



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

December 19, 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 O’Kane, Member

OTHERS PRESENT: Miles Wilcox, Deputy Chief of Staff, Mayor-Elect Squailia’s office
Liz Murphy, Community Development & Planning Director, City of Fitchburg (arrived at 8:11 a.m.)
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 7:41 a.m.

2. READING AND APPROVAL OF REGULAR MEETING MINUTES FROM NOVEMBER 21, 2023; VOTE TO APPROVE AND RELEASE EXECUTIVE SESSION MEETING MINUTES FROM NOVEMBER 21, 2023.

Mr. Roy motioned to accept the regular meeting minutes from November 21, 2023 and enter them into the FRA’s minute book. Seconded by Ms. O’Kane. The motion carried by 3-0 vote,

Mr. Roy motioned to accept the executive session minutes from November 21, 2023 and enter them into the FRA’s minute book. Seconded by Ms. O’Kane. The motion carried by 3-0 vote,

Ms. O’Kane motioned to release the executive session meeting minutes from November 21, 2023. Seconded by Mr. Roy. The motion held by 0-3 vote.

3. BUDGET AND FINANCE

A. Summary Report

Ms. Stebulis stated all bills were on normal course. She explained some bills which are out of our ordinary monthly expenses.

Ms. O’Kane motioned to approve the payment of the attached list of bills. Seconded by Chairman Caron. Motion carried by 3-0 vote.

B. Discussion and vote on bank account matter

Ms. Stebulis presented the Board with the offered APY for switching our Enterprise Bank Money Market to an ICS (Insured Cash Sweep) account at the same bank.

Ms. O’Kane motioned to approve the change of the Enterprise Bank Money Market account to an ICS account at the same bank at an APY of 5%. Seconded by Chairman Caron. Motion carried by 3-0 vote.

4. GENERAL BUSINESS

A. Design Grant

1. 633-639 Main Street – Manuel Joaquin

Manuel Joaquin has applied for a \$2,000 design grant for the sprinkler system at 633-639 Main Street.

Ms. O’Kane motioned to approve a \$2,000 design grant for 633-639 Main Street. Seconded by Mr. Roy. Motion carried by 3-0 vote.

B. Funding Request

1. M.O.C. Holiday Gift Distribution

Ms. O’Kane motioned to approve the donation of \$100 to the M.O.C. Holiday Gift Distribution. Seconded by Mr. Roy. Motion carried by 3-0 vote.

5. ADMINISTRATIVE REPORT

A. Business Administrator’s Update

Ms. Stebulis has met with Fitchburg Fiber to begin the learning process to update our website in-house. She is currently working on the Annual Budget for 2024, as well as the CAM budget for 2024 and reconciliation of the 2023 CAM budget for tenants. The latest FRA Newsletter will be released this week. Ms. Stebulis also gave an update on the payments made and due by River Styx Brewing.

B. Facility Manager Update

Mr. Hasche reported the switch gear RFQ for the OPE has been released and is due March 1, 2024. Temperature monitoring sensors have been installed in known problematic areas prone to freezing or with limited insulation. Suite 103 has been cleaned out and he will be moving the remaining items to the closet by the loading dock, which he is also working to clean out and reorganize. He has received 3 quotes for running electrical in Suite 103 and will be using Morse Brothers for the work.

He met with Jordan Low and the building commissioner about the specs and venting of a spray paint booth. The suggestion is to run the venting above the drop ceiling of suite 102 and out of the loading dock at the front of the building. He needs to know if this would be permissible by the Board.

There were some new roof leaks with the recent hard, driving rain in DRS and the Registry of Deeds. They appear to be from areas of flashing.

C. Executive Director's Update

Ms. Donoghue updated the Board that The Break is still interested renting with or without the tenancy of Jordan Low. She is in the process of writing a Memorandum of Understanding with Fitchburg Fiber for the Community Foundation Grant of \$8,200 recently received. She is currently working on an RFP for the Johnsonia lot, as well as the RFP with Liz Murphy for the Lower Cleghorn Urban Renewal District consultants. She updated the Board that the Registry of Deeds wants to reduce their footprint and have architectural work done to alter their current space to those specifications, and she is working with them on that process. The appraisal for 166 Boulder Drive has been completed and sent to the Board to review. The Appraisal of 866 Main Street is currently being done by 2 companies.

Jay Roy left the meeting at 8:29 a.m.

6. PLANNING & COMMUNITY DEVELOPMENT UPDATE

Ms. Murphy updated the Board on some project the City has been working on, including money from earmarks slated to be given to the Iver Johnson project and Paul Tocci's project on Main Street. HDPI applications are due in January, so she has been working with the Iver Johnson Mills and Santander Building to help them apply.

7. ADJOURNMENT

Ms. O'Kane motioned to adjourn the Regular Board meeting at 8:51 a.m. Seconded by Chairman Caron. Motion carried 2-0.

NEXT MEETING SCHEDULED: January 16, 2023

Respectfully submitted,

Sarah U. Stebulis
Business Administrator