



Regular Meeting
Cambridge Redevelopment Authority

Wednesday, February 24, 2016, 5:30pm
Robert Healy Public Safety Center / Cambridge Police Station
125 Sixth Street
Community Room

FINAL ANNUAL MEETING MINUTES

Call

CRA Chair Kathleen Born called the Annual Meeting to order at 5:46 p.m. Other Board members present were Vice Chair Margaret Drury, Treasurer Christopher Bator, Assistant Treasurer Conrad Crawford, and State Appointee Barry Zevin. Ms. Born also introduced CRA staff members – Executive Director Tom Evans, Office Manager Ellen Shore, and Program Manager Jason Zogg.

The CRA Office Manager is recording the meeting.

Public Comment

Ms. Heather Hoffman said that she is pleased with the wayfinding maps although she is unsure how detailed they will be. She assumes that these would have helpful “you are here” references and hopes that there will be directional indications of other nearby areas, such as Lechmere and Central Square, etc.

No other people asked to comment.

A motion to close the public comment portion of the meeting was unanimously approved.

Minutes

- 1. Motion: To accept the minutes of the Regular Meeting of the CRA Board on January 20, 2015**

A motion to accept the minutes and place them on file was unanimously approved.

Communications

(None)

Reports, Motions and Discussion Items

2. Election of Officers

Mr. Crawford motioned to approve the current slate. Mr. Evans restated the motion to approve Kathleen Born as Chair, Margaret Drury as Vice Chair, Christopher Bator as Treasurer, Conrad

Crawford as Assistant Treasurer, and Barry Zevin as Assistant Secretary, all for another year. A role call was taken.

Mr. Zevin – aye
Mr. Crawford – aye
Ms. Born - aye
Ms. Drury – aye
Mr. Bator – aye

3. Report: 2015 Annual Report of the Cambridge Redevelopment Authority

Mr. Evans stated that the CRA is mandated by the State to do an annual report. The CRA is using a format similar to that of the CRA Strategic Plan, which is reflected in the table of contents.

Mr. Zogg started by referencing the graph on page 5, which is an update to the graph in the Strategic Plan and references the current projects/initiatives and the potential projects/initiatives for 2016. There has been significant progress on the Foundry project as the CRA entered into a lease with the City and will be selecting a developer in 2016 through an RFP process. The Grand Junction Shared Use Pathway project on the CRA-owned parcel started in 2015 and will be finished in 2016. This project is the beginning of the City's Grand Junction Greenway. There was one complete pilot round of the Forward Fund in 2015. One or two disbursement checks are being held until grantee documentation has been received. A second round of this grant program has begun in 2016. The Ames Street residential project was approved and some utility site work has already been initiated. The CRA looks forward to construction starting in 2016. The highlight of the year was getting approval of the urban renewal plan and MXD rezoning on December 21, 2015, after a series of City Council meetings, CRA hosted public forums, and CRA board meetings. This now sets the framework for many of the CRA projects in the future.

In 2015, the CRA adopted and implemented an investment policy. The CRA identity was rebranded with the assistance of Ambit Creative Group. In addition to a new logo, guidelines and formats have been established for printed materials. The CRA office space at 255 Main Street was refurbished with new carpet and paint, in accordance with the 2015 rental agreement. To assist with the Main Street reconstruction project, CRA work at the intersection of Third and Binney (Parcel 6) was put on hold in 2015. Turning this into a community-focused area is anticipated in 2016. The reconstruction and/or refurbishment of Point Park will also be a priority in 2016. In 2015, the EcoDistrict project started and the discussions regarding its priorities and governance structure will continue into 2016.

Mr. Evans added that the financials in the annual report show the unique nature of CRA profits and expenses within a given year. The CRA may obtain sporadic influxes of funds in one year but these funds get utilized throughout subsequent years. He emphasized that the CRA is not a taxing entity and has no access to significant government or state funds. Revenue primarily comes from real estate transactions.

Mr. Zogg continued by referencing the back cover of the annual report, which outlines the strategic priorities for 2016. He explained that many of the projects listed are related to the passage of the urban renewal plan and MXD zoning. The KSURP Implementation Plan is a work plan for CRA commitments in Kendall Square. The Stakeholder Engagement plan will ensure neighboring community awareness and feedback of CRA projects. Taking into account the events and knowledge from the past two years, an update of the Strategic Plan will be undertaken in 2016. The Infill Development Concept Plan, clearly defined in the zoning and urban renewal plan,

includes an open space plan and retail plan for the district. The CRA will embark on creating new concepts related to retail space for entrepreneurship and subsidized innovation office space. The Main Street construction project is almost complete which will allow the CRA to focus on Point Park with Boston Properties and the City. The availability of 2016 Forward Fund grants has been advertised in many areas of the city and the deadline is March 11. Final construction on the Grand Junction Shared Use Path should begin in the spring with an official grand opening planned accordingly.

