

Regular Board Meeting  
Cambridge Redevelopment Authority

Wednesday, April 11, 2018 5:30pm  
Robert Healy Public Safety Center / Cambridge Police Station / Community Room  
125 Sixth Street, Cambridge, MA

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APPROVED Meeting Minutes

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### Call

Chair Kathleen Born called the meeting to order at 5:39 p.m. Other Board members present were Vice Chair Margaret Drury, Treasurer Christopher Bator, Assistant Treasurer Conrad Crawford, and Assistant Secretary Barry Zevin. Executive Director Tom Evans and other CRA staff members, Ellen Shore, Jason Zogg, Carlos Peralta and Alex Levering, were in attendance.

The meeting is being recorded by the CRA and a member of the public.

### Public Comment

Mr. Steven Kaiser, 191 Hamilton Street, commented on agenda item #5. He was pleased that the transportation analysis RFP requested a multimodal report including transit service monitoring and actions to improve Red Line ridership and reduce headways, particularly given the line's erratic performance. Mr. Kaiser then spoke to the records management agenda item. He is writing a book that will be useful for the CRA's historical records and distributed a draft chapter, "The Battle of the Route 2 Extension." He spoke in more detail about the years 1969-1972, the CRA's role, housing, HUD funds, the Cambridge Advisory Committee (CAC) at that time, and reasons for the canceled Inner Belt project. He also distributed a page of the 1969 City of Cambridge Annual Report regarding housing.

There were no other requests to comment.

*The motion to close public comment carried unanimously.*

### Minutes

#### **1. Motion: To accept the minutes of the Annual Meeting of the Board on February 14, 2018**

There were no comments made.

*The motion to accept the minutes and place them on file was seconded and carried unanimously.*

### Communications

#### **2. Draft CRA Letter to MassDOT regarding Bicycle Facilities on the Longfellow Bridge**

Mr. Evans said that the Longfellow Bridge has been under construction since he began at the CRA. This was also the reason for the creation of the Kendall Square Transportation Subcommittee. The Bridge will open in May, but there are changes that are warranted. This has been a conversation since 2009 with the original design. The CRA and the KSA were approached by the bicycle activist community to consider their proposal. Rather than putting back two automobile travel lanes with a minimum-width bike lane in the Boston-bound direction, the proposal is to keep the one car lane as it is now and use the second lane for a bike facility that could also be used

by emergency vehicles, if necessary. The current plan is to have one lane into Cambridge with a buffered bike lane. The community has lived with one lane into Boston for five years. Mr. Evans said that there has been no increase in automobile traffic but that the bike mode split has grown significantly. There have been many discussions within the KSA, with activists (Bicycle Union, Livable Streets, Cambridge Safety Committee), and the City. The Cambridge City Council has passed a policy order in favor of one lane into Boston. The City administration is currently working on a letter to that position. MassDOT said they would study a one-lane option since they cannot change the design plan at this time. The proposal in the letter urges MassDOT to consider going directly to the one lane configuration. Two lanes is an invitation for more traffic through Kendall Square. Boston is going to be working on other bridges and they are looking at the Longfellow Bridge for traffic flow. The KSA is leaning towards a study. Mass General hasn't commented. Mr. Evans asked for comments from the Board.

Mr. Zevin was skeptical at first, but the wide bike lane is an interesting idea to provide emergency access to Mass General. He is concerned that one lane would push the bottle neck into Cambridge along Main and Broadway. He would like to see some numbers. He also said that drivers looking at an empty lane will be aggravated. Mr. Zogg said that there is a capacity issue at Charles Circle so the bridge throughput won't change with two lanes versus one lane. He also noted that triple convergence will occur with two lanes so that the increased "storage" on the bridge will eventually get filled. In the past five years, there has been one lane going into Boston and no vehicle entrance into Cambridge. Mr. Crawford spoke about other similar traffic backup situations and actual results. He is in favor of a strong letter asking MassDOT to explore the feasibility of a one-lane option. There was a discussion of the sidewalk widths on opposite lengths of the bridge being different as well as bike/pedestrian shared sidewalks.

