



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  
Mirabel Cruz, Treasurer  
Laura Bayless, Member  
Laura O’Kane, Member

**OTHERS PRESENT:** Elisha Erb, Attorney  
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 DECEMBER 19, 2023.

*A vote will be taken at the March meeting for the approval of the recent minutes.*

## 3. BUDGET AND FINANCE

### A. Summary Report

Ms. Stebulis 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 5-0 vote.*

#### **4. GENERAL BUSINESS**

##### **A. 0 Airport Road**

###### **1. GFI Partners to present update**

Ms. Donoghue stated that GFI has asked to postpone their presentation until the March meeting.

##### **B. Fundraising Request**

###### **1. Civic Days**

The Board discussed the different options for supporting Civic Days.

Mr. Roy motioned to approve the donation of \$5,500 as an All Events Sponsor for Fitchburg's Civic Days. Seconded by Dr. Bayless. Motion carried by 5-0 vote.

#### **5. ADMINISTRATIVE REPORT**

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

Ms. Stebulis met with Mr. Caron and Ms. O'Kane recently to discuss the CAM budget and our current leases. She is working with the Board and Attorney Erb to create a consistent template for CAM wording in future leases and amendments. She obtained quotes from two companies for the scanning, digitizing and shredding of FRA's files over 10 years old. Unfortunately, through the budgeting process, it was determined not to be feasible this year, but this is something we would like to consider in the future.

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

Mr. Hasche stated that he is working on an RFP for the switch gear engineering so we can move forward with the project. He is also working with the city and making sure that replacing the switch gears won't trigger code requirement changes. On March 4, Burnell Controls will be replacing two hot water sensors in our BMS system. The parking lot area has been temporarily repaired for DRS's trucks. Mr. Hasche continues to work on system sprinkler repairs and maintenance. He has spent a great deal of time working to find a way to streamline utility invoices. Electric services will be installed in Suite 103 in the coming weeks in preparation for our new tenant.

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

Ms. Donoghue stated that we have a signed Purchase and Sale on 866 Main Street. She has been working on the RFP for 520 Main Street and the RFP for the Lower Cleghorn Urban Renewal District. She recently attended the Water Street Ward meeting representing the FRA to talk about what we are doing in that area and hear the community's suggestions.

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

No representatives from Planning & Community Development were able to attend.

#### **7. EXECUTIVE SESSION**

**A.** Chairman Caron called executive session to order at 8:05 a.m.

**8. ADJOURNMENT**

*Mr. Roy motioned to adjourn the Regular Board meeting at 9:22 a.m. Seconded by Ms. O’Kane Motion carried 5-0.*

**NEXT MEETING SCHEDULED: March 20, 2024**

Respectfully submitted,

Sarah U. Stebulis  
Business Administrator