



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

January 15, 2025
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

OTHERS PRESENT: Liz Murphy, Community Development & Planning Director, City of Fitchburg
Jeffrey Aveni, FRA Attorney
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 7:32 a.m.

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

Ms. O’Kane motioned to accept the regular meeting minutes from November 20, 2024 and enter them into the FRA’s minute book. Seconded by Mr. Roy. The motion carried by 3-0 vote.

READING AND APPROVAL OF EXECUTIVE SESSION MEETING MINUTES FROM NOVEMBER 20, 2024

Ms. O’Kane motioned to accept the executive meeting minutes from November 20, 2024 and enter them into the FRA’s minute book. Seconded by Mr. Roy. The motion carried by 3-0 vote.

RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM NOVEMBER 20, 2024

Ms. O’Kane motioned to release the executive meeting minutes from November 20, 2024. Seconded by Mr. Roy. The motion held by 0-3 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 Mr. Roy. Motion carried by 3-0 vote.

Ms. Cruz arrived at 7:37 a.m.

4. GENERAL BUSINESS

A. Fundraising Request

1. YP Fashion Show Fundraiser/Scholar’s Breakfast

Ms. O’Kane motioned to contribute to the YP Fashion Show Fundraiser/Scholar’s Breakfast. Seconded by Mr. Roy. Motion held by 0-4 vote.

2. The Official 2025 Boston Red Sox Yearbook Magazine

Ms. O’Kane motioned to contribute to the YP Fashion Show Fundraiser/Scholar’s Breakfast. Seconded by Mr. Roy. Motion held by 0-4 vote.

B . Administrative Reports

1. Business Administrator’s Update

Ms. Stebulis stated that she has been working closely with the FRA auditors, and they have had a follow up meeting with FinQuery to tie up loose GASB requirements and software capabilities. She is beginning to work on the Annual budget and CAM budget and reconciliation for 2025, as well as other tasks associated with fiscal year end. The website has been updated and a newsletter was released at the end of the year which highlights the FRA’s annual giving and 60th Anniversary.

2. Facility Manager Update

Mr. Hasche is working with DRS to determine why sprinkler heads in a back office have been covered with a dropped ceiling and who is responsible for re-routing and bringing them below the ceiling and up to code. The work is believed to have been done by DRS. Recent elevator inspections have uncovered that new telephone lines need to be installed which properly read the location to all emergency services. He has had repairs made to the fire panel. Mr. Hasche is working with DRS on the roof drains and a system that shunts overflow water during heavy rains from the roof so it doesn’t overflow the drains.

This system will need to be engineered. The engineer working on the switch gear is between 30-40% complete and should have a project cost estimate by January 17.

3. Executive Director's Update

Ms. Donoghue stated that GFI's 9th amendment to the Airport Road P&S has been signed, and they have 3 months to do their due diligence. She stated that the FRA's 60th Anniversary open house was a success, and it was wonderful to have Board members and community from our building and beyond attend. She stated that Civic Days will be held on Boulder Drive this year and she would like to use that opportunity to partner with the city as much as possible, including allowing them to use our parking lot for events and/or parking. This year's food truck festival will be on May 17. Worcester Business Journal recently published an article on the Revitalization of Downtown which featured Mayor Squailia, Ms. Murphy, and Ms. Donoghue.

5. PLANNING & COMMUNITY DEVELOPMENT UPDATE

Ms. Murphy stated that the new flood plain maps were released, and July 8, 2025 is when they become official. She told the Board that the Dickinson Building just sold and will be turned into upper floor residential and first floor commercial. Fitchburg Arts Community is on track and expected to have occupancy between January and March 2025. The city has put out an RFP for a restaurant at the Airport. They have also applied to Mass CEC to get 3 level 2 EV charging stations installed on Main Street.

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

6. EXECUTIVE SESSION

Mr. Roy motioned to adjourn the Regular Board meeting and not return and enter into Executive Session at 8:15 a.m. Seconded by Ms. O'Kane. Motion carried 4-0.

7. ADJOURNMENT

NEXT MEETING SCHEDULED: February 26, 2024

Respectfully submitted,

Sarah U. Stebulis
Business Administrator