



Regular Board Meeting  
Cambridge Redevelopment Authority

Wednesday, June 16, 2021 at 5:30pm  
Link-Kendall, 255 Main Street, 8<sup>th</sup> Floor, Cambridge, MA

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APPROVED Meeting Minutes

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### **Call Roll**

Chair Kathleen Born called the meeting at 5:33 p.m.

Ms. Born explained that when this meeting was posted, the Massachusetts Covid -19 state of emergency was about to be lifted. The Governor and the legislature had begun the process to extend some provisions of the state of emergency, including the ability for government bodies to continue to meet remotely. However, this extension had not been granted before this meeting was required to be posted, which is 48-hours in advance. Therefore, this meeting of the Board was noticed and is being held in-person at 255 Main Street, under the previous regulations of the Open Meeting Law. This meeting can also be viewed in hybrid format via Zoom access. Public comment will be taken from those attending the meeting in person, and, as a pilot of future hybrid meetings, Zoom participants will also be given a chance to speak or provide comments via the Q/A function during public comment. After public comment is closed, staff and the Board will not be monitoring the chat function. As per the Open Meeting Law regulations, a public meeting can be held if a quorum of board members, including the Chair, is present at the location of the meeting. Treasurer Christopher Bator will be participating remotely tonight due to geographical distance.

This meeting is also being recorded.

Ms. Born called the roll of Board members and repeated each response.

Vice Chair Conrad Crawford - present

Treasurer Christopher Bator – has not joined yet

Asst. Treasurer Barry Zevin - present

Asst. Secretary Margaret Drury - present

Also present are Executive Director Tom Evans and staff members.

Because Mr. Bator is remote, all votes will be taken by roll call and Mr. Evans will repeat the response of each member.

### **Public Comment**

Heather Hoffman made her comments in person. She said that she hopes the CRA sets an example to the rest of the city, and continues to allow remote public comment as it enables more people to participate for various reasons such as not being around, not being mobile, not feeling comfortable in public buildings, and being too rushed to attend in person.

Mr. Evans said that Forward Fund grantees are present to speak regarding the Forward Fund agenda item and he would like to call upon them during that time.

There were no other requests for comment in-person or remotely.

***A motion was moved by Mr. Crawford to close public comment. A roll call was taken by Mr. Evans and each member's vote was repeated.  
Mr. Bator – not present***

*Ms. Born – yes  
Mr. Crawford – yes  
Ms. Drury - yes  
Mr. Zevin – yes  
The motion carried.*

## **Minutes**

- 1. Motion: To accept the minutes of the Joint Planning Board and CRA Board on May 18, 2021**
- 2. Motion: To accept the minutes of the Regular Meeting of the Board on May 19, 2021**

Ms. Born explained that the Board meeting was an opportunity for members of both boards to offer aspirations for the MXD Substation project as opposed to a detailed review.

Mr. Crawford clarified that his comment noted in the last paragraph of page 3 of the joint meeting minutes should say that the tot lots are not currently accessible to the public, and that he is hoping that will change through the development of the substation.

***A motion was moved by Ms. Drury to accept the minutes of the May 19 regular CRA Board meeting and to accept the minutes of the May 18 joint Planning Board and CRA Board meeting, with the clarification mentioned by Mr. Crawford. A roll call was taken by Mr. Evans and each member's vote was repeated.***

***Mr. Bator – absent  
Ms. Born – yes  
Mr. Crawford – yes  
Ms. Drury - yes  
Mr. Zevin – yes  
The motion carried.***

## **Communications**

- 3. Written communications received since the publication of this meeting notice.**

There were no other written communications

## **Reports, Motions, and Discussion Items**

- 4. Monthly Staff Report**

Mr. Evans said that the forward calendar has some contractual items which need to be reviewed in the July meeting, the date of which needs to be rescheduled to avoid conflicts. The July meeting might be able to occur remotely. On June 9, the City Council reappointed Mr. Crawford to the CRA Board for another five-year term. Staff is working with the auditors. A return-to-the-office procedure is being implemented to have some staff days through the summer with a more permanent office presence in September. The virtual public meeting situation has been pivoting on a daily basis but the CRA will put forth procedures through April 2022. Staff is working on an RFP for an insurance advisor (not a broker) to be issued within the next few weeks. Mr. Evans also noted that the CRA will recognize the Juneteenth state holiday and close on Friday June 18.

