



FITCHBURG REDEVELOPMENT AUTHORITY  
renewing • revitalizing • rebuilding

166 Boulder Drive, Suite 104 | Fitchburg, MA 01420  
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# MEETING MINUTES

September 14, 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 (arrived at 8:45 am)  
Laura Bayless, PhD, Treasurer

**OTHERS PRESENT:** Mary Jo Bohart, Economic Development Director, City of Fitchburg  
(arrived at 7:33 am)  
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 7:31 a.m.

## 2. GENERAL BUSINESS

### A. Putnam Place

#### 1. Temporary Library Space

Ms. Donoghue stated that the Mayor called last week once he received the Letter of Intent agreed upon at the September 7<sup>th</sup> meeting, expressing that the cost per square foot is more than the City can pay, and requesting a reduction from \$11 per square foot to \$9 per square foot. Mr. Caron proposed that if we reduce the price per square foot, that the City give us 491 Main Street to redevelop. Dr. Bayless added that she has mentioned this to the Mayor recently and he seemed in favor of the idea of us taking that property.

*(Mr. Roy arrived at 8:45 a.m.)*

Ms. Bohart stated that she didn't know the status of 491 Main Street, but that no proposals from the RFP were successful. She stated that she will double check the building's status and see if she can arrange a walk through as soon as possible. She expressed that she thought this partnership would be in line with our mission and a win-win for the FRA and City. Mr. Caron reiterated that his proposal to take 491 Main Street will also aid in the redevelopment we are potentially losing out on having the Library move to Putnam Place temporarily, especially if we

are able to redevelop the storefronts and have the Fitchburg Public Market be there temporarily until the larger space they require is vacated. This could be a big tool in keeping the downtown redevelopment momentum going. Ms. Bohart agreed that it is important to have the FRA involved and highly visible in the downtown redevelopment, and that this location would be a great project to fulfill that.

Ms. Donoghue explained what the previous City of Fitchburg lease contained and expressed the necessity for CAM charges to be paid by any tenant, especially given any reduced rate. Mr. Roy agreed that any new lease should be the same as all our other tenants, requiring the payment of CAM and utility charges. Dr. Bayless stated that she would be inclined to allow for a 2-year lease to give the library more time for their project, and then the lease can be revisited yearly after that. Mr. Roy agreed.

Dr. Bayless motioned lease Suites 102, 103, 105, 106, 107, 108, 109, 110 and 111 to the City of Fitchburg / Fitchburg Public Library for \$9 per square foot for a period of two (2) years, lease thereafter being subject to yearly renewal, with tenant responsible for CAM and utility charges, terms above subject to the City granting the FRA the building at 491 Main Street for redevelopment. Seconded by Mr. Roy. The motion carried by 3-0 vote.

### 3. ADJOURMENT

Mr. Caron motioned to adjourn the Regular Board meeting at 8:05 a.m. Seconded by Mr. Roy. The motion carried 3-0.

**NEXT MEETING SCHEDULED:** September 20, 2022

Respectfully submitted,

Sarah U. Stebulis  
Business Administrator