



FITCHBURG REDEVELOPMENT AUTHORITY  
renewing • revitalizing • rebuilding

166 Boulder Drive, Suite 104 | Fitchburg, MA 01420  
978.345.9602 | [www.fitchburgredevelopment.com](http://www.fitchburgredevelopment.com)

# ANNUAL MEETING MINUTES

## Part II

January 27, 2021

Fitchburg Redevelopment Authority Office

166 Boulder Drive, Suite 104 East, Fitchburg, Massachusetts

*Meeting held at Fitchburg Fire Department Headquarters, 33 North Street and via Zoom*

**MEMBERS PRESENT:** Jay Roy, Vice Chair

Bud Leonhardt, Member

Laura Bayless, PhD, Member

**OTHERS PRESENT:** Meagen Donoghue, Executive Director, FRA

Tony Amico, Facilities Manager

Jennifer Zumwalt, FRA Consultant

**ABSENT:** Tom Donnelly, Chair

Charles Caron, Treasurer

## 1. MEETING CALL TO ORDER

---

Chairman Donnelly called meeting to order 7:35 a.m.

## 2. BUDGET

(1) Ms. Zumwalt discussed CAM charges stating they have not changed in three years. She explained the process comprised of calculating the previous year's CAM charges, coupled with their usage and square footage; which is distributed to the tenants at the beginning of the year. Sometimes tenants receive a credit at the end of the year, others they get charged. The year 2020 was different because of the pandemic and a number of large-scale building projects. Ms. Zumwalt showed the significant differences between 2019 and 2020 and noted she had not sent out the invoice yet. She added that no one has ever balked about the numbers, but this year could be different.

Mr. Roy stated the FRA should adjust or increase the CAM charges by a percentage annually. Dr. Bayless said the tenants would probably want to know when something happens rather than at the end of the year. Dr. Bayless suggested having a One Pager on all of the updates included with this year's CAM Charges.

Mr. Roy suggested that the CAM Charges should be given in one lump sum and see what transpires with the tenants.

Ms. Zumwalt further discussed the budgets stating it reflects the reduction from the River Styx Lease and Loan and the leaving of City Hall.

Mr. Leonhart said the FRA should be CAM charging everything that happens in the common areas in and outside of the building. Ms. Zumwalt agreed, but reminded the Board of the lease agreement between the FRA and the Registry of Deeds where the FRA is responsible for all of their charges.

Because the entire Board was not present the approval of the 2021 Budget was tabled to the February 16, 2021 meeting.

## 3. ADJOURNMENT

Mr. Roy made a motion and seconded by Dr. Bayless to adjourn the Annual Meeting at 8:35 A.M. The motion carried 3-0.

**NEXT MEETING SCHEDULED:** February 16, 2021

Respectfully submitted,  
Meagen P. Donoghue  
Executive Director