



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

March 1, 2023

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, Treasurer
Laura O’Kane, Member
Maribel Cruz, Member

OTHERS PRESENT: Meagen Donoghue, Executive Director, FRA
Sarah Stebulis, Business Administrator, FRA

1. MEETING CALL TO ORDER

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

2. GENERAL BUSINESS

A. Election of Officers

1. Nominate and vote on Chair, Vice Chair, and Treasurer

Dr. Bayless motioned to nominate Charles Caron for Chair of the Fitchburg Redevelopment Authority. Seconded by Ms. O’Kane. Motion carried by a 5-0 vote.

Mr. Caron motioned to nominate Jay Roy for Vice Chair of the Fitchburg Redevelopment Authority. Seconded by Ms. O’Kane. Motion carried by a 5-0 vote.

Mr. Caron motioned to nominate Maribel Cruz for Treasurer of the Fitchburg Redevelopment Authority. Seconded by Ms. O’Kane. Motion carried by a 5-0 vote.

B. 2023 Budget

1. Discussion and Approval

Ms. Donoghue gave an overview of the proposed annual budget and that unfortunately in the worst case scenario, we are coming in at a deficit this year due to years’ worth of

deferred building maintenance that now needs to be addressed. Ms. O’Kane asked if we have a capital campaign budget. Ms. Donoghue stated that we currently do not and that was requested of the previous Facilities Manager. Creating a capital campaign budget and preventative maintenance plan are a top priority for the new Facilities Manager. Dr. Bayless asked what the deficit projected would be and where our other financial accounts stand. Ms. Stebulis gave an update on the balance of our accounts and said the worst case scenario that we are projecting would leave us at a deficit of \$315,662.41 for the year. She added that there are many variables at play and with potential sales of property, we could come out with a surplus as well.

Dr. Bayless motioned to approve the 2023 Annual Budget as presented. Seconded by Mr. Roy. Motion carried by 5-0 vote.

Jay Roy left the meeting at 7:55 a.m.

C. 2023 Annual Report

1. Discussion and Approval

Dr. Bayless suggested that the Board discuss FRA goals and priorities for the future and 2023 at an upcoming meeting. Ms. Donoghue stated that the Board could certainly do that and use our Urban Renewal Plan as the basis for that discussion.

Ms. O’Kane motioned to approve the 2023 Annual Report as presented. Seconded by Ms. Cruz. Motion carried by 4-0 vote.

D. Board Meeting Schedule/Calendar

1. Review and Approval

Dr. Bayless motioned to approve the 2023 Board Meeting Schedule as presented. Seconded by Ms. O’Kane. Motion carried by 4-0 vote.

E. Funding Requests

1. CLI Class of 2023 Scholarship

Ms. Stebulis presented to the Board what her Community Leadership Institute through North Central Massachusetts Chamber of Commerce was focusing on for their community service projects. The largest project that they are undertaking is to create a legacy scholarship program for non-traditional students who don’t have access to funding assistance to their programs of choice. This year’s recipients will all be community members throughout our region who participate in programs at the organization MY TURN.

Mr. Caron motioned to approve \$1,000 donation to the CLI Class of 2023 Scholarship Fund. Seconded by Dr. Bayless. Motion carried by 4-0 vote.

F. Bills

1. Discussion/ Review and Approval

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

3. ADJOURNMENT

Mr. Caron motioned to adjourn the Regular Board meeting at 8:20 a.m. Seconded by Ms. Cruz.
Motion carried 4-0.

NEXT MEETING SCHEDULED: March 21, 2023

Respectfully submitted,

Sarah U. Stebulis
Business Administrator