In response to Mr. Bator, Mr. Zogg said that there is a wider awareness of the fund than during the 2015 pilot round. Mr. Evans stated that the 2016 goal for the Foundry is to have a developer on board and hopefully start implementation with a permanent design by the end of the year. Mr. Zogg noted that a draft MOU of the Kendall Square Transit Enhancement Program (KSTEP), which is a commitment in the urban renewal plan and zoning process, must be delivered to the State by July 1, 2016. The CRA will continue to track the Ames Street housing project to ensure that it moves forward and on schedule. Another 2016 project is defining the EcoDistrict's governance structure for the future, its energy study regarding district energy, renewable energy and opportunities within Kendall Square, as well as a high-density bicycle parking design competition.

With the help of Sasaki, the CRA will continue to develop the on-line data-mapping tool, which utilized the City's open data portal. The last item is the activation of the Parcel 6 area, hopefully by Memorial Day. In response to Mr. Crawford's question about the EcoDistrict's plans to present itself to the public as an innovative leader, Mr. Evans explained that the group is at a crossroads due to differing stakeholder opinions about the timing of that message. Its bike parking design competition was a public activity.

Mr. Evans explained that although the 2016 plans are highlighted, the list could change depending on City policies, City-wide planning processes, CRA decisions, and other situations. The CRA Board was grateful and pleased with the Annual Report. Ms. Drury requested that two edits be made to the introduction on page 3. The first edit is to add a phrase to the second paragraph stating that the City Council adopted the KSURP Amendment #10 and the MXD Zoning Petition on December 22. The second edit is changing the word "role" to "part" in the second-to-last paragraph.

The motion to approve the 2015 Annual Report as amended was unanimously approved and will be placed on file.

Mr. Evans noted that the word "FINAL" will be added to the cover page to distinguish the two versions. He noted that the final version would be sent to the State, the City Manager, and City Treasurer.

4. Presentation: Kendall Square Association Wayfinding Kiosk Program

Motion: To approve the schematic design of the proposed Kendall Square Wayfinding Kiosks to be placed in multiple locations within the Kendall Square Urban Renewal Area

Mr. Evans stated that this is an interesting role for the CRA since it has been working on the initiative as a proponent and now as a reviewer, at the same time. Since the K2 plan, wayfinding in Kendall Square has been an issue. On two occasions, the CRA Board has seen signage packages from property owners in the area. The Board had agreed to allow Boston Properties and

Biogen to do some campus internal signage but asked that they wait until a more uniform look could be established for broader wayfinding. The KSA worked to get the property owners and others together to give Kendall Square a uniform presence and identity.

Mr. Mark Minelli from Minelli, Inc. started his presentation with an overview. He first noted that the color isn't shown quite right on the screens in the room. Kendall Square looks different than it did and continues to change at a rapid pace. From the number of exhaustive studies, there is a need for an identity and a sense of place. People want to know where they are, what else is around the area and how to get to them. Ideas were also gathered from current stakeholders about their thoughts regarding Kendall Square. Mr. Minelli mentioned three ways to effect change – landmarks, wayfinding, and engaging experiential constructs. A common icon is needed to represent Kendall Square. People will use kiosks if they exist, as well as phones, walking maps and asking other people. Since different people try to get around for different reasons, Mr. Minelli presented four scenarios. He obtained a map from the City showing the walking traffic of people to help identify locations for current and future kiosks. Attention was paid to areas under construction. The maps on the kiosk would include an informational hierarchy showing one's location, a 5-10 minute walking radius, landmarks, major streets, public transportation, water and green space, points of interest, neighborhoods, etc. Familiar icons as well a set of new symbols would be used. The kiosk is divided into three portions. The top level is a clear beacon and distance cue, the middle level is a quick read of key destinations, and the primary eye level provides the walking map. Three kiosk versions were shown to the client group and Mr. Minelli explained how a selection was made. The kiosks are double sided. They have two planes – color and metallic shielding - that interface with each other in different ways. The width is 48" wide x 10' high for a good beacon read on the street and a 3' wide map and provides for the words "Kendall Square" to be seen. They will be made out of 1/8" aluminum with luminescent surface paint. The three panels on each side of a kiosk look seamless but they can be replaced individually if needed. Mr. Minelli noted that if the project gets approval to move forward, there is more a lot more design work needed to refine the details for manufacturing.

