



FITCHBURG REDEVELOPMENT AUTHORITY  
renewing • revitalizing • rebuilding

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# MEETING MINUTES

June 18, 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:** Jeff Aveni, 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 7:35 a.m.

## 2. READING AND APPROVAL REGULAR MEETING MINUTES FROM MAY 21, 2025

Ms. O’Kane motioned to approve the Regular meeting minutes from May 21, 2025. Seconded by Mr. Roy. The motion carried by 4-0 vote.

## READING AND APPROVAL OF EXECUTIVE MEETING MINUTES FROM JUNE 4, 2025

Ms. O’Kane motioned to approve the Executive meeting minutes from June 4, 2025. Seconded by Mr. Roy. The motion carried by 4-0 vote.

## RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM JUNE 4, 2025

Ms. O’Kane motioned to release the executive meeting minutes from June 4, 2025. Seconded by Mr. Roy. 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 Ms. Cruz. Motion carried by 4-0 vote.

### **4. GENERAL BUSINESS**

#### **A. Putnam Place Suite**

##### **1. Suite 112 Proposed Buildout**

Mr. Hasche stated that he had a concrete floor company come and look at Suite 112, and the minimum to grind out the urethane concrete floor would be \$40,000. The Board agreed it may be cheaper to fill and asked Mr. Hasche to get a quote on that before making a decision.

##### **2. Exterior Door Replacements (various locations)**

Mr. Hasche informed the Board that the exterior door on Neon’s space is unusable due to improper installation and deterioration over time and will need to be replaced. JR Glass has quoted \$5,800 for a replacement, potentially more if a mason is needed to do any brick repair around the door. He is also getting a quote for the back door of DRS, and the Board agreed that was DRS’s responsibility per their lease.

#### **B. Administrative Reports**

##### **1. Business Administrator’s Update**

Ms. Stebulis stated that she has been working our auditors on the preliminary work on the 2024 audit. This month all new staff computers have been delivered and are set up and functioning well. The website continues to be updated regularly.

##### **2. Facility Manager Update**

Mr. Hasche continues to work on the repair and replacement of systems that suffered damage from the Unitil power outage, including working in tenant spaces and areas that serve the entire property. The Arcadis panel suffered significant damage, for which the FRA is not responsible. The contract has been signed for the Switch Gear replacement. The price includes contingencies and an increase for inflation. The work would be done in 2026 and budgeted for in our annual 2026 budget. Mr. Caron stated that he would like a replacement switch gear on site if we need it in the future.

Other potential new tenants toured Suite 112, including someone who is interested in opening a machine shop and school and the owners of Rise and Grind who are looking to open a restaurant.

DRS damaged the loading dock door. They have paid to have it fixed, but are asking us to retrofit the door to have safeties installed. Ms. O’Kane asked was code is now for that. The Board agreed to add safeties to the loading dock door.

The inspection of the fire panel is scheduled. The sprinkler service is currently underway and about 50% complete, with only one deficiency being found so far.

### **3. Executive Director’s Update**

Ms. Donoghue stated that Arcadis is working on the DEP paperwork for the AUL update. She met with the gateway cities delegation at Fitchburg State where she spoke about the many ways the FRA can be used as a tool for redevelopment in the city.

### **5. PLANNING & COMMUNITY DEVELOPMENT UPDATE**

No representative attended to present.

*Attorney Aveni arrived at 8:13 a.m.*

### **6. EXECUTIVE SESSION**

*Ms. O’Kane motioned to adjourn the Regular Board meeting and not return and enter into Executive Session at 8:20 a.m. Seconded by Ms. Cruz. Motion carried 4-0.*

### **7. ADJOURMENT**

**NEXT MEETING SCHEDULED: July 16, 2025**

Respectfully submitted,

Sarah U. Stebulis  
Business Administrator