

# City of Worcester, Massachusetts

Edward M. Augustus, Jr.  
City Manager

Michael E. Traynor  
Acting Chief Executive Officer  
Worcester Redevelopment Authority



## WORCESTER REDEVELOPMENT AUTHORITY

Friday, June 13, 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  
Jennifer Gaskin

#### *Staff*

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

#### *Other*

James E. "Jef" Fasser, Senior Associate from BSC Group

Pursuant to a notice given (attached), a meeting of the Worcester Redevelopment Authority was held at 8:00 A.M. on June 13, 2014.

### 1. Call to Order

Acting Chief Executive Officer Michael Traynor called the meeting to order at 8:10 A.M.

## 2. Roll Call

Mr. Traynor called the roll.

## 3. Minutes of the May 9, 2014 Meeting

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

## New Business

### 1. Summer Meeting Schedule

Chairman Pedone discussed with the Board members changing or modifying the schedule for the July and August meetings. It was determined that the July 11, 2014 meeting will be cancelled and tentatively keep the meeting for August. Chairman Pedone discussed possible votes that might need to be taken that would warrant a meeting. The Board asked that monthly financial updates on tenants be forwarded to them.

## Old Business

### 2. Urban Renewal Consultant RFP

Mr. Traynor advised the Board that three proposals for the Consultant for Design Services Urban Renewal Plan/WRA were received from Crosby Schlessinger Smallridge, Vanasse Hangen Brustlin and BSC Group, Inc. The staff review committee reviewed the non-price proposals scored both BSC Group, Inc. and Vanasse Hangen Brustlin scored highly advantageous. The review committee then reviewed the price proposals of these two firms. The BSC Group submitted a low bid of \$169,400.00. Based upon these findings and the committee's recommendation, Mr. Traynor recommended that the Board award the contract for urban renewal consultancy services to BSC Group, Inc.

Chairman Pedone offered the following motion:

**Voted that the Worcester Redevelopment Authority hereby authorizes its chair or vice-chair to execute a contract with BSC Group, Inc. for urban renewal consultant services relative to the Downtown/Theatre District urban renewal plan initiative in the amount of One Hundred Sixty-nine Thousand, Four Hundred Dollars and no cents (\$169,000.00).**

Mr. Rothschild seconded the motion, and it was adopted 4-0 on a voice vote.

Mr. Traynor recognized James E. "Jef" Fasser, Senior Associate from BSC Group, who was attending the meeting and asked Mr. Fasser if he would like to address any comments to the Board.. Mr. Fasser thanked the Board for selecting BSC and stated that he was excited to be working with the Board and getting the project up and running. He agreed that one of the initial tasks is that the Citizens Advisory Committee needs to be established. Mr. Fasser stated that he will come back before the Board with an informational timeline.

### **3. Parking Lot License**

Mr. Traynor advised the Board that the Parking Lot License between the WRA and Department of Public Works & Parks (DPWP) is ready to sign. DPWP will sweep and plow the lot as needed and bills will be forward to the WRA. DPWP will also look at the grading of the entrance on Franklin Street and will get an estimate to repair. Appropriate signage will also be erected prior to the lot opening. Board members requested that some type of announcement about the new lot and enforcement rules, be publicized.

### **4. Capital Projects update**

Progress Report –

A. A new draft of the signage schematic with suggestions made from the last meeting was presented. Board members reviewed and asked that symbols be added to all signage and requested that a new mockup be sent prior to finalization.

B. Mr. Odell stated that there is a full review of the leakage in and around Union Station currently underway. He is working with Nault Architects and Lamoureux and Pagano on more testing to make sure all leaks are incorporated and will make a recommendation to move forward with the repairs.

C. The Harding Street project bid is being finalized and work should be done by the end of the summer.

D. Security camera work is underway. The project is progressing faster than anticipated and at a lower cost. The work should be completed by the end of July.

### **5. Invitation to Bid**

Mr. Morano reviewed with the Board the updated commercial space available for solicitation for brokerage services. The available commercial space at Union Station consists of two units totaling approximately 14,700 square feet. The first unit is located on the first floor in the front of the building and consists of approximately 3,700 square feet. The second unit is located in the right rear corner of Union Station and consists of approximately 11,000 square feet. The total commercial retail space in the Union Station Garage is 8,050.

Qualified commercial brokers will be selected to provide commercial brokerage services for the commercial space at Union Station and the Union Station Garage. Commercial brokers are responsible for providing the WRA with a one-time payment brokerage fee based on agreed upon cost per square foot for the commercial space leased. The fee is not to exceed \$1.75 per square foot. The Commercial brokers will be required to demonstrate a marketing strategy to attract companies/tenants. The brokers should also make a commitment to any costs associated with the marketing efforts. In order to receive the stated commission for the commercial space, the broker must bring an interested party to the WRA for negotiations regarding the lease of the commercial space, and the commercial space must ultimately be leased to said party.

Awning Update - Mr. Traynor informed the Board that a letter will be sent to the tenant that all repair work to the awning and structural damage to Union Station will need to have a professional engineer inspect the awning and structural damage that it meets all professional codes before the area can be opened for public use.

## **6. Monthly Expenditure Report**

Erin Cahill, WRA Financial Officer, reviewed with the Board the check detail and monthly comparison summary between May 3, 2104 and June 3, 2014. Expenses were \$91,374.35.

There being no further business the meeting adjourned at 9:25 AM.

Respectfully submitted,

Michael E. Traynor,  
Acting Chief Executive Officer