



FITCHBURG REDEVELOPMENT AUTHORITY  
renewing • revitalizing • rebuilding

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# MEETING MINUTES

November 19, 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

**OTHERS PRESENT:** Meagen Donoghue, Executive Director, FRA  
Sarah Stebulis, Business Administrator, FRA  
Robert Hasche, Facilities Manager, FRA

## 1. MEETING CALL TO ORDER

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

## 2. READING AND APPROVAL REGULAR MEETING FROM OCTOBER 15, 2025 AND EXECUTIVE MINUTES FROM OCTOBER 15, 22, 29 & NOVEMBER 5 & 13, 2025.

Mr. Bowen motioned to approve the Regular meeting minutes from October 15, 2025.  
Seconded by Ms. Cruz. The motion carried by 4-0 vote.

Mr. Bowen motioned to approve the Executive meeting minutes from October 15, 22, 29 &  
November 5 & 13, 2025. Seconded by Mr. Roy. The motion carried by 4-0 vote.

## RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM OCTOBER 15, 22, 29 & NOVEMBER 5 & 13, 2025.

Mr. Roy motioned to release the executive meeting minutes from October 15, 22, 29 &  
November 5 & 13, 2025. Seconded by Mr. Bowen. The motion held by 0-4 vote.

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

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

Ms. Stebulis stated all bills were on normal course. She added a bill for roofing repairs by Tech Roofing for \$3,590.25 which was not on the previously sent list of bills to pay.

Mr. Bowen motioned to approve the payment of the attached list of bills, with the addition of the bill for Tech Roofing for \$3,590.25. Seconded by Mr. Roy. Motion carried by 4-0 vote.

### **4. GENERAL BUSINESS**

#### **A. 0 Airport Road**

##### **1. Update**

Ms. Donoghue updated the Board that all re-permitting has been completed for both towns. Now they need to do an ANR to legally separate the property. The purchase and sale with the FRA is due in December, but GFI will need until February to get that final ANR and close on the property. MRPC phase 2 is starting on our portion of the contaminated property, with a spring start with the EPA. This work will not trigger cleaning up of the property by the FRA. There was a discussion about the constant illegal dumping on the site. Ms. Cruz stated that she would reach out to the DPW and confirm that they know dumping is not allowed on the site.

#### **B. Allocation of State Earmark**

##### **1. Discussion and Vote**

Senator Cronin has secured a state earmark on the FRA's behalf for downtown housing development. His suggestion for the recipient is 533 Main Street, the old YMCA redevelopment. Ms. Donoghue has started the paperwork process to receive the allocation. As with last year, it is a reimbursement to us after we pay out the money.

Mr. Roy motioned to approve the allocation of the FRA granted state earmark to 533 Main Street's redevelopment. Seconded by Mr. Bowen. Motion carried by 4-0 vote.

#### **C. Fundraising Request**

##### **1. North Central Chamber of Commerce Foundation's Non-Traditional Scholarship**

Ms. Cruz motioned to approve the donation of \$2,000 to the North Central Chamber of Commerce Foundation's Non-Traditional Scholarship. Seconded by Mr. Bowen. Motion carried by 4-0 vote.

##### **2. Fitchburg Art Museum Corporate Membership**

Mr. Roy motioned to approve the donation of \$1,000 to the Fitchburg Art Museum Corporate Membership. Seconded by Mr. Bowen. Motion carried by 4-0 vote

#### **D. Administrative Reports**

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

Ms. Stebulis is working with Rollstone Bank and Rockland Trust to bring all signers on the accounts up to date with currently Board membership. She has updated the new Registry of Deeds lease in our lease software. She has been working on the auditors adjusting journal entries for 2024. She is starting the process of creating the general and CAM budgets for 2026 with the help of Ms. Donoghue and Mr. Hasche.

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

Mr. Hasche stated that he released Higgins Mechanical to do the HVAC work for Registry of Deeds server room now that they have come flush on rent payments. The inspection of the sprinkler system by Johnson Controls was successful. All of our sprinkler heads have passed inspection and are good for another 5-10 years before they will need to be inspected again. The one issue they found was that they couldn't get the flow switch to trigger in the back of the west side. They think the drains are too far from the flow switches and they will need to be moved. This is an original design issue and will cost approximately \$6,000 to move. They suggest moving them to the sprinkler rooms. The replacement of DRS's sprinkler heads from their dropped ceiling (not approved by FRA) was agreed by the Board to be DRS's responsibility.

Mr. Hasche gave an update on the switch gear project. They have proposed a design change due to not being able to read the meters in Building 3 because of the current low power draw. This change would cost \$13,000 in cancellation fees of the high voltage switch gear we have put an order in for. The Board discussed and agreed to not cancel the high voltage switch gear order and to move forward as originally agreed upon. They agreed this would be better to set up that building for redevelopment and activation for industrial use.

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

Ms. Donoghue stated that she received a request from Liz Murphy to place the city Christmas tree on 520 Main Street. The Board all agreed they would be happy to allow that. Ms. Donoghue is updating the RFP for 520 Main Street. She is also updating the Putnam Place tenant guidelines, as requested in DRS's new lease. She attended a Gateway Cities meeting in Lowell recently. The Verizon phone line that was recently disconnected was discovered to be the line Unitil uses to take meter readings, so we are working to get that reconnected. She will also investigate why it is our financial responsibility to pay for this phone line only used by Unitil.

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

No update was provided.

## **6. EXECUTIVE SESSION**

Mr. Bowen motioned to adjourn the Regular Board meeting and not return and enter into Executive Session at 9:04 a.m. Seconded by Mr. Roy. Motion carried 4-0.

**7. ADJOURNMENT**

**NEXT MEETING SCHEDULED: December 17, 2025**

Respectfully submitted,

Sarah U. Stebulis  
Business Administrator