



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

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: Mary Jo Bohart, Economic Development Director, City of Fitchburg
Meagen Donoghue, Executive Director, FRA
Tony Amico, Facilities Manager, FRA
Sarah Stebulis, Business Administrator, FRA

ABSENT: Laura Bayless, PhD, Treasurer

1. MEETING CALL TO ORDER

Chairman Caron called meeting to order at 7:39 a.m.

2. ANNUAL MEETING

(1) To return to regular scheduled meeting upon adjournment

Mr. Caron motioned to call the Annual Meeting to Order at 7:40 am and return to the regularly scheduled meeting upon adjournment. Seconded by Mr. Bujold. The motion carried by 4-0 vote.

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

3. READING AND APPROVAL JANUARY 18, 2022 REGULAR AND EXECUTIVE SESSION MEETING MINUTES AND JANUARY 27, 2022 MEETING MINUTES

Ms. O'Kane motioned to accept the meeting minutes from January 18, 2022 Regular Meeting and January 27, 2022 Special Meeting and enter them into the FRA's minute's book. Seconded by Mr. Bujold. The motion carried by 4-0 vote.

Mr. Caron motioned to release the meeting minutes from January 18, 2022 Executive Session Meeting. Seconded by Mr. Bujold. The motion carried by 4-0 vote.

4. BUDGET & FINANCE

(1) 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 Mr. Bujold. Motion carried by 4-0 vote.

Ms. Stebulis gave the Board an update on the status of overdue payments owed by River Styx, stating that they are still overdue on rent and the equipment loan for the months of November, December, January, and February for a total of \$14,895.81. Ms. Donoghue did send a detailed letter after the last Board meeting outlining the overdue bills, some of which were paid thereafter, and some which remain unpaid. The Board requested another comprehensive summary of outstanding bills be send to them and that we need to investigate beginning to charge overdue amounts with an interest rate. The Board would like to review the lease and loan agreement to determine what the wording should be, what is considered default and what interest rates can be charged going forward. They would like to return to discuss this further at the March meeting. Ms. Bohart mentioned that the City received an application for outdoor seating, which included a diagram of a portion of the parking lot and for which they require landlord approval of. Ms. Donoghue noted that River Styx has not contacted her about this. The Board agreed that any approval on such applications would be contingent on all their bills being paid in full. Ms. Bohart suggested also that they consider a requirement to improve or beautify the outdoor space they use, which would also be an asset to the image of Putnam Place.

5. GENERAL BUSINESS

A. Potential Lease Opportunity

(1) Work Inc.

The Board reiterated that they felt part of our mission was to incubate local businesses and act as a catalyst for economic development, which is in line with having Work, Inc. join as a tenant. Mr. Amico presented quotes for breaking up the unit, which came in much higher than expected. The Board said at those prices, the price per square foot would have to be revisited and adjusted to about \$15 to recoup our costs. The Board requested Mr. Amico obtain 3 quotes for each of the items that needs to be addressed to separate the unit.

Ms. Donoghue also mentioned that we have received other interest in available space from the Worcester Food Hub and the School Facilities Department.

B. 520 Main Street/Johnsonia

(1) Discuss next steps

Ms. Donoghue gave a brief update that we have now closed on the property at 520 Main Street. She is preparing an RFP, in hopes of getting interest in a multi-story, mixed use proposal.

Ms. O'Kane left the meeting at 9:17 am

C. Facilities Report

Mr. Amico stated that the roof in the former City Hall space continues to leak with heavy rain. Mr. Roy suggested doing an isolated test with the Fire Department in the summer to try to locate and finally repair the leak, as this issue has persisted for years and has never been able to be remedied.

Mr. Amico stated that the failure and damaging leak that happened in The Registry of Deeds is something we should make proactive steps to ensure never happens again. The system has been rewired so that the Fire Department will be notified if this happens again. He also said he got one quote to have glycol put into the system, but the cost was \$31,000. The Board asked him to get additional quotes for this as it would be a good proactive step to protect the system.

Mr. Amico sold the Modine heater, which was in Building 3. He also said there is a lot of usable copper pipe that we could sell or reuse. He is also working on getting the EPA numbers to move forward with the switch gear repair project.

6. ADMINISTRATIVE REPORT

Ms. Donoghue stated that she has been working hard on the Annual Report and Budget, as well as the Urban Renewal Plan.

7. ADJOURNMENT

Mr. Bujold motioned to adjourn the Board meeting at 9:30 am. Seconded by Mr. Caron. The motion carried 3-0.

NEXT MEETING SCHEDULED: March 15, 2022

Respectfully submitted,

Sarah U. Stebulis
Business Administrator