



FITCHBURG REDEVELOPMENT AUTHORITY  
renewing • revitalizing • rebuilding

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# MEETING MINUTES

June 20, 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  
Maribel Cruz, Treasurer  
Laura Bayless  
Laura O’Kane

**OTHERS PRESENT:** Paul Tocci, 298 Main Street  
Jacob Zapata, 298 Main Street  
Desiree Moreno, River Styx  
Anthony DiLuzio, City of Fitchburg  
Darnell Dunn, Rubric (arrived at 7:49 a.m.)  
MaryJo Bohart, Director of Economic Development, City of Fitchburg  
Meagen Donoghue, Executive Director, FRA  
Sarah Stebulis, Business Administrator, FRA  
Bob Hasche, Facilities Manager, FRA

## 1. MEETING CALL TO ORDER

Chairman Caron called meeting to order at 7:34 a.m.

## 2. READING AND APPROVAL OF REGULAR MEETING MINUTES FROM MAY 16 AND 25, 2023.

Mr. Roy motioned to accept the regular meeting minutes from May 16, 2023 and enter them into the FRA’s minute’s book. Seconded by Ms. O’Kane. The motion carried by 5-0 vote.

Mr. Roy motioned to accept the executive meeting minutes from May 25, 2023 and enter them into the FRA’s minute’s book. Seconded by Ms. O’Kane. Dr. Bayless abstained. The motion carried by 4-0 vote.

Mr. Roy motioned to release the executive meeting minutes from May 25, 2023. Seconded by Ms. O’Kane. Dr. Bayless abstained. The motion held by 0-4 vote.

### **3. BUDGET AND FINANCE**

#### **A. Summary Report**

Ms. Stebulis stated all bills were on normal course. At the July meeting she plans to present a mid-year status report for the 2023 budget.

Ms. O’Kane motioned to approve the payment of the attached list of bills. Seconded by Ms. Cruz. Motion carried by 5-0 vote.

### **4. GENERAL BUSINESS**

#### **A. 298 Main Street Update**

1. Paul Tocci to present

Mr. Tocci updated the Board on the status of work at 298 Main Street, including that they have received the special permit needed, as well as building and demolition permits. They will be doing a historically accurate restoration with store fronts on the first floor and four luxury residential units above. They are using the grant from the FRA to do necessary work on the sprinkler systems and stated that those grant funds have made this project possible, especially with the unexpected replacement of water lines from Boulder Drive necessary to meet code. Mr. Tocci stated that they have signed contracts with HydraTech and Mammoth Fire Protection to do the sprinkler work. He stated that they are currently talking to Elmer Melendez about opening a restaurant on the first floor. They aim for completion of this project for Fall 2023.

#### **B. Discussion regarding realtor representation**

1. Darnell Dunn from Rubrik to present

Mr. Dunn introduced himself as a commercial realtor from Rubrik, who offers commercial leasing and real estate consulting. He stated that he will be bringing a proposal to the Board at the next meeting on behalf of True Robotics and gave an overview of what he offers as an agent. Dr. Bayless asked if he had a proposal about the nature of the relationship he is seeking between himself and the FRA. He stated that he plans to bring a formal proposal to the Board at a later date.

*Ms. O’Kane left the meeting at 8:21 a.m.*

#### **C. Fitchburg Public Library**

1. Discussion and vote on design plans (continued)

Mr. Diluzio presented the Board with updated plans for the Fitchburg Public Library and said bids are incoming and due this week. Mr. Roy noted that when work is being done, the library should be in constant communication with the FRA so other tenants can be notified of work that may impact them. The Board agreed that the plans looked good and reflected work they had previously discussed.

Mr. Roy motioned to approve plans for the Fitchburg Public Library as presented. Seconded by Mr. Caron. Motion carried by a 4-0 vote.

*Mr. Diluzio and Mr. Zatapa left the meeting at 8:28 a.m.*

#### **D. River Styx**

1. Request for reimbursement of Mold Assessment Test (continued)

Ms. Moreno updated the Board on the status of the required assessment test and confirmed that it was for asbestos and was due to code requirements.

Mr. Roy motioned to approve reimbursement of asbestos test to River Styx. Seconded by Ms. Cruz. Motion carried by a 4-0 vote.

