



FITCHBURG REDEVELOPMENT AUTHORITY  
renewing • revitalizing • rebuilding

166 Boulder Drive, Suite 104 | Fitchburg, MA 01420  
978.345.9602 | [www.fitchburgredevelopment.com](http://www.fitchburgredevelopment.com)

# MEETING MINUTES

September 17, 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  
Maribel Cruz, Treasurer  
Laura O’Kane, Member  
Laura Bayless, Member

**OTHERS PRESENT:** Jeff Aveni, Attorney  
Joe Bowen  
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 8:03 a.m.

## 2. READING AND APPROVAL REGULAR MEETING FROM AUGUST 6 & 27, 2025 AND EXECUTIVE MINUTES FROM AUGUST 6 & 27, 2025 AND SEPTEMBER 10, 2025.

Ms. O’Kane motioned to approve the Regular meeting minutes from August 6 & 27, 2025. Seconded by Dr. Bayless. The motion carried by 3-0 vote. Dr. Bayless abstained.

Ms. O’Kane motioned to approve the Executive meeting minutes from August 6 & 27, 2025, and September 10, 2025. Seconded by Dr. Bayless. The motion carried by 3-0 vote. Dr. Bayless abstained.

**RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM AUGUST 6 & 27, 2025 AND SEPTEMBER 10, 2025.**

Ms. O’Kane motioned to release the executive meeting minutes from August 6 & 27, 2025 and September 10, 2025. Seconded by Dr. Bayless. The motion held by 0-3 vote. Dr. Bayless abstained.

### **3. BUDGET AND FINANCE**

#### **A. Summary Report**

Ms. Stebulis stated all bills were on normal course and explained the handful that were not typical monthly invoices.

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. GENERAL BUSINESS**

#### **A. Design Grant Application**

1. 325-327 Main Street

Ms. O’Kane motioned to approve \$2,000 FRA Design Grant for 325-327 Main Street. Seconded by Dr. Bayless. Motion carried by 4-0 vote.

#### **B. Urban Renewal District Housing Grant Application**

1. 325-327 Main Street (3 Units)

Ms. O’Kane motioned to approve \$15,000 Urban Renewal District Housing grant for 3 units located at 325-327 Main Street. Seconded by Dr. Bayless. Motion carried by 4-0 vote.

#### **C. Administrative Reports**

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

Ms. Stebulis stated that she is continuing to work closely with our auditors for the 2024 audit. She has also been working with Mr. Aveni and other staff to review lease agreements and the financials related to those agreements.

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

Mr. Hasche stated that the switch gear project is underway. The Sprinkler inspection has been completed, and the only noted item was low flow on one side of the building which does not affect the larger system because it takes water from the other side of the building. He will be doing more research on the water utilities to building 3 and will report to the Board as he has more information.

Illegal parking has become an increasing issue in our lot. The Board discussed putting up no parking signs so that we will be able to engage police in the future to remove unauthorized vehicles. They also discussed the idea of tenant stickers or parking passes which will help us to know which vehicles are here daily and authorized.

Mr. Hasche is in the process of writing an RFP for a roof engineer/envelope engineer, who he would also like to serve as the project manager for the roof replacement project. Tech Roofing will be coming out this fall to perform semi-annual maintenance on the roof. Mr. Hasche reached out to the facilities manager at DRS to identify any outstanding issues they would like included and the feedback was that they had no outstanding roof or leak issues.

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

Ms. Donoghue stated she reached out to MART about their buses lining up in and using our parking lot. She has been assured they will no longer use our lot. Elisha Erb is working on the disposition agreement paperwork for the sale of 520 Main Street. Ms. Donoghue will be reaching out to Ms. Jolly to get a better definition of what their timeline is for the purchase of the land.

Ms. Donoghue stated that GFI's final extension on the Airport Road property expires in December, but there has been little communication. She did let them know we got the grant to mitigate pollution on our remaining portion, but work cannot begin until that entire area is fenced. She will reach out to GFI for an update.

Unfortunately, Senator Cronin informed her that the \$1.4 million dollar Fitchburg earmark has been cut to \$750,000, and may be cut again.

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

Ms. Cruz gave the Board an update on new businesses in Fitchburg and the Housing Summit that the city is holding with NuView this weekend.

*Jeff Aveni joined the meeting at 8:33 a.m.*

*Joe Bowen left the meeting at 8:35 a.m.*

Ms. O'Kane wanted to address the Board saying that she was not comfortable entering into Executive Session on zoom if participants have cameras off, as it is a confidential meeting. The Board briefly discussed and agreed to request that cameras be turned on in Executive Session going forward.

### **6. EXECUTIVE SESSION**

*Ms. O'Kane motioned to adjourn the Regular Board meeting and not return and enter into Executive Session at 8:37 a.m. Seconded by Dr. Bayless. Motion carried 4-0.*

### **7. ADJOURMENT**

**NEXT MEETING SCHEDULED: October 15, 2025**

Respectfully submitted,  
Sarah U. Stebulis  
Business Administrator