



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

July 17, 2024

Fitchburg Redevelopment Authority Office
166 Boulder Drive, Suite 104 East, Fitchburg, Massachusetts

Meeting held in Person and via Zoom

MEMBERS PRESENT: Jay Roy, Vice Chair
Laura O’Kane, Member
Laura Bayless, Member

OTHERS PRESENT: Liz Murphy, Community Development & Planning Director, City of Fitchburg (arrived at 9:00 a.m.)
Meagen Donoghue, Executive Director, FRA
Sarah Stebulis, Business Administrator, FRA
Bob Hasche, Facilities Manager, FRA

1. MEETING CALL TO ORDER

Vice Chairman Roy called meeting to order at 7:33 a.m.

Ms. O’Kane motioned to take the agenda out of order. Seconded by Dr. Bayless. Motion carried by 3-0 vote.

2. EXECUTIVE SESSION

Dr. Bayless motioned to adjourn the Regular Board meeting and enter into Executive Session at 7:33 a.m. Seconded by Ms. O’Kane. Motion carried 3-0.

Dr. Bayless motioned to adjourn the Executive Session meeting and return to the Regular Board meeting at 7:58 a.m. Seconded by Ms. O’Kane. Motion carried 3-0.

3. READING AND APPROVAL OF REGULAR MEETING MINUTES FROM JUNE 26, 2024, AND EXECUTIVE SESSION MEETING MINUTES FROM JUNE 26, 2024.

Vote postponed until August meeting.

4. 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. Seconded by Ms. O'Kane. Motion carried by 3-0 vote.

Mr. Roy asked if we could advertise our grant opportunities on our social media pages, and through local organizations such as NewVue, North Central Massachusetts Chamber of Commerce and the Wachusett Business Incubator.

5. GENERAL BUSINESS

A. Phone Poles behind Putnam Place Property

1. Discussion and Vote
Continued to next meeting

B. Administrative Reports

1. Business Administrator's Update

Ms. Stebulis gave an update on her meetings with DebtBook and FinQuery. The Board asked if she could obtain reviews from current customers to help make a decision. Ms. Stebulis will be having meetings with both companies before the next meeting and will propose at that time who she believes will be the best fit for us.

2. Facility Manager Update

Mr. Hasche stated Unitil backed out of the scheduled power shut down due to finding asbestos; this is the 3rd time they have backed out. The building insurance inspection was successful. They only had a few suggestions, but no requirements, for safety changes. He stated that the new Switch Gear RFP would be ready to be advertised on Friday. DRS recently painted their vestibule with their own workers and materials.

Mr. Hasche updated the Board on the most pressing issue right now, which is that we have issues with 2 of our chillers. One appears to have had a major repair in 2021, but never worked correctly afterward and was not addressed after failed repair. The other chiller overheats and shuts off; this is the one we are currently running off. There needs to be a compressor repair for the main one we use, and Mr. Hasche is in the process of getting three estimates. He expects they will be in the \$20,000 range.

3. Executive Director's Update

Ms. Donoghue updated the Board on the RFP for 520 Main Street, and that we are waiting for the soil report to move forward. Representative Kushmerek suggested the FRA reach out to CAN-AM Machinery to see if they are interested in purchasing any of the old machinery from the power plant or Building 3. Tracy Sladen is working with perspective tenants for suites 102, 103, and soon, the former River Styx space. Ms.

Donoghue is considering a meeting with the abutters to our 866 Main Street lot to gauge interest in its use. She has been working with the town of Southbridge as they re-activate their Redevelopment Authority.

6. PLANNING & COMMUNITY DEVELOPMENT UPDATE

Ms. Murphy stated that the City is getting estimates for the cost of the stage at Riverfront Park and will be using the Section 108 loan to fund that. MBTA Communities required zone is going to City Council for a vote in the fall. City Council passed multiple TIE agreements for housing downtown.

Liz Murphy left the meeting at 9:00 a.m.

7. ADJOURNMENT

Dr. Bayless motioned to adjourn the Executive Session meeting at 9:04 a.m. Seconded by Ms. O'Kane. Motion carried 3-0.

NEXT MEETING SCHEDULED: August 21, 2024

Respectfully submitted,

Sarah U. Stebulis
Business Administrator