*Ms. Moreno left the meeting at 8:28 a.m.*

#### **E. Soil Management Plan**

##### 1. Discuss and vote on LSP Services/plan

Crown Castle will be coming back to our building to redo/refinish the concrete space where fiber was laid for Fitchburg Fiber. Ms. Donoghue would like to be proactive and have Tighe & Bond create a plan and protocol about how contaminated material on site is handled. Mr. Caron asked if the contaminated material from the fiber installation could be moved to the pit behind Building 3, Ms. Donoghue stated that she would inquire. Mr. Roy asked if we could ask GE to fund this as part of their requirement to maintain the AUL. Mr. Caron agreed that this should fall within their responsibility. Ms. Donoghue stated that she will request that from GE.

*Dr. Bayless left the meeting at 8:35 a.m.*

*Mr. Tocci left the meeting at 8:41 a.m.*

#### **Funding Requests**

##### 1. Crocker Field Restoration

Ms. Donoghue presented the information and request for the restoration of Crocker Field and stated that it is within our Urban Renewal District.

Mr. Roy motioned to approve the contribution of \$5,000 to the Crocker Field Restoration. Seconded by Ms. Cruz. Motion carried by 3-0 vote.

##### 2. ARC of Opportunity Annual Auction

Ms. Donoghue presented the request for support of the ARC of Opportunity's Annual Auction, and stated that we gave \$1,000 last year.

Mr. Roy motioned to approve the contribution of \$1,000 to the ARC of Opportunity Annual Auction. Seconded by Ms. Cruz. Motion carried by 3-0 vote.

Mr. Roy asked if Ms. Stebulis could provide the Board with a list of charitable contributions the FRA has given in the past 3 years. Ms. Stebulis said she would email it to the Board that week.

#### **G. Employee Manual**

##### 1. Discuss and vote to approve

Ms. Stebulis presented the new employee manual, which was compiled by using previous manual wording, as well as additional information on the legal rights of both employees and the employer.

Mr. Roy motioned to approve the FRA's Employee Manual as presented. Seconded by Ms. Cruz. Motion carried by 3-0 vote.

## **5. ADMINISTRATIVE REPORT**

### **A. Business Administrator's Update**

Ms. Stebulis stated that attended an advanced QuickBooks class recently and it was very helpful. The main takeaway is that our program is not too far out of date and should be updated. Ms. Stebulis stated that the Board voted to upgrade last year, and that she will be looking into upgrading to the 2023 Desktop version. She stated that she is graduating from the North Central Chamber of Commerce's Community Leadership Institute and found the program very worthwhile and thanked the Board for sponsoring her participation. Lastly Ms. Stebulis noted that Ms. Cruz identified an error and the invoice for Clean as a Whistle was omitted from the list of bills to be paid, but it should be included. It is for the total of \$2,954.53.

Ms. Cruz motioned to approve the payment of \$2,954.53 to Clean as a Whistle. Seconded by Ms. Roy. Motion carried by 3-0 vote.

### **B. Facility Manager Update**

Mr. Hasche stated that there was a roof leak in DRS due to clogged drains, and he has been working to get quotes for bi-annual cleaning and maintenance of the roof and roof drains to prevent emergencies from continuing to happen. Part of this would also be a roof assessment to see what damage is present. Concrete has fallen from the roof into the factory, so it's important to know exactly the condition of what we are working with. Mr. Roy asked why we haven't explored solar energy on the roof, and Ms. Donoghue stated that she had at one time and was told it was too windy. Mr. Hasche is working on the BMS system and trying to figure out why there are certain overrides and to get the system back to working as intended without multiple overrides. He is also starting the large project of organizing the key system for the building.

### **C. Executive Director's Update**

Ms. Donoghue stated that the MEPA extension paperwork has been submitted and that we are now in a 90-day waiting period. She has applied for a grant from Community One Stop to replace the roof on Building 3. She discussed the possible idea of moving the dumpster from the back of the building to the parking lot to prevent illegal dumping, the Board didn't think it would ultimately help much with illegal dumping and that installing cameras at that location might be a better first option. She stated that she would be reaching back out to PowerOptions about moving forward with the power stations.

## **6. PLANNING & COMMUNITY DEVELOPMENT UPDATE**

Ms. Bohart updated the Board financing for the B.F. Brown project has now closed which is great news for the city. Construction will be beginning the summer and it is estimated to take 18 months. She invited the Board to attend the ribbon cutting for the Apartments at Moran Square at 10 Main Street.

## **7. ADJOURNMENT**

Mr. Caron motioned to adjourn the Regular Board meeting at 9:35 a.m. Seconded by Mr. Roy Motion carried 3-0.

**NEXT MEETING SCHEDULED:** July 18, 2023

Respectfully submitted,

Sarah U. Stebulis  
Business Administrator