The Mayor's Disaster Relief committee, which included CRA staff, has reviewed over 300 applications for small business recovery and reopening relief. 138 businesses received funds from the City and \$200K from the CRA. Galileo Way is closed for installation of the first phase of the cycle track. Some initial landscaping has been done. Mr. Evans realizes that this creates a traffic situation, especially for trucks. Mr. Crawford said that he appreciates that sidewalk access has been maintained. Mr. Zevin said that it is nice to see the plan taking shape.

The building at 325 Main Street remains under construction. Some of the plaza is gradually coming back into use as workers finish taking down the trellis work along the Marriot. Mr. Evans was not sure of the exact time for the sidewalk on Main to come back. Work on the roof garden has begun and he is hopeful that it will open up next summer for public use. The T headhouse is still awaiting direction from the MBTA. In response to Mr. Zevin, Mr. Evans said that he probably should have included the following as a communication agenda item: The CRA has signed on with the KSA, Boston Properties, and the City of Cambridge to urge the MBTA to make a decision about the headhouse as soon as possible before the workers fully return to Kendall. That letter resulted in a meeting with almost 30 participants from all parties. The meeting was inconclusive but he thinks the MBTA will make a decision shortly. There are logistical challenges to maintain accessibility and access if the outbound headhouse is closed. Mr. Zevin said that MIT's headhouse project is being done in phases. Mr. Evans replied that MIT built a temporary headhouse and is building a new headhouse in a completely different location.

Diana Navarrete-Rackauckas, the newly hired Foundry Consortium (FC) Executive Director begins work in August. Construction work on the building continues. An updated agreement with the FC is needed in which, among other things, the CRA will cover the first year of Ms. Navarrete-Rackauckas' salary before the building opens as well as provide an office space for her in the Link. Staff is actively working to fill vacancies on the Foundry Advisory Committee. Their next meeting, which might occur remotely, is July 9th.

Staff continues to work with the Margaret Fuller Neighborhood House on a plan to combine a housing project and renovation of their facilities. Feedback from the community is being coordinated with CDD staff who are also receiving input on their plan for the Cherry Street lot.

Ms. Kailasam spoke about the monthly financial report for April. There continues to be a strong equity market. The majority of income through April has come from the investment portfolio. Operational expenses are tracking as expected. Two payments to the Bishop Allen contractor occurred in March and April. About \$1 million in hard and soft costs have been spent to date. Another \$2 million is expected to be paid in May and June. The total operational deficit to date is \$500,000, primarily due to the construction costs. The KSTEP and Foundry wealth management accounts have been closed at Cambridge Trust Company. There is a new KSTEP account with Morgan Stanley-US Bank and these funds were fully invested using the same 70/30 fixed/equity strategy as the unrestricted CRA funds. The Foundry funds are in Cambridge Savings Bank, earning 50 basis points with no fees. Because of these changes, the overall investment management fees will be below the budgeted amount. The Morgan Stanley-US Bank fees also dropped from 30 to 25 basis points (bps). The new KSTEP account is being managed at 15 bps. Mr. Crawford asked how Cambridge Trust Wealth Management (CTWM) group reacted to the CRA's decision to close the accounts. Ms. Kailasam replied that they were disappointed but they understood. Since CTWM would not manage the CRA funds using the legal list, a requirement for Massachusetts government agencies, and they would not change their fee structure for managing a portfolio with no equity exposure, it was no longer financially prudent to use CTWM.

Mr. Evans noted that Chris Bator joined the meeting remotely at 6:00 p.m. There were some sound quality issues.

## **5. Forward Fund 2021 Phase One Grant Recommendations**

Mr. Evans said that Mr. Peralta, who manages the project, is out sick. There are two grant categories this year. The Capital Infrastructure Grant is similar to that given in previous years. It is a grant of up to \$50,000 and applications are reviewed by a Forward Fund committee consisting of CRA and City staff personnel. The Technical Assistance Grant has been expanded to include funds for technology investments, in addition to capacity and feasibility work. This is a grant of up to \$10,000 and applications are reviewed by CRA staff only. Some of the grantees in the first round were present tonight to introduce themselves and their projects.