Ms. Drury suggested that the letter be voted on and, if approved, signed by the Chair.

Ms. Born would rather build it with one lane and try it first. Mr. Evans said that the letter is written that the one-lane could be a pilot design. Ms. Born thinks it would be easier to move bicycles out of the way than it would be to get cars out of the way for emergency vehicles. Mr. Evans said that Mr. Barr is working on setting up meetings with EMTs from Cambridge and Somerville.

*The motion to send the letter to MassDOT regarding bicycle facilities on the Longfellow Bridge, as written but alternately signed by the CRA Chair, signifying the CRA Board's endorsement, was seconded and carried unanimously.*

### **Reports, Motions, and Discussion Items**

#### **3. Presentation: Broad DNatrium 2.0 Design**

##### **Motion: Approving the proposed design of the Broad DNatrium within 415 Main Street, Parcel Three of the Kendall Square Urban Renewal Plan**

Mr. Zogg explained that staff has been working with Broad Institute about redesigning the DNatrium located on the first floor of their building. No one currently working on this project was involved in the initial DNatrium discussions. The 415 Main Street ground floor retail requirement to activate the streetscape and urban neighborhood was not satisfactorily met. The Broad is currently redesigning the DNatrium. There have been several meetings with the CRA and Broad staff, followed by a CRA Design Review Committee meeting last month focusing on the top priorities. The Broad was present to do a higher-level presentation on their plan.

Ms. Justine Levin-Allerhand, Chief Development Officer and Chief Relations Office at the Broad Institute, said that the Broad is redesigning the Museum Space on the first floor. It is a public space to engage all of Cambridge to learn about genomic medicine and understand the mission of the Broad. There was a design process where feedback was received from the CRA Design Committee which focused on engagement, density, and experience. She mentioned ways of activating the street and decreasing the barrier to entry with better signage. She spoke about the educational content in the museum as well as seating. She added that outreach will be increased to make it known that this space is available to the Broad, other organizations, and the community. The design will consist of four "groves" of exhibits inside, and outdoor sculptures to attract people into the building. She

mentioned enhancing the vestibule with multiple screens of photos of labs and scientists. She noted that a map of Kendall Square would be placed in the lobby. She went into some detail about the information contained in the four informational groves. Although there were trees in the presentation, those might not be in the final design. She also mentioned that more density along the windows was an area needing more design. Mr. Evans added that this has been a very collaborative process with the Broad. A core of museum professionals helped with the design. Ms. Levin-Allerhand said that the goal is to open the museum by July 2019, the 15-year anniversary. Although DNA Day is April 29, 2019, it might be hard to accommodate that date.

Ms. Drury reiterated the challenge that exists and is interested in the final product. Mr. Zevin stressed that content needs to relate to different audiences - those who are very knowledgeable and those who aren't. Ms. Levin-Allerhand said that there will be mechanisms available for people who want to delve deeper. She envisions school groups visiting the museum. There is an educational outreach office that is working with the middle and high schools. Ms. Drury said that the long walk to the entrance needs to "grab" people. With respect to outreach, Mr. Crawford noted that the Broad has been a generous contributor to the Cambridge Science Festival and suggested drawing from those existing partnerships and constituents. Opening on DNA Day would coincide with the Cambridge Science Festival.

Mr. Larry Bluestone, 18 Centre Street, reiterated the importance for the museum space to be welcoming enough that the public knows they are welcome as well as having them feel they are not intruding on Broad's meeting space, which is the case today. Ms. Levin-Allerhand said that having one entrance into the building from 415 Main Street and creating other areas within the building for Broadie professional interactions will give the public a different perspective of the lobby. She added that the relocation of the MIT museum across the street will also add to the culture of open museum spaces.

Mr. Crawford noted that the space still appears as a lobby. The stairs, the overlook, and the galleria walkway read as exclusive spaces. To soften the space, Ms. Levin-Allerhand said that there has been a focus on spot lighting, trees, and materials used for the display cases to create warmth in the space. She added that people are allowed on the 2<sup>nd</sup> floor but badges would be needed to go into the elevator.

