



Regular Board Meeting  
Cambridge Redevelopment Authority

Wednesday, December 20, 2017, 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 at 5:43 p.m. Other Board members present were Vice Chair Margaret Drury, Assistant Treasurer Conrad Crawford and Assistant Secretary Barry Zevin. CRA Treasurer Christopher Bator was absent. Executive Director Tom Evans and other CRA staff members were also present.

The meeting is being recorded by the CRA.

Ms. Born recognized two City Councilor-elects, Allana Mallon and Quinton Zondervan, who were in attendance,

**Public Comment**

Ms. Heather Hoffman said that the proposed 2018 Board meeting dates all conflict with the meeting dates of the East Cambridge Planning Team (ECPT) which makes it difficult for the ECPT, who has a stake in much of the work of the CRA, to have representation at the CRA meetings. Ms. Hoffman liked the idea of the Proto popup leasing space but raised a big concern if the space is not kept occupied since empty walls are undesirable.

Although the MXD district is exempt, Ms. Hoffman is hopeful that Boston Properties will abide by the provisions in Article 7 of the zoning ordinance with respect to their leasing signs. There are too many permanent "for lease" signs on buildings in Cambridge.

No one else requested to speak.

*The motion to close public comment carried unanimously.*

**Minutes**

**1. Motion: To accept the minutes of the Regular Meeting of the Board on November 15, 2017**

There were no comments made.

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

**2. Motion: To accept the minutes of the Executive Session of the Board regarding the Foundry Lease on November 15, 2017**

There were no comments made.

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

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

Since Ms. Kathryn Madden hadn't arrived yet, the Board unanimously approved the motion to bring agenda item #4 forward.

### **4. Update: 105 Windsor Street Rehabilitation**

**Motion: To approve the engineering scope of services with Daedalus Projects for the exterior restoration of 105 Windsor Street for an amount not to exceed \$20,000.**

Mr. Carlos Peralta summarized the project. The City-owned building at 105 Windsor Street is leased to the Cambridge Health Alliance. The property has been vacant for almost a decade. The brick structure was built in 1868 as the City's Boardman School, then converted into a library, and then into a health center. The last renovation was done in 1985. The building is of great interest to the nonprofits in the area. The CRA has been discussing a revitalization strategy with Port neighborhood leaders and the City since 2016. The CRA previously contracted with Daedalus Projects for cost estimator services to provide a concept outline of capital needs required to rehabilitate the property. The CRA submitted a request for Community Preservation Act (CPA) funds for exterior renovations, which was approved in September 2017. The next phase would include facilitating a wider community process to determine programs and interior renovations. A project manager is needed to oversee the exterior renovation project. The plan is to post a designer RFQ in early 2018. Daedalus would help determining the scope of work for the designer, as well as perform construction oversight, and closeout. Mr. Peralta added that CPA funds are not allowed for soft costs, such as designer services.

Mr. Evans handed out of a revision of scope by Daedalus which included more assistance with scheduling and project design. The last house doctor contract with Daedalus had a limit of \$10,000 so staff is coming back to the board.

Mr. Crawford suggested changing the name of the project to the Boardman School project. Mr. Evans said that although the Historic Commission likes using the Boardman School name, there might create public confusion since this is no longer a school. There was a discussion regarding possible end uses for the building. Mr. Evans said that at this time, more discussions with the City and the community are necessary before any end use determinations can be made. He added that although it might be more efficient to renovate the interior and exterior of the building simultaneously, it is important to fix the outside of the building so that the inside doesn't deteriorate more. Mr. Evans said that the CRA budget will have funds available to help with the community planning process when that timing is determined.

Regarding the roof of the building, Mr. Zevin requested that the option of introducing light into the interior of the building be considered. There was a discussion of other aspects of the building including entries, windows, and drainage issues. Mr. Evans said that staff would need architectural assistance to make decisions that conform to historical restoration regulations. Mr. Evans explained that this project came up in discussions with the City regarding the Foundry and the need for swing spaces that could help with growth and restoration of existing community facilities. Unlike the City, the CRA is not constrained by procurement laws with direct leasing and real estate transactions with private entities. In addition, the CRA can help with the City's capacity and other strategic projects.

