



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

July 18, 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

OTHERS PRESENT: Darnell Dunn, Rubric Commercial
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 7:31 a.m.

2. READING AND APPROVAL OF REGULAR MEETING MINUTES FROM JUNE 20, 2023 AND EXECUTIVE SESSION MEETING MINUTES FROM JUNE 29, 2023.

Ms. O’Kane motioned to accept the regular meeting minutes from June 20, 2023 and enter them into the FRA’s minute’s book. Seconded by Mr. Roy. The motion carried by 3-0 vote.

Ms. O’Kane motioned to accept the executive session meeting minutes from June 29, 2023 and enter them into the FRA’s minute’s book. Seconded by Mr. Roy. The motion carried by 3-0 vote.

Ms. O’Kane motioned to release the executive meeting minutes from June 29, 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 presented the Board with a mid-year budget update.

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

4. GENERAL BUSINESS

A. Discussion regarding realtor representation

1. Discussion and vote on representation (continued)

Mr. Dunn updated the Board that his client, True Robotics, has rescinded their lease offer for Suite 102. He presented the Board with an information packet about what his representation would entail for the FRA. The Board said they would discuss and let him know their decision.

B. Proposal for New Urban Renewal District / Plan

1. Meagen Donoghue to present

Ms. Donoghue stated that since updating our currently Urban Renewal Plan and in speaking with community members, it is a great time to expand the FRA's services and relevance in the city by possibly adding an additional urban renewal district. Ms. Donoghue has spoken with Liz Murphy from the city about creating a Lower Cleghorn Urban Renewal District, which the city is also currently doing a neighborhood stability study on. Ms. Murphy has stated that the city would be interested in partnering with the FRA to create this district and the city has the funds available to pay for associated costs of creating this urban renewal plan.

Ms. O'Kane motioned to approve the creation of a Lower Cleghorn Urban Renewal District. Seconded by Mr. Roy. Motion carried by 3-0 vote.

C. Proposal to Meet/Visit other Redevelopment Authorities throughout the Commonwealth

1. Meagen Donoghue to present

Ms. Donoghue stated that she is interested in developing a reciprocal program for other redevelopment authorities to visit each other in the state. She has reached out to a handful so far and has interest from Brockton and Gardner. The Board agreed this was a great idea and Ms. Donoghue stated that she would aim to plan some visits this fall.

D. Ongoing Discussions / Updates

1. Interest in Building 3

Bill Krikorian has rescinded his offer for Building 3 unless the Board gives him 30 days due diligence with the option to extend. The Board agrees he should have a due diligence period, but they need a firm timeline on work.

2. Discuss and vote on LSP Services/Plan

Todd Curtin has a plan to remove the contaminated soil. Ms. Donoghue has contacted GE about reimbursement and is waiting for a return call about her request.

3. EV Car Charging Stations

Power Options has suggested we hold off moving forward with the electric charging stations until Unitil gets their rates. Fast charging stations will need individual units. After more research, the installation of these would be done solely as a community resource. They will not net a profit, but we can hope to come close to breaking even.

4. 1 Wood Place – Vote to update appraisals

Ms. Donoghue stated that 1 Wood Place is listed publicly for sale. The owner is still interested in the FRA purchasing it. Our former appraisals have expired, so in order to move forward, we need to secure new appraisals. Ms. Donoghues stated that she would also set up a new tour date for the Board.

Mr. Roy motioned to approve new appraisals for 1 Wood Place. Seconded by Ms. O’Kane. Motion carried by 3-0 vote.

5. InTown Fitchburg

Joe Ferguson has left his position at InTown and Fitchburg State University is opting not to renew their interest in the organization. Their event planner will remain on for one year.

InTown had promised funding to local companies and developers from grants they received, which is not documented in writing. AJ Tourigny and Ms. Donoghue are working together to rectify the situation and allocate the funding. Ms. Donoghue offered the FRA to act as the fiscal agent, if needed, to allocate remaining funds.

E. Design Grant Program

1. 759 Main Street

Mr. Roy motioned to approve a \$2,000 Design Grant for 759 Main Street. Seconded by Ms. O’Kane. Motion carried by a 3-0 vote.

5. ADMINISTRATIVE REPORT

A. Business Administrator’s Update

Ms. Stebulis stated that the majority of her update was covered during her financial report.

B. Facility Manager Update

Mr. Hasche stated that the reoccurring roof leaks in DRS seem to be related to roof drains issues and improper draining. He has had contractors out to scope the pipes, but many are not accessible due to drain elbows. He plans on doing temporary repairs to the roof drains to stop the leaking until a longer term solution can be reached. He is currently waiting on quotes from roofing companies to provide a maintenance plan for the roof and drains every 6 months. The fan cool unit in Registry of Deeds recently overflowed due to algae in the system. Because of this, Higgins Mechanical will service all condensate pans and put tabs in the system to prevent algae. He met with two exterminators about ongoing rodent problems in the building. Both determined the building needed all new door sweeps and steps to make it more rodent proof. He is awaiting their quotes for a regular maintenance plan. The west side emergency egress door is being repaired this week, and all emergency staircases and hallways have been recently cleaned by our cleaning company. He stated that the switch gear battery bank is scheduled to be inspected this week as well.

C. Executive Director’s Update

Ms. Donoghue stated she hopes we will receive MEPA approval on June 24th. She has worked with MEDC to bring their event to Fitchburg and she will be speaking at the event, as well as giving a tour of downtown Fitchburg.

6. PLANNING & COMMUNITY DEVELOPMENT UPDATE

No city employees were able to attend.

7. ADJOURNMENT

Ms. O’Kane motioned to adjourn the Regular Board meeting at 8:57 a.m. Seconded by Mr. Roy Motion carried 3-0.

NEXT MEETING SCHEDULED: August 15, 2023

Respectfully submitted,

Sarah U. Stebulis
Business Administrator