



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

April 17, 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

OTHERS PRESENT: Jeffrey Aveni, Attorney
Tristan Taylor, Fitchburg Fiber
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 7:36 a.m.

2. READING AND APPROVAL OF REGULAR MEETING MINUTES FROM MARCH 20, 2024

Dr. Bayless motioned to accept the regular meeting minutes from March 20, 2024 and enter them into the FRA's minute book. Seconded by Ms. Cruz. The motion carried by 3-0 vote.

READING AND APPROVAL OF EXECUTIVE SESSION MEETING MINUTES FROM JANUARY 24, 2024 AND MARCH 20, 2024

Ms. Cruz motioned to accept the executive meeting minutes from January 24, 2024 and March 20, 2024 and enter them into the FRA's minute book. Seconded by Dr. Bayless. The motion carried by 3-0 vote.

RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM JANUARY 24, 2024 AND MARCH 20, 2024

Ms. Cruz motioned to release the executive meeting minutes from February 27, 2024 and March 20, 2024. Seconded by Dr. Bayless. The motion held by 0-3 vote.

3. BUDGET AND FINANCE

A. Summary Report

Ms. Stebulis stated all bills were on normal course.

Dr. Bayless motioned to approve the payment of the attached list of bills with added payment to Toshiba for \$121.16 if needed. Seconded by Ms. Cruz. Motion carried by 3-0 vote.

Jay Roy arrived at 7:41 a.m.

4. GENERAL BUSINESS

A. Putnum Place Parking

1. Discussion and Vote

Ms. Donoghue stated that there has been an ongoing issue of unauthorized employees from Main Street and the ARC using our parking lot during their working hours. Mr. Hasche suggested as a first step that he patrol the parking lot from 7-9 am and speak to individuals parking and walking up to Main Street and tell them that we will be enforcing parking restrictions and will begin towing unauthorized vehicles. Dr. Bayless suggested the FRA invest in some movable sandwich board signs that can prominently display parking rules and restrictions.

B. Fundraising Requests

1. North Central MA Chamber of Commerce's Non-Traditional Scholarship

Ms. Stebulis presented the request for funding of the Non-Traditional Scholarship.

Mr. Roy motioned to approve the donation of \$1,000 to the North Central MA Chamber of Commerce's Non-Traditional Scholarship. Seconded by Ms. Cruz. Motion carried by 4-0 vote.

2. North Central MA Chamber of Commerce 40th Annual Meeting & Business Expo

Ms. Donoghue presented the request for sponsorship of the 40th Annual Meeting and Business Expo. The Board asked if she could get more information on what their tiered structure and pricing was this year.

3. The ARC of Opportunity

Ms. Cruz motioned to approve the donation of \$1,000 to the ARC of Opportunity's 2024 Annual Auction. Seconded by Mr. Roy. Motion carried by 4-0 vote.

C. Administrative Reports

1. Business Administrator's Update

Ms. Stebulis stated that she has started becoming more familiar with WordPress and has been updating the FRA website this past month, under the guidance of Fitchburg Fiber. She has also begun the cleaning and organizing of the blueprint room. She has reached out Rollstone Bank regarding a savings account for a portion of our business checking account, and she presented their proposal. The Board requested that she look into rates other banks can offer us as well. She is currently thinking about the next newsletter and Mr. Caron suggested it focus on the FRA's 60th Anniversary.

2. Facility Manager Update

Mr. Hasche stated that he has been working to secure many quotes on suggested projects for Putnam Place, including the cost to gut Building 3 and ready it for roof replacement (\$160,000), and painting of common areas and public bathrooms. Mr. Roy asked what painting projects are most important, and Mr. Hasche stated that either the bathrooms or entry vestibules, or both. He also received a quote for \$5,500 for needed masonry repairs around the building.

Mr. Roy motioned to approve the quoted masonry repairs. Seconded by Dr. Bayless. Motion carried by 4-0 vote.

Mr. Hasche stated that there was a complaint to the Board of Health about illegal dumping at 0 Airport Road. He hired a company the same day to clean it up, but this may continue to be an expensive task to keep on top of. He has given permission to the library to install a bike rack and No Smoking signs. DRS will be repairing Substation D within the next month.

3. Executive Director's Update

Ms. Donoghue stated that is grant season and she will be applying again for MassDevelopment's underutilized properties grant for the roof of Building 3. She is also applying for a Brownfields Grant for the removal of Building 6. The Food Truck Festival is coming up on May 18, for which Fitchburg Fiber is paying for porta potties and providing free Wi-Fi, and police detail is also being donated this year. She has been working on the complicated state paperwork for our earmark funds. The RFP for a Real Estate Broker has been advertised and two candidates attended the briefing last week for more information.

5. PLANNING & COMMUNITY DEVELOPMENT UPDATE

No representative from Planning & Community Development was able to attend.

6. EXECUTIVE SESSION

Dr. Bayless motioned to adjourn the Regular Board meeting and enter into Executive Session at 8:24 a.m. Seconded by Ms. Cruz. Motion carried 4-0.

7. ADJOURNMENT

Mr. Roy motioned to adjourn the Executive Session meeting at 9:44 a.m. Seconded by Dr. Bayless. Motion carried 4-0.

NEXT MEETING SCHEDULED: May 19, 2024

Respectfully submitted,

Sarah U. Stebulis
Business Administrator