*The motion to approve the engineering scope of services with Daedalus Projects for the exterior restoration of 105 Windsor Street for an amount not to exceed \$20,000 was seconded and unanimously carried.*

Ms. Kathryn Madden joined the meeting, which continued with agenda item #3.

### **3. Update: Foundry Lease and Request for Proposals**

**Motion: Authorizing the Chair and Executive Director to amend the 50-year Lease with the City of Cambridge for the Foundry Building located at 101 Rogers Street for the purposes of**

## **redeveloping the property consistent with the Foundry Building Demonstration Project Plan.**

Mr. Evans explained that a year ago, the CRA cancelled the search for a development entity since the project couldn't achieve the community aspirations and level of investment with the financial requirements of a private development entity. Staff has spent the past year setting a new course for the project. It was determined that a significant amount of public capital investment was needed and that a combination of mixed uses should sustain the building operations into the future. At this point, the prior lease that CRA has with the City has been amended and needs to be approved by the CRA Board. Attached to the amended lease is a Cooperation Agreement that sets out the financial contributions and roles and responsibilities of the City and the CRA regarding the building development and operations.

Ms. Madden expressed excitement to be moving forward with the designer selection process in January and the issuance of the operator RFP soon after. The Demonstration Plan was approved in September. The Cooperation Agreement explains how the City and the CRA will work together to develop the building - who is doing what and who is paying for what. The City is taking the lead on the physical redevelopment of the building, while the CRA is taking the lead on the operations of the building. The Cooperation Agreement, which has been signed by the City Manager and the CRA Executive Director, explains how the Demonstration Plan will be implemented.

Ms. Madden explained that the red and blue highlighted text on the lease document in the packet before the Board indicates changes to the lease compared to the lease that was approved in July 2015. It reflects the changed approach. Ms. Born noted that page 5 of the Cooperation Agreement sets out the CRA's obligations during the different phases of the project. The Demonstration Plan said that the CRA would contribute \$7 million to funding capital and \$2 million to funding operations. The 50-year term specified in the lease begins once the building is occupied. The Cooperation Agreement also specifies that the CRA financial contribution is capped and generally describes the CRA commitment to design and internal program fit-outs. Mr. Evans spoke about the importance of selecting both the designer and the operator in a timely manner so that the design incorporates operational needs. Ms. Madden emphasized that the Cooperation Agreement anticipates future decisions that will be made as more information is obtained during the design process. For example, the design architect's feasibility study is a decision point defined in the Cooperation Agreement.

Ms. Born stressed that this was one of the more complicated processes for the production of a building in Cambridge that she has known since the 1970's. Iterations have made the project better. Ms. Madden explained that City and CRA are cooperating to manage each other's risk while aligning with the mission created by the community.

Mr. Evans explained major changes in the lease. Since there is no longer a development entity involved, all references in the lease were modified accordingly. The process of redevelopment now refers to the Cooperation Agreement. There was a discussion of "authorization of tenancy," which delegates tenant selection to the operating entity. To compensate the CRA for its role in ongoing oversight, stewardship, and management if required, some payments would be incorporated into the business model of the building.

Ms. Madden said that this revamped process has more control and oversight measures in place to ensure that the mission is being met. In response to Ms. Born, Ms. Madden said that of the total capital investment range of \$26 - \$31 million, the CRA is contributing \$7 million. The CRA is also contributing \$2 million to the operations - \$1 million for startup costs and \$1 million as a backstop to support operations. The City will fund the difference up to \$24 million, including funds already spent on demolition and remediation. Ms. Madden said that the benefit of public dollars ensures that there is more public and community use of the space. Mr. Evans added that there is now more control and oversight of the CRA and the City of the project. In response to Mr. Crawford, Ms. Madden explained that the function of the Foundry Advisory Committee (FAC) remains unchanged. The FAC will continue to advise the CRA and the City manager. The CRA is responsible for convening the FAC. In response to Mr. Crawford, Ms. Madden said that the City has been maintaining the building, grounds, and insurance since 2009 and will continue to do so until the certificate of occupancy, at which time, the CRA and its operating entity will be responsible. The City is using the property now for various purposes during the interim time.

