

City of Worcester, Massachusetts

Edward M. Augustus, Jr.
City Manager

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Chief Executive Officer
Worcester Redevelopment Authority



WORCESTER REDEVELOPMENT AUTHORITY

Friday, April 14, 2017

8:00 A.M.

City Hall, Levi Lincoln Chamber
Worcester, MA 01608

Present:

Worcester Redevelopment Authority Board

David Minasian, Vice Chair
Michael Angelini
Jennifer Gaskin
Sumner Tilton

Staff

Michael Traynor, Chief Development Officer
Heather Gould, Assistant Chief Development Officer
Jennifer Beaton, Deputy City Solicitor
Erin Cahill, WRA Financial Manager
John Odell, 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 April 14, 2017.

1. Call to Order

Mr. Minasian called the meeting to order at 8:10 A.M.

2. Roll Call

Mr. Traynor called the roll.

3. Minutes of the March 10, 2017 Meeting

Mr. Minasian asked the Board to review the minutes of the March 10, 2017 meeting. Mr. Angelini offered approval of the March 10, 2017 minutes and Mr. Tilton seconded approval. By a roll call vote the minutes were unanimously accepted.

New Business

1. Union Station Security Services

- a) Early Termination of RIBI Contract
- b) Authorize Issuance of Request for Proposals

Mr. Traynor discussed current challenges with Union Station security services, and Mr. Odell informed the Board that the current security operator is having difficulties hiring qualified staff to provide adequate coverage. The WRA and the security services operator have agreed to an early termination of the contract at a future date to be determined. In concert with that action, Mr. Traynor recommended that the Board authorize the issuance of a request for proposals to procure the services of a new security firm. Mr. Odell reiterated that the basic issue has been having enough qualified personnel on site, stemming in part from the recent minimum wage increase that has forced the security company to compete with other low-paying jobs, thereby making it difficult to staff Union Station at the desired and necessary level. Mr. Minasian asked if same wage structure will remain an issue, and Mr. Odell informed the Board that the wage structure will have to be increased to the current wage and account for increases over the coming years. Additional options were discussed, including using companies on the State bid list, though prices tend to be higher.

Mr. Angelini noted that the WRA is currently paying about \$20,000.00 per month for security. Mr. Odell explained that it is not for twenty-four hour coverage but from 4:00 a.m. through 1:00 a.m. There is coverage at all times during that time period with at least two people on staff, and three security staff during rush hours. Mr. Angelini asked about the possibility of consolidating Union Station security services with other City security operations. Mr. Odell stated that the only other security company is with the Worcester Public Library, and that the contract does not match the needs at Union Station. It was noted that it is possible to explore the vendor that is currently under contract with the WRTA at the adjacent WRTA Central Hub. Ms. Gaskin inquired about when the current Union Station security services contract will be terminated and the plan for ensuring continuous coverage. The current contract will be maintained until a new firm is procured and able to provide security services.

Mr. Angelini offered the following motion:

Voted that the Worcester Redevelopment Authority hereby authorizes its chair of vice-chair to execute an amendment to terminate the contract with the Rhode Island Bureau of Investigation and Protection, Ltd. for security services at Union Station, and authorizes its chief executive officer to solicit bids pursuant to M.G.L. c.30B, through the city of Worcester purchasing division, for the procurement of security services at Union Station.

Ms. Gaskin seconded the motion; it was voted 4-0 on a voice vote.

2. Update on Fire Museum Plans

Mr. Traynor informed the Board that the meeting packet includes an update on the Worcester Fire Museum. The update notes that the Worcester Historical Fire Society (WHFS) has unveiled their new website and has retained a local architect who will complete a study of the Union Station space to design a budget for the build-out, which will be a key step in their fundraising efforts. WHFS has been participating in a number of smaller fundraising efforts and will be attending the 125th anniversary of the Firemen's Association of the State on New York. The group participated in the St. Patrick's Day parade along with some of their equipment that will be typical of what they will store at the museum.

3. Authorize the submission of an application to the Office of the Inspector General for permission to use the construction manager at-risk delivery method (MGL Chapter 149A) for the leak remediation project.

Mr. Traynor advised the Board that this was a vote to authorize an application to the Inspector General to utilize the construction manager at-risk alternative delivery method for the leak remediation project. Mr. Odell informed the Board that Chapter 149A allows the contractor, architect, and engineers to work with the owner earlier in the project, which is important for the leak remediation project due to its complexity. Chapter 149A will allow the contractor to come on board during the design phase and bring knowledge from their previous experience with other leak repair projects. This will save the WRA both time and money by avoiding some of the problems that might be missed by a contractor who does not have related experience, and by allowing the contractor to make recommendations that may be of greater design or cost benefit. Mr. Minasian thanked representatives from Lamoureux Pagano Associates for the document outlining the pros and cons of using the Chapter 149A delivery method; the recommendations were clear and concise. Mr. Tilton asked about the total cost of the project and the change orders. Mr. Odell explained that using Chapter 149A will limit the amount of change orders, and all change orders will be brought before the Board for their review. The project is approved in the City's capital budget and there is authorization to borrow the WRA's share of the costs to supplement the eighty percent (80%) reimbursement from the FTA State of Good Repair Funds.

