



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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September 21, 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: Mary Jo Bohart, City of Fitchburg, Dir. Of Economic
Development
Meagen Donoghue, Executive Director, FRA
Tony Amico, Facilities Manager

1) MEETING CALL TO ORDER

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

2) READING AND APPROVAL OF THE AUGUST 26, 2021, MEETING MINUTES MEETING MINUTES

Mr. Roy motioned to accept the meeting minutes from August 26, 2021 and enter them into the FRA's book of Minutes. Seconded by Ms. O'Kane. The motion carried by 5-0 vote.

3) BUDGET AND FINANCE

i) Summary Report

Ms. Donoghue stated all bills were on normal course.

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

4) GENERAL BUSINESS

North Street Properties

i) 66 & 68 North Street

Ms. Donoghue explained she met with Fitchburg State University Vice President of Finance and Administration Jay Bry who expressed no interest in the properties at this time due to current enrollment numbers.

Ms. Donoghue also indicated that in the coming weeks, the Board will need to vote on 49 Snow Street as the proposed buyer intends to buy within the next thirty (30) days. The FRA's attorney needs a vote in order to draft the Deed.

Urban Renewal Plan

Ms. Donoghue explained that the URP consultant BSC has requested Amend the contract with the FRA due to additional meetings and extension of time.

Ms. O'Kane motioned to amend the contract between the FRA and BSC. Seconded by Dr. Bayless. Motion carried by 5-0 vote.

Ms. Donoghue also discussed notifying the property owners identified in the updated 2040 Urban Renewal Plan prior to going to a public meeting. She asked the Board how to delegate the list. Dr. Bayless suggested working with the Mary Jo Bohart and Tom Skwierawski to add to the talking points to including being part of the momentum of change that is happening within the Urban Renewal District. Dr. Bayless also raised the point of working with language barriers. Ms. Donoghue indicated she could provide Spanish and Portuguese interpreters. Ms. Bohart indicated she could also assist in obtaining interpreters.

Main Street Housing Grant

ii) 805 Main Street

Ms. Donoghue explained that Brian Cote of Red Line Walls and new owners of 805 Main Street, submitted an application for the Main Street Housing Grant program for the full amount of \$25,000 to be reimbursed upon completion of his project. Mr. Caron asked if Mr. Cote pulled a building permit and been approved for zoning. Ms. Donoghue showed a copy of the building permit and said the project was by-right for zoning.

Mr. Roy motioned to approve Brian Cote for the Main Street Housing Program for the full amount of \$25,000 to be reimbursed upon completion of the project. Seconded by Ms. O'Kane.. Motion carried by 5-0 vote.

Putnam Place

iii) Facilities Report

Mr. Amico apprised the Board with news that the Red Lantern Fly had been discovered on the property and is being monitored by DCR and MassDEP. It is unknown where they came from at this time. He noted they were located on one (1) tree on the west end of the parking lot, which will eventually have to come down. Ms. Bohart reminded the Board of the Greening the Gateways program where the FRA may be able to replace the tree with a new one. However, Tony noted that the tree was growing in a crack near the Putnam Street Bridge and would not be worth replacing.

Mr. Amico also discussed updating the switchgears noting that the company he has been working with requested an RFP in order to move any further. Mr. Caron agreed that this was a good process.

Dr. Bayless motioned to have Mr. Amico draft an RFP for the replacing of the switchgears. Seconded by Mr. Roy. Motion carried by 5-0 vote.

Mr. Amico indicated he sold the old crane pieces that were stored in Building 3, obtaining \$600 in total. He is going to look into selling the pieces of the façade for the former Sentinel and Enterprise building, also stored in Building 3.

Funding Request

iv) Fitchburg Holiday Lights

Ms. Donoghue presented the request by the Fitchburg Holiday Lights Committed. She discussed the Board funded the project the previous year at \$1000. The board discussed how it brought a certain vibrancy to the Upper Common last year and wish it could go all the way down Boulder Drive. Mr. Roy said much of the lighting was put up by volunteers. The Board agreed it would once again give \$1000 to the project.

Mr. Roy motioned to allocate \$1000 to the Fitchburg Holiday Lights program. Seconded by Dr. Bayless. Motion carried by 5-0 vote.

Public Discloser Forms

v) Meagen Donoghue

Ms. Donoghue submitted and discussed public disclosure forms submitted to the Board including:

1. Part time position at the Montachusett Regional Planning Commission
2. Board of Directors at the Fitchburg Historical Society
3. Board of Directors at the Fitchburg Access TV
4. Member of the Fitchburg Historical Commission
5. Ambassador for the North Central Chamber of Commerce

Dr. Bayless motioned to acknowledge Ms. Donoghue's Public Disclosure Forms. Seconded by Mr. Roy. Motion carried by 5-0 vote.

5) ADMINISTRATIVE REPORT

Ms. Donoghue shared the Fall Food Truck Festival was happening later that week on Friday.

6) ADJOURMENT

Dr. Bayless 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: October 19, 2021

Respectfully submitted,
Meagen P. Donoghue
Executive Director