Mr. Zevin noted that the presentation still did not show use of the perimeter outside wall which should be treated like retail space and filled with visually interesting things. Questions on the glass windows were mentioned as a way being to attract visitors. Although actual lab spaces cannot be seen from the museum, Ms. Levin-Allerhand noted that there could be a video of a lab space. She also explained how a bio-suit would be on display.

Mr. Zevin suggested she ask MIT if they would reference the Broad DNatrium in their Koch Institute lobby space. Mr. Evans suggested gathering a network of science education facilities in Kendall Square into a Science Walk which could include the Koch Institute, Broad Institute, two community labs, MIT museum, Amgen visible lab, etc.

Ms. Born reminded the audience that this motion is before the CRA Board because in the original approval of this building in the urban renewal plan, there was to be retail along the frontage. The museum was set up as a replacement for retail as retail was not popular at that time. Streetscape activation and welcoming public open spaces within the KSURP are within CRA jurisdiction.

*The motion to approve the proposed design of the Broad DNatrium within 415 Main Street, Parcel Three of the Kendall Square Urban Renewal Plan, and designating CRA staff to review future design documents and, on an annual basis, a report on the museum programming and usage was seconded and carried unanimously.*

#### **4. Presentation: Kendall Center Public Space Activation Plan**

Ms. Sarah Goldstein, Marketing Coordinator for Boston Properties (BXP), discussed the 2018 programming plan for Kendall Center this season. Information about all the programs and events can be found on the KendallCenter.com website. There are two public spaces – the Roof Garden and the Kendall Plaza. Similar to last year's programming, the Plaza will be activated on Tuesdays, Wednesdays, and Thursdays with various events such as concerts, the Farmers Market (starting May 16), art projects, and a one-day Live Well Expo event. The Roof Garden will be activated on Tuesdays, Wednesdays, and Thursdays with a fitness series, a garden program, and four cooking/tasting classes. Some of the amenities on the Roof Garden include a Soofa Bench, garden

beds, a free library, and a ping-pong table. On Parcel 6, the educational program with the Charter School and Green City Growers will occur again this summer. Ms. Goldstein added that in partnership with the Cambridge Arts Council, various artists' works are displayed in BXP building lobbies. New for the Kendall Plaza this season is a discovery market on Mondays which partners with MIT and the Cambridge Arts Council and focuses on the arts and sciences in Kendall. A food component will also be included. Newly designed and larger Main Street banners will be installed. BP has increased their social media outreach for all the events. The vendors at the farmers market can be found on the BXP website.

In response to Ms. Drury, Mr. Evans explained that the term "Kendall Center" goes back to the effort by BXP to move away from Cambridge Center while renumbering and rebranding their buildings. There was a discussion of all the different hashtags and handles related to Kendall.

Mr. Zogg asked BXP to bring temporary or permanent large scaled art installations to Kendall Square like they do in their Boston buildings. Ms. Laura Sesody from BXP, said that she will look into opportunities for the plaza. Ms. Born added that Kendall Square deserves something out-of-the-box or cheeky. Mr. Evans mentioned that there's been some talk about closing Main Street for a block party type of event and asked for BXP's participation if it materializes.

## **5. Presentation: Kendall Transportation Report Scope**

**Motion: Authorizing the Chair and the Executive Director to enter into a contract with (selected firm) for an amount not to exceed (TBD) for the purpose of collecting and reporting multi-modal transportation in Kendall Square data in satisfaction of the Section 61 findings of the August 6, 2016 MEPA certificate for the Kendall Square Urban Renewal Plan Amendment #10**

Mr. Evans noted that Boston Properties is an important partner in this next topic. Mr. Zogg distributed a memo that explains the RFP process and why VHB is being recommended to do the annual transportation report. He also distributed the extensive proposal from VHB. These distributed documents will be on the CRA website tomorrow. Mr. Zogg also had a copy of past transportation reports for comparison.

