to hold the meeting in the Committee Room at Woburn City Hall. Authorization for remote meetings expires on March 31, 2023, and while the Governor has a bill on her desk to be signed to extend authorization for remote public meetings for two years, it has not yet been signed.

Queenin asked if there was any other business for the Board to conduct. Cassidy stated there was none. Queenin asked for a motion to adjourn the meeting.

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

The meeting was adjourned at 5:22 p.m.

Table of Documents Used and/or Referenced at Meeting

Draft meeting minutes of the February 28, 2023 meeting.
Financial statements as of February 28, 2023.
Sign Grant examples
Draft WRA Lease to BrickYard for Marlowe Park 2023

Respectfully submitted,

Karen Smith

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