



FITCHBURG REDEVELOPMENT AUTHORITY  
renewing • revitalizing • rebuilding

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August 26, 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 (attended at 7:45am)  
Laura Bayless, PhD, Treasurer  
Laura O'Kane, Member  
Chris Bujold

**OTHERS PRESENT:** Steve Goodman, GFI Properties  
Hailey Marsh, GFI Properties  
Gene Sullivan, GFI Properties  
Alexander Vera, 62/64 North Street  
Louis Vera, 62/64 North Street  
Mary Jo Bohart, City of Fitchburg, Dir. Of 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 7:34 a.m.

**2. NEW MEMBER WELCOME**

The Board welcomed Mr. Chris Bujold as a new member.

**3. READING AND APPROVAL OF THE JULY 20, 2021, MEETING MINUTES MEETING MINUTES**

Dr. Bayless motioned to accept the meeting minutes from July 20, 2021 and enter them into the FRA's minute's book. Seconded by Ms. O'Kane. The motion carried by 4-0 vote.

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#### 4. BUDGET AND FINANCE

##### (1) Summary Report

Ms. Zumwalt stated six additional bills had come in the mail and added to the summary report as of this morning. Aside from those additions, all bills were on normal course.

Ms. O'Kane motioned to approve the payment of the attached list of bills as amended. Seconded by Dr. Bayless. Motion carried by 4-0 vote.

#### 5. GENERAL BUSINESS

##### FRA Properties

##### (1) 0 Airport Road

###### . Presentation by GFI Properties

Steve Goodman of GFI Properties presented and indicated to the Board he is convinced the site has multiple opportunities with industrial development. He added there are very few choices west of 495, and while his focus has been on Devens. He added that he has been shopping to market to see if there is any interest in his proposed development. He asked what the Board what the process would be moving forward.

Mr. Caron questioned the property line and stated that GFI will have to go through permitting through both Fitchburg and Lunenburg.

Ms. Donoghue indicated the FRA would need a Letter of Intent in which the Board will discuss.

Ms. Bohart asked how the permitting go might if Mr. Goodman cannot generate interest. Mr. Goodman spoke of a project GFI performed in Billerica where there was no initial interest, but they took an aggressive approach and eventually got tenants.

Mr. Goodman noted that the next steps will include getting the board a draft of the Letter of Intent to comment on in the next few days.

##### a. 66 North Street

Ms. Donoghue introduced Alexander and Louis Vera, owners of 62/64 North Street who expressed their interest in purchasing 66 North Street. Mr. A. Vera noted they have been maintaining the property since they purchased their house next door. He added that they plan on putting up a vinyl fence to keep out trespassers.

Ms. Donoghue discussed the soil testing that is occurring at the adjacent FRA property at 49 Snow Street by Parker Engineering, and once completed, then the sale of the property will go through.

Mr. Caron closed the discussion thanking the Vera's for their attendance and said the FRA will be in touch. The Vera's then left.

Mr. Roy indicated he likes that they are planning on maintaining, but if Mr. Krikorian or the University has an interest, then we should discuss with those entities.

*b. Update on 520 Main Street*

Mr. Caron discussed a conversation with Attorney Phillips who indicated she

wanted to lock down a decision of withholding 15% of taxes to the last unit holder and get the documents off to him to complete the sale. Mr. Caron stated he gave the OK for Attorney Phillips to move forward so as to not hold the process up. Ms. Donoghue was present for the conversation.

*c. Update on 49 Snow Street*

Update was provided in section b.

## **Putnam Place**

*(2) Marketing kit/event*

Ms. Donoghue proposed having Sitka Creations, who updated the website and rebranding, prepare a digital marketing kit of the spaces available at Putnam Place. She would then print hard copies for a possible breakfast with realtors to show the space.

Mr. Bujold asked if the FRA does direct marketing to the type of tenants. Mr. Caron indicated the FRA does not just look at the monetary value of getting a tenant in, they also have to mesh well with the other tenants.

The Board was in agreement that Ms. Donoghue can go forward with the marketing pieces and host a breakfast for realtors.

*(3) Facilities Update*

Mr. Amico discussed River Styx is working with Arcadis, the environmental company working for General Electric, to strategize epoxying the floor so

as to not cover up the test sites for the Vapor Intrusion Project. River Styx is looking to level up their flooring.

Mr. Amico also provided a quote from Melanson for Building 3's roof. Mr. Caron asked to get the Building Commissioner involved to get his take on the building. He also asked for Mr. Amico to get two additional quotes.

Mr. Amico added that the property recently had a power outage and Unitil had to turn on the switchgears two to three times. Mr. Amico stated that the FRA should get in from of this and obtained quotes for the maintenance of the Switchgears at \$300K or to fully replace at \$500K. Mr. Caron asked if we could do all at once or one at a time. Mr. Caron asked to look for the replacement pieces at a cheaper cost. Mr. Bujold asked which strategy would expose the building to more downtime. Mr. Amico said he would look into it.

### **FRA Grant Round #3**

Ms. Donoghue discussed if the grant should be a reimbursement program. Ms. O'Kane suggested having each grant be up to \$5K and the applicant must provide a scope of work, paid receipts for the project and a Certificate of Occupancy if it is a building upgrade.

### **Urban Renewal Plan**

Ms. Donoghue explained that the URP consultant BSC has requested to extend the 2020 Plan until March 2022 to provide a cushion while they complete the 2040 Plan.

Dr. Bayless motioned to extend the 2020 Urban Renewal Plan to March 2022. Seconded by Ms. O'Kane. Motion carried by 5-0 vote.

### **Funding Request**

(4) Friends of Fitchburg Veterans

Ms. Donoghue reviewed the Friends of Fitchburg Veterans request for funding and noted we gave \$500 in years' past. Their event will be held on September 18, 2021, from 9:30am-2:30pm.

Mr. Roy motioned to allocate \$500 to the Friends of Fitchburg for their 5K event on September 18, 2021. Seconded by Ms. O'Kane. Motion carried by 5-0 vote.

## **6. ADMINISTRATIVE REPORT**

Ms. Donoghue discussed the City's 2-Way Boulder Drive project and directed the Board to the website she recently sent.

Ms. Donoghue also proposed the "Owl" video conferencing system. The Board discussed moving it to another part of the table and trying again before purchasing

**7. ADJOURNMENT**

Ms. O'Kane motioned to go into executive session and to not to return to the regularly scheduled Board meeting and adjourn at 9:20am. Seconded by Mr. Roy. The motion carried 5-0.

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

Respectfully submitted,  
Meagen P. Donoghue  
Executive Director