

City of Worcester, Massachusetts

Edward M. Augustus, Jr.
City Manager

Michael E. Traynor, Esq.
Chief Executive Officer
Worcester Redevelopment Authority



WORCESTER REDEVELOPMENT AUTHORITY

Friday, November 13, 2015

8:00 A.M.

Levi Lincoln Chamber, City Hall, 3rd Floor
Worcester, MA 01608

Present:

Worcester Redevelopment Authority Board

Vincent A. Pedone, Chair
Steven Rothschild, Vice Chair
Jennifer Gaskin
David Minasian
Sumner Tilton

Staff

Michael E. Traynor, Chief Executive Officer
Heather Gould, Assistant Chief Development Officer
Jennifer H. Beaton, Deputy City Solicitor
Thomas Zidelis, Chief Financial Officer
John Odell, Energy and Asset Management
Erin Cahill, WRA Financial Manager
Amanda Gregoire, Office of Economic Development
Jane Bresnahan, 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 November 13, 2015.

1. Call to Order

Chief Executive Officer Michael Traynor called the meeting to order at 8:00 A.M.

2. Roll Call

Mr. Traynor called the roll.

Worcester Redevelopment Authority
Worcester City Hall, 455 Main Street, Worcester, Massachusetts 01608
Telephone: (508) 799-1400 Ext. 249 Fax: (508) 799-1406
Email: bresnahani@worcesterma.gov
Website: www.worcestermass.org



3. Minutes of the October 9, 2015 Meeting

Mr. Pedone asked the Board to review the minutes of the October 9, 2015 meeting. Mr. Tilton offered approval of the minutes with Mr. Rothschild seconding the approval.

The minutes were approved by the Board on a 5-0 voice vote.

New Business

1. Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.

Mr. Pedone turned the meeting over to Mr. Zidelis, Chief Financial Officer, who introduced Matthew Hunt of CliftonLarsonAllen LLP, Mr. Hunt reviewed with the Board members the main points of the financial statements and noted that the auditors did not identify any deficiencies in internal controls over financial reporting that they considered to be material weaknesses or other matters that are required in accordance with the Government Accounting Standards. Mr. Hunt noted the WRA use best practices when managing W-9 forms with vendors.

Mr. Tilton offered the following motion:

Voted that the Worcester Redevelopment Authority hereby approves and accepts the year-end Financial Statements and Independent Auditors' Report for the fiscal year ended June 30, 2015, prepared by CliftonLarsonAllen LLP.

Mr. Minasian seconded the motion, it was voted 5-0 on a voice vote

2. Procurement of Security Services for Union Station:

- a) Discussion of Scope of Services**
- b) Authorize Issuance of Request for Proposals**

Mr. Traynor reviewed with the Board the conditions for the Request for Proposals for security services as at Union Station. The final scope of services is revised to include a third security guard to patrol Union Station and Union Station Parking Garage, including the stairwells, airlock and Union Station Garage lobby, Monday through Sunday between the hours of 4:00 a.m. and 10:00 a.m. This guard shall also be responsible for enforcing the no-standing policy outside of Union Station between 4:00 a.m. and 10:00 a.m. Additionally, the vendor must deploy security guards who are proficient in comprehending and speaking English.

Mr. Rothschild offered the following motion:

Voted that the Worcester Redevelopment Authority hereby approves the issuance of the Request for Proposals for Security Services/Union Station upon the terms and conditions presented to the Worcester Redevelopment Authority on November 13, 2015.

And Be It Further Voted that the Worcester Redevelopment Authority hereby authorizes its chief executive officer to make clerical or editorial changes of form only to the Request for Proposals through the issuance of appropriate addenda.

Mr. Tilton seconded the motion, it was voted 5-0 on a voice vote.

3. Downtown/Theatre District Urban Revitalization Plan Update

The Board was updated on the actions of the Urban Revitalization Plan. The BSC Group will be meeting with the Citizens Advisory Committee to preview finalization of the plan and the identified properties for development, relocation and public realm. Board members were invited to attend the meeting which will be held on November 19, 2015 at 8:00 a.m. in the City Council Chambers.

4. Proposed Land Swap between the WRA, City and St. Vincent Hospital

Mr. Traynor advised the Board that City Manager Augustus and Saint Vincent's Hospital have been in discussions for a land swap proposal between the City, WRA and St. Vincent Hospital. Mr. Traynor described the properties in question and the need for environmental testing.

**5. Financial Update Report
Update FTA Reimbursement
Monthly Expenditure Report
Updated Executed Contracts and Payments**

Ms. Zidelis reviewed with the Board Operating Income (Loss) Analysis for Fiscal year 2008 – 2015). Ms. Cahill reported that between October 2, 2015 and November 5, 2015 there were expenses of \$122,255.85. There were no additional capital payments made.

8. Status Reports – Miscellaneous/Improvement Projects
a) Union Station Harding Street Improvements Project
b) Union Station Restrooms Project
c) Union Station – Vendor & Maintenance Performance
d) Tenants Updates
e) Security System Update

Mr. Odell stated the retaining wall is in the process of being cleaned, patched and a skim coat applied. He stated that the new part had to be ordered for the lighting that should be coming shortly. The Restroom Project will be begin at the end of the month and the renovation on the existing restrooms will be completed after that project. The water testing is being conducted throughout the Station and will need to work with the MBTA to gain access to their area in two phases. Mr. Odell will update the Board at the next meeting on the security cameras and feed into the Security booth.

9. Adjournment

There being no further business, the Board motioned to adjourn the meeting at 9:25 A.M.

Respectfully submitted,

Michael E. Traynor, Esq.
Chief Executive Officer