*Peter DiMuro*, Dance Complex Executive Artistic Director, thanked the CRA for its previous support throughout the pandemic and before. The Capital Infrastructure Grant will be used to improve three studio floors for dancer safety.

*John Froio*, Deputy Director of DeNovo, said that DeNovo has been in Cambridge for 51 years, although under different names. The organization provides free legal and mental health services. They recently entered into a contract with the state as part of the COVID Eviction Legal Help Project which provides representation to individuals who are at risk of becoming homeless due to COVID. The staff has grown significantly in the past six years. They were fortunate to secure donated space for staff. However, the funds from the Forward Fund

Technical Assistance Grant will be used to purchase technology and security measures for the expanded organization. He thanked the CRA for their consideration.

*Faisal Abid*, Director of Property Management for Third Sector New England (TSNE), said that TSNE is the operator of the Link, on behalf of Boston Properties, and offers below market spaces to nonprofit clients. During the pandemic, there was a decrease in rentals. In addition, clients have requested space improvements upon returning to the office. He thanked the CRA for the Capital Infrastructure funds that will enable TSNE to provide phone booths, sneeze guards, air filters, etc.

*Steven Nutter*, Green Cambridge Executive Director thanked the CRA for the Technical Assistance grant. He explained that Green Cambridge has been around since 2004, starting as a community advocacy organization and then transitioning, in the past four years, into an environmental education center for youths and young adults. Its office is temporarily located in the Link but will be moving back to 99 Bishop Allen Drive when the building is ready. He said that land in the Alewife area was donated to them. The grant will be used for a feasibility study to design an outdoor learning space in the area for the community.

Mr. Evans said there are two other Capital Infrastructure Grants. One is to the Central Square Business Improvement District to make improvements to their Starlight Square Pop-up Event Space giving it more substance for a second season. The second one is to the Multicultural Arts Center for a LED lighting system design for their theater space to provide more flexibility and use less energy.

*Erin Muirhead-McCarty*, Executive Director of the Community Arts Center, thanked the CRA for the Technical Assistance grant. Ms. Muirhead-McCarty started in August, during the pandemic. In October, the facility was open to young students. Child care services were heavily used. The teen program operated throughout the pandemic, including three installations. She then spoke about the legacy and history behind the agency's *Do It Your Damn Self* film festival, the longest running youth-led film festival in the country. Submissions to the film festival were missing from CAC students due to the lack of modern production technology. This Technical Assistance grant will be used to upgrade the computer lab and provide training which will enable CAC students to produce their own high-quality films and media projects for various film festivals, college scholarships, and grants. She also thanked the CRA for past support.

Mr. Evans said the last Technical Assistance Grant is to History Cambridge, formerly the Cambridge Historical Society, for a needs assessment analysis of their programming and possible relocation to a more widely accessible location within Cambridge. Four other grants were received but they were incomplete and needed additional work. Staff will continue to work with these applicants as well as to further promote the second round in the fall.

The Board expressed excitement for the support of the varied, interesting, and highly-meriting endeavors. No vote was needed. Mr. Peralta will be distributing grant agreements to the organizations for signing.

## **6. 99 Bishop Allen Drive – Construction Update**

**Motion: Authorizing the Executive Director and Chair to enter into an oil tank removal contract with Green Site Services for nine thousand and nine hundred dollars (\$9,900) plus additional clean up services for a total amount not to exceed fifteen thousand dollars (\$15,000)**

**Motion: Authorizing the Executive Director and Chair to enter into a monitoring and soil testing contract with Haley & Aldrich for five thousand and six hundred dollars (\$5,500).**

**Motion: Authorizing the Executive Director and Chair to approve Change Order Number Four for the Bishop Allen Renovation Project for an additional sixty-seven thousand, four hundred eighty dollars and ninety-one cents (\$67,480.91) to install new building fire alarm systems.**

Ms. Schwarz said that when the workers were excavating the area for a planned building egress, an oil tank was discovered. Although a phase 1 environmental was done before the building was purchased and other due diligence was done since, there was no evidence of this oil tank. It appears to have been emptied, cleaned and filled with sand and gravel but it needs to be properly removed. She showed pictures with various views of the

area and the tank. She also showed pictures of some interior framing, subflooring, installed mini-splits and related duct work, a brand-new electrical panel, scaffolding on the outside of the building, and the United Drilling truck which was there to drill the elevator pit. There is a lot of work happening simultaneously.