Ms. Drury stated that the signs will be an exciting addition to the area. In response to her question, Mr. Minelli said that the Kendall Square Cinema will be located on the map and that a kiosk is also planned for that location. He added that although there won't be detailed citywide maps, there will be arrows directing people to locations like Central Square, etc. In response to Ms. Hoffman's concern, there will be 'you are here' indicators on each of the kiosks. Mr. Minelli noted that the kiosks are pedestrian focused. Mr. Evans explained that bicycle orienting signs can be distracting. There was a discussion regarding the use of phone apps to incorporate the kiosk map.

Ms. Sarah Gallop from MIT, and the KSA kiosk committee, agreed that this is a coming of age effort for the KSA. Seven property owners contributed money and worked collaboratively to help people find their way. Mr. Minelli was very successful at bringing these organizations together. Mr. Evans explained that as a KSA member, he has been part of the development of this project. Three kiosks will be located within the MXD area so they fall under CRA signage jurisdiction and two are located directly on CRA property. The CRA's role is somewhat murky due to this dual relationship. In response to Ms. Drury, Mr. Minelli confirmed that the overview map would be the same on every kiosk, except for the location of the 'you are here' indicator. The map and the icons will be open sourced to encourage others to use them. Any app developer would publicize its own app. Mr. Zevin suggested that the KSA website could link to an app. Mr. Bator suggested that the physical walking map, located at many building lobbies and the hotels, should reference the app. Ms. Julia Nugent mentioned that the 3D nature of the kiosk could provide areas for people to leave coffee cups and other trash. Mr. Minelli stated that more design work is needed to prevent snow and slush but that only an extremely tall person could reach the top. KSA Executive Director

Alexandra Lee noted that the property managers would be responsible for the upkeep of their kiosks. Mr. Zevin emphasized that the bottom six or so inches should require a material other than metal to be weather resistant. Mr. Zevin liked the green showing between the panels in version #2 and also questioned the wider version since it takes up more room on the sidewalks. He recalled a City conversation regarding safety and people hiding behind signs. Mr. Minelli said that a full-sized mockup will be taken to the sites to determine exact positioning for each kiosk. Mr. Evans noted that none of the placements are in the sidewalk as depicted in the presentation's rendering. A discussion occurred regarding placement.

In response to Mr. Zevin, Ms. Gallop stated that MIT is participating in the discussions but that it was premature for MIT to finalize their kiosk placement. She added that MIT will be evaluating their current campus wayfinding signs. They are focusing on one side of the street for now. MIT will be able to buy signs in the future as they figure things out. Ms. Born liked the surrounding green band as it brings attention to the signs. She added that the multiple surfaces will engender some activity so the signs need to be able to take some abuse from humans and snowplows and the ability to replace sections is important.

Mr. Zevin suggested incorporating historical markers on the map. Mr. Evans said that the CRA would explore history landmarks as another project. It was repeated that the intention is to have property owners maintain their signs as they maintain their properties. Ms. Drury liked the idea of a historical marking of the area. Ms. Born asked Ms. Gallop to consider placing at least one kiosk on the other side of the street. Mr. Minelli plans to go to the client review committee by the end of the month, have fabrication and construction drawings by June and have these out before the summer tourist season. Ms. Lee noted that the walking map does reference the MIT online map.

Mr. Evans noted that, within the next few months, CRA staff will need to work with Minelli, Inc. to position some of the kiosks and would like to invite board members, within the boundaries of public meeting laws. Ms. Drury stated that any number of board members could attend as long as the meeting is publicized. In response to Mr. Zevin's concern regarding an accurate depiction of open space using City data, Mr. Minelli stated that more verification is needed on the actual map.

Mr. Evans explained that according to CRA signage protocol, the CRA Board makes schematic signage approvals. Staff then reviews the construction documents. If they are consistent and fall within the realm, staff can make slight changes. Otherwise, the changes would be brought back to the CRA Board.

Ms. Born restated the issues – using a separate base material, analyzing the dimensions with attention to the width, reassessing the 3D property of the K, and kiosk placement. The motion to approve the schematic design of the proposed Kendall Square Wayfinding Kiosks to be placed in multiple locations within the Kendall Square Urban Renewal Area was unanimously approved.

