

## **Staff Report to the Board** *August 19, 2020*

### ***Administration***

Staff is happy to announce that the project planner position has been filled. Fabiola Alikpokou started on August 11. Fabiola was a planner at Horsley Witten Group, an engineering, planning and environmental consulting firm. She will be helping staff with her experience in community development, data research and analysis, conducting public outreach, zoning and environmental regulations.

Staff will be meeting the auditors at the office on August 20th so that they can do their field work. Because the CRA audit is dependent upon the Cambridge Retirement Systems audit, which has a fiscal year end of June 30, the CRA audit for the previous year (2019) cannot be completed before the fall of the current year (2020). The CRA 2019 audit is expected to come before the Board in September or October.

### ***Forward Calendar***

1. Revised Internal Controls Policy
2. MXD Petition and KSURP Amendment
3. 93-99 Bishop Allen Construction Procurement
4. 2020 Budget Amendment and 2021 Budget Outline
5. 2019 Audit

### ***Small Business Loan Program***

The loan disbursement process has been working well with the team at Cambridge Savings Bank. As of August 11, 61 of 104 loans have been funded for a total of \$890,000. In the next two weeks, the expectation is to complete the majority of the loan disbursements. Feedback from the borrowers about the process and timeliness has been positive.

### ***Foundry***

The Foundry met a big milestone on August 11 when the Planning Board approved the project's special permit requests with only minor suggestions, such as to include signage directing visitors to the elevator. The CRA recently submitted a \$100,000 grant to the MassDevelopment Collaborative Workspace Program to support the purchase of equipment and furnishings in all of the Foundry's community use spaces. The proposal was completed in partnership with the Foundry Consortium, and several additional partners who provided letters of support, including the City Manager. Awards for the grant will be made this fall.

The Executive Director search committee is now updating its marketing plan to align with the Foundry's construction schedule and will start advertising the position in the coming weeks.

### ***325 Main Street Construction***



Construction continues at the 325 Main Street building site. Crews have begun structural steel erection for levels one and two, and are nearing the installation of plaza support steel in the loading dock. Demolition of the 355 Main Street building (5CC) east facade has progressed, along with the clearance of the Roof Garden required to facilitate waterproofing of the garage structure.

Boston Properties' development and marketing team continue to refine the 325 Main Street Wayfinding and Art Master Plan. The Plan will establish a clear and integrated wayfinding system throughout all publicly accessible areas of the project. The Board can expect an opportunity to review this plan in the fall.

### ***93-99 Bishop Allen Drive Design Development***

Design development for the renovations of 93-99 Bishop Allen Drive is underway. The project team recently determined that it was more cost efficient to convert to all electric utilities for heating and cooling, which will support CRA and City-wide goals to reduce reliance on fossil fuels. The team is now exploring options to add solar units to the roof

to offset the increased electrical load. The project team has also decided replace the dormer windows on the upper most floor with larger, more energy efficient windows.

Several responses to the rental relocation RFP have been received. Some tenants may continue to work remotely during the construction period, while others will require alternative rental space. The CRA expects to enter into short term contracts for tenants' relocation space in the fall, and will facilitate moving and storage as needed before the expected start of construction in January.

### ***MFNH Project***

CRA and MFNH staff have developed a community outreach plan to get feedback on the project plan and conceptual design. Initial conversations and surveys are being done with MFNH staff, program participants, volunteers and donors, direct abutters, and Port residents who gave feedback at community meetings and events during 2019. Other community members will be invited to an event in late summer/early fall.

MFNH's Board of Directors recently approved a new mission statement which will help inform program space needs and layout. CRA staff are working with our consultants and attorneys to identify the most suitable legal structure for the project. We will soon draft a design contract amendment to enable the start of the schematic design phase with Studio G Architects.