

City of Worcester, Massachusetts

Edward M. Augustus, Jr.
City Manager

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



WORCESTER REDEVELOPMENT AUTHORITY

Friday, January 13, 2017

8:00 A.M.

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

Present:

Worcester Redevelopment Authority Board

Vincent Pedone, Chair
Sumner Tilton
David Minasian
Jennifer Gaskin

Staff

Michael Traynor, Chief Development Officer
Heather Gould, Assistant Chief Development Officer
Jennifer Beaton, Deputy City Solicitor
Thomas Zidelis, Chief Financial Officer
Erin Cahill, WRA Financial Manager
John Odell, Energy & Asset Management
Jeanette Tozer, 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 January 13, 2017.

1. Call to Order

Chief Executive Officer Michael Traynor called the meeting to order at 8:05 A.M.

2. Roll Call

Mr. Traynor called the roll.

3. Minutes of the December 9, 2016 Meeting

Mr. Pedone asked the Board to review the minutes of the December 9, 2016 meeting. Mr. Tilton offered approval of the December 9, 2016 minutes and Ms. Gaskin seconded approval.

New Business

1. Presentation of year-end financial statements and Independent Auditors' Report for the fiscal year ended June 30, 2016

Mr. Traynor 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. 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, 2016, prepared by CliftonLarsonAllen LLP.

Mr. Minasian seconded the motion, it was voted 4-0 on a voice vote

2. Fire Museum – Memorandum of Understanding

The Board reviewed the memorandum of understanding and the proposed terms for the construction and operation of the museum at Union Station. The Board requested a full presentation of the project before negotiating a lease with the Worcester Historical Fire Society, Inc.

Ms. Gaskin offered the following motion:

Voted that the Worcester Redevelopment Authority hereby authorizes its chair or vice-chair to execute a memorandum of understanding between the Worcester Redevelopment Authority and the Worcester Historical Fire Society, Inc., outlining the preliminary, proposed terms for the construction and operation of the Worcester Fire Museum and Educational Center at Union Station.

Mr. Tilton seconded the motion; it was voted 4-0 on a voice vote.

3. Proposal for the adoption of a remote participation policy under the Open Meeting Law

Deputy City Solicitor Beaton reviewed the proposed policy for remote participation of Board members, stating that she reviewed policies in place in other Massachusetts cities and towns and as well as the Attorney General's regulations on remote participation. Board members requested that arrangements be made with Cable Services and Technical Services and asked that procedures be put into place regarding the coordination of meetings with remote participation. Mr. Minasian offered the following motion:

WHEREAS, the Open Meeting Law regulations at 940 CMR 29.10 allow members of public bodies, in limited circumstances, to participate remotely in meetings; and

WHEREAS, the Worcester Redevelopment Authority desires to promote greater participation in public meetings by allowing its members to participate remotely when certain specific circumstances prevent them from being physically present; and

WHEREAS, the Worcester Redevelopment Authority desires to adopt a policy on remote participation by its members; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, that it shall be the policy of the Worcester Redevelopment Authority, in accordance with 940 CMR 29.10(2), that the following remote participation policy apply to all public meetings of the Worcester Redevelopment Authority:

Article I – Minimum Requirements for Remote Participation

No member of the Worcester Redevelopment Authority shall participate remotely in a meeting unless the following requirements are met:

1) Members who participate remotely and all persons present at the meeting location shall be clearly audible to each other;

2) A quorum of the Worcester Redevelopment Authority, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, §20(d);

Article II – Permissible Reasons for Remote Participation

A member shall be permitted to participate remotely in a meeting, in accordance with the procedures described herein, if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonable difficult:

1) Personal illness;

2) Personal disability;

3) Emergency;

4) Military service; or

5) Geographic distance.

Article III- Technology

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any member who requires TTY service, video relay service or other form of adaptive telecommunications.

(i) telephone, internet, or satellite enabled audio or video conferencing;

(ii) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present at the meeting location.

(c) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If the chair or, in the chair's absence, the person chairing the meeting, determines that technical difficulties are inhibiting the progress of any meeting, he or she may elect to terminate the participation of the remote member. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

Article IV – Procedures for Remote Participation

(a) Any member who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) If the person chairing the meeting approves the request for remote participation, he or she shall make any necessary arrangements with the Chief Executive Officer to ensure that the required equipment is available. If the necessary technical equipment is not available, then the person chairing the meeting shall deny the request for remote participation.

(c) At the start of the meeting, the person chairing the meeting shall announce the name of any member who will be participating remotely and the reason for his or her remote participation, as set forth in Article II herein. This information shall be recorded in the meeting minutes.

(d) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(e) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(f) When feasible, the person chairing the meeting shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c.30A, §22.

(g) Members participating remotely shall follow the same rules of decorum that apply in any physical meeting. Remote participants shall direct all their attention to the meeting, and should make their decisions based upon the same information as is available to all other participants in the meeting.

Ms. Gaskin seconded the motion and it was voted 4-0 on a voice vote, as read.

4. Financial Update Report

**Monthly Expenditure Report
Updated Executed Contracts and Payments**

Ms. Cahill stated that for the period December 3, 2016 through January 9, 2017 operating expenses totaled \$175,706.80. There were no changes in the existing FTA contracts.

5. Status Reports – Miscellaneous/Improvement Projects

- a) Union Station Harding Street Improvements Project**
- b) Union Station Interior and Exterior Signage Project**
- c) Union Station – Vendor & Maintenance Performance**
- d) Tenants Updates**
- e) Security Update**
- f) Bike Rack Update**

Mr. Odell informed the Board that the Harding Street project began the week prior and will be completed by early February 2017.

6. Adjournment

There being no further business, the Board motioned to adjourn the meeting at 9:20 A.M.

Respectfully submitted,

Michael E. Traynor, Esq.
Chief Executive Officer