



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

166 Boulder Drive, Suite 104 | Fitchburg, MA 01420
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MEETING MINUTES

March 18, 2026
Fitchburg Redevelopment Authority Office
166 Boulder Drive, Suite 104 East, Fitchburg, Massachusetts

Meeting held in Person

MEMBERS PRESENT: Joe Bowen, Chair
Charles Caron, Vice Chair
Maribel Cruz, Treasurer

OTHERS PRESENT: Jeff Aveni, FRA Attorney
Brian Lipomi
Chuck Siomos
Meagen Donoghue, Executive Director, FRA
Sarah Stebulis, Business Administrator, FRA
Robert Hasche, Facilities Manager, FRA

1. MEETING CALL TO ORDER

Chairman Bowen called meeting to order at 8:05 a.m.

2. READING AND APPROVAL REGULAR & ANNUAL MEETING AND EXECUTIVE MINUTES FROM FEBRUARY 26, 2026.

Mr. Caron motioned to approve the Regular meeting minutes from February 26, 2026. Seconded by Ms. Cruz. The motion carried by 3-0 vote.

Mr. Caron motioned to approve the Executive meeting minutes from February 26, 2026. Seconded by Ms. Cruz. The motion carried by 3-0 vote.

Mr. Caron motioned to approve the Annual meeting minutes from February 26, 2026, with corrected title for Mr. Bowen on the second vote. Seconded by Ms. Cruz. The motion carried by 3-0 vote.

RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM FEBRUARY 26, 2026.

Mr. Caron motioned to release the Executive meeting minutes from February 26, 2026. Seconded by Ms. Cruz. The motion held by 0-3 vote.

3. BUDGET AND FINANCE

A. Summary Report

Ms. Stebulis stated all bills were on normal course and she explained exceptions to monthly bills.

Mr. Caron motioned to approve the payment of the attached list of bills. Seconded by Ms. Cruz. Motion carried by 3-0 vote.

4. FUNDING REQUESTS

A. Fitchburg Street Hockey

Ms. Cruz motioned to approve the donation of \$250 to Fitchburg Street Hockey. Seconded by Mr. Caron. Motion carried by 3-0 vote.

5. GENERAL BUSINESS

A. Administrative Reports

1. Business Administrator's Update

Ms. Stebulis asked if anyone from the Board would like to present the Fitchburg Redevelopment Authority's Non-Traditional Scholarship this year at the Annual Scholar's Breakfast. The Board requested Ms. Stebulis present it on the FRA's behalf. Ms. Stebulis is working on preparing materials for the 2025 Audit, as well as various updates to the website and lease software.

2. Facility Manager Update

Mr. Hasche stated that he received a quote for the removal of the contaminated soil from Putnam Place and there are two different piles that will need to be disposed of differently based on level of contamination. Cost should be around \$30,000.

Mr. Caron motioned to approve the removal of contaminated soil as quoted. Seconded by Ms. Cruz. Motion carried by 3-0 vote.

Mr. Hasche stated that sidewalk repair of the entrance to DRS is scheduled to be done April 1. He checked with DRS this week about whether there were any roof leaks due to the unusually heavy rains, and there were no leaks reported. Socotec is working on a scope for the roof work and a pre-bid quote. They must report to the state if our roof is capable of supporting solar panels. There have been instances with this roof contractor,

who is hired by the FRA, where Bob is being purposefully kept out of site tours. DRS is allowing the contractors in with DRS employees but not allowing Bob to accompany as well, which the Board should be aware of. The HVAC system for the Registry of Deeds server room has been ordered and will be installed by the end of May at the latest.

3. Executive Director's Update.

Ms. Donoghue stated the Annual Report was filed with City Council last night and she attended the meeting just in case there were any questions that needed to be answered. She stated that last week she attended training at UMass Lowell for the new TDI partnership in our Urban Renewal District on Water Street. She toured newly finished lofts done by Nick Pelliter for which we facilitated a state earmark to support. The Board is all invited to attend their official ribbon cutting ceremony on Friday.

6. PLANNING & COMMUNITY DEVELOPMENT UPDATE

No Representative attended.

Brian Lipomi and Chuck Siomos left the meeting at 8:51 a.m.

7. EXECUTIVE SESSION

Mr. Caron motioned adjourn the Regular Board meeting and not return, and to enter into Executive Session at 8:55 a.m. Seconded by Ms. Cruz. Motion carried 3-0.

8. ADJOURMENT

NEXT MEETING SCHEDULED: April 15, 2026

Respectfully submitted,

Sarah U. Stebulis
Business Administrator