An RFP was issued for a consultant to help the CRA create a new 21<sup>st</sup> century transportation data report. This is a requirement of the urban renewal area since the 1994 Environmental Impact Report (EIR). For the past 20 years, the report hasn't changed. It was designed to meet the minimum EIR requirement. A couple of years ago, the CRA stopped collecting data due to the Longfellow Bridge closure and construction projects which closed Main Street and other parts of Kendall Square, thus hindering accurate counts. As the Bridge is opening, staff decided to take this opportunity to create a multimodal transportation report that covers vehicular traffic, bikes, pedestrians and public transit. The report will explore using existing data sets that Kendall Square developers have collected as part of the City's PTDM requirement. The chosen consultant needed substantial graphic design experience to create an end product for various audiences. The report would build on the Kendall Square Mobility Task Force report, produced last year, which recommended transportation improvements in Kendall Square. The new annual data report will report on current conditions. It will be used to discuss transportation ideas and funding with various stakeholders – KSA, regional planning agencies, MassDOT, state legislators, congressional representatives, City Council, advocacy organizations, etc. A considerable investment is needed initially to determine what data to collect, the methodology to use, and the format of a new data report that can last for the next 20 years. Subsequent years would require less investment as a procedural system would exist. Eight proposals were received and five were interviewed by a selection team. References were called. Out of those five, VHB had the most experience as well as having access to PTDM data from other Kendall Square clients.

The Board was pleased to have multimodal counting in the report. There was a discussion of determining whether traffic is related to Kendall Square or through-traffic. Mr. Hawkinson said that tracking people is creepy and shouldn't be done, although many municipalities do. He added that the City is contemplating an ordinance about surveillance technologies next Tuesday and suggested that the CRA attend the meeting for information about tracking technology legalities and issues.

Albert Ing is the VHB project manager. To avoid conflict, CRA staff requested a project manager who was independent of PTDMs of private clients in Kendall Square. There was a discussion about reasons not to show

the VHB video that Mr. Zogg mentioned. Without seeing the video, Mr. Crawford can envision the dynamic nature of the visualization tools on page 13. Mr. Zogg said that a digital format could show count results at other times of the year without waiting for a published annual report. He also said that installing permanent counting devices in common areas might be financially worthwhile rather than repeatedly paying consultant fees. In addition, the continuous counts could provide a fuller picture. The City has been discussing this option as well. Daily pedestrian counts could help lure retailers.

Mr. Bator added that the data is out there but the real issue of privacy is how the data is managed. Mr. Crawford noted that a lot of money has been spent but the capacity is still external to the organization. He would like to rein in the capacity. Mr. Evans replied that that one of the criteria was that the report was manipulable and that it could be taken over by staff at some point. Mr. Zogg said that organizations with a similar staff size to the CRA usually hire consultants to do their annual reports.

Mr. Kaiser cautioned the staff on the ambiguity of traffic reports because gridlock can skew numbers. He thinks traffic reports are useless. He added that VHB did the best transit report he has ever seen. He stressed that the CRA must insist on the transit analysis, especially the Red Line, and that the MBTA must be made aware of the results. Mr. Evans said that the scope includes what MEPA has told the CRA to do for the past 20 years which is daily automobile counts. Mr. Evans hopes that gridlock won't affect the results of a daily count's throughput. A major component in the first year is determining what other data should be collected, what is easily available, and what can be done. There is also a multi-modal commitment but the mechanism for counting transit, pedestrians, and bikes hasn't been determined. Mr. Zevin applauded the emphasis on clear graphics.

Mr. Evans explained that an RFP allows the ability to use criteria other than price in the selection process. It was fortuitous that VHB was ranked the highest and had the lowest cost. In full disclosure, although the rules don't apply in this situation, Mr. Evans stated that Mr. Zogg worked at VHB a long time ago.

*The motion authorizing the Chair and the Executive Director to enter into a 3-year contract with a 1-year extension option with VHB, Inc. for an amount not to exceed \$130,000 in year 1 and \$70,000 for each subsequent year, for the purpose of collecting and reporting multi-modal transportation in Kendall Square data in satisfaction of the Section 61 findings of the August 6, 2016 MEPA certificate for the Kendall Square Urban Renewal Plan Amendment #10 was seconded and carried unanimously.*

In response to Mr. Hawkinson, the CRA had a contract with FST, who did many things for the CRA. There were 26 amendments and the full contract sum was millions of dollars. Using information during the last year of the contract when they weren't doing anything but traffic counts, the cost was \$45,000. The scope of the current project is much larger.

