

## **Staff Report to the Board** *September 18, 2019*

### ***Administration***

The CRA has received the necessary audit documents from the City of Cambridge Retirement System, which are needed to complete the CRA's 2018 audit by Roselli, Clark & Associates (RSA). The CRA audit report must then be sent to the City by October 15 in order for the City to complete their Comprehensive Annual Financial Report (CAFR). RSA will have a draft of the audit ready for review by the CRA Finance Committee by the end of September. The final audit report will be included in the October 16 Board meeting packet. As noted in past board meetings, the CRA Board publicly acknowledges the report as opposed to being able to reject it.

At the May 15, 2019 CRA Board meeting, the Board approved a six-month extension (from April 2019 to November 2019) and a \$10,000 extension (from \$35,000 to \$45,000) of the contract with King Information Systems for their record archival services. Unfortunately, their staff has not been able to focus on the CRA project since May and do not expect to be fully available until Q1 2020. They expect the job to be completed within two weeks from when they start. Work that remains includes the data entry of 30 or so boxes of documents and maps that are located in Prime Storage in Somerville and creating a CRA Board approved retention schedule.

Staff is currently working, on a trial basis, with a cloud-based project management tool, called Asana to help track team projects, resource allocation, milestones, and dependent tasks.

### ***Forward Calendar***

1. 2018 Financial Audit
2. Schematic Design for 135 Broadway
3. Workforce Development Study Update
4. Personnel Policy Update

### **Margaret Fuller Neighborhood House**

Due diligence work is well underway, with 3D measurements prepared, a Phase I environmental review completed, a survey scheduled, and a geotechnical file search with related recommendations underway.

Studio G is starting on test fits for the housing portion of the project and is starting to analyze code and structural issues to be addressed. On September 26, they will observe a "Day in the Life" of the Margaret Fuller Neighborhood House (MFNH), including seeing the food pantry and childcare center in action.

CRA staff are working with MFNH to update the project timeline. The organization is now in an Executive search and has also started its strategic planning. As we don't want this project to get ahead of the MFNH's hiring or planning work, the redevelopment project may slow down during September and October.

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

The summer's closing was delayed as the property owner, Enroot, needed to address some regulatory requirements. We are expecting to close on September 30 or in mid-October.

Aside from the closing date, the terms of the transaction have remained the same and no new approvals are needed. Our approval for tax exempt bond financing from Mass Development was good for one year. Our \$7 million loan approval from Cambridge Trust remains current, but our loan commitment letter from Cambridge Trust did expire. We now have a new commitment letter that reflects a slightly lower interest rate due to changes in the financial markets.

We have finalized language for a contract with the existing property management firm, Senné Management. That contract has a 9-month term, during which time the CRA will conduct a full procurement process for a permanent property management firm.

In October, CRA staff will be releasing an RFQ for a designer for the site and will start meeting with tenants to gain more information on their space needs and wishes.

Cambridge Community Foundation is planning a small celebration for the building's tenants and the CRA to happen soon after the closing. The CRA and CCF are also convening a committee to plan a larger public celebration to occur in future months.

## **Third and Binney – Parcel 6**

On Thursday, September 12, the CRA staff hosted the final Pop-Up Beer Garden of the year at Third & Binney. The event was well attended despite the weather. Tapped Beer Truck was joined by a The Pull-Up, a Cambridge based food truck serving Latin Soul Food. Tony's Chocolonely was the third truck. Tony's provided a chocolate bar for tasting on the outside, and a mini-museum about the cocoa industry on the inside. The chocolate bar was a huge hit with the local children and families who attended.

The regular Food Truck season ends November 29. Staff are beginning to work on winter activation plans.

## **Forward Fund**

The Forward Fund Selection Committee is scheduled to meet for round two of proposal reviews later this month. The submission deadline will be September 25. Staff has visited with local non-profits this past month to discuss their proposed projects and to assist with the application process.

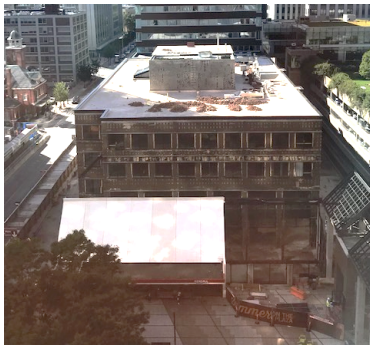
Completed proposals that are submitted after the September 25 deadline will be eligible for the third and final 2019 review session scheduled in December.

## Ames Place Open Space Community Meeting

On Thursday, September 12, the CRA co-hosted an Ames Place Open Space Visioning Session with the Kendall Square Association's Placemaking Committee. The meeting was facilitated by Mikyoung Kim to gather input from the community to help reimagine and inspire a conceptual redesign of Parcel 3's interstitial space, now known as Ames Place's Open Space. Due to rain, the meeting was held at the Residence Inn's ground floor cafe space. Twelve community members attended, including residents, local stakeholders, employees, and reps from CDD and the Cambridge Police. Mikyoung Kim is now aggregating the feedback and will begin to draft conceptual designs.



## 325 Main Street Demolition



325 Main Street's abatement of the brick façade, which was found to contain non-friable asbestos, is now complete. Structural demolition of the building is anticipated to start in mid-October, and be complete by mid-November. The wing-wall for 325 Main Street's Visual Mock-Up is on track to be installed by the end of this month. 325 Main Street's Phase II Design Documents were received electronically on Monday, September 16<sup>th</sup>. The set is being checked for completeness.

## Just-A-Start Consolidated Projects - Sprinkler Tour

Last Friday, CRA staff received a tour of Just-a-Start's (JAS) Consolidated Properties portfolio on York Street and Webster Avenue in Wellington-Harrington. The tour allowed staff to review sprinkler and fire alarm installations funded by the CRA's \$540,000 life and fire safety improvement loan granted in November 2017. JAS's Consolidated Properties rehab project, which included the reconstruction of 50 York Street, is now nearly complete.

