



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

June 21, 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
Laura Bayless, PhD, Member
Laura O’Kane, Member

OTHERS PRESENT: Mary Jo Bohart, Economic Development Director, City of Fitchburg
(arrived at 7:50 a.m.)
Meagen Donoghue, Executive Director, FRA
Tony Amico, Facilities Manager, FRA
Sarah Stebulis, Business Administrator, FRA

1. MEETING CALL TO ORDER

Chairman Caron called meeting to order at 7:36 a.m.

2. REORGANIZATION OF OFFICERS

With the resignation of Chris Bujold, the Board needs to elect a new Treasurer.

Mr. Roy motioned to nominate Dr. Bayless as Board Treasurer. Seconded by Ms. O’Kane. The motion carried by 4-0 vote.

3. READING AND APPROVAL OF MEETING MINUTES FROM MAY 17, 2022

Ms. O’Kane requested them to be edited to note that she recused herself from the Mad River discussion and vote.

Mr. Roy motioned to accept the regular meeting minutes from May 17, 2022 and enter them into the FRA’s minute’s book. Seconded by Dr. Bayless. The motion carried by 4-0 vote.

4. READING, APPROVAL, AND VOTE TO RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM:

- (1) June 16, 2020
- (2) May 18, 2021
- (3) August 26, 2021
- (4) September 2, 2021
- (5) September 21, 2021
- (6) October 5, 2021
- (7) October 19, 2021
- (8) October 26, 2021
- (9) November 2, 2021
- (10) December 16, 2021

Mr. Roy motioned to accept the executive meeting minutes as presented and enter them into the FRA's minute's book. Seconded by Ms. O'Kane. The motion carried by 4-0 vote.

Ms. O'Kane motioned to release the executive meeting minutes as presented. Seconded by Mr. Roy. The motion carried by 4-0 vote.

5. BUDGET AND FINANCE

- (1) Summary Report

Ms. Donoghue stated all bills were on normal course.

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

6. GENERAL BUSINESS

A. 520 Main Street

- (1) RFP

Ms. Donoghue stated that with interest by Trinity Financial, as well as local investors, she thinks we should go to RFP for the property at 520 Main Street. Ms. O'Kane agreed that we should do an RFP process to maintain transparency and fairness in the process. The Board all agreed.

B. 1 Wood Place

- (1) Building Inspector List

An email has gone out to the Building Department to get clarification on what the requirements for this property are to make it ADA compliant and usable for our needs. Mr. Amico will follow up.

- (2) Appraisals

The first appraisal has been received and it came in for \$480,000. We need two appraisals done and can make an offer that comes in between the prices of the two appraisals. The Urban Renewal Plan must also be amended to add this address in order to purchase it. The second appraisal should be completed within the next week and then we can decide how we would like to proceed.

C. Civic Days

- (1) FRA's Sponsorship

The FRA's sponsorship has been changed from the Block Party sponsor to the Fireworks Sponsor

(2) Fitchburg Public Market Presence

Tents will be set up at Putnam Place and the FRA will be a co-sponsor with the Fitchburg Public Market during Civic Days. Fitchburg Public Market will have 3 tents on Main Street, and the rest will be here. The Fitchburg Public Market is also partnering with River Styx. The Public Market will also ensure that there is signage to direct people to our parking lot. Mr. Roy was excited about this participation and would like to continue to be more active in the future with this event.

We receive no applications for our Food Truck RFP, but the Fitchburg Public Market asked if they could set up once a month on First Thursdays, and they will happily pay the fee to do so. The Board agreed to waive the fee for this instance. Mr. Roy also stated that he would like to continue to look for food truck vendors for the property. Mr. Caron asked if Ms. Bohart could share the list of permitted Fitchburg Food trucks. She stated that could be obtained from the Health Department. Ms. Donoghue stated that it might be hard securing anyone for this year as most truck are locked into their schedules, but this would help us be well prepared for next year.

D. Facilities Update

Mr. Amico stated that he has tested and located where the leak is in the old City Hall space and his is currently getting quotes and scheduling its repair.

Mr. Amico said that he has been getting charging station information and focusing on fast charge stations. He asked the Board how many they think they would want on the property and if they would like to set it up with the capability of adding more down the line. Mr. Caron stated that we should run extra lines wo if we want to expand, we can. Mr. Amico stated that it will hook up to our common power. Mr. Caron asked how many stations are typical. Mr. Amico stated 4 is average, and Ms. Donoghue stated that one of those must also be handicapped dedicated. Ms. Donoghue stated that there are grants available and that Mr. Amico will be applying for them.

Mr. Amico stated that one of the switch gears has been repaired and is on its way back, more information and photos are included in his report. He stated that the masonry repair at the loading dock is now completed and he is happy with the work. He is working on getting quotes to have the gutters done there to prevent this from happening again, but having trouble finding contractors.

He stated that the Fitchburg Parks Department has been using Building 3 for storage and we are having issues with their care of the building, including damage to one of the garage doors. It was noted that there is some drainage issues and water is getting into the building Mr. Amico stated that he would be in touch with Mr. Coull about putting the piping or plug back in the drain where they had removed it.

Mr. Roy and Ms. Stebulis left the meeting at 8:15 a.m..

A discussion on the roof drains continued and Mr. Amico stated that there are 8 that need to be repaired. Mr. Amico also stated that he got the quote for \$270,000 for a 20-year roof

coating by MEL Companies. Mr. Caron asked him to get another quote as he thought that price was steep, and it was for a 20-year coating, rather than a 50-year coating.

Mr. Amico discussed the LED lighting projected and went over the areas of the building that were not yet done.

Ms. O'Kane motioned to approve the LED lighting project in the various offices that were not part of the original installation. Seconded by Dr. Bayless. Motion carried by 3-0 vote.

Mr. Caron asked for an update about the proposed tenant who was looking to have a spray paint booth. Mr. Amico discussed that building department had been giving him some difficulty. Ms. Bohart suggested that maybe the tenant should have some hand holding through the process from someone at the FRA.

E. Business Administrator's Update

Ms. Donoghue stated that Ms. Stebulis prepared the attached report of additional work and projects she has done this month.

7. ADMINISTRATIVE REPORT

Ms. Donoghue stated it is time for all of us to update our Conflict of Interest paperwork and asked each Board member to sign an acknowledgement letter which we will keep on file and is effective for 2 years. She also inquired if she could work a hybrid schedule, working at home some days and in the office some days, to which the Board agreed.

Ms. Donoghue explained the status of Building 3 and where Jim Coull is at in the process. The Board did not appreciate that the P&S is still unsigned.

Ms. Donoghue explained that GFI went to Planning Board in Fitchburg and Lunenburg for the property at 0 Airport Road and has spoken to the family who owns Wass Arthur Signs for a 3rd access point. Ms. Bohart discussed the access point between the landfill and Intervale Road. Mr. Caron said that the property is a 21E site and cannot go across. Ms. Bohart said that state wants the development to continue. Mr. Caron wants access with a road and suggested the City should get involved. Ms. Bohart said the traffic study has not been made yet, and that GFI may come to the July or August Planning Board meeting.

8. ADJOURNMENT

Mr. Caron motioned to adjourn the Regular Board meeting at 8:45 am. Seconded by Ms. O'Kane. The motion carried 3-0.

NEXT MEETING SCHEDULED: July 19, 2022

Respectfully submitted,

Sarah U. Stebulis
Business Administrator