Mr. Angelini offered the following motion:

Voted that the Worcester Redevelopment Authority hereby authorizes its chair or vice chair to execute and deliver an application to the Office of the Inspector General of the Commonwealth for permission to use the Construction Manager At Risk delivery method, M.G.L. c. 149A, relative to the Union Station leak remediation project.

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

4. Authorize the issuance of a Request for Proposals for the Café Unit space.

Mr. Traynor informed the Board that the lease for the café space expired in June 2016; however, the tenant has been paying monthly rent and is up-to-date. Mr. Traynor recommended that the Board issue an RFP to market the space. Mr. Traynor reviewed with the board the layout of the leased area and the Board inquired if the current arrangements are satisfactory. Mr. Odell stated that the café is open when most trains are running. Mr. Angelini asked if the RFP is

necessary given that the current operation seems to be working. Mr. Traynor informed the Board that his recommendation was made upon the recommendation of Chairman Pedone with the idea of gauging what the open market interest might be in the space. The Board opted to not issue an RFP at this time and allow the current tenancy-at-will situation to continue. Mr. Angelini requested that staff ask the tenant about the hours of operation and request that they be open when trains are arriving and departing.

5. Authorize Change Order No. 3 to the Owner-Contractor Agreement between the Authority and Northern Contracting Corp. relative to the Union Station public restroom improvements project to provide a credit to the Authority in the amount of One Thousand Three Dollars and Ninety Two Cents (\$1,003.92).

Mr. Odell informed the Board that the public restroom improvements project has long since been finished. The contract has remained open while two outstanding items related to a light switch and emergency lighting were resolved, the result of which is a change order providing a \$1,003.92 credit to the WRA.

Mr. Angelini offered the following motion:

Voted that the Worcester Redevelopment Authority hereby authorizes its chair or vice-chair to execute Change Order No.3 to the Owner Contractor Agreement between the Worcester Redevelopment Authority and Northern Contracting Corp. relative to the Union Station public restroom improvements project to provide a credit to the Authority in the amount of One Thousand Three Dollars and Ninety Two Cents (\$1,003.92).

Ms. Gaskin seconded the motion; it was voted 4-0 on a voice vote.

6. Review of Commercial Leases at Union Station/Summary of Terms

Mr. Traynor reviewed with the Board a summary of all the Union Station leases, which includes each lease's commencement date, extension rights, overall lease term, and current rent and leased square footage. The layout of the Café and the layout of the CMRPC space were added to the original Board packet. Mr. Tilton requested that the Board be supplied with the identity of the principal of each lease and a depiction of each leased premises. Mr. Traynor acknowledged that he will provide a schematic of all of the leases at Union Station as well as the names of the principals of the lessees at the next Board meeting. The Board will also be provided with a summary of the spaces that are not leased and the status of the various developmental parcels around Washington Square. It was noted that an appraisal is being prepared for one of the development parcels in Washington Square.

Mr. Tilton requested that a map of all WRA owned parcels be submitted to the Board with relevant background information. Mr. Tilton also asked the Board if it is possible to duplicate the marketing plan for South Station wherein the leased spaces would be marketed by a developer. Mr. Traynor stated that there are no short-term turnovers with the current leases and the WRA does not have the ability to terminate leases. Mr. Traynor suggested that the WRA could put a plan in place going forward. Mr. Minasian inquired about the undeveloped spaces. Mr. Traynor stated that the spaces left in Union Station are not developable spaces but more of storage type. Mr. Angelini asked if a meeting or charrette could be held with developers to give ideas on exploiting available space in Union Station. Mr. Tilton informed the Board that he has been contacted twice about the sale or leaseback of Union Station. One of the requests was from a person that has privatized stations in other areas and claims he has the expertise.

7. Financial Update Report

Monthly Expenditure Report Updated Executed Contracts and Payments

Ms. Cahill stated that for the period March 7, 2017 through April 10, 2017 there were expenses incurred totaling \$233,116.58, of which approximately \$34,000.000 was for capital expenses; approximately \$500.00 was for urban renewal expenses, and a balance of approximately \$198,000.00 for operating expenses. The increase from the prior financial report was due to an increase in snow removal expenses as well as real estate taxes and property management. Ms. Cahill informed the Board that they will be looking to use \$263,712.00 of FTA funds for preventative maintenance in fiscal year 2018. In fiscal year 2017, the FTA covered eighty percent (80%) of the security expenses incurred to date, in the amount of \$170,000.00.

8. 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) Union Station – Leak Remediation Project**
- e) Tenants Updates**
- f) Security Update**
- g) Urban Revitalization Plan**

Mr. Odell informed the Board that the digital signage has been installed in Union Station and is fully functioning. The train schedule will be improved with real time updates during summer 2017. The Harding Street Banners are currently being installed, and weather cooperating, will be completed by the end of the following week. The additional work that will be undertaken during the next phase of FTA capital projects will include cleaning up the Union Station side of the Harding Street retaining wall, which will complete work in the Harding Street area. Mr. Odell also informed the Board that the survey of the existing signage in Union Station is in process and the data collected is being analyzed. Mr. Traynor also reviewed with the Board a revised map of parcels included in the Urban Revitalization Plan that the Board had requested at the previous meeting.

9. Adjournment

There being no further business, the Board motioned to adjourn the meeting at 8:52 A.M.

Respectfully submitted,

Michael E. Traynor, Esq.
Chief Executive Officer