



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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

Meeting held in person and via Zoom

MEMBERS PRESENT: Charles Caron, Chair
Jay Roy, Vice Chair
Laura Bayless, PhD, Treasurer
Bud Leonhardt, Member
Laura O’Kane, Member

OTHERS PRESENT: Mary Jo Bohart, City of Fitchburg, Dir. Economic Development
Meagen Donoghue, Executive Director, FRA
Tony Amico, Facilities Manager
Jennifer Zumwalt, FRA Consultant

1. MEETING CALL TO ORDER

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

2. READING AND APPROVAL MAY 20 AND JUNE 3, 2021, MEETING MINUTES MEETING MINUTES

Mr. Roy motioned to accept the meeting minutes as amended from, May 20 & June 3, 2021 and enter them into the FRA’s minute’s book. Seconded by Dr. Bayless. The motion carried by 5-0 vote.

3. BUDGET AND FINANCE

(1) Summary Report

Ms. Zumwalt stated the bills were all on normal course and asked to vote as amended to add bills from her email to the Board, including the true copy of the electric bill.

Mr. Leonhardt motioned to approve the to approve payment of the attached list of bills as amended. Seconded by Dr. Bayless. Motion carried 5-0.

4. GENERAL BUSINESS

A. FRA Properties

(1) 0 Airport Road

Ms. Donoghue indicated she received communication from Mr. Aho and Mr. Goodman requesting to table the conversation to the next regularly scheduled meeting.

Ms. Donoghue also discussed the Request for Proposals (RFP) she drafted to garner interest in the property.

Mr. Roy motioned to approve and release the Request for Proposals for the 0 Airport Road property. Seconded by Ms. O'Kane. Motion carried 5-0.

B. Putnam Place

(1) Building 3

The Board discussed the Scope of Work presented by Mr. Jim Coull via email. Concerns were raised about the specificity of the Coull's build-out, meaning it was too project-specific, which could prohibit future tenants from utilizing the building in the future. Another concern centered around consistency with Building 2; specifically with windows and doors; which were not described as so in the plans. A question about the existing cranes was raised by Mr. Caron. Mr. Amico spoke of when he worked for DRS, he tried to get the cranes rehabbed, and contractors indicated it was doubtful that could happen. Mr. Leonhardt suggested leaving the crane rails for future use. Mr. Caron suggested putting Building 3 out to RFP to bring up to code to make the building leasable. The Board also agreed to not guarantee Mr. Coull's loan as property owner (see April and May Meeting Minutes).

Mr. Leonhardt motioned to approve and release the Request for Proposals for the Building 3/200 Boulder Drive property. Seconded by Mr. Roy. Motion carried 5-0.

Mr. Roy left at 8:16am

Agenda was taken out of order

C. Possible FRA Grant Round 3

Dr. Bayless stated that Fitchburg is in a timeframe of reopening would like to continue to help small businesses by providing another round of grants. She suggested making the Urban Renewal District a priority. Ms. Donoghue said she will write a new set of application questions and present them to the Board at July's regularly scheduled meeting.

Putnam Place (B) Continued:

(1) Facilities

Mr. Amico discussed replacing four (4) Veritable Speed Drives adding that three (3) are old but working while one was in need of immediate replacing. He said that this would fall under a Mass Save project where each will cost \$300 with the rebate instead of \$700. Mr. Caron asked if we can buy all the drives under the Mass Save program and only replace as needed. Mr. Amico will look into this.

Mr. Amico also discussed a homeless population problem and the Fitchburg Police Department was notified and has addressed the issue.

D. FSU Inquiry

(1) 84 North Street

Ms. Donoghue discussed how Mr. Jay Bry from the University asked if the FRA would be interested in purchasing the property. The Board as Ms. Donoghue to obtain more information and invite Mr. Bry to the July meeting.

E. Funding Request

(1) North Central Chamber of Commerce – Business After Hours

Ms. Donoghue shared the request for the FRA to sponsor the first in-person Business After Hours event on June 25, 2021 from 5pm-7pm at the cost of \$1500.00. Mr. Caron suggested in addition to sponsoring, to purchase 20 additional tickets to hand out the Board's business connections.

Mr. Leonhardt motioned to allocate funds to sponsor the North Central Chamber of Commerce Business After Hours Program on June 25, 2021 and to purchase 20 additional tickets. Seconded by Ms. O’Kane. Motion carried 4-0.

5. ADMINISTRATIVE REPORT

(1) 49 Snow Street

Ms. Donoghue shared that there have been NUECO trucks parked at 49 Snow Street without our permission and impacted the soil testing the proposed buyer is conducting. Ms. Donoghue is working with the DPW Commissioner to address the issue.

6. ADJOURMENT

Mr. Caron made a motion and seconded by Ms. O’Kane to adjourn 9:05 A.M. The motion carried 4-0.

NEXT MEETING SCHEDULED: July 20, 2021

Respectfully submitted,

Meagen P. Donoghue
Executive Director