



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

January 21, 2026
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: Jeff Aveni, FRA Attorney
Elisha Erb, FRA Attorney
Amy Jolly, Applewild School
Leo Hiertz, Applewild School
Liz Murphy, City of Fitchburg
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 8:03 a.m.

Meeting items taken out of order.

2. PLANNING & COMMUNITY DEVELOPMENT UPDATE

Liz Murphy updated the Board on various redevelopment projects that are ongoing or slated to begin in the city, including the Santander Building downtown, Eleanor Lofts on Depot Street, and the Iver Mills factory redevelopment. The city has a proposal for the redevelopment of the former St. Bernard's church complex on Water Street. There is also numerous demolition projects planned for around the city. A water line repair on Main Street uncovered numerous abandoned oil tanks underground which they are getting more information on what is present along the entirety of Main Street and how to deal with them. An EPA grant was

received for the demolition and clean up of 178 Bemis Road, and they are applying for additional funds for this project. The city has applied for a TDI District on Water Street, and hopes to get a TDI Fellow for this area to help spur redevelopment. The city has applied for a land water grant to match the CDBG funding for the construction of a stage at Riverfront Park. The city has a new Downtown Coordinator who begins next week which they hope will be a positive addition to their team.

Liz Murphy left at 8:26 a.m.

3. EXECUTIVE SESSION

Mr. Bowen motioned to recess the Regular Board meeting and enter into Executive Session at 8:26 a.m. Seconded by Mr. Roy. Motion carried 4-0.

Mr. Roy motioned to adjourn Executive Session at 9:01 a.m. and re-enter the Regular Board meeting. Seconded by Mr. Bowen. Motion carried 4-0.

4. READING AND APPROVAL REGULAR MEETING AND EXECUTIVE MINUTES FROM DECEMBER 23, 2025.

Mr. Roy motioned to approve the Regular meeting minutes from December 23, 2025. Seconded by Mr. Bowen. The motion carried by 4-0 vote.

Mr. Roy motioned to approve the Executive meeting minutes from December 23, 2025. Seconded by Mr. Bowen. The motion carried by 4-0 vote.

RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM DECEMBER 23, 2025.

Mr. Roy motioned to release the Executive meeting minutes from December 23, 2025. Seconded by Mr. Bowen. The motion held by 0-4 vote.

5. BUDGET AND FINANCE

A. Summary Report

Ms. Stebulis stated all bills were on normal course and she explained bills that were listed and exceptions to monthly bills. She added a bill for North Central Fire Protection for \$110 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 North Central Fire Protection for \$110. Seconded by Ms. Cruz. Motion carried by 4-0 vote.

6. GENERAL BUSINESS

A. 0 Airport Road Easements

1. Update and Vote

Attorney Erb gave the Board an update on a title defect on our land at Airport Road which needs to be addressed before its sale. Alonzo Trucking Company trespassed on our land and contaminated it along Baker Brook. It was agreed that Alonzo was responsible for cleaning it up and creating a restoration plan. Due to Lunenburg not having a conservation agent to inspect and certify work, it is unknown if the work was done. The FRA has \$20,000 from Alonzo in escrow for this clean up work. Attorney Erb is looking for the Board's guidance on moving the clean-up process forward and what if the cost exceeds the \$20,000? The FRA has an obligation to get a Certificate of Compliance in order to sell the property and solve the title defect. The Board discussed and asked Atty Erb to talk to Bill Hannigan about what has already been done, if anything, as far as clean up, and what more it will take to receive the Certificate of Compliance. Mr. Roy suggested that we try to get it inspected first to see if the contamination has already been cleaned up and it was just not inspected.

Attorney Erb gave more updates regarding the sale of the property. The FRA will need to procure easements from the buyer so we can access our retained land on the East and West, and the easement must be passable by a construction vehicle. The buyer also is requesting an easement from the FRA to reach the sewer line on our retained property, which the Board agreed is fine if a surface is created that can be driven on. A fence is also required on our retained property to uphold our protection of the property, keep people off the property and maintain our exemption to clean it up until we have the funding. Attorney Erb suggests we make a change to the 9th amendment that allows us to fence the property after their construction is completed so we can determine exactly where it is needed and take into accounts slopes to the brook adjacent.

Elisha Erb left at 9:56 a.m.

B. Fundraising Request

1. Fitchburg Art Museum – Centennial Soiree

The Fitchburg Art Museum is holding a Centennial Soiree in honor of their upcoming 100th anniversary, for which they are requesting donations.

Mr. Bowen motioned to approve the donation of \$500 to the Fitchburg Art Museum's Centennial Soiree. Seconded by Mr. Roy. Motion carried by 4-0 vote.

C. Administrative Reports

1. Business Administrator's Update

Ms. Stebulis is working on the 2026 General and CAM budgets, as well as the 2025 CAM reconciliation ahead of the 2026 Annual Meeting.

2. Facility Manager Update

Mr. Hasche stated that painting of the common areas is underway. There have been 2 submittals for the roof RFP design and construction manager, Prime and Socotec. Socotec has had multiple phone conversations and a site visit, Prime did not and their proposal reads very boilerplate. Mr. Caron asked Mr. Hasche to call the last three jobs Socotec did in MA and get references and experiences. Mr. Hasche will make calls and will look through the proposals for deposit and timing information and run the contracts by Attorney Aveni before the FRA enters into anything.

Mr. Roy motioned to approve the selection of Socotec as the roofing design/construction manager pending references and attorney review of contract. Seconded by Mr. Bowen. Motion carried by 4-0 vote.

Mr. Hasche stated that the switch gear project is in limbo as the contractor is waiting for some items to be completed. He also stated that he is getting ready to sign a new contract for natural gas. He was hoping to separate DRS and FRA accounts, so he is getting two prices for those scenarios. Mr. Hasche is also still working to approve the estimate for the Registry of Deeds server room HVAC from Higgins. Mr. Bowen asked for an update on the gas line installed on the ARC building which was impending on our property. Mr. Hasche stated that it has been relocated to the back of their building.

3. Executive Director's Update.

Ms. Donoghue stated that there is renewed interest from a private party to redevelop Building 3 as a self-storage facility, and they may be putting together a proposal for the Board. She wanted to let the Board know that the Fitchburg Plumbing Supply building has a P&S and she is working with the potential buyer to support its redevelopment, which is proposed to be high end residential units.

7. ADJOURNMENT

NEXT MEETING SCHEDULED: February 18, 2026

Respectfully submitted,

Sarah U. Stebulis
Business Administrator