



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

February 27, 2024

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
Robert Hasche, Facilities Manager, FRA
Sarah Stebulis, Business Administrator, FRA

1. MEETING CALL TO ORDER

Chairman Caron called meeting to order at 9:22 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.

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

Dr. Bayless 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 Annual Report

1. Discussion and Approval

Dr. Bayless motioned to approve the 2023 Annual Report as presented. Seconded by Ms. Cruz. Motion carried by 5-0 vote.

C. Board Meeting Schedule / Calendar

1. Review and Approval

Dr. Bayless said that Tuesday mornings conflict with a standing work commitment. The Board discussed different options for moving the meeting day.

Ms. O'Kane motioned to move the regular FRA Board meetings to every 3rd Wednesday of the month at 7:30 a.m. Seconded by Ms. Cruz. Motion carried by 5-0 vote.

D. 2024 Budget

1. Discussion and Approval of the FRA Budget

Ms. Donoghue gave an overview of the proposed annual budget and said 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. She added that there are many variables at play and we may spend less on property acquisition which would change the bottom line.

Elisha Erb left the meeting at 9:29 a.m.

Mr. Roy motioned to approve the 2023 Annual Budget as presented. Seconded by Ms. O'Kane. Motion carried by 5-0 vote.

E. Staff Reviews

Ms. Donoghue explained that she conducted staff reviews with both Ms. Stebulis and Mr. Hasche and they deserved a significant increase for the amount of work they do above and beyond the job description. Ms. Donoghue recommended a 10% raise for both employees. The Board agreed.

Ms. O'Kane motioned to approve a 10% raise effective immediately for Ms. Stebulis and Mr. Hasche. Seconded by Dr. Bayless. Motion carried by a 5-0 vote.

The Board agreed that it is important for them to retain and invest in the staff that they value.

Ms. Cruz motioned to approve a 10% raise effective immediately for Ms. Donoghue. Seconded by Ms. O'Kane. Motion carried by 5-0 vote.

3. ADJOURNMENT

Ms. O'Kane motioned to adjourn the Regular Annual Board meeting at 10:05 a.m. Seconded by Dr. Bayless. Motion carried 5-0.

NEXT MEETING SCHEDULED: March 20, 2024

Respectfully submitted,

Sarah U. Stebulis
Business Administrator