



FITCHBURG REDEVELOPMENT AUTHORITY
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MEETING MINUTES

December 23, 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: Jeff Aveni, FRA Attorney
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.

2. READING AND APPROVAL REGULAR MEETING FROM NOVEMBER 19, 2025 AND EXECUTIVE MINUTES FROM NOVEMBER 19 & 26, 2025.

Mr. Roy motioned to approve the Regular meeting minutes from November 19, 2025. Seconded by Mr. Bowen. The motion carried by 3-0 vote.

Mr. Bowen motioned to approve the Executive meeting minutes from November 19 & 26, 2025. Seconded by Mr. Roy. The motion carried by 3-0 vote.

RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM NOVEMBER 19 & 26, 2025.

Mr. Roy motioned to release the Executive meeting minutes from November 19 & 26, 2025. Seconded by Mr. Bowen. The motion held by 0-3 vote.

Ms. Cruz joined the meeting at 8:04 a.m.

3. BUDGET AND FINANCE

A. Summary Report

Ms. Stebulis stated all bills were voted via email last week.

4. GENERAL BUSINESS

A. 0 Airport Road

1. Update

Ms. Donoghue stated that GFI has requested to extend for a 10th time to June 2026 at the latest. They are still going through permitting in Lunenburg, which has been slow due to staffing shortages. Attorney Erb is working on an extension letter now which should be ready for the Board to vote on at the next meeting.

B. Request for approval of updated appraisal

1. 520 Main Street

The appraisal for 520 Main Street has expired and a new one is needed if we are going to put the property back out for sale and RFP. Ms. Cruz stated that she believes Amy Jolly of Applewild is still interested and she would like to continue working with her. Ms. Donoghue stated that she could draft a memorandum of understanding with a timeline if we go forward with Applewild's proposal. Mr. Roy suggested the Board ask her back to a meeting to give a presentation with her updates and timeline. Mr. Bowen agreed and stated that he would give her an opportunity to give the FRA evidence of progress and an update of what they are doing to move the project forward. He stated that he would be willing to wait if we had an assurance of their commitment to the project. The Board agreed to invite Amy Jolly to the next meeting to present an update.

C. Administrative Reports

1. Business Administrator's Update

Ms. Stebulis is working on the 2026 General and CAM budgets, as well as starting the 2025 CAM reconciliation. All bank accounts have been updated and reflect the current Board membership. Half of the state earmark was received which will go towards the redevelopment of the old YMCA building.

2. Facility Manager Update

Mr. Hasche stated the switch gear contractor is looking for payment for the first phase which is almost done, but not yet complete. He is working with the project manager to adjust the price accordingly to reflect what is not yet completed. There have been roof leaks over DRS due to melting snow, which have been promptly repaired. The RFP for the roof has been edited and extended to January 12, 2026, with a few interested parties already reaching out. Rockwell roofing did an evaluation of the roof and it has already been sent to the state as part of the grant requirements. Higgins Mechanical has been working on the HVAC repair in the Registry of Deeds server room, but after doing \$7,600 worth of work, they cannot get it to run. Mr. Hasche is working with them to see how to proceed forward in a way that he is comfortable with before paying that invoice.

Two compressors recently failed on the chiller. Higgins has been trying to find out the cause and will be putting a phase compressor in to test, as well as testing the oil in the chillers. This repair is expected to be around \$30,000. Mr. Hasche has been working on accurately measuring all common area spaces and getting an accurate total square footage for the entire building, as we have various competing numbers from our predecessors. Gas lines were mounted to the side of the ARC building and are encroaching on our property at 520 Main Street. Mr. Hasche has contacted Gary Miller about this and will be working out a solution to move them.

3. Executive Director's Update

Ms. Donoghue stated that she would keep the reissue of the RFP for 520 Main Street on hold until Amy Jolly presents her update. She applied for a \$50,000 grant for the roof repairs through the T-Mobil hometown grant. She is beginning the process of compiling her Annual Report for 2025.

5. PLANNING & COMMUNITY DEVELOPMENT UPDATE

No update was provided.

6. EXECUTIVE SESSION

Mr. Roy motioned to adjourn the Regular Board meeting and not return and enter into Executive Session at 8:43 a.m. Seconded by Mr. Bowen. Motion carried 4-0.

7. ADJOURNMENT

NEXT MEETING SCHEDULED: January 21, 2026

Respectfully submitted,

Sarah U. Stebulis
Business Administrator