



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

166 Boulder Drive, Suite 104 | Fitchburg, MA 01420
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MEETING MINUTES

January 16, 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 Chari
Mirabel Cruz, Treasurer
Laura Bayless, Member (arrived at 7:45 a.m.)

OTHERS PRESENT: Liz Murphy, Community Development & Planning Director, City of Fitchburg (arrived at 7:42 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 7:35 a.m.

2. READING AND APPROVAL OF REGULAR MEETING MINUTES FROM DECEMBER 19, 2023.

Mr. Roy motioned to accept the regular meeting minutes from December 19, 2023 and enter them into the FRA's minute book. Seconded by Ms. Cruz. The motion carried by 3-0 vote.

3. BUDGET AND FINANCE

A. Summary Report

Ms. Stebulis stated all bills were on normal course. She included one additional bill that was not on the emailed list for Clean as a Whistle in the amount of \$2,380.50.

Mr. Roy motioned to approve the payment of the attached list of bills with the added invoice for Clean as a Whistle. Seconded by Ms. Cruz. Motion carried by 3-0 vote.

4. GENERAL BUSINESS

A. 866 Main Street

1. Monica McNamara to present

Ms. Donoghue noted that Ms. McNamara was not present this morning. She updated the Board that one appraisal on the property has been received and we are awaiting the second.

B. Suite 103 Ventilation

1. Discussion regarding proposed tenant

Ms. Donoghue stated that she has been working with potential tenant, Jordan Low, and that he has requested the Board advise him on what will be allowable as far as ventilation before he secures a contractor to do the plans. Ms. Donoghue also stated that he has inquired about if he qualifies to apply for our design grant. The Board stated that since they are already offering 6 months of free rent and we will have extensive investment in running electric and HVAC for their needs, they would not approve an application for the design grant. Ms. Murphy added that the City may have funds available through their program to activate storefronts downtown. Mr. Caron noted that it's difficult to make a decision on what is allowable without proposal drawings, but of highest importance is odor mitigation.

Ms. Cruz motioned to approve the preliminary concept of running ventilation and other necessary services through the ceiling of Suite 102 and out of the loading dock awning, with odor mitigation and final approval still necessary. Seconded by Mr. Roy. Motion carried by 4-0 vote.

C. FRA 60th Anniversary

1. Discuss planning for future open house

Ms. Donoghue stated that the Fitchburg Redevelopment Authority will have its 60th Anniversary on January 21, 2024. She wanted to know if the Board would be interested in holding an Open House at some point this year in honor of this big milestone. The Board were all in favor and discussed possibly tying it into Civic Days during the Block Party and considering a parade float or car representing the FRA.

Charles Caron left at 8:06 a.m.

5. ADMINISTRATIVE REPORT

A. Business Administrator's Update

Ms. Stebulis continues to work on the Annual Budget for 2024, as well as the CAM budget for 2024 and reconciliation of the 2023 CAM budget for tenants. She stated that the update to the Rollstone Account which allows it to now earn interest has been completed.

B. Facility Manager Update

Mr. Hasche reported that the only interest in the switch gear RFQ has been Collier, who attended the onsite meeting and walkthrough. He has been working to determine why the

building management system BTU water meter in the library is not working properly. There were also several HVAC issues this week, including hot water pump failures and boiler failures, which he is working to repair. Mr. Hasche met with a contractor about the sink holes by the DRS loading area and they have come up with both a short-term and long-term solution, for which he is waiting on pricing for. He updated the Board that the roof drainage repairs have been working well, with the exception of being able to flush slush over the DRS office space, leading to minimal leaking. He is currently getting quotes to seal the roof in this area and extend its life, as we have the potential for effective preventative maintenance of it.

Charles Caron returned at 8:18 a.m.

C. Executive Director's Update

Ms. Donoghue stated that she recently applied for CBDG funding to help assist with our Grant programs and requested \$150,000, of which we will match \$50,000. They have 1.7 million in applications and only \$900,000 to grant.

6. PLANNING & COMMUNITY DEVELOPMENT UPDATE

Ms. Murphy updated the Board on some projects the City has been working on. She specifically mentioned the mobilization of 80 Lunenburg Street as townhouse condominiums. MassWorks is currently working on the redesign of the Moran Square intersection and construction is slated for Spring 2025. Workers Credit Union has committed to remaining downtown. She mentioned upcoming meetings that Mayor Squalia will be hosting and suggested that Ms. Donoghue reach out to include the FRA as part of those. There was a discussion of the Food Truck Festival at Putnam Place on May 18th from 12-5. Ms. Murphy also suggested using the Armory and it's site to allow for additional restrooms and indoor seating in case of inclement weather.

7. ADJOURNMENT

Dr. Bayless motioned to adjourn the Regular Board meeting at 8:52 a.m. Seconded by Ms. Cruz. Motion carried 4-0.

NEXT MEETING SCHEDULED: February 20, 2024

Respectfully submitted,

Sarah U. Stebulis
Business Administrator