



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

November 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
Maribel Cruz, Treasurer
Laura O’Kane, Member
Laura Bayless, Member

OTHERS PRESENT: Liz Murphy, Community Development & Planning Director, City of Fitchburg
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 7:35 a.m.

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

Ms. Cruz motioned to accept the regular meeting minutes from October 16, 2024 and enter them into the FRA’s minute book. Seconded by Ms. O’Kane. The motion carried by 3-0 vote. Dr. Bayless abstained.

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 Ms. Cruz. Motion carried by 4-0 vote.

4. GENERAL BUSINESS

A. Local Delegation Earmark

1. Discuss and Vote to Accept

Ms. Donoghue stated that our local delegation has again secured us a \$750,000 earmark in the upcoming budget. Senator Cronin has some ideas of which projects he would like it allocated to, including Nick Pelletier’s project on Main Street and Paul Tocci’s YMCA project.

2. Discuss and Vote to Allocate

Ms. O’Kane motioned to accept the \$750,000 earmark and allocate it under the direction of Senator Cronin. Seconded by Ms. Cruz. Motion carried by 4-0 vote.

Mr. Roy arrived at 7:51 a.m.

B. Fundraising Request

1. Annual Renewal of the Fitchburg Art Museum Corporate Sponsorship

Ms. O’Kane motioned to continue FRA’s Corporate Sponsorship of the Fitchburg Art Museum for \$1,000. Seconded by Dr. Bayless. Motion carried by 5-0 vote.

2. Rotary “Breakfast for the Bands”

Ms. O’Kane motioned to donate \$250 to the Rotary’s “Breakfast for the Bands” fundraiser. Seconded by Ms. Cruz. Motion carried by 5-0 vote.

3. Fitchburg Holiday Lights Ceremony

Mr. Roy motioned to donate \$2,500 to Fitchburg’s Holiday Lights. Seconded by Ms. Cruz. Motion carried by 5-0 vote.

4. MOC Holiday Cheer

Ms. O’Kane motioned to donate \$100 to MOC’s Holiday Cheer Gift Distribution. Seconded by Mr. Roy. Motion carried by 5-0 vote.

Dr. Bayless left the meeting at 8:00 a.m.

C. 60th Anniversary Open House

1. Discuss Details

Ms. Donoghue opened a discussion about ideas for celebrating the FRA’s 60th anniversary before the end of the year. The Board discussed and agreed on having an open house on

Thursday, December 12th from 4pm-7pm. The FRA will have catered appetizers by a local business.

Ms. O’Kane motioned to allocate the remaining \$1,900 in the gifts/donations budget for catering of FRA open house event. Seconded by Ms. Cruz. Motion carried by 4-0 vote.

D. Administrative Reports

1. Business Administrator’s Update

Ms. Stebulis stated that the latest FRA Connector Newsletter was sent out to our mailing list via MailChimp this week, as well as posted on our website and social media. There will be another newsletter in December as well. She spent a lot of time and attention this month making sure our website is updated. The data entry for the GASB software is nearly complete.

Ms. Stebulis left the meeting at 8:15 a.m.

2. Facility Manager Update

3. Executive Director’s Update

5. PLANNING & COMMUNITY DEVELOPMENT UPDATE

6. EXECUTIVE SESSION

7. ADJOURNMENT

NEXT MEETING SCHEDULED: December 18, 2024

Respectfully submitted,

Sarah U. Stebulis
Business Administrator