

Staff Report to the Board *March 17, 2021*

Forward Calendar

- Investment Reports and Amended Investment Policy
- 99 Bishop Allen Lease Approvals
- Owner's Representation Contract Amendment
- Solar Construction and Finance Agreements
- MXD Infill Development Concept Plan Amendment

Upcoming MXD Substation Project Community Meetings

Design Review Committee Meeting – March 30, 2021 at 3:30pm

Virtual Community Open House – March 31, 2021 at 5:30pm

Open Office Hours – April 1, 2021 at 12:00pm – 2:00pm

Administration

Timesheet Transition

To streamline the biweekly payroll submission process, an add-on feature to the existing Harpers Payroll platform was installed starting with the February 25th paycheck. Now, each employee enters their own hours worked and any paid time off directly, rather than submitting paper timesheets to the Operation Director for data entry. After the timesheets are approved by the appropriate managers and the Executive Director, the Operations Director submits the payroll batch. There was a slight learning curve but the efficiency of the feature has made it worthwhile.

Return to Office Use

With the potential to visualize light at the end of the Covid-19 tunnel, staff are thinking about gradually returning to the office on a regular basis. To date, staff have begun going into 255 Main or other project sites on an as-needed basis, but primarily work remotely. Plans are being discussed to rearrange the office to add two more workstation areas while keeping adequate distance between employees. Warmer weather will permit staff to gather for project meetings outside. The CRA will obviously follow the State and local guidelines before staff will be allowed to work in the office simultaneously.

Financial Quarterly Review

On March 3rd, the 2020 financials and quarterly bank reconciliations were presented to the Treasurer and Assistant Treasurer for review. Staff reviewed the cash flow schedule for the 99 Bishop Allen renovation project and proposed that payments be made directly, by wire, from the US Bank account. This was approved by the Treasurer and Assistant Treasurer. The group discussed the need for the development of an investment strategy which includes revisiting how to get approval by the State to move beyond the legal list of equity investments.

Program Updates

Forward Fund Grant Opening

As of Wednesday, March 10th, the 2021 Forward Fund grant program has opened the application period for interested organizations to submit project proposals for review. Applicants are encouraged to submit proposals for one of the two grant types, Community Capital Infrastructure or Technical Assistance. The deadline for the first of two review sessions with the Selection Committee for grant proposals submitted in the Community Capital Infrastructure category will be June 4th. Applications submitted for Technical Assistance will be reviewed by CRA staff as they are received. Applicants interested in speaking with CRA staff regarding the grant program or their proposed project are encouraged to schedule an appointment for virtual office hours by contacting Carlos Peralta at cperalta@cambridgeredevelopment.org.

Broadway/Main/Third Streetscape Design

The CRA is working closely with the consultant team of Sasaki Associates and HDR, as well as City staff from the Community Development Department, Traffic Parking and Transportation, and the Department of Public Works on the streetscape designs, which includes concepts for Broadway and Third, and short-term and long-term options for Main Street. Staff have been meeting with neighboring property owners and stakeholders, including Eversource, to ensure plans accommodate future development plans. The CRA is working on an ESRI Storymap web feature to assist with online community engagement. A tentative date for a community meeting is April 15th. The CRA will also be meeting with the City's Transit, Bike and Pedestrian Advisory Committees in the upcoming weeks. To receive updates on this project contact Alex Levering at alevering@cambridgeredevelopment.org.

325 Main Construction

The 325 Main Street construction site is active and busy. The unitized curtain wall installation is complete. Final detailing including the installation of joints, sealants, and gaskets will be complete in the next few months. With work shifting internally, Boston Properties removed one of the two tower cranes in early March, and the second tower crane will be removed in early May. Mechanical and electrical equipment is currently being rigged and set into the building. Interior wall framing and lobby construction is well underway, and elevator construction has begun.



Margaret Fuller Neighborhood House

Potential new financing sources and further study of zoning options have necessitated a revisiting of the project pro forma and aspects of the conceptual design. The project committee is studying if the City's new Affordable Housing Zoning Overlay for the housing portion of the project may be used. The MFNH staff and board are further defining their programmatic space needs to ensure that any new addition is right-sized, both for their needs and for the project budget. The committee has come to agreement on a structure for the third phase of community engagement, but must refine these core project characteristics before soliciting more feedback from community members. Once there is more clarity, the CRA and MFNH will amend the existing MOU or enter into a new kind of development agreement.

Rindge Outreach Plan

At the end of 2020, the CRA with Gamble Associates, completed a [Rindge Neighborhood Connectivity and Open Space Report](#). The study provided an open space vision, conceptual approach, and near-term and short-term recommendations to enhance connectivity to and from the neighborhood. With the preliminary study complete, the CRA has begun efforts to engage with Rindge neighborhood residents, community groups, and landowners to discuss the study's vision and to understand local connectivity priorities. The CRA's community outreach plan includes a combination of virtual meetings, with an interactive website and electronic survey, along with onsite events including a site-walk, and attendance at local neighborhood events this spring and summer. Individuals interested in learning more about the plan or attending future events can reach out to the CRA at planning@cambridgeredevelopment.org, or visit the project's new webpage at www.cambridgeredevelopment.org/rindgeconnectivity.

