

## Staff Report to the Board

December 16, 2015

### Contracting, Personnel, and General Administration

The 2014 audit was scheduled for the December meeting but the financial statements cannot be completed until the Cambridge Retirement System audit process is complete. Staff has received the draft management findings and we are preparing our formal response to the procedural suggestions from Roselli Clark and Associates.

Staff is finalizing arrangements to relocate our storage from Metropolitan Storage. While we are planning to move numerous file boxes and other materials from storage, we are looking to sell or otherwise dispose of the metal flat files, which held architectural drawings for the Wellington-Harrington and Cambridge Center. We will work to consolidate these records with the other files currently on file at Iron Mountain, and the 60 boxes of documents currently held by Special Council. In 2016 we hope to secure a records management consultant to help organize our active and off site document organization.

After contacting multiple agencies, the CRA has selected Cambridge Snow Management (CSM), 156 Rindge Ave., Cambridge, as its contractor for snow/ice removal for the 2015-2016 season. CSM has more than 8 years of experience handling a wide range of commercial projects. The company is bonded and fully insured.

### Draft Forward Calendar

January 2016	February 2016
Food Court Signage	Personnel Policy Revisions
Parcel 6 – Interim Use	Infill Development Plan Concepts
2014 CRA Audit	Vail Court Alternatives
Kendall Implementation Plan	Point Park Designs

### Projects and Initiatives

#### ***EcoDistrict***

The EcoDistrict has initiated an energy assessment and district energy feasibility study as an element of the Barr Foundation grant. The project management contract to organize the stakeholder group and oversee the project's development is set to expire at the end of the year. In order to maintain project continuity, the EcoDistrict stakeholder group, has requested that the CRA continue to function as the fiscal agent of the group to facilitate collection of funds to maintain contract oversight and payment.

#### ***Foundry***

The CRA hosted tours of the Foundry for each of the project teams selected from the RFQ round to respond to the RFP. The CRA and City have nearly completed the RFP and a core element of the document, the submission requirements, and selection criteria are to be discussed at the Board meeting.

### ***Grand Junction***

The Grand Junction construction project continues to wind down with detail work nearing completion. After several unexpected delays with concrete shipments, the concrete was poured and scored for the bike parking pad and the sidewalks and ramps at all the intersection corners, which are now open to pedestrian traffic through this winter. The base for the play area, the backflow preventer and the irrigation controller were all installed. The Broadway median for the 14-foot bike path and the large granite boulders were placed last week. We have recently been able to save six medium sized trees that were being taken out for the Ames Street Residential project, which were transported by Boston Properties to be planted by our contractor this week. One of the final items before the contractor concludes its work before winter will be the engraving of the granite blocks with the words Grand Junction and Harvard Street. FST is currently working to get much of the soil remediation paperwork wrapped up by the end of the year with DEP. There will be additional soil testing in the spring for the new soil being brought in to complete the landscaping.

Next spring the contractor will return and put several inches of topsoil across the site, complete the plantings and trees, install the final play area rubberized surface, put the final top coarse of asphalt on the 14ft shared use path, paint the lines, and be done.

### ***Parcel Six***

Newport Construction has requested to use the lot at Third and Binney for storage of equipment for the Main Street reconstruction project. Staff has agreed to allow this continued staging. However, staff required that the site to be vacated and improved with temporary landscape installations by late spring. Staff has begun working on draft designs for the site and a program to activate the parcel by mid-2016.