



Regular Board Meeting of the Cambridge Redevelopment Authority

Wednesday, December 14, 2022 at 5:30 PM

Due to the COVID-19 pandemic, this meeting was held virtually via Zoom

APPROVED Meeting Minutes

Meeting Files

- [Notice and Agenda](#)
- [APPROVED Minutes of the Regular Meeting of the Board on November 19, 2022](#)
- [Monthly Staff Program Report](#)
- [Financial Report through October 31, 2022](#)
- [Proposed 2023 Meeting Calendar](#)
- [Contract Memo for MikYoung Kim Design, STV-DVM, and Cambridge Seven](#)
- [MXD Innovation Space Compliance Report](#)
- 2023 CRA Budget
 - [2023 Budget Narrative](#)
 - [2023 Budget Charts](#)

Presentations and Handouts

- [MXD Innovation Space Compliance Presentation](#)
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Opening Statement

At 5:35 p.m., Ellen Shore, CRA Operations Director, said that on July 16, 2022, Governor Baker signed a law which extended the remote meeting provisions of the Open Meeting Law until March 31, 2023. In accordance, tonight's CRA board meeting is being held remotely. There will be opportunities for public comment at the start of this meeting and at the discretion of the chair. Ms. Shore explained the steps to provide public comment. Board meeting materials can be found on the CRA's next meeting webpage. This meeting is being recorded, including all video, audio, and QA messages.

Call Roll

Chair Kathleen Born called the regular meeting of CRA Board. A roll call of Board members and the Executive Director was taken.

Vice Chair Conrad Crawford – present
Treasurer Christopher Bator – absent
Asst. Treasurer Barry Zevin - present
Asst. Secretary Margaret Drury – present
Executive Director Tom Evans - present

CRA staff members were also present. Ms. Born said that because this is a remote meeting, all votes will be taken by roll call and the Executive Director will repeat the responses.

Public Comment

No requests for public comment were offered.

Minutes

1. Review of November 19, 2022 Minutes

No comments were offered.

A motion was moved by Mr. Zevin to accept the minutes of the Regular Meeting on November 19, 2022. A roll call was taken by Mr. Evans.

Chris Bator – absent

Kathy Born – yes

Conrad Crawford – yes

Margaret Drury - yes

Barry Zevin – yes

The motion carried.

Communications

2. Written communications received since the publication of this meeting notice

No communications were received.

Administration Items

3. Monthly Staff Program and Financial Report

Mr. Evans summarized the staff report in the board packet.

Ms. Born noted that Christopher Bator joined the meeting.

Hema Kailasam, Director of Finance and Operations, summarized the financial report in the board packet.

4. 2023 Meeting Calendar

Ms. Shore presented a calendar showing the proposed CRA Board meeting dates and official CRA holidays. All but April's meeting are on the third Wednesday of the month. April was moved to the second Wednesday to avoid the school vacation. Ms. Shore confirmed that these dates do not conflict with major religious holidays. Ms. Born said that the August meeting will be held if necessary. After a discussion, it was decided to move the December meeting to December 13, 2023, which is the second Wednesday. The meeting dates are January 18, February 15, March 15, April 12, May 17, June 21, July 19, August 16, September 20, October 18, November 15, and December 13. Ms. Shore will send calendar and Zoom meeting links to staff and Board members.

Ms. Shore said that if the current extension for remote meetings is not extended past March 31, 2023, a quorum of members will need to be physically present for meetings. Mr. Evans said that hybrid meetings require an investment in technology, creating an unfunded mandate that could be an issue for smaller towns. There was a discussion regarding state funds for municipal infrastructure. Mr. Bator noted that it is important to have a large, open, well-ventilated room if Board meetings cannot be held remotely. Ms. Shore said that she would look into reserving the Red Room at the Foundry, which holds 100 people.

A motion was moved by Ms. Drury approving the proposed 2023 calendar with the modification of the December meeting being on the second Wednesday of that month, December 13th. A roll call was taken by Mr. Evans.

Chris Bator – yes

Kathy Born – yes

Conrad Crawford – yes

Margaret Drury - yes

Barry Zevin – yes

The motion carried.