In response to Ms. Born, Mr. Evans said that the notion of the CRA electing to occupy space in the Foundry building and pay market rate was moved from one section of the lease to the other. The CRA does not intend to take away from the community uses of the building. Mr. Evans said that three levels of rent are projected for the building – public space at no rent, below market rent gradations to be informed by an appraisal, and market rate which is based on what the market will bear at any particular time. A professional appraisal service will help determine the rents within the constraints of the uses. Mr. Evans added that the right of the CRA to occupy the building is not a commitment to occupy. The CRA might want to locate elsewhere and only move to the Foundry if there is a problem renting the space. In response to Ms. Drury, Mr. Evans said that as the overall tenant in the lease, the CRA has a role and responsibility to make the project successful. As mentioned in section 6.6.8, in exchange for the obligation to act as a market tenant with more management responsibility, the CRA will negotiate a fee for those efforts. (Mr. Evans noticed that the numbering didn't self-fix when section 5 was removed, and this will be fixed). Mentioned on page 8 and 9, Mr. Evans said that the City, as the land owner, will be responsible for any environmental remediation. Mr. Evans explained that during construction for the residential building on Third Street, next to the Foundry, some PCB contamination substances were found. This may be an issue on the Foundry property as well. As a tenant at the operating stage, the CRA will receive a clean site.

In response to Councilor-elect Allana Mallon, Ms. Madden recalled from memory that the building is roughly 50,000 gross square feet with 38,500 net square feet of leasable space. There is a projected 60/40 split (23,000/15,500) for community/for-profit uses. Ms. Madden explained that over the last year, preliminary design studies and cost estimates helped generate a balanced program, which has been shared with the community over the last year. Mr. Evans explained the possibilities of the spaces and the thought process for flexibility into the future. In response to Councilor-elect Quinton Zondervan, the 60/40 split is what the CRA thinks is fiscally sustainable into the future. Ms. Madden added that the market rate spaces will also contribute to the community uses. When the designer comes onboard, expanding the building envelope may be explored, as long as the historical aspect is not altered. The actual split and the range of below-market rates will need to be analyzed by the operator hired by the CRA. An RFP is being drafted by the CRA for release early next year to seek someone to operate the building, which includes property management, overall programming coordination, and finding tenants. The CRA would perform the function on an interim basis for whatever role cannot be filled.

Mr. Ron Mallis, founder of the nonprofit Boston App Lab which incubates new collaborations for art in public places, said that he submitted a response to the first question of the operator RFI, which focused on public process. He has been in contact with three other respondents. He noted that the definition of cooperation should be extended to the relationship between the operator and the designer. He sees an issue with the timing of the selection of the operator and the selection of the designer. He would like to know the visions presented in the submittal of the designers. Mr. Evans said that the submittals were qualifications not design proposals, and that the City manages the RFQ procurement. As an RFQ, the work precedent and level of experience are evaluated. Ms. Madden explained that the intent is for the operator to work with the designer. Mr. Evans said that the operator has a 5-10 year relationship while design decisions are being made for the lifetime of the building.

Mr. Zevin said that since the operator will set the program for the building, the designer must have the programmatic input from the operator to make design decisions. Mr. Mallis said that the two entities should be "walking hand-in-hand" not "walking in parallel." Ms. Madden and Mr. Evans said that the benefit of this cooperation agreement will ensure that they will work together towards the project's mission. Mr. Zevin is also concerned that too much is being packed into the floor spaces. There was a discussion of how neighborhoods were being represented and what it means to bring under-represented communities into the Foundry.

