

City of Worcester, Massachusetts

Edward M. Augustus, Jr.
City Manager

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



WORCESTER REDEVELOPMENT AUTHORITY

February 9, 2018

8:00 A.M.

City Hall, Levi Lincoln Chamber
Worcester, MA 01608

Present:

Worcester Redevelopment Authority Board

Vincent Pedone, Chair
David Minasian, Vice Chair
Sumner Tilton, Jr.
Jennifer Gaskin

Staff

Michael E. Traynor, Esq., Chief Development Officer
Thomas F. Zidelis, Chief Financial Officer
Jennifer Beaton, Deputy City Solicitor
Heather Gould, Assistant Chief Development 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 Friday, February 9, 2018.

1. Call to Order

Chair Pedone called the meeting to order at 8:05 A.M.

2. Roll Call

Mr. Traynor called the roll.

Chair Pedone read the following statement:

Ms. Gaskin has requested to participate in today's meeting remotely because she needs to leave the meeting before its conclusion. Since her physical presence at today's meeting is not feasible, I have agreed to her request. Please let the meeting minutes reflect that Ms. Gaskin's request has been approved and that she will be participating remotely by telephone today. All votes at today's meeting will be taken by roll call.

3. Approval of Minutes: January 19, 2018

Chair Pedone asked the Board to review the minutes of the January 19, 2018, meeting. The approval of the January 19, 2018 regular meeting minutes was moved by Mr. Tilton and by a 4-0 roll call vote meeting minutes were unanimously accepted. Mr. Traynor also provided the Board members a copy of the January 19, 2018, Executive Session minutes, which were unanimously accepted by a 4-0 roll call vote. Chair Pedone asked Mr. Traynor if the Executive Session minutes from the December 11, 2017 meeting are being accepted and made public; Mr. Traynor informed the Board that they are not being made public at this time.

New Business

1. Presentation of year-end financial statements and Independent Auditor's Report for the fiscal year ended June 23, 2017.

Mr. Traynor turned the meeting over to Ms. Cahill, WRA Financial Manager, who introduced Matthew Hunt of CliftonLarsonAllen LLP. Mr. Hunt presented a summary of the Independent Auditor's Report to the Board members, including an overview of the main points of the financial statements, and noted that the auditors did not identify any deficiencies in internal controls over financial reporting, and that they considered there to be no material weaknesses or other matters that are required to be reported in accordance with the Government Accounting Standards. Mr. Hunt explained the Independent Auditor's Opinion, that the preparation and presentation of WRA's financial statements are free of material misstatement, which has been the case for every year the audit has been completed by CliftonLarsonAllen LLP.

Chair Pedone 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, 2017, prepared by CliftonLarsonAllen LLP.

Mr. Traynor called the roll, it was 4-0 on a voice vote.

2. Authorize Contract Extension – RIBI Security

Chair Pedone informed the Board that they are still in the process of locating the Police Substation at Union Station and that a short extension is required for the current security company contract for ninety (90) days, with a thirty (30) day notice and a three (3) percent increase to a rate of \$15.39.

Chair Pedone offered the following motion:

Voted, that the Worcester Redevelopment Authority hereby authorizes its chair or vice-chair to execute Amendment No. 2 to the contract with the Rhode Island Bureau of Investigation and Protection, Ltd. to extend the term of the contract to May 16, 2018 at the rate of \$15.39.

Mr. Traynor called the roll, it was a 4-0 on a voice vote.

3. Authorize New Cleaning Services Contract – Green Life Janitorial Corporation

The cleaning services contract went out to bid prior to coming before the Board for a vote to authorize the bid; however, the current cleaning services contract is expiring. The WRA is asking for approval of the contract with Green Life Janitorial Corporation which will also ratify going out to bid for it, rather than having to re-bid the contract. Mr. Minasian asked if the WRA has a contractor policy set up related to procurement of services. Mr. Traynor informed the Board that the WRA bids out services through the City's Purchasing Department and therefore follows M.G.L. c. 30B procedures. Mr. Traynor explained that the procedure would normally require a Board vote prior to the bidding process.

Chair Pedone offered the following motion:

Whereas, the Worcester Redevelopment Authority solicited bids pursuant to M.G.L. c.30B, through the city of Worcester purchasing division, for the procurement of custodial services at Union Station.

Whereas, Green Life Janitorial Corporation was determined to be the lowest responsible and responsive bidder.

Voted, that the Worcester Redevelopment Authority hereby authorizes its chairman or vice-chairman to execute a contract with Green Life Janitorial Corporation for custodial services at Union Station from February 1, 2018 through January 31, 2020 with an option to renew for a third year.

Mr. Traynor called the roll, it was a 4-0 voice vote.

4. Financial Update Report

Monthly Expenditure Report Updated Executed Contracts and Payments

Ms. Cahill stated that for the period January 17, 2018, through February 5, 2018, there were expenses incurred totaling \$86,606.42. Approximately \$59,000.00 was for operating expenses and approximately \$27,000.00 was for capital projects.

5. Status Reports – Miscellaneous/Improvement Projects

- a) Union Station Exterior Stucco Project**
- b) Union Station – Vendor & Maintenance Performance**
- c) Union Station – Leak Remediation Project**
- d) Tenant Updates – Former Tenant**
- e) Security Update**
- f) Urban Revitalization Plan**

Mr. Traynor informed the Board that the WRA will begin getting appraisals for the parcels that will be included in the expanded Urban Revitalization Plan. Mr. Traynor will be executing contracts for the appraisals that are under \$25,000; should the appraisals cost more than that amount Mr. Traynor will come back before the Board to get a vote for the contract. Chair Pedone asked if the Board could discuss this matter in Executive Session, and Mr. Traynor stated that the Executive Session for this meeting is only for the Washington Square parcels.

Mr. Traynor stated that he made contact with Attorney Daniel Cotton relative to 521 Main Street. Mr. Cotton is only representing the owners for the liquor license application, but he indicated that he would bring the Board's request to the owners to get their detailed plans. Mr. Traynor spoke with Mr. Cotton at the beginning of the week and he did not have an update for the meeting; he will contact Mr. Cotton again about the Board's request for information about their plans for the upper floor renovations. Additionally, the WRA has identified a new appraiser that they are going to be working with for the revitalization plan, and it is Mr. Traynor's intent to ask them to do an appraisal for 521 Main Street as well.

6. Request Executive Session to Discuss the Value and Disposition of Real Property – WRA Properties in Washington Square

Chair Pedone offered the following motion:

Whereas, the chair has declared that an open meeting may have a detrimental effect on the negotiating position of the Authority;
Now Therefore, Be it Voted that the Worcester Redevelopment Authority hereby convene in executive session for the purposes of considering the value and acquisition of real property. The Authority will not reconvene in open session.

The Board voted 4-0 on a voice vote.

5. Adjournment

There being no further business, the Board motioned to adjourn the meeting at the end of the Executive Session. The meeting adjourned at 9:35 A.M.

Respectfully submitted,

Michael E. Traynor, Esq.
Chief Executive Officer