*A motion to bring agenda item 8 forward was seconded and carried unanimously.*

## **8. Report: Annual Investment Account Update – Morgan Stanley**

Mr. Dave Javaheri, of Morgan Stanley, represents the investment portfolios of the CRA - the general fund and the OPEB fund. He spoke about the change in investment strategy, the inflow of new monies, performance, and equity allocation modifications. In the fall, a decision was made to move away from the original investment strategy, also used by the City and other Massachusetts government entities, of investing in the 21 stocks on the Massachusetts Legal List of Investments. It was simple and effective. The percentage of equity started at 15% but was later approved to increase to 30% with 70% fixed income in mostly CDs and government agencies. With the new monies, there was a desire to do more socially conscious investing. Morgan Stanley's group, called The Institute for Sustainable Investing, met with the Treasurers, Mr. Evans, and Ms. Shore to discuss its research data and screening criteria. All of the CRA's investments now go through an environmental, social, and governance screen. There are 40-50 companies that meet Morgan Stanley's sustainability rating. At this time, the current allocation is still 30% equity, which is the maximum allowed by the CRA Investment Policy, and 70% fixed income. The 70% fixed income is in bonds, primarily government, with a defined maturity date and fixed interest. In the last several months, having 70% of investments in fixed income was fortunate. However, in prior years, it wasn't as lucrative. Mr. Javaheri walked through the report. Page 4 shows the allocation of investments. The next page shows the performance of the account. The portfolio started in April 2015. Looking at the fourth column,

there has been a 1.89% increase in the portfolio in the last 12 months. At the bottom of that column, a comparison against other investment strategies is shown. The numbers are time-weighted. Page 6 shows the fixed interest and dividends from the 70% in bonds that is guaranteed through April 2019, which is about two percent. Mr. Javaheri said that this portfolio could generate four percent in both earnings and growth given the same allocation and reasonable markets over time. He also noted that when interest rates increase, bond values decrease so the market rate of the portfolio looks worse than it is because the bonds are held to maturity and the amounts are guaranteed. Mr. Javaheri summarized that the portfolio is conservative. The screenings show that the CRA is thoughtful of its holdings. However, this large sum of money has a greater potential to grow in time if the equity allocation is increased. Another 1% in earnings is significant but there would be more risk. The OPEB fund has performed better because it had a higher equity allocation with more risk.

Mr. Bator thinks that the portfolio is appropriately weighted for the current market. In addition, the CRA's programmatic obligations and ambitions over the next several years are uncertain. Ms. Shore suggested using the 30/70 as a target but raising the ceiling in the investment policy to allow for the opportunity to take advantage of market fluctuations. Mr. Bator suggested a meeting of the finance committee to discuss that possibility. Mr. Evans confirmed that the interest from the investment accounts and revenue from 88 Ames, which will start in June, are used to support CRA's operating expenses. Adding major projects would drain the capital reserve and affect the interest earned. If the equity went over the ceiling via appreciation, a rebalancing would not be required. The Board would be notified and decide whether to direct a rebalancing. There are no taxes involved since the CRA is a government entity. There are 42 companies (small, mid, and large) that meet the Morgan Stanley U.S. based sustainable screening.

The OPEB account is 60% equity and 40% fixed allocation. Because of its small size, one S&P 500 index fund and CD were purchased. Page 4 shows that this fund averaged 8.4% over the last 12 months, and 9% since its inception. Since actuaries use future growth rates, moving to a higher equity allocation of 80% was suggested at some point. In that case, Mr. Javaheri would buy emerging markets and other index funds with a broad diversification. The 60/40 allocation is similar to that of other communities. Mr. Evans explained that although an OPEB account is not mandatory, having an unfunded long-term liability is not desirable from an auditor's point of view. The actuarial report determines how to reduce this liability by having it fully funded in 30 years. Three and one half years ago, the report determined that the CRA should invest \$7000 each year at a 60/40 allocation. Since then, the GASB rules and reporting requirements have changed. A \$7000 annual contribution with 60/40 allocation is inadequate to be fully funded in 30 years. Either more money or a more aggressive strategy is needed. Ms. Born would be amenable to an 80/20 allocation. Mr. Bator said that this change could be included in the finance committee's discussion. Mr. Evans noted that the Investment Policy needs other changes. Ms. Born emphasized a good report from the auditor is very important to the Board.