Ms. Heather Hoffman said that the aggregate of spaces in the MIT Volpe community center, the Foundry and 105 Windsor Street building should be coordinated so as not to duplicate programs, services, and facilities and also not leave any holes. Mr. Evans said that he has met with MIT regarding the community center where the focus will be more recreational. Mr. Evans sees the Foundry offering STEAM and arts programs. There might be some duplicated efforts because the CRA doesn't want to monopolize programming such as workforce development. The CRA is researching available programs and trying to be

conscious of all spaces. Ms. Hoffman suggested actively connecting communities by advertising programs of all spaces in all the locations. Mr. Evans added that the park could also be places for advertising the various locations.

Ms. Stephanie Couch, a resident and employee of Lemelson MIT Foundation (which is not associated with MITIMCO) said that coordination of the assets was suggested in the submission that she made to the RFI and included youth centers and other locations. She asked for an explanation of the 149A process. Mr. Evans said that there are two ways to build a building with municipal funds – Chapter 149 and Chapter 149A. Chapter 149 is a standard public bid process where a designer’s construction drawings are distributed to the construction world and the cheapest, most qualified firms builds it. Chapter 149A is a “Construction Manager at Risk” process where a designer is hired, a feasibility study is presented, and a basic cost estimate is established. Then the contractor comes on board and the design evolves as information is found. It is a more iterative process that the City has started using with its school projects. In response to Ms. Couch, Mr. Evans said that the quarterly and annual metrics for operator success will be requested in the RFP. The CRA will also want to be involved with evaluating long-term lease commitments.

Mr. Jeff Goldenson, a resident who runs a library, said that risk for an operator is large and questioned the role. Ms. Madden explained that the CRA is looking for a partner to be part of the team to handle the three aspects of the building operations (property management, program coordination, and tenant recruitment). There is public money involved so the CRA cannot directly create a nonprofit for this role, although non-profits can submit responses to the RFP.

*A motion to authorize the Chair and Executive Director to amend the 50-- year Lease with the City of Cambridge for the Foundry Building located at 101 Rogers Street, substantially in the form presented to the Board, for the purposes of redeveloping the property consistent with the Foundry Building Demonstration Project Plan was seconded.*

A role call was taken.

Mr. Zevin –yes  
Mr. Crawford – yes  
Ms. Born – yes  
Ms. Drury – yes  
Mr. Bator was absent.

The motion carried unanimously.

## **5. Continuing Business: 2018 Budget**

Mr. Evans said that the budget is very similar to the one discussed at November’s Board meeting, with some changes, however. There were no changes to Operating Revenue. Increases were made to Other Income as more refined interest and dividend projections were received from both Morgan Stanley and Cambridge Trust Wealth Management. Mr. Evans said that the budget doesn’t show gains or losses of CRA-owned equity. The Salary amount does not include any additional staff but includes a placeholder for the result of a COLA discussion. There might be a need to add personnel in mid-year if a workforce development project arises. The dollar amount for Community Outreach was divided among the subcategories.

The amounts for Professional Development were unchanged. Mr. Evans explained that the Conferences and Training account is used for individuals versus Staff Development which is used for the group as a whole. The Insurance dollars were adjusted slightly to equal the 2018 invoices that were recently received. When the Porkchop parcel is transferred, the value for Commercial Liability should decrease. The Rent obligation might change which will be discussed later in the meeting. The Relocation amount was decreased since a substantial amount will be covered by the landlord. The amount for Board Meeting Expenses increased for more substantial food options. Most of the Telecommunications budgeted dollars

remained the same. There will be an investment for new phones if the office moves to a VoIP system. Property Management remains the same with a variable being unpredictable snowfall.

A few items were increased under Professional Services. Amounts for Construction Management and Design – Architects were increased for the upfront design work on the 105 Windsor Street project. Design – Landscape Architects is for work to create a cohesive design for the Parcel 3 interstitial spaces. The amount in Planning and Policy is for the expectation to do some strategic planning efforts in other areas of the City. The biggest change is in Transportation Planning since the Alta Streetscape design has moved more slowly than expected. The amount incorporates a carryover of unspent money in 2017. The Capital Costs line item includes money for the Windsor Street exterior renovation that would be reimbursed incrementally. The Foundry Design amount is the \$2 million to be transferred to the City in September or October. The City will reimburse other money spent for capital improvements on the Foundry, most likely in 2019 and 2020. The money budgeted in the Affordable Housing Loan line item is a new idea that builds off the loan to Just-A-Start. This money would be given as forgivable loans to help nonprofit affordable housing developers do exploratory feasibility studies. This money would be reimbursed if the housing project gets financed and built. In response to Mr. Crawford, Mr. Evans said the CRA investment firms would not be involved with this program. The other loan program discussed was a rotating business loan fund but that hasn't gelled yet. Mr. Evans thinks that retail vacancy might not be a critical issue.

