

Foundry Advisory Committee Meeting Notes

January 11, 2019; 8:00 – 10:00 am

Cambridge Police Station, 125 Sixth Street

FAC Members in Attendance: Taha Jennings, Deborah Ruhe, Jamie Sabino, Marie Saccoccio, Jason Slavik, Mark Tang, Richard Thal

CRA, City of Cambridge and Others In Attendance: Erica Schwarz, Kathryn Madden, Michael Black, Robert Garner, Stephanie Couch, Betsy Boyle, Zoe Vanderschmidt, Katherine Shozawa, Carol Watkins, Bill Dovhan, Lillian Hsu, Barry Zevin, Ilan Levy, Michael Shia, Allison Daley, Joan Squeri, Jean Appolon, Wisthon Thimh (sp?), Judith Dwyre, Jeff Goldenson

1. Updates

CAC Public Art Installation Process

Erica Schwarz of the CRA and Lillian Hsu of the Cambridge Arts Commission (CAC) provided an update on the CAC's process for selecting the artist to create a permanent art installation at the Foundry. The three finalists – Elisa Hamilton, Innovators for Purpose and Masary Studios – will present draft proposals at a public viewing event on February 7th in the City Hall Annex. They will present final proposals to a site selection team on February 28th. There are still openings on the site committee. Interested residents should share their interest with Lillian Hsu.

Design and Construction

Michael Black, Cambridge Construction Project Manager, noted that the City has selected WT Rich as the Construction Manager at Risk. The feasibility study is nearly complete, with the City and architects, Cambridge Seven, working on final edits to ensure it meets goals for both budget and program related design. He expects the final feasibility study to be accepted by the City in the next few weeks. At that time, they will create an updated schedule for construction and move into the schematic design phase.

2019 Community Engagement Plans

Katherine Shozawa of Lesley University (a leader in the Foundry Consortium) gave an overview of plans that the Foundry Consortium has for outreach to local residents. Focus will be on youth, seniors, low-income families, people of color, and other residents who tend to be underrepresented. They will be reached via a range of entities such as East End House, Housing Authority developments, and family liaisons at schools.

The goal is to educate people about the Foundry, and also to build ownership of the Foundry by soliciting residents' input on what kinds of programs and activities will bring them to the Foundry, and what will make the Foundry feel like it's their space. This will be done through a survey conducted one-on-one, and also possibly through interactive art projects that allow people to share ideas in a public space. Ideas that relate to building design or fit-out will be forwarded to the City to help inform construction design and fit out.

Foundry Advisory Committee open seat

Deborah Ruhe shared that she is retiring from her Executive Director position at Just A Start, and plans to step down from the FAC. Kathryn Madden thanked Deborah for all of her vital contributions (as the rest of the room agreed) and noted that she hoped she would stay involved with the project in some capacity.

Taha Jennings, who sits on the FAC and is also Assistant to the City Manager, noted that he will soon post an advertisement to fill this open seat. He encouraged FAC members and the CRA to help share the post widely once it's out. The CRA, FAC and other City stakeholders will make recommendations to the City Manager, who will make a final selection that ensures the right balance of FAC members.

2. Property Management RFP

Erica Schwarz reviewed the RFP for property management for the Foundry, which is scheduled to be advertised on the state's Central Registry starting on Monday. The RFP's deadline is February 14th. The RFP outlines a contract that will have two parts:

- 1) providing consulting services to the CRA during the design and construction phases regarding design issues that will impact effective property management
- 2) providing property management services once the site is operational.

The second part of the contract may start under the CRA, which will pass it onto the nonprofit operator as soon as they have the capacity to oversee it. FAC members discussed that it may ultimately be more beneficial for the nonprofit operator to have property management staff in house, and contract out for technical needs.

Erica solicited input regarding sites or entities to share the RFP with in order to receive a wide base of responses. Deborah Ruhe and Richard Thal offered to share ideas, given their work in community development. Erica will follow up. Bill Dovhan suggested posting it to the website Hire Culture.

3. Space Utilization Principles

Kathryn Madden reviewed a handout that provided a basis for discussion on the principles that will guide decisions about which entities get to rent which spaces and for what level of rent. The FAC has a responsibility to monitor the Foundry's success in meeting its mission. A core aspect of this monitoring will come from understanding who is using the building.

There was significant discussion, with the following points emerging:

- Keep the process simple! The operator will need to be nimble at times. If a policy is too prescribed it will be impossible to implement. Guiding principles are best.
- The nonprofit operator will need a database to schedule and track activity efficiently.
- First analyze use requests based on values (ie, if a group targets programs for low-income families). Then consider logistics (ie, if they need a large room Mondays at 6).

- The form to request space may be similar to a very basic grant application
- Some uses may have a more intense form – such as space requested for a performance with a long run, for resident artists, or for other longer term tenants.

4. 2019 FAC Meeting Dates

Erica noted the meeting dates for the rest of the year, all at 8:00 am at the Police Station:

Friday April 12th

Friday July 12th

Friday, October 11th

5. Public Comment

The time set aside for public comment which was not formally used, as members of the public participated in agenda items as they were discussed.