The memo in the Board packet describes the overview of the oil tank discovery. Tim McKay from STV solicited several quotes for removal of the oil tank and possible contaminated soil. One company, Green Site Services, was able to do this within the limited timeframe. Haley & Aldrich would monitor the process and do soil testing at the same time so that Green Site could remove any contaminated soil while they are onsite. If the Board approves this tonight, the removal and testing will happen on Monday. The cost to remove and dispose of the tank is \$9,900. The cost for removing contaminated soil varies with the amount of soil and the substances found. The proposal is for a not-to-exceed amount of \$15,000. The H&A testing, monitoring, and reporting is another \$5,500.

The other item is a change order for the fire alarm system. Before the demolition, it was understood that this system was in good working order. Annual tests showed that it was functioning fine but when the walls were opened up, many problematic wiring issues were found. A redesign of the system and rewiring of the electricals were advised. The original budget had a \$13,000 expense for upgrades to the fire alarm system but now there is a change order proposal for an additional \$67,480.91 to do this entire rewiring.

There was a discussion of this and other unplanned expenses. Mr. Evans said that he thought that a lot of exploratory demolition work was done but it was obviously not enough. Mr. Zevin said that perhaps the working assumption for any similar work in the future would be that gutting the whole building is necessary. Mr. Evans said that the elevator, life safety items, and general ADA compliance were the primary missions of the renovation. He added that the elevator technology being used meets current ADA requirements. In response to Ms. Drury, Ms. Schwarz clarified that there are two different Green Site proposals (and quotes) in the memo. The second quote is specific to removing waste as a contingency on finding contaminated soil. Ms. Born questioned whether the insurance policy could cover the discovery of the tank. Mr. Evans said that staff would follow up with the insurance company. He added that he had explored MA state grants for tank removal but funds for this are no longer available. At this point, the tank needs to be removed to prevent project delays.

***A motion, was moved by Mr. Crawford authorizing the Executive Director and Chair to enter into an oil tank removal contract with Green Site Services for nine thousand and nine hundred dollars (\$9,900) plus additional clean up services for a total amount not to exceed fifteen thousand dollars (\$15,000). A roll call was taken by Mr. Evans and each member's vote was repeated.***

***Mr. Bator – yes***

***Ms. Born – yes***

***Mr. Crawford – yes***

***Ms. Drury - yes***

***Mr. Zevin – yes***

***The motion carried unanimously.***

***A motion was moved by Mr. Crawford authorizing the Executive Director and Chair to enter into a monitoring and soil testing contract with Haley & Aldrich for five thousand and six hundred dollars (\$5,500). A roll call was taken by Mr. Evans and each member's vote was repeated.***

***Mr. Bator – yes***

***Ms. Born – yes***

***Mr. Crawford – yes***

***Ms. Drury - yes***

***Mr. Zevin – yes***

***The motion carried unanimously.***

***A motion was moved by Mr. Crawford authorizing the Executive Director and Chair to approve Change Order Number Four for the Bishop Allen Renovation Project for an additional sixty-seven thousand, four hundred eighty dollars and ninety-one cents (\$67,480.91) to install new building fire alarm systems. A roll call was taken by Mr. Evans and each member's vote was repeated.***

***Mr. Bator – yes***

***Ms. Born – yes***

***Mr. Crawford – yes***

*Ms. Drury - yes  
Mr. Zevin – yes  
The motion carried unanimously.*

#### **7. Kendall Square Transportation Report Update**

**Motion: Authorizing the Executive Director and Chair to enter into a contract amendment with VHB to conduct a fourth year of transportation data collection and reporting for an additional \$69,400, with an add-alt option for PTDM data analysis of \$4,300, for a total amount not to exceed seventy-three thousand seven hundred dollars (\$73,700).**

