



General Administration

The past two weeks have involved extensive office reconnaissance and business operations set-up. I have spent a limited amount of time familiarized myself with the various filing systems, financial accounts, computer systems, and office equipment. Moving forward, I have established a new domain name, email provider, computer cloud storage systems and a new mobile phone account (617.947.0256), which has become my primary contact line. The office phone system was rebooted so the voice-mailbox is now operational, however one of the two general numbers is not connected properly. I would like to establish a website using the domain name 'cambridgeredevelopment.org', and explore social media options in the near future. I will also evaluate the overall office systems to look for further cost and space streamlining.

Based on Susan Glazer's work, Kevin Gookin at the Cambridge Community Development Department (CDD) and I have established a routine for making regular bill payments. We have created a weekly ledger of bills paid with checks prepared by CDD staff for CRA signature. The by-laws provide that the Executive Director or the Treasurer may sign CRA checks, however no specific thresholds for check writing are in place. I propose that until a full disbursement policy is adopted by the Board, the Executive Redevelopment Officer be authorized to sign checks up to \$1,000 (the equivalent of the current debt card limit) with larger disbursements requiring the signature of the Treasurer, Chris Baton. Kevin and I are working on digital timesheet system, but for the time being I will use a paper timesheet format, based on the City's. We are creating a digital encumbrance system to track expenditures against contract budgets.

Contracting and Personnel

Two 'House Doctor' design service contracts have been drafted for Bluestone Planning Group and Redmon Design Works, utilizing the professional services contract template. I have also prepared a confirmation letter to Greenscape Land Design, authorizing their contract. Contingent on the proposed Board motion, I will prepare a contract with Roselli, Clark and Associates to be executed shortly.

Contingent on today's meeting, I will prepare an employment contract for Kathryn Madden, in consultation with the personnel sub-committee. Additionally, I will prepare a job description for part-time administrative assistance and bookkeeping. This would not preclude continuing to rely on the services of the CDD staff, but will provide a better-defined scope of work for either an extended agreement with the City or a part-time CRA employee. I will be in discussions with Roselli Clark on their recommendations for bookkeeping and other fiscal procedures.

I have had initial contact with both Northeastern and Tufts regarding internships, utilizing a job description provided by Conrad Crawford. I would like to propose offering a stipend in the range of \$3,000 to \$5,000 to potential candidates for a 12-week session (summer or fall). I believe the quality of work from interns improves with either a stipend or course credit, and these funds could be used to leverage work study or other institutional funds.



Policies and Procedures

There are numerous CRA policies that need to be established and/or updated. The list of policies I'd like the Board to consider adopting in the future is below. Where new policies will need to be created, I expect to use existing City of Cambridge policies as a starting point for document drafting. I would like to meet with each sub-committee on a regular monthly basis, as appropriate, to begin discussing these draft policies before bringing them before the full Board.

- Personnel Policy (draft revisions under development)
- Investment Policy
- Signage Review Procedure (draft under review)
- Procurement and Disbursement Policy
- Land Disposition and Maintenance Policy
- Records Management Protocol

For upcoming Board meetings, I propose creating a 'Forward Calendar' that would list major items to be presented to the Board for discussion and/or decisions. This calendar will help pace staff work tasks, provide timeline clarity for board members and the public, and reserve time on the agenda for our strategic planning work tasks. Additionally it has been suggested by CDD staff that a Board packet document be developed for website posting rather than multiple supporting documents. I will work on revised format for Board meeting materials in the future.

Development and Infrastructure Projects

In the upcoming weeks, Boston Properties will be seeking Certificates of Completion for the Google Expansion between 3, 4, and 5 Cambridge Center, and the new Biogen building at 17 Cambridge Center. Boston Properties expects to apply for its building occupancy permits in June. In total, these projects will delivery approximately 220,000 square feet of additional commercial development to Kendall Square.

Construction activity has begun on both the Longfellow Bridge and Broadway. MassDOT will be providing an informational workshop on May 16th 12:00 – 2:00 PM on the Longfellow Bridge Project.

Greenscape has begun their park spring clean up work, and expects to demolish the tot lot equipment on the corner of Main and Binney in the month of June.

I have set up a meeting with the City next week to discuss next steps with regards to the Point Park, and Third and Main Streets design and future land transfers. CDD staff will be launching the East Cambridge Open Space Planning process in June.