Mr. Evans and Ms. Shore will bring an updated 5-10 year projection of income and expenditures to the Board.

The agenda went back to item #6

## **6. Presentation: Archivist and Records Management Scope (Ms. Levering)**

**Motion: Authorizing the Chair and the Executive Director to enter into a contract with (selected firm) for an amount not to exceed (TBD) for the purpose of organizing historic and current CRA records consistent with the Massachusetts Public Records Law.**

Ms. Levering said that the RFP is in the packet but she is passing out a recommendation memo, the submission from the archivist, and a description of the outreach used. The CRA is seeking services of an archivist and records management expert to inventory existing records as well as re-categorize and reorganize them. This will provide a better understanding of the CRA's history, increase efficiencies within the office, aid in the preservation of records, and ensure that compliance with Massachusetts Records Law is upheld. The RFP was published on March 6. The outreach for this project is detailed on the last page of the handout. There was a small amount of interest throughout the process. Only one proposal, from King Information Systems, was received. They have significant experience archiving records for a multitude of other Massachusetts municipalities. After interviewing them and speaking to their references, the CRA recommends entering into a contract with King Information Systems for an amount not to exceed \$35,000. They have a two-step process whereby a recommendation and

plan is created after meeting with CRA staff to get an understanding of the mission, the work flow, and the current state of the records. Then the next group comes in to orchestrate the recommendations which involves re-organizing, labeling records, and entering data into a database management system. They will also make recommendations on what documents can be digitized and what documents can be purged now or at a later time.

Mr. Evans noted that as part of the renegotiated lease with Boston Properties (BXP), the CRA was given a \$10,000 lease discount towards archiving records if there is progress on this work.

*The motion to authorize the Chair and the Executive Director to enter into a contract with King Information Systems for an amount not to exceed \$35,000, for the purpose of organizing historic and current CRA records consistent with the Massachusetts Public Records Law was seconded and carried unanimously.*

## **7. Update: Foundry Redevelopment Process**

Ms. Born noted that Ms. Kathryn Madden had joined the meeting.

Mr. Evans said that the process is still in the midst of procurement so some things cannot be stated publicly. The Cambridge Historic Commission (CHC) met last Thursday. Mr. Peralta attended that meeting. He said that Charlie Sullivan gave a brief review of the document found in tonight's packet and had recommended that the Commission go to the City Council for landmarking status. The Commission agreed. Two people had spoken in favor of landmarking the interior of the building as well as the exterior. Mr. Sullivan expressed faith that the CRA would be mindful of the interior's character. Mr. Sullivan will be going to City Council on either April 23 or April 30 but would notify the CRA beforehand. Mr. Evans noted that the building's past may present an opportunity to celebrate innovations, women's history, and labor rights which was followed by a discussion of the pros and cons of land marking the interior of the building.

Mr. Evans said that Cambridge Seven is now under contract as the design team for the Foundry. They are conducting physical surveys of the building. The CRA needs to conduct an appraisal process. There was a discussion about the effect of the landmarking decision on the architect's work. Mr. Evans said that the landmarking decision is not a surprise and added that Cambridge Seven appreciated CHC's reasonable expectations of adaptive reuse. The CHC decided that the 1980s vestibule addition is not a contributing feature. Mr. Zevin thinks the report is reasonable but hopes that some of the photos can be updated to more accurately represent the Foundry. The CRA had requested some necessary modifications to the text before it was submitted.