A motion to adopt the revised 2018 Budget as presented was seconded.

A role call was taken.

Mr. Zevin –yes  
Mr. Crawford – yes  
Ms. Born – yes  
Ms. Drury – yes  
Mr. Bator was absent.

The motion carried unanimously.

## **6. Discussion: Infill Development Concept Plan: 255 Main Street Innovation Space**

### **a. CRA Office Relocation**

### **b. Workforce Development Program**

Mr. Evans explained that under the Infill Development Concept Plan, Boston Properties (BXP) needs to satisfy the redevelopment plan requirement for a 25% below market-rate innovation space. BXP was unsure how to accomplish this and asked for CRA's help. The CRA would help market and manage the space, possibly move into it, and have the CRA's rent adjusted accordingly. In addition, BXP is also moving forward on their requirement for their market rate innovation space and would like to use the fourth floor of 255 Main Street really soon. The CRA's lease ends at the end of 2018 but if the CRA stays on the fourth floor, this prevents BXP from meeting the requirement. A proposal is being discussed for the CRA to move to a different floor, share the floor with below market tenants. These other tenants would most likely be nonprofit-focused economic development training organizations which help connect people into the innovation economy of Kendall Square. There is a lot of interest in this project. Drafted term sheets for the lease are being passed around but a formal lease amendment would come to the Board.

Mr. Evans explained that the CRA would need to hire a person to accomplish a workforce development component. The CRA would become a liaison between the training programs and CRA's community and corporate connections. There might also be some foundation funding available. Mr. Evans gave an example of an organization that provides basic coding skills to a population that is not plugged into the traditional mechanism of getting into a four-year university. These could be community college individuals, older adults who need retraining, recent immigrants, etc. There could be a preference toward local individuals but nothing involves Cambridge tax dollars so there is no need to be exclusive. The CRA is connected to the

Cambridge nonprofit community who know individuals in need of such services. In speaking with the City's Human Services department, Mr. Evans has learned that their programs aren't geared for this type of economic development. Although the details are still being worked out, the CRA can get space now, fit-out some classrooms, offer the space to people running programs, and connect them with some of the larger employers who are interested in diversifying their workforce and who will subsidize programs to accomplish this mission. This type of activity could happen at the Foundry but that building won't be ready for years. Mr. Evans would like to make this happen in 2018. There was a discussion of various scenarios and business models of workforce development programs. The KSA is involved with facilitating connections and partnerships. The obligation for BXP is between 12,000 and 25,000 square feet per zoning once they build out all of the commercial space under the Infill Development Concept Plan. Initially, about 12,000 square feet must be provided before Akamai is occupied but BXP might do go to 25,000 all at once. In response to Mr. Zevin, Mr. Evans said the layout would be a mixture of something like CIC and District Hall. There was a discussion of how to get employers and/or program sponsors interacting with the people in the training program. A majority, but not all, of the 255 Main Street building would be for innovation space. Mr. Evans does not want the below market innovation floor to be isolated. The lobby entrance and circulation for the below-market space needs more discussion. BXP will come to the CRA Board with the entire innovation plan. Ms. Born said that the plan gives the CRA an exciting place to be, an expansion of the mission and a deeper involvement with the Kendall Square innovation economy. Ms. Drury said that Kendall Square has been asking for more connections. Mr. Evans said that this is one of the top three KSA priorities. Mr. Evans restated that Microsoft is still in Kendall Square on Memorial Drive but the tech support and sales force have left 255 Main Street.

