



FITCHBURG REDEVELOPMENT AUTHORITY  
renewing • revitalizing • rebuilding

166 Boulder Drive, Suite 104 | Fitchburg, MA 01420  
978.345.9602 | www.fitchburgredevelopment.com

## MEETING MINUTES

February 18, 2020  
Fitchburg Redevelopment Authority Office  
166 Boulder Drive, Suite 104 East, Fitchburg, Massachusetts

**MEMBERS PRESENT:** Tom Donnelly, Chairman  
Jay Roy, Vice President  
Charles Caron, Treasurer  
Bud Leonhardt, Member  
Laura Bayless, PhD, Member

**OTHERS PRESENT:** Samantha Squailia, City Councilor, City of Fitchburg  
Tom Skwierawski, Executive Director, Planning &  
Community Development, City of Fitchburg  
Meagen Donoghue, Executive Director, FRA  
Tom Szocik, FRA Consultant  
Jennifer Zumwalt, FRA Consultant

### 1. **MEETING CALL TO ORDER**

Chairman Donnelly called meeting to order 7:30 a.m.

### 2. **READING AND APPROVAL JANUARY 21, 2020 ANNUAL AND REGULAR MEETING MINUTES AND JANUARY 30, 2020 PLANNING MEETING MINUTES**

*Mr. Caron motioned to accept the Annual and Regular Meeting Minutes from January 21, 2020 and Planning Meeting Minutes from January 30, 2020 and enter them into the FRA's minute's book. Seconded by Mr. Leonhardt. The motion carried by 4-0 vote with 1 abstention.*

### 3. **BUDGET & FINANCE**

#### (1) **Bills to Pay**

Ms. Donoghue informed the Board that all bills for this month are normal course.

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Mr. Caron motioned to approve payment of the attached list of bills. Seconded by Mr. Leonhardt. Motion carried 5-0.

#### **4. GENERAL BUSINESS**

##### **A. Funding Requests**

###### *(1) Arbor Way*

Ms. Donoghue presented the City of Fitchburg request for funding the failing retaining walls on Arbor Way. In a letter submitted by the Office of the Mayor, the request notes that the FRA once owned the land where the current industrial park is and had the road constructed in 1998. The letter continues to describe the issues with the failing walls.

The Board discussed that there has not been FRA ownership of the industrial park since the selling off of the individual parcels and the subsequent City Council approval of making Arbor Way a public road. Additionally, the Board discussed the FRA budget did not anticipate this type of request and cannot fund such measures due to future property portfolio management and programming efforts.

Mr. Roy motioned to allocate funding to the Arbor Way roadway project. Seconded by Mr. Caron. Motion failed 4-0 with 1 abstention.

###### *(2) Fitchburg Veterans' Council Annual Patriots Day 5K Charity Walk/Run*

Ms. Donoghue shared the written request for funding from the Fitchburg Veterans' Council. The Board discussed the request fit within the mission of the FRA.

Mr. Caron motioned to allocate \$500 to Fitchburg Veterans' Council 6<sup>th</sup> Annual Patriots Day 5K Charity Walk/Run. Seconded by Dr. Bayless. Motion carried 5-0.

###### *(3) Operation Service*

Ms. Donoghue shared correspondence from Operation Service, Inc. requesting funds for the program Operation Service noting that the Board allocated \$1,000 for the previous year. The Board discussed how this year's Operation Service program will not feature or be located in Fitchburg; therefore, it does not fall within the FRA's mission.

Mr. Roy motioned to allocate funding to 2020 Operation Service program. Seconded by Dr. Bayless. Motion failed 5-0.

##### **B. FRA Property Updates**

###### *(1) 0 Airport Road*

Ms. Donoghue updated the Board stating she followed up with engineer Bill Hannigan about the counter land swap the FRA proposed. She indicated Mr. Hannigan's clients were not amenable and would be having their attorney get in touch to further discuss.

(2) *49 Snow Street*

Ms. Donoghue indicated she hoped to have further information after having posted the Agenda with the City Clerk, however there were no updates at this time.

**C. Putnam Place**

(1) *Property Manager Position*

Ms. Donoghue updated the Board on the interviews she and Mr. Szocik conducted and noted both finalists were seeking more in terms of salary. Ms. Donoghue requested the Board consider increasing the salary by \$5,000, totaling \$70,000. The Board was agreeable.

(2) *Realtor*

Ms. Donoghue proposed to the Board that the FRA consider hiring a realtor, preferably one from the Boston/Metro West area to help sell/rent the real estate portfolio. Mr. Skwierawski noted he could put Ms. Donoghue in touch with one his office has been considering using. The Board was agreeable to the request.

*Mr. Caron and Dr. Bayless left the FRA Board meeting at 8:25 am.*

**5. ADMINISTRATIVE REPORT**

Ms. Donoghue introduced Mr. Skwierawski who discussed having the Board consider purchasing 633 Main Street. The Board requested Ms. Donoghue schedule a walk-through tour of the building with the current owner.

**6. ADJOURNMENT**

*Mr. Leonhardt made a motion and seconded by Mr. Roy to adjourn the meeting at 8:32 am. The motion carried 4-0.*

**NEXT MEETING SCHEDULED:** March 17, 2019

Respectfully submitted,

Meagen P. Donoghue  
Executive Director