



FITCHBURG REDEVELOPMENT AUTHORITY  
renewing • revitalizing • rebuilding

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November 16, 2021  
Fitchburg Redevelopment Authority Office  
166 Boulder Drive, Suite 104 East, Fitchburg, Massachusetts

*Meeting held in person and via Zoom*

**MEMBERS PRESENT:** Charles Caron, Chair  
Jay Roy, Vice Chair  
Laura Bayless, PhD, Treasurer  
Laura O'Kane, Member  
Chris Bujold, Member

**OTHERS PRESENT:** Heather Gould, BSC Group  
Jef Fasser, BSC Group  
Debbie Phillips, Attorney  
Meagen Donoghue, Executive Director, FRA  
Tony Amico, Facilities Manager

**1. MEETING CALL TO ORDER**

Chairman Caron called meeting to order 7:32 a.m.

**1. READING AND APPROVAL OF THE OCTOBER 19 AND NOVEMBER 8, 2021, MEETING MINUTES**

Mr. Roy motioned to accept the meeting minutes from October 19 and November 8, 2021 and enter them into the FRA's minute's book. Seconded by Mr. Bujold. The motion carried by 5-0 vote.

**2. BUDGET AND FINANCE**

(1) Summary Report

Ms. Donoghue stated all bills were on normal course.

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

### **3. GENERAL BUSINESS**

#### **A. URP Update**

- (1) Ms. Gould and Mr. Fasser presented the most recent iteration of the updated Urban Renewal Plan and reviewed the plan boundary, acquisition parcels, and conceptual groupings of areas for rehabilitation purposes.

#### **B. MassDevelopment Underutilized Properties Program Grant**

Ms. Donoghue stated the FRA was awarded \$125,000 from MassDevelopment's Underutilized Properties Program to be used for preconstruction work on Building 3/200Boulder Drive.

Dr. Bayless motioned to approve and accept the \$125,000 award form MassDevelopment's Underutilized Properties Program. Seconded by Mr. Roy. Motion carried by 5-0 vote.

#### **C. Putnam Place**

- (1) Space Request from Fitchburg Health Department

Ms. Donoghue discussed the Health Department's request to utilize the former City Hall space at Putnam Place. The Board requested additional information.

- (2) Facilities Report

Mr. Amico discussed the tree that was home to the Spotted Lantern Fly was removed. Mr. Amico also discussed the heat pumps need to be updated, adding a bigger pump will be better.

#### **D. Funding Request**

- (1) Rotary Breakfast Battle of the Bands

Ms. Donoghue presented the request. The Board discussed allocating \$350.00 to the event.

Mr. Caron motioned to allocate \$350 to for the Rotary Breakfast of the Bands. Seconded by Dr. Bayless. Motion carried by 5-0 vote.

### **4. ADMINISTRATIVE REPORT**

Ms. Donoghue indicated she applied to the City's ARPA Grant program in partnership with Fitchburg Fiber to install the infrastructure needed to provide low-cost, efficient broadband within the downtown.

Ms. Donoghue announced that the new Business Administrator, Sarah Stebulis was beginning tomorrow (November 17, 2021).

Ms. Donoghue reminded the Board of an invitation from River Styx to tour their upgraded brewhouse on November 22, 2021, at 5:00 pm.

**5. ADJOURNMENT**

Mr. Caron motioned to go into executive session and to not to return to the regularly scheduled Board meeting and adjourn at 9:05am. Seconded by Ms. O’Kane. The motion carried 5-0.

**NEXT MEETING SCHEDULED:** December 21, 2021

Respectfully submitted,

Meagen P. Donoghue  
Executive Director