

City of Worcester, Massachusetts

Edward M. Augustus, Jr.
City Manager

Michael E. Traynor
Acting Chief Executive Officer
Worcester Redevelopment Authority



WORCESTER REDEVELOPMENT AUTHORITY

Friday, April 11, 2014
8:00 A.M.
City Hall, 455 Main Street
Levi Lincoln Chamber
Worcester, MA 01608

Present:

Worcester Redevelopment Authority Board

Vincent A. Pedone, Chair
John F. Donahue, Jr., Vice-Chair
Steven Rothschild, Secretary
Robert Diaz
Jennifer Gaskin

Staff

Michael E. Traynor, Acting Chief Executive Officer
Erin Cahill, Financial Manager, WRA
John Odell, Director, City Energy and Asset Management Division
Jackson Restrepo, Executive Office of Economic Development
Jane Bresnahan, Executive Office of Economic Development

Pursuant to a notice given (attached), a meeting of the Worcester Redevelopment Authority was held at 8:00 A.M. on April 11, 2014.

1. Call to Order

Acting Chief Executive Officer Michael Traynor called the meeting to order at 8:00 A.M. Mr. Traynor introduced and welcomed new Board Member Jennifer Gaskin.

2. Roll Call

Mr. Traynor called the roll.

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3. Minutes of the March 14, 2014 Meeting

Mr. Pedone asked the Board to review the minutes. Mr. Diaz offered approval of the minutes with Mr. Pedone seconding the approval. The minutes were unanimously adopted without amendment.

New Business

1. Donation Agreement – Gift of Four Outdoor Lights (Accepted 2/11/14)

Mr. Traynor advised the Board that Mr. Giordano has signed the agreement and will in turn be signed by the Chair today. The Agreement sets out the responsibilities of both parties. Mr. Traynor advised that he will send a copy of the completely executed agreement to the Board members.

2. RFP for Broker – WRA Retail Lease Space

Mr. Traynor advised the Board that a Request for Proposals, seeking proposals for commercial brokerage services to market the retail lease space in the garage at Union Station. The solicitation will impose a cap on the allowable commission at six percent, although proposes may offer to charge a lesser commission. Mr. Rothschild requested that the RFP also include the area behind Byblos. Mr. Traynor stated that a draft RFP will be provided at the next meeting for review.

Old Business

3. Cell Phone Lot – report on discussion with Worcester DPWP

Mr. Traynor advised the Board of his ongoing discussions regarding Lot C and preparations to possibly open Lot C sometime in the spring.

4. Harding Street Improvements Update

John Odell updated the Board on the improvements to the new Taxi Stand area on Harding Street. Mr. Odell stated that the project has come in with a higher cost than anticipated. He provided the Board with a draft concept. He stated that he will review the costs to keep the project within the Seventy-Five Thousand Dollars (\$75,000.00) allocated.

5. Urban Renewal Consultant RFP Update

The RFP for the Consultant for Design Services Urban Renewal Plan are due April 30, 2014. Mr. Traynor hopes to bring a recommendation for award to the Board at the next meeting.

Other Business

Chair Pedone requested that an item regarding the awning in the patio area of Mr. Giordano's business be discussed. Mr. Giordano accepted the obligation in a lease amendment to be responsible for erecting, removing and storing the three-season awning and to be liable to the WRA for any damage or injury caused to the awning during such erection, removal and storage, excluding normal wear and tear and exposure to the elements, provided the awning is

erected after May 15th and removed by November 21st. Due to the significant winter and the awning never being removed for storage, it has been determined to have incurred structural damage to the building as well as the awning itself. Mr. Pedone requested Mr. Traynor work to with Mr. Giordano have the space/building issues repaired and inform the tenant that the area will not be allowed to open for business until said repairs have taken place.

6. Monthly Expenditure Report

Erin Cahill, WRA Financial Officer, reviewed with the Board the check detail and monthly comparison summary between March 5, 2014 and April 3, 2104. Expenses were \$88,262.58. Ms. Cahill noted expenses decreased due to the reduction in snow expense. Ms. Cahill noted that the quarterly property management expense was paid to the City.

There being no further business the meeting adjourned at 8:30 AM.

Respectfully submitted,

Michael E. Traynor,
Acting Chief Executive Officer