5. Contract Updates

Mr. Evans summarized the board packet memo, regarding three contracts

A motion was moved by Ms. Drury authorizing the Executive Director to amend the landscape design services contract with MikYoung Kim Design to extend the term through July 31, 2023. A roll call was taken by Mr. Evans.

Chris Bator – yes

Kathy Born – yes

Conrad Crawford – yes

Margaret Drury - yes

Barry Zevin – yes

The motion carried.

A motion was moved by Mr. Crawford authorizing the Executive Director to amend the OPM contract with STV by shifting \$15,000 from the STV move management contract to construction close-out services and extending the term through March 31, 2023. A roll call was taken by Mr. Evans.

Chris Bator – yes

Kathy Born – yes

Conrad Crawford – yes

Margaret Drury - yes

Barry Zevin – yes

The motion carried.

A motion was moved by Mr. Bator authorizing the Executive Director and Chair to negotiate a limited design services contract with Cambridge Seven for minor Foundry building modifications. A roll call was taken by Mr. Evans.

Chris Bator – yes

Kathy Born – yes

Conrad Crawford – yes

Margaret Drury - yes

Barry Zevin – yes

The motion carried.

Projects and Programs

6. MXD Innovation Space Compliance Report for the Kendall Square Urban Redevelopment Plan

Alexandra Levering, CRA Senior Project Manager, said that Boston Properties (BXP) will present their annual innovation space compliance report, which is an MXD Article 14 zoning requirement. This update tracks how the existing CIC and LINK spaces are meeting their designated innovation space zoning terms, and also tracks the future Kendall Public Market innovation space, being built in 325 Main Street and 90 Broadway, which is to be run by Commonwealth Kitchen.

Vicky Plestis, from Boston Properties (BXP), said that BXP made an innovation space commitment, tied to three buildings (145 Broadway, 325 Main Street, and 75 Ames Street), to create space in the heart of Kendall Square for startups, small businesses, incubators, and innovators. She discussed the required innovation space delivery of Phase 1 in 2019, which included the delivery of CIC and the LINK. Phase 2 includes the food hall which fulfills the remaining balance of 15,000 square feet of innovation space.

She described the stacking of 255 Main Street and the location of the Phase 1 spaces. She spoke about CIC's mission, how they continue to meet the innovation requirements laid out in the CRA mandate, and some broader impacts that they're having by being in Kendall Square. Jake Barrows, Associate Director of Property Services for

TSNE, spoke about TSNE's mission and the work of the LINK's tenants. Faisal Abid, Director of Property Services for TSNE discussed the LINK space structure.

Ms. Plestis said that the upcoming Phase 2 work includes the food hall on the ground floor of 325 Main Street and a shared production kitchen at 90 Broadway. The space is being branded as the Kendall Public Market. This has been a collective effort with CRA staff, Commonwealth Kitchen, and the design team at Stantec. She described the progress that has been made since the last report. Construction will start May 2023 and the space will be completed Q1 of 2024. She showed a few renderings of the space. Ms. Plestis said that there's a lot of lead time getting equipment. The production kitchen is in the basement of the former Mead Hall, accessible via the freight elevator. The space upstairs is being used as a construction offices.

Ms. Drury said that this will definitely add something to Kendall Square. Mr. Crawford said that he is looking forward to the activation and how it connects with the urban roof garden and the recently opened lobby at 325 Main Street. He is also interested in seeing the operational details between the two spaces and understanding Commonwealth Kitchen's programming and philosophy.

Ms. Shore noted that Nicola Williams had a comment. Ms. Williams said that she is thrilled this is happening. Commonwealth Kitchen is an amazing community partner. She said that this project will address many concerns of black-owned businesses - affordable ground-floor retail space, pop up market spaces, commercial kitchen spaces, and representation in high traffic areas in major squares. She asked if there will be access to a community space, if priority will be given to Cambridge food makers and entrepreneurs, and if the kitchen would be available for rental during off hours.