## **7. Update: 88 Ames Street Leasing Office and Retail**

***Motion: Approving the temporary leasing signage program for the Proto residential leasing office at 90 Broadway.***

Mr. Jason Zogg said that this is being brought to the board due to two bullet points in the CRA Signage Review Guidelines. A review of the signage must come to the Board for approval if a sign is going to be installed for more than three months or if the sign covers more than 10% of the glass area of a window. Mr. Zogg went through a PowerPoint presentation given to him by Boston Properties (BXP). It showed a map of the leasing office, including a partial apartment mock-up, with a full kitchen, that will be located in a portion of the lobby at 90 Broadway. The presentation had examples of the proposed stock photos for the window panels. The Board commented on the population represented in the photos. Besides 90 Broadway, the leasing photos would be placed at the Kendall Square T station and 325 Main Street. The photos will allow a small amount of filtered light to enter the buildings. Mr. Zevin commented on the close position of the mock-up with the existing desk in the lobby. Mr. Zogg said that the mock-up and leasing offices would remain in the lobby until the certificate of occupancy, which is scheduled for some time in June, and then move to the fourth floor of the Proto building. Sample units in the Proto building will be ready in January. Mr. Zogg said that if the motion is approved, work will be done between Christmas and New Year's. There was a discussion of the signs at 325 Main Street (Google Connector), the duration for the signs at this location, the proposed vinyl footprints for the floor of the connector, and the content of the pictures. It was stated that BXP owns the glass around the T-station. The Board understood that the area is a busy intersection and BXP is trying to create the most visual impact possible.

The Board was not in favor of blocking the windows in the arcade. Using a sandwich board was suggested as an alternative method. The Board would only allow signs at 90 Broadway. Mr. Zevin added that having a picture of the building would be useful.

The motion approving the temporary leasing signage program for the Proto residential leasing office at 90 Broadway only was seconded and unanimously carried.

***Motion: Finding that the second-floor retail banking proposal for 88 Ames Street is consistent with the Cambridge Center Development Agreement and the Schematic Design approval for 88 Ames Street.***

Mr. Evans explained that the motion is for approval to put the bank at the location. This does not include approval of any signage, which would need another motion in the future.

The motion finding that the second-floor retail banking proposal for 88 Ames Street is consistent with the Cambridge Center Development Agreement and the Schematic Design approval for 88 Ames Street was seconded and carried unanimously.

#### **8. Continued Business: Octahedron Deaccession**

***Motion: To authorize the proper disposal of the Octahedron sculpture due to the artwork's state of deterioration consistent with the CRA Deaccession Policy***

Mr. Carlos Peralta said that a Deaccession Policy was approved by Board in January. Since attempts to transfer ownership of the Octahedron have been unsuccessful, the last option is to dispose of it. An amount of \$1500 was received by a disposal company to dismantle and remove the structure. An assessment done by a professional guider said that the cost of extracting the gold would exceed the value of the extracted gold.

To motion to authorize the proper disposal of the Octahedron sculpture due to the artwork's state of deterioration consistent with the CRA Deaccession Policy was seconded and carried unanimously.

#### **9. Discussion: Grand Junction Park Modifications**

***Motion: To approve the revised landscaping plan for Grand Junction Park, Kendall Square Urban Renewal Area.***

Mr. Zogg distributed a colored map of the revised landscape design created with CRA landscape contractor, Brightview, for the northern section of the park when Veolia is done with their construction. The fence will be moved as close to the railroad tracks as possible which enlarges the width of the area by about three to four feet. The locust trees survived the construction and will be fine with fertilizing. Mr. Zogg described the proposal which will include ornamental grasses and flowering species in an undulating pattern to incorporate the honey locust trees. Due to unsuccessful attempts to soft-scape the Broadway end of the path, there is now a plan to hardscape the end with a granite seating-wall and a surface area for possible food trucks. There was a discussion about using pavers versus poured substances with patterned scorings and/or colors. Mr. Evans said the reimbursement money from Veolia, less the cost of the grasses and fencing, will dictate the possibilities for the end plaza area. In response to Mr. Zevin regarding the effect of the heat on the growing plants, Mr. Zogg said that Veolia put more insulation on the pipes and the height of the berm was increased. He said that the new selection of plants should be more tolerant than the Virginia Creeper. Mr. Evans said that irrigation is also being added. Mr. Zogg said that there will be a shared-path sign using the City's existing design. Bicyclers will use this path or the cycle track depending on where they are going.

