



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

February 25, 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
Samantha Squalia, Mayor, City of Fitchburg
Brian Lipomi, Owner, Letz Rage
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 8:07 a.m.

2. A FAREWELL TO JAY ROY

A. Presentations by Mayor Samantha Squalia & FRA Board Chair, Charles Caron

Presentations were made recognizing Jay Roy for his service of over 6 years to the Fitchburg Redevelopment Authority.

3. READING AND APPROVAL REGULAR MEETING FROM JANUARY 21, 2026 AND EXECUTIVE MINUTES FROM JANUARY 21, 2026.

Mr. Roy motioned to approve the Regular meeting minutes from January 21, 2026. Seconded by Mr. Bowen. The motion carried by 4-0 vote.

Mr. Bowen motioned to approve the Executive meeting minutes from January 21, 2026. Seconded by Mr. Roy. The motion carried by 4-0 vote.

RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM JANUARY 21, 2026.

Mr. Bowen motioned to release the Executive meeting minutes from January 21, 2026. Seconded by Mr. Roy. The motion held by 0-4 vote.

4. BUDGET AND FINANCE

A. Summary Report

Ms. Stebulis stated all bills were voted via email last week. There was only one bill to vote on which was for the deposit for sidewalk repair outside of the East Vestibule.

Mr. Bowen motioned to approve the payment of \$750.67 for the deposit for sidewalk repair. Seconded by Mr. Roy. Motion carried by 4-0 vote.

5. GENERAL BUSINESS

A. Administrative Reports

1. Business Administrator's Update

Ms. Stebulis reported ongoing work on the annual budget and CAM reconciliation. CAM credits for 2025 will be issued with detailed accounts of amounts sent to each tenant this week.

2. Facility Manager Update

Mr. Hasche provided updates on facility projects including completed interior painting of common areas, ceiling tile replacement, and progress on the switchgear project with \$324,000 distributed for transformer and conduit pad installation. Soil disposal planning for contaminated and clean soil piles is underway. A new HVAC unit for the Registry of Deeds is necessary after a repair attempt failed, and Higgins Mechanical has agreed to not charge us for any previous failed repair costs if we purchase and install the new unit through them.

Mr. Bowen motioned to approve the installation of a new server room AC unit in the Registry of Deeds. Seconded by Mr. Roy. Motion carried by 4-0 vote.

3. Executive Director's Update

Ms. Donoghue discussed follow-up regarding environmental contamination issues at 1 Airport Road and ongoing discussions regarding its sale. Ms. Donoghue has given permission for excess snow to be trucked onto the Airport Road property as long as all roads and paths are kept clear. The FRA was not awarded the \$50,000 T-Mobile grant.

5. PLANNING & COMMUNITY DEVELOPMENT UPDATE

Ms. Donoghue invited Mayor Squalia to provide any updates she would like about the city. She updated the board on the progress of the 'Welcome to Fitchburg' signage project,

including needing one more sponsorship and planned improvements to the signs using durable materials.

Mr. Bowen motioned to approve the donation of \$3,000 to the City of Fitchburg to sponsor a Welcome to Fitchburg sign. Seconded by Ms. Cruz. Motion carried by 4-0 vote.

6. EXECUTIVE SESSION

6. ADJOURNMENT

Mr. Bowen motioned to adjourn the Regular Board meeting and enter into the Annual Meeting at 8:28 a.m. Seconded by Mr. Roy. Motion carried 4-0.

Mr. Bowen motioned to adjourn the Regular Board meeting and not return and enter into the Executive Session at 8:52 a.m. Seconded by Mr. Roy. Motion carried 4-0.

NEXT MEETING SCHEDULED: March 18, 2026

Respectfully submitted,

Sarah U. Stebulis
Business Administrator