



FITCHBURG REDEVELOPMENT AUTHORITY  
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# MEETING MINUTES EXECUTIVE SESSION

February 15, 2022  
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  
Chris Bujold, Member  
Laura O’Kane, Member

**OTHERS PRESENT:** Meagen Donoghue, Executive Director, FRA  
Tony Amico, Facilities Manager, FRA  
Sarah Stebulis, Business Administrator, FRA

**ABSENT:** Laura Bayless, PhD, Treasurer

## 1 .EXECUTIVE SESSION

*Mr. Caron motioned to open the Executive Session of the Annual Meeting at 7:40. Seconded by Mr. Roy. Motion carried by 4-0 vote.*

*Ms. Donoghue and Mr. Amico left the meeting.*

### **A. Staff Salaries**

The Board reviewed provided reports from 2021 of accomplishments, as well as each list of goals for 2022 that staff compiled. Everyone felt Ms. Donoghue demonstrated considerable improvement and growth in her role, as well as noting that she took on and completed more projects than the previous year. The Board discussed Mr. Amico’s performance. There was a feeling that he was still learning the responsibility of his role and how to fully forecast projects and their steps for Putnam Place. Ms. O’Kane stated that he is still fairly new and

was hired in the middle of the Covid shutdown, so more time may be needed for him to come up to speed. She also noted that his base salary is below market average for his role. Mr. Caron was concerned that he was doing more for DRS given his familiarity with them, and that they should rely on him less. He was also concerned that part of the reason Mr. Amico was hired was for his CAD experience, and that no movement has been made to get a CAD system up and running in his role. The Board agreed to a raise for Mr. Amico, but wanted to be clear that the expectation was that he continue to show improvement, which will be based on a list of expectations and goals to meet. The Board was happy with Ms. Stebulis's work so far, particularly in the detailed financial reports she has been able to provide, especially related to the status of River Styx.

Mr. Caron motioned to approve a 4% raise for Ms. Donoghue, a 2% raise for Mr. Amico and a one-time \$500 bonus for Ms. Stebulis for 2022. Seconded by Mr. Bujold. Motion carried by 4-0 vote.

## **2. ADJOURNMENT**

Mr. Caron motioned to adjourn the executive session Board meeting at 8:11 am. Seconded by Mr. Bujold. The motion carried 4-0.

**NEXT MEETING SCHEDULED:** March 15, 2022

Respectfully submitted,

Sarah U. Stebulis  
Business Administrator