The motion to approve the revised landscaping plan for Grand Junction Park, Kendall Square Urban Renewal Area was seconded and carried unanimously.

#### **10. Discussion: CRA Board Meeting Schedule**

Ms. Ellen Shore stated that due to multiple conflicts with a Board member's schedule, this proposal moves all the 2018 Board meeting dates from the third Wednesday to the second Wednesday of every month. There was a discussion because there would still be conflicts. The Police Station community room is not available on the first Wednesday. The East Cambridge Planning Team meets on the second and fourth Wednesdays. Mr. Evans suggested switching between the second or the third Wednesday based on maximizing the quorum. Trying for the third Wednesday and moving to the second for known conflicts, the Board went through their calendars and the following dates were chosen:



January 17 (3rd Wednesday)  
February 14 (2nd Wednesday because of school break)  
March 21 (3rd Wednesday)  
April 11 (2nd Wednesday because of school break)  
May 9 (2nd Wednesday due to conflict with Conrad)  
June 13 (2nd Wednesday due to conflict with Tom)  
July 18 (3rd Wednesday)  
August 15 (tentative 3rd Wednesday)  
September 12 (2nd Wednesday due to Jewish Holiday)  
October 17 (3rd Wednesday)  
November 14 (2nd Wednesday due to Thanksgiving Holiday)  
December 19 (3rd Wednesday)

## **11. Update: Monthly Staff Report**

Mr. Evans said that due to the dependency on and the delay of the audit of Cambridge Retirement System, the CRA 2016 audit report should finally be ready in January 2018. There was a discussion about bringing in a new auditor. Mr. Evans said that Roselli & Clark is a small firm. Ms. Shore said that Mr. Clark had suggested putting the selection out to bid as a way to ensure the best price point. There is a lot of knowledge in the firm of Roselli & Clark. As previously discussed, CRA staff is working on potentially moving the office. The RFP for the 2018 Food Truck season, starting in April, was just released. There are some trucks operating through the end of the year. Mr. Evans noted that Veolia is almost done working on the Grand Junction. The renovation work that Brightview does on the park will be reimbursed by Veolia. The loan agreements to Just-A-Start have all been finalized. This was a complicated closing process due to all the parties involved. The 145 Broadway project is moving quickly. There was discussion about the progress being made. Mr. Evans hopes to complete the Kendall Square visualization project and put an interactive map showing the growth of Kendall Square onto the CRA website. Obtaining historic building data and mapping it out proved to be more difficult than originally thought. Staff has been tracking the I-90 interchange project because it affects the Grand Junction corridor connection to Boston. The EIR has gone through some public hearings. The CRA plans to comment on the importance of incorporating a transit component to Kendall Square. There was a discussion about the project.

The budget represents the financials through November. Dollars spent on professional services was less than the budgeted amounts for transportation, procuring an archivist, and other design work. Some of these unspent dollars will be carried into 2018. A few actual amounts have exceeded budgeted amounts by a small margin. The income amount is higher than budgeted amount due to the Veolia reimbursements for their disruptive work. The large loan to Just-A-Start in the Wellington Harrington project skewed the expenditures-by-project chart. Transportation planning and legal work on the Foundry are the other high cost line items.

There was a discussion on the Foundry process. Mr. Evans said that the operator RFP is expected to be released in mid-January with a two-month response time. A round of revisions is being made after the document was reviewed by the City. Mr. Evans explained that it was reasonable and appropriate for the designer selection to occur a few months before an operator is selected. It will take time for the City to negotiate a contract with a selected design team. There was a discussion of what a sub-lease contract with an operator might include. Mr. Evans said that it was evident that no individual RFI respondent would be able to perform the entire operator function so a team will need to be built.

A motion to adjourn the meeting carried unanimously at 9:34 p.m.