Ms. Levering said that the memo in the Board packet explains the request to extend VHB's contract for a fourth year to help the CRA with its annual transportation report. Every year since 1994, the CRA has been required to conduct an annual transportation report as per its EIR MEPA commitments. Originally, that was just to count vehicles. In 2015, the CRA committed to doing an enhanced annual transportation report that looked at multimodal data, transportation behavior, and travel behavior. In 2018, a procurement was issued to find a consultant that would help staff reimagine the report. VHB was selected for a three-year contract. During the first year, discussions occurred with various City agencies to understand the available data and design a new look for the report. The first enhanced report was produced in 2019, which was presented to the CRA Board. A few weeks ago, the 2020 updated report was published which included interesting data related to the Covid pandemic. The original motion allowed the Board to extend VHB's contract for a fourth year, if so desired, to produce one more annual report. Staff recommends this contract extension as VHB has been good to work with, the Storymap report was well received, and there is an efficiency working with the same consultant who is familiar with the data, the report format, and the work of the CRA.

The motion asks for approval of a base amount of \$69,400 for a fourth year. Due to Covid, PTDM data has been stopped by the City and they are unsure if they will be asking developers to report in the fall, which is part of the work that VHB uses. Therefore, there is an add-alt option of \$4,300 if the City does collect this PTDM data that VHB can then analyze. The overall not-to-exceed total of \$73,7000 is in line with the cost of annual reports of previous years.

Mr. Zevin said the interactive report is spectacular. Ms. Levering added that the ESRI Storymap platform is very user friendly but the data is from VHB. Staff is considering the use of the ESRI Storymap platform for other projects.

***A motion was moved by Ms. Drury authorizing the Executive Director and Chair to enter into a contract amendment with VHB to conduct a fourth year of transportation data collection and reporting for an additional \$69,400, with an add-alt option for PTDM data analysis of \$4,300, for a total amount not to exceed seventy-three thousand seven hundred dollars (\$73,700). A roll call was taken by Mr. Evans and each member's vote was repeated.***

***Mr. Bator – yes  
Ms. Born – yes  
Mr. Crawford – yes  
Ms. Drury - yes  
Mr. Zevin – yes  
The motion carried unanimously.***

#### **8. Foundry Update**

**Motion: Authorizing the Executive Director and Chair to enter into a sole source services contract with Point Line Space, whom is currently under contract with the City of Cambridge, to facilitate furniture and equipment procurement for the Foundry on behalf of the Cambridge Redevelopment Authority.**

Ms. Schwarz showed pictures of the Foundry construction. The first picture, taken from Bent Street, showed the exterior wall and the new addition. Mr. Evans said that there is extra sound proofing being put in this section because the theater area is behind that wall. The next picture showed the vapor barrier that is being installed on the entire first floor. Other pictures showed the floors being built out with door framings, side lights, HVAC duct work, and the new wood ceiling.

The motion relates to the CRA's purchase of equipment for the maker spaces and some additional furniture. The City is purchasing items as well. Staff is proposing to use Point Line Space, the same company that the City is using since they understand how to procure the unique items needed specifically for the Foundry and they have worked with government contracts and understand public procurement law. The City has been very happy with the firm. Point Line Space knows the project and the timeline. Mr. Evans added that on Monday, the City Council appropriated \$200,000 from the Mass Cultural Grant. He thanked and congratulated Ms. Schwarz on her work for acquiring these funds for construction and build-out of the Foundry.

**A motion was moved by Mr. Crawford authorizing the Executive Director and Chair to enter into a sole source services contract with Point Line Space, whom is currently under contract with the City of Cambridge, to facilitate furniture and equipment procurement for the Foundry on behalf of the Cambridge Redevelopment Authority. A roll call was taken by Mr. Evans and each member's vote was repeated.**

**Mr. Bator – yes**

**Ms. Born – yes**

**Mr. Crawford – yes**

**Ms. Drury - yes**

**Mr. Zevin – yes**

**The motion carried unanimously.**

#### **Adjournment of CRA Board Meeting**

**A motion was moved by Ms. Drury to adjourn the meeting. A roll call was taken by Mr. Evans and each member's vote was repeated.**

**Mr. Bator – yes**

**Ms. Born – yes**

**Mr. Crawford – yes**

**Ms. Drury - yes**

**Mr. Zevin – yes**

**The motion carried unanimously.**

The meeting was adjourned at 7:02 p.m.