5. Update: Signage Proposal for Bytes at the Coop located at 235 Main Street / Three Cambridge Center

Motion: To approve the modified design of the Bytes at the Coop Signage Program for Three Cambridge Center in the Kendall Square Urban Renewal Area

Mr. Jerry Murphy, from the MIT Food Coop, noted that part of the signage package was approved at the last Board meeting. Comments made at that meeting have been incorporated into this modified proposal. On the map on page 5, the sign on the left going into the Google connector

was removed from this modified proposal since the alleyway will be blocked from pedestrian use while used as the main staging zone for the Ames Street housing project. The large wall sign going into the Coop was also removed from this proposal as its design is still in progress. The outside wood sign with the three blades (A1) and the sign coming in from the plaza (C1) were approved last month. There is no longer frost on any glass except for the frosted fork.

The banner is coming down and the outdoor blades will be at the same height as banner.

The motion to approve the modified design of the Bytes at the Coop Signage Program for Three Cambridge Center in the Kendall Square Urban Renewal Area was unanimously approved.

6. Report: Monthly Financial Update

Mr. Evans noted that the second portion of the MIT funding for the Grand Junction project was received so their half million-dollar contribution is complete. The additional expenses for landscaping and paving work will be covered by the CRA. Staff is working with a new accountant and our auditors to best reflect unrealized gain/losses and accrued interest in the financial reports. Our goal is to report on the status of our Morgan Stanley investments on a quarterly basis. Much of our insurance was paid upfront for a percentage savings on the premium. Another large expense was the rental space at Planet Storage where an upfront annual payment had a substantial benefit. Mr. Evans noted that this report only reflects a few weeks of expenses.

Mr. Crawford asked to see the budget in real time to help him evaluate expenses before signing checks.

The motion to place the financial report on file was unanimously approved.

7. Update: Ames Street Housing

Mr. Evans noted that Ben Lavery has left Boston Properties (BP) and Mr. Dave Stewart is taking over as project manager. BP got their building permit today from the Inspectional Services Department. There has been utility site work since November 2015. There are still streetscape design issues being discussed with regards to the short-term and long-term cycle track's interaction with the intersections. The southbound route is part of the MIT campus plan and the northbound route is included as part of the 6th Street Walkway plan.

Discussions continue surrounding storm water systems, which require cooperation with DPW. The CRA needs to maintain oversight regarding pedestrian travel as changes are being made to the garage. Development drawings are undergoing final review for approval by staff. In response to Ms. Drury, Mr. Evans explained the current plan for car traffic. Designs for traffic flow and safe interaction between pedestrians, bicycles, and cars on Broadway and Ames Street are being analyzed.

Ms. Born asked Mr. Evans to speak with Mr. Stewart about an inclusive Ames Street groundbreaking event for the public with food. Mr. Evans noted that with the building permit, the CRA expects a development payment shortly which will be based on the final retail square footage.

8. Update: Foundry RFP and Draft Sublease

Mr. Evans noted that the final released RFP is included in the packet. It was posted on the CRA website and sent to the four teams. There is an informational session with those teams next Wednesday morning. Questions are been accepted through March 11 and will be answered in writing by CRA staff. The full proposals are due by April 27.

A multistep review process will follow with technical advisors, the Foundry Working Group, and the Foundry Advisory Committee, to inform the CRA and City Manager for a selection. There will be public interviews in May or June. The selection criteria are on page 18-20. A modification to the RFP created a minimum threshold to highlight the preference for proposals with more than 10,000 square feet for community uses. A public benefit line was also added as a category. Inclusivity, public-ness and community mission are clearly defined as important.

An addendum containing the draft lease will be posted and sent to the teams. Legal signoff of this draft was received moments before the Board meeting. The lease contains all the property requirements but excludes CRA's presence in the building. The CRA will have its own independence instead of a lease back option. Some utilities will pass through the CRA and sub-metered to the tenants. Logistical refinements in the draft lease include a threshold definition for administrative review or Board review for improvements in the initial proposal and Article 19 as well as for modifications ten or so years from now. In response to Ms. Drury, Mr. Evans explained that the RFP was released on February 1, 2015.

Other Business

Ms. Born read the motion for the Board to convene in executive session for the purpose of discussing the terms of the Cambridge Center Development Agreements. Conducting the discussion in open meeting may have a detrimental effect on the negotiating position of the CRA with designated redevelopers. She added that since the Board has concluded all of its business set forth on the regular agenda, the Board would not reconvene in open session thereafter.

A role call was taken on the motion to move into Executive Session.

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

The motion unanimously passed.

Adjournment

The regular Board meeting was adjourned at 7:47 p.m.