



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

MEETING MINUTES

166 Boulder Drive, Suite 104 East - Fitchburg, Massachusetts 01420

Thursday, January 27, 2022 | 7:30 am

Meeting held via Zoom

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

OTHERS PRESENT: Sharon Smith, Work Inc.
Bill Furness, Work Inc.
Paula Collins, Work Inc.
Paul Lemieux, Work Inc.
Meagen Donoghue, Executive Director, FRA
Sarah Stebulis, Business Administrator, FRA

1. MEETING CALL TO ORDER

Vice Chairman Roy called meeting to order 7:35 a.m.

2. CONTINUED DISCUSSION PROSPECTIVE LEASE OPPORTUNITY AT PUTNAM PLACE

- (1) The Board spoke briefly before Work Inc. returned to continue the discussion about renting space at Putnam Place. Ms. Donoghue had a walk-through of the space with them, and it was indicated initially that they would like to be responsible for the build-out of the space and they would like to occupy it as soon as possible. Ms. Donoghue shared a cost per square foot breakdown of all tenants with the Board.
Chairman Caron joined the meeting at 7:34 a.m.

Mr. Amico is still working on getting information about the division of the HVAC system in that space and if it can be separated out, though it is believed to have that capability. Work Inc. has indicated that they would like a vestibule built out of their

space. They are looking for either within the Registry of Deeds larger vestibule entrance, or a similar one to what the FRA has within the main entrance.

The Board offered no objections to having Work Inc. as a tenant. The Board verified that their approval on all build out plans will be needed before any work is started. Price per square foot was discussed and the Board agreed that it should fall within the \$11-12 per square foot range given similar rents in our building and downtown. Ms. Donoghue stated that they are looking for a 5-year lease (66-month lease) and that we typically offer 6-12 months of free rent during the build out. Mr. Roy suggested creating a general price outline for the space we currently have available, taking into account market prices, for future inquiries.

Mr. Roy motioned to offer Work Inc. 3 months of free rent during build out period, and rent at a rate of \$11 per square foot for the first three years, after which the rent increases 50 cents per square foot, per year thereafter. Seconded by Ms. Bayless. The motion carried by 5-0 vote.

Work Inc. and their representatives joined the Board meeting. Mr. Lemieux reiterated that they would like to build an interior handicapped accessible vestibule, as well as will need a main wall built to divide the space which is fireproof and soundproof, in addition to new carpet and ceiling tiles. The Board informed them that if we did the build out, it would be a project that would have to go to bid and may take more time, and the cost would then be amortized as a loan to be billed back to Work Inc. Mr. Lemieux confirmed that they wanted the FRA to be responsible for the build out. Work Inc. asked about what they were allowed for signage, and Ms. Donoghue stated they could use the lighted sign above the entry, as well as add their name to the front main entrance sign, both would need to be within Putnam Place tenant specifications. Mr. Lemieux asked if any of the interior office windows and cubicles that were left could be used by Work Inc., which the Board confirmed they could be. Work Inc. stated that they are committed to the space and willing to sign a letter of commitment. *All members of Work Inc. left the meeting at 8:11 a.m.*

The Board briefly discussed steps moving forward, starting with Mr. Amico getting a contractor to get a price for the interior wall. Mr. Caron asked if we have a CAD of the space to identify who is doing what in regard to the build out. Ms. O’Kane stated that all of those responsibilities should be laid out in the Letter of Intent. Mr. Caron expressed that he felt the FRA needed CAD capability.

Mr. Roy left the meeting at 8:19. The Board had an informal discussion about the presentation of the Urban Renewal Plan to the Planning Board.

3. ADJOURNMENT

Chairman Caron motioned to adjourn the scheduled Board meeting and adjourn at 8:45am. Seconded by Ms. O’Kane. The motion carried 4-0.

NEXT MEETING SCHEDULED: February 15, 2022

Respectfully submitted,

Sarah U. Stebulis
Business Administrator