



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

March 20, 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
Liz Murphy, Community Development & Planning Director, City
of Fitchburg
Sally Cragin, Stratton Players
Jacquelyn Wehtje, Fitchburg Resident
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 7:33 a.m.

2. READING AND APPROVAL OF REGULAR MEETING MINUTES FROM JANUARY 16, 2024

Ms. O’Kane motioned to accept the regular meeting minutes from January 16, 2024 and enter them into the FRA’s minute book. Seconded by Mr. Roy. The motion carried by 5-0 vote.

READING AND APPROVAL OF REGULAR MEETING MINUTES FROM FEBRURAY 27, 2024

Ms. O’Kane motioned to accept the regular meeting minutes from February 27, 2024 and enter them into the FRA’s minute book. Seconded by Mr. Roy. The motion carried by 5-0 vote.

READING AND APPROVAL OF EXECUTIVE SESSION MEETING MINUTES FROM FEBRUARY 27, 2024 AND ANNUAL MEETING MINUTES FROM FEBRUARY 27, 2024

Ms. O’Kane motioned to accept the executive meeting and annual meeting minutes from February 27, 2024 and enter them into the FRA’s minute book. Seconded by Dr. Bayless. The motion carried by 5-0 vote.

RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM FEBRUARY 27, 2024

Ms. O’Kane motioned to release the executive meeting minutes from February 27, 2024. Seconded by Mr. Roy. The motion held by 0-5 vote.

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 with added amendment of two invoices. Seconded by Mr. Roy. Motion carried by 5-0 vote.

4. GENERAL BUSINESS

A.

B. Design Grant Application

1. 1 Wood Place – Aigret Holding, LLC/Madeline Aruffo

Mr. Roy motioned to approve the \$2,000 Design Grant for 1 Wood Place. Seconded by Ms. O’Kane. Motion carried by 5-0 vote.

C. Fundraising Request

1. Civic Days

This was listed in error and voted on at the February meeting.

5. ADMINISTRATIVE REPORT

A. Business Administrator’s Update

Ms. Stebulis stated that the approved 2024 budget is now integrated into QuickBooks. The 2023 CAM reconciliation and 2024 CAM budget has been completed and was sent to tenants at the end of February. Fitchburg Fiber recently did a large update of our website. Ms. Stebulis attended a webinar on Digitizing Municipal Records which was very informational and will help guide us in moving forward with our own records as time and money allows.

B. Facility Manager Update

Mr. Hasche stated that he confirmed that additional updates will not be necessary to tie in a new switch gear system when the time comes. Last week it was noticed that one of the transformers that is solely used by DRS was running low on coolant and needed to be shut down. DRS is having it repaired at their cost and the FRA is having the other transformers inspected at the same time. The coolant used in the transformers triggers EPA reporting, and moving forward he will be submitting reports. The hot water pump in the boiler room has been repaired. Mr. Hasche is working on sprinkler repairs, and it was recently mentioned to him that the sprinkler heads may be due for replacement, he will look into this further. Neon is interested in installing two (2) level 2 electric vehicle chargers, and he will be working on this with them as they have specs to propose to the Board. He stated that electrical is being installed into Suite 103 next week.

C. Executive Director's Update

Ms. Donoghue stated that The Break has informed her that they do not intend to move forward on leasing Suite 103. The FRA Annual Report was approved by City Council and sent to the State. The City approved \$20,000 in CBDG funding for FRA's design grant program. Ms. Donoghue presented to Bernie Schultz's ward 2 group in the Lower Cleghorn area. The draft RFP for the Lower Cleghorn consultant has been completed. The RFP for a dedicated FRA realtor is nearly complete. She has submitted a letter of intent for Under Utilized Properties for Building 3 roof. The work supported by the recent grant and partnership between the FRA and Fitchburg Fiber to install internet in the Wallace Tower is coming to fruition.

6. PLANNING & COMMUNITY DEVELOPMENT UPDATE

Ms. Murphy presented a variety of updates to the Board. The City plans to assist the FRA with a Phase 1 survey for both 866 Main Street and 520 Main Street properties to determine if there is any onsite contamination present. The Iver Johnson project appears to be moving back towards all market rate housing. The Board requested Ms. Donoghue reach out to Senator Cronin regarding how this would affect the funds allocation that the Board agreed to support them with. The City is working on doing an Energy and Climate Master Plan with NewVue and is hoping there will be some commercial and residential funding assistance built into the program. MOC is looking to expand in housing development and is looking specifically to the Lower Cleghorn area. Fitchburg Public Market is slated to open within the next month.

Liz Murphy and Jacquelyn Wehtje left the meeting at 8:39 a.m.

7. EXECUTIVE SESSION

Mr. Roy motioned to adjourn the Regular Board meeting and enter into Executive Session at 8:40 a.m. Seconded by Ms. O'Kane. Motion carried 5-0.

8. ADJOURNMENT

Ms. Cruz motioned to adjourn the Regular Board meeting at 9:36 a.m. Seconded by Mr. Roy. Motion carried 5-0.

NEXT MEETING SCHEDULED: April 17, 2024

Respectfully submitted,

Sarah U. Stebulis
Business Administrator