



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

September 24, 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
Maribel Cruz, Treasurer
Laura O’Kane, Member
Laura Bayless, Member

OTHERS PRESENT: Elisha Erb, Attorney
Hayley Palazola, GFI (arrived at 7:38 a.m.)
Robert Bird, LSP, GFI (arrived at 7:38 a.m.)
Bob LaRochelle, GFI (arrived at 7:38 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 7:33 a.m.

2. READING AND APPROVAL OF REGULAR MEETING MINUTES FROM AUGUST 21, 2024

Mr. Roy motioned to accept the regular meeting minutes from August 21, 2024 and enter them into the FRA’s minute book. Seconded by Dr. Bayless. The motion carried by 4-0 vote.

READING AND APPROVAL OF EXECUTIVE SESSION MEETING MINUTES FROM AUGUST 21, 2024

Mr. Roy motioned to accept the executive meeting minutes from August 21, 2024 and enter them into the FRA's minute book. Seconded by Dr. Bayless. The motion carried by 4-0 vote

RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM AUGUST 21, 2024

Ms. O'Kane motioned to release the executive meeting minutes from August 21, 2024. Seconded by Dr. Bayless. The motion held by 0-4 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. Seconded by Dr. Bayless. Motion carried by 4-0 vote.

4. EXECUTIVE SESSION

Dr. Bayless motioned to adjourn the Regular Board meeting and enter into Executive Session at 7:37 a.m. Seconded by Mr. Roy. Motion carried 4-0.

Hayley Palazola, Robert Bird, and Bob LaRochelle joined the meeting at 7:38 a.m.

Ms. Cruz arrived at 7:44 a.m.

Hayley Palazola, Robert Bird, and Bob LaRochelle left the meeting at 8:08 a.m.

Mr. Caron motioned to adjourn the Executive Session meeting and return to the Regular Board meeting at 8:17 a.m. Seconded by Ms. Cruz. Motion carried 5-0.

5. GENERAL BUSINESS

A. Phone Poles behind Putnam Place Property

1. Discussion and Vote

Fitchburg Fiber not present. Rollstone Bank meeting has not yet happened. Andrew DeChristopher of Fitchburg Fiber continues to want to purchase the poles and intends to come to the Board to explain why at a future meeting.

B. Putnam Place

1. Switchgear RFP submitted proposal-discussion and vote

There was one respondent to the switch gear RFP, and Mr. Hasche was happy with the submitted proposal. The Project Manager and Engineer have already come out to see the building and have given the scope of engineering work from start to finish the estimated cost of between \$75,000-\$100,000. The gap in the range will be based on how we include or exclude Building 3. Ms. Donoghue stated that Building 3 will be more marketable with electricity set up and billing that can be split off from Building 2 and billed directly to the new owner. Currently billing is combined.

Ms. O’Kane motioned to accept the submitted proposal by IMEG Corp. for the switch gear engineering. Seconded by Mr. Roy. Motion carried by 5-0 vote.

C. Administrative Reports

1. Business Administrator’s Update

Ms. Stebulis gave the Board an update on the implementation of the FinQuery software and the GASB 87 compliance that she continues to work on.

Ms. Stebulis locked in new interest rates for matured CD’s. The Enterprise CD is now at 5% APY for 6 months and the Rollstone CD is at 4.89% APY for 9 months. Projected earnings from both combined in those periods will be over \$20,000.

2. Facility Manager Update

Mr. Hasche stated that the chiller repairs have been completed, and he is waiting for the industrial electrician to look at the compressors. In River Styx’s former space, the floors and restrooms have been cleaned and the unit is now ready to rent. During the cleaning process, the floor drains backed up and needed to be snaked due to brewery debris that was clogging them.

Mr. Hasche stated that the new parking lot gate has been installed at 866 Main Street. He has also received an estimate for miscellaneous roof repairs ahead of the winter for \$12,150 at 166 Boulder Drive. He has an estimate from Morse Brothers to do the interior pipe repairs in DRS. There was a discussion about Morse Brothers applying to be on the state’s preferred contractors list and other options to move the repairs forward in a timely manner, including potential rent credits to DRS if they have the work done. Attorney Aveni has looked at DRS’s lease and it is allowable for them to hire and have the repairs done, and the FRA reimburse them in rent credit.

Ms. O’Kane motioned to approve DRS having their pipes repaired independently and the FRA reimbursing them in rent credits. Seconded by Ms. Cruz. Motion carried by 4-0 vote. Dr. Bayless Abstained.

3. Executive Director’s Update

Ms. Donoghue updated the Board that 66 North Street will be closing in the next few weeks, as we did get approval from the State to sell the property. Tracy Sladen is working to show the former River Styx space and there is a lot of interest. The RFP for the Johnsonia lot at 520 Main Street has been issued. There is a site tour on October 1, 2024, and the closing date for the RFP is December 16, 2024. An appraisal for Building 3 is currently underway.

6. PLANNING & COMMUNITY DEVELOPMENT UPDATE

No members were present to provide updates.

7. ADJOURNMENT

Ms. O’Kane motioned to adjourn the regular meeting at 8:51 a.m. Seconded by Mr. Roy. Motion carried 5-0.

NEXT MEETING SCHEDULED: October 16, 2024

Respectfully submitted,

Sarah U. Stebulis
Business Administrator