Ms. Prestis replied that the food hall is designed to be flexible. She said that prioritizing Cambridge businesses was important. BXP will work with Commonwealth Kitchen to ensure that the right entrepreneurs occupy the space. Currently, the kitchen is designed to accommodate two vendors cooking at any given time. The current vision is to get the food hall operations running smoothly. After that, additional opportunities will be evaluated.

Mr. Evans noted that the area along the 325 lobby, on the same side as Clover but closer to Pioneer Way, where Bailey & Sage used to be, will be reprogrammed as a community meeting space, dually programmed by BXP property management and Google.

Mr. Evans suggested that Ms. Williams and Commonwealth Kitchen connect regarding entrepreneurs who are interested in the space.

7. CRA 2023 Budget

Ms. Kailasam presented the budget charts. She thanked Mr. Bator and Mr. Zevin for their previous review of the budget. The projected revenue for next year is \$475,000. Expenses related to personnel, office, and property management are about \$1.8 million. The largest increase is in personnel with a 25% increase from last year. The \$1.4 million includes the hiring of a project manager, a planner, an administrative resource, and a 4% COLA increase for current staff. This year's actuals were way below the budget because of staff turnover. \$800,000 is allocated for professional services. Some of this is related to administrative needs such as accounting, investment management, and information technology services, and some is for projects and "runway money" needed to explore new projects. Under the redevelopment budget, \$100,000 is proposed for Q1 Forward Fund technical grants, about \$10,000 per awardee. \$600,000 will go toward the initial payment for the Bolton street development project to build town homes. Summarizing, the expectation is to have \$3.3 million in expenses, and therefore a deficit of \$2.86 million.

The Sources and Uses of Cash chart showed how the CRA would fund the deficit. In addition to the cash coming from the Ames Street project and the Broad M1 redevelopment project., the US Bank main account will be drawn down by nearly \$4.5 million. This includes the anticipated budget deficit and the remaining payment to the City for the CRA share of the Foundry construction project. There also remains about \$250,000 to close out the 99 Bishop Allen project, half of which is related to the solar installation.

The Bishop Allen budget projects a small positive net income which will go towards a reserve account. Foundry income includes rent for the leased tenant spaces. However, because the third-floor space is not rented, a six-month vacancy is included in the budget. The City's electricity reimbursement, as per the agreement, is also included in the budget. Foundry expenses total about \$1 million dollars. The Foundry Consortium is still ramping up its programming and membership and expects to run a deficit of about \$300,000 in operations in the first year. The result is a shortfall of \$157,000, which will be drawn from the Foundry operating reserves.

Ms. Drury started a discussion about the difficulty in renting the large space. Ms. Kailasam explained why there is less demand now for an 8000 square foot space. While Newmark is still optimistic about finding a tenant, subdividing that space might become an option. Mr. Evans said that if a smaller tenant wants half of the space, Cambridge Seven might be asked for a subdivision plan.

Mr. Bator said that the CRA is in a very strong financial position. He applauded the staff for the thoroughness and financial consideration of the budget. He emphasized the need for the CRA to be ready for the great influx of money that will come with the Eversource project.

Mr. Evans said that each year, there is usually a mid-year budget amendment, which will likely occur again. He noted that this current budget is based on known projects. It does not reflect any new commitments that may be arise based on the strategic planning process or the City administration's interests. It also does not include any new income.

A motion was moved by Ms. Drury approving the 2023 CRA Foundry Budget including utilizing up to \$170,000 from the Foundry Operating Reserve. A roll call was taken by Mr. Evans.

Chris Bator – yes

Kathy Born – yes

Conrad Crawford – yes

Margaret Drury - yes

Barry Zevin – absent

The motion carried.

A motion was moved by Mr. Bator approving the 2023 CRA Budget. A roll call was taken by Mr. Evans.

Chris Bator – yes

Kathy Born – yes

Conrad Crawford – yes

Margaret Drury - yes

Barry Zevin - yes

The motion carried.

Adjournment of the CRA Board meeting.

At 7:34 p.m., A motion was made by Mr. Bator to adjourn the meeting. A roll call was taken by Mr. Evans and each member's vote was repeated.

Chris Bator – yes

Kathy Born – yes

Conrad Crawford – yes

Margaret Drury - yes

Barry Zevin – yes

The motion carried.