

Staff Report to the Board *March 20, 2019*

Archivist – Records Management

King Information Systems, our records management consultant is finalizing the reorganization of our active in-house files. Active files have been separated into project and subject files and labeled in a standardized, systematic way. The reorganization of the CRA's archive files have also begun. Those records will be consolidated to one off-site storage location, and all boxed records will be inventoried in an Access database. Once the reorganization of the archive files has been complete, CRA staff will write a draft records retention policy for the board to review and approve.



Opportunity Space/Link

The Opportunity Space on the 8th Floor of 255 Main Street, to be called Link Kendall, began formal operations earlier this month. Finishing touches, including signage and interior branding, will soon be completed. Per Scholas will initiate its first IT support training class in mid-April and the Tech Talent Exchange expects to move into the space by May. The NonProfit Center, who is the operator of the site, is working to fill the space, and is in active negotiations with several other nonprofits. The CRA plans to sponsor some work seats that will be provided for free to local nonprofits who could benefit from connecting to the workforce training programs on site. CRA staff are starting to develop selection criteria for those seats. The Link governance board (which includes NPC, CRA, Boston Properties and CIC) is planning to hold a public ribbon cutting event of the space in May.

Office Renovation

In connection with the Link Kendall program and the archiving project, the CRA office has consolidated its office space. Four new work areas were created using a combination of new and existing furniture to create better equipped workstations. In addition, much of the area that was being used to hold paper records is no longer needed since over 70 boxes are being moved to the offsite location.

Forward Calendar

1. Investment Account Reports
2. Public Programming Report for Plaza and Roof Garden
3. Margaret Fuller Neighborhood House Cooperation Agreement
4. Foundry Schematic Design
5. 135 Broadway Design Review

Galaxy Park

CRA staff, Boston Properties and Flexetail have continued discussions with the goal of activating Galaxy Park pop-up retail throughout the year. The first pop-up event is scheduled for April 22 – 25. Flexetail will be offering the use of one of its units for free to Great Art Studio (GAS), a non-profit based in Lynn, MA. The goal for the event is to create an “Art Gallery” that will provide a one-of-a-kind experience/education for GAS students to control all aspects of managing an art gallery (set-up, marketing, and sales). All (100%) of the proceeds of the artwork sales will go back to GAS to help their non-profit efforts.

Margaret Fuller Neighborhood House (MFNH)

CRA staff, MFNH staff, and the MFNH board continue to hold strategic discussions regarding a potential partnership to develop MFNH’s parking lot, as well as redevelop or improve their program and administrative facilities. In mid-March, MFNH held two input meetings with community members as part of their ongoing process to engage Port residents in decision-making about the organization and its property.

MXD Signage

Staff recently approved the signage package for the Kendall Flower Shop 96 Ames Street store. Because the size of the signage did not occupy more than 10% of the available glass area, staff was enabled to administratively provide review of the signs. These have been installed.

On March 1st, the MIT-Coop signage was installed at the 80 Broadway location. The signage was approved by the Board at the January 16th meeting.

