



FITCHBURG REDEVELOPMENT AUTHORITY  
renewing • revitalizing • rebuilding

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# MEETING MINUTES

October 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  
Joe Bowen, Member  
Laura Bayless, Member

**OTHERS PRESENT:** Laura O’Kane, former Member  
John Cronin, Senator  
Rebecca Hess, Rep. Kushmerek’s office  
Meagen Donoghue, Executive Director, FRA  
Sarah Stebulis, Business Administrator, FRA

## 1. MEETING CALL TO ORDER

Chairman Caron called meeting to order at 8:04 a.m.

## 2. A FAREWELL TO LAURA O’KANE

Senator Cronin and Ms. Rebecca Hess from Representative Kushmerek’s office presented Ms. Laura O’Kane with an official citation commemorating her service on the FRA’s Board of Directors. Both Ms. Donoghue and Mr. Caron spoke of their appreciation of her time, effort and expertise over the years and wish her the best in her future endeavors.

*Laura O’Kane, Senator Cronin and Rebecca Hess left the meeting at 8:10 a.m.*

## 3. READING AND APPROVAL REGULAR MEETING FROM SEPTEMBER 17, 2025 AND EXECUTIVE MINUTES FROM SEPTEMBER 17 & 24, 2025 AND OCTOBER 1 & 8, 2025.

Mr. Roy motioned to approve the Regular meeting minutes from September 17, 2025. Seconded by Dr. Bayless. The motion carried by 3-0 vote. Mr. Bowen abstained.

Mr. Roy motioned to approve the Executive meeting minutes from September 17 & 24, 2025, and October 1 & 8, 2025. Seconded by Dr. Bayless. The motion carried by 4-0 vote. Mr. Bowen abstained on the vote of September 17, 2025 executive meeting minutes.

#### **RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM SEPTEMBER 17 & 24, 2025 AND OCTOBER 1 & 8, 2025.**

Mr. Roy motioned to release the executive meeting minutes from September 17 & 24, 2025 and October 1 & 8, 2025. Seconded by Mr. Bowen. The motion held by 0-4 vote. Mr. Bowen abstained from motion to release September 17, 2025 executive session minutes.

#### **4. BUDGET AND FINANCE**

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

Ms. Stebulis stated all bills were on normal course.

Mr. Roy motioned to approve the payment of the attached list of bills. Seconded by Dr. Bayless. Motion carried by 4-0 vote.

#### **5. GENERAL BUSINESS**

##### **A. Small Business Internet Grant**

1. 10 Main Street

Mr. Bowen motioned to approve \$1,000 FRA Small Business Internet Grant for 10 Main Street. Seconded by Dr. Bayless. Motion carried by 4-0 vote.

*Maribel Cruz joined the meeting at 8:20 a.m.*

##### **B. Fundraising Request**

1. Trick or Treat on Main Street

Ms. Donoghue said we can disregard this request as our one-time donation earlier this year goes to support this event.

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

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

Ms. Stebulis participated in the North Central MA Chamber of Commerce's podcast on behalf of the FRA and in her role as a member of the Non-Traditional Scholarship Committee. She and Ms. Donoghue are pulling together ideas for the FRA's next newsletter.

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

Mr. Hasche was not present.

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

Ms. Donoghue stated that she and Ms. Stebulis will be meeting with Tony Rakik from Rollstone Bank this week about a loan for property updates and maintenance. She attended the MBI conference in Worcester where she nominated Tristan Taylor of Fitchburg Fiber for an award.

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

Ms. Cruz gave the Board an update on new businesses in Fitchburg.

### **6. EXECUTIVE SESSION**

*Mr. Bowen motioned to adjourn the Regular Board meeting and not return and enter into Executive Session at 8:34 a.m. Seconded by Ms. Cruz. Motion carried 5-0.*

### **7. ADJOURMENT**

**NEXT MEETING SCHEDULED: November 19, 2025**

Respectfully submitted,

Sarah U. Stebulis  
Business Administrator