Mr. Evans distributed a flow chart regarding the procurement process for the operator. The Foundry Building is owned by the City of Cambridge with a lease to the CRA. The CRA has a relationship with the Foundry Advisory Committee, which was created based on the Demonstration Plan. The CRA issued an RFP for an operator and received three responses, which are all posted on the CRA website. All three respondents were interviewed, and in these discussions, much more information was obtained on proposed governance structures and financial sustainability plans. All three proposals require that a new entity be created in order to enter into a sublease with the CRA. With the help of the CRA attorneys, an MOU or term sheet would be written with the selected Operator to carry the "incubation" process until the entity exists and can legally enter into a sublease with the CRA. Mr. Evans said the MOU/term sheet would specify what is expected and the process during this pre-lease period.

At a special Board meeting on April 25, Mr. Evans hopes to have a presentation by the respondent that is recommended by the Evaluation Committee. Ms. Madden emphasized that this would be a tentative designation until a sublease is signed with the newly formed entity. There was an urgency to get the operator on board to help with the design of the building. There was a discussion with respect to the deadline for the CRA Board to make a decision on the operator. Ms. Madden added that the Foundry Advisory Committee (FAC) will continue to advise the CRA and the City. Ms. Madden emphasized that the CRA holds the lease and is hiring an operator to run the building for an initial five-year term. While an operator's opinion is valuable, Mr. Zevin added that the architect is limited to what the building can accommodate.

Mr. Bator will not be able to make a May 9 meeting.

Mr. Evans explained the evaluation process. Once the proposals were received, the first meeting was with the FAC who provided comments on each proposal but not a recommendation. Then the Evaluation Committee met to discuss the proposals. This committee is made up of Tom Evans and Kathryn Madden from the CRA, Taha Jennings and Michael Black from the City Manager's Office, David Kale from Finance, Sue Walsh from Human Services, Lisa Hemmerle from CDD, and Lillian Hsu from the Arts Council. The Evaluation Committee interviewed all three respondents. The Evaluation Committee will recommend a team who will then present to the CRA Board in two weeks. After that presentation, the CRA Board will decide whether to grant the respondent the tentative designation. The City Manager needs to concur with this decision. An interim term sheet will then be created. Once a new entity is formed, the Board would need to approve a sublease with the said entity.

There is an FAC meeting this Friday. Cambridge Seven might also be able to join the FAC meeting.

The recommendation of staff is to continue forward with the process.

## **9. Presentation: Staff Report and Quarterly Financial Update**

Mr. Evans said that staff is interviewing for a summer intern. An RFP for real estate consulting services will be issued since the previous three-year contract with HR&A has expired. Ms. Drury's reappointment to the CRA Board is before the Neighborhood and Long-term Planning Committee on April 18. The special CRA Board meeting on April 25 will focus on the Foundry operator and a contract proposal from Roselli & Clark for auditing services.

Staff has been working with City departments to finalize the Sixth Street Walkway design and hope to have construction begin within the next couple of months. Mr. Zogg facilitated a Design Committee meeting where Biogen received approval to move forward with their gas tank. Food trucks are now on Parcel 6. Mr. Peralta distributed outreach material for the Food Truck and the Forward Fund. Ten Forward Fund proposals have been submitted so far. The deadline is next Friday. The grading and stone work for the Grand Junction restoration project has begun. Plants will be coming once nurseries have selections available. The Ames Street project is looking for an end of May occupancy date, with tenants moving into the building in June. The Board will tour the building on April 26. Staff is also working on a house doctor contract RFQ for landscaping services starting with the interstitial spaces in Parcel 3 between Whitehead, the Broad, and Akamai's current building. Mr. Zevin would like these consultants to look at the square area with the trees in front of the Whitehead that is slated to be part of Whitehead's addition. Ms. Levering said that this area has a screening easement. Mr. Zevin would like the Whitehead entry into the service and garage zone to be moved onto the alley and away from the street. CRA has entered into an MOU with the all the major owners and tenants of the blocks, with the exception of the Whitehead. A meeting with them is scheduled for next week. Easements with respect to pass-through protections have been added to the POPS map. There hasn't been much income this quarter except for some reimbursements. The office expense will be less than budgeted due to the renegotiated rent from the move. There are some expected large bills coming soon for legal work and transportation services. A payment was made to a 2017 Forward Fund recipient who project has progressed. A \$2 million payment to the City will occur in September.

## **Adjournment**

The motion to adjourn was seconded and carried unanimously at 9:39 p.m.