



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

May 20, 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
Brian Lipomi, Member
Chuck Siomos, Member

OTHERS PRESENT: Elisha Erb, FRA Attorney
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 MINUTES FROM APRIL 15, 2026, AND EXECUTIVE MINUTES FROM APRIL 15, 2026 & MAY 13, 2026.

Mr. Caron motioned to approve the Regular meeting minutes from April 15, 2026. Seconded by Mr. Lipomi. The motion carried by 4-0 vote.

Mr. Caron motioned to approve the Executive meeting minutes from April 15, 2026 and May 13, 2026. Seconded by Mr. Siomos. The motion carried by 4-0 vote.

RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM APRIL 15, 2026 & MAY 13, 2026.

Mr. Caron motioned to release the Executive meeting minutes from April 15, 2026 and May 13, 2026. Seconded by Mr. Siomos. The motion held by 0-4 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 Mr. Siomos. Motion carried by 4-0 vote.

4. GENERAL BUSINESS

A. 0 Airport Road Update

1. Attorney Elisha Erb to present

Atty. Erb gave an update and summary of the history of the Airport Road property for new Board members. He stated we are on our 10th amendment to our agreement, which gives us an easement on the property and after construction, requires us to fence our remaining land to protect it from the public. Bill Harrington has a plan of the site and it still needs to be approved by the planning boards in Fitchburg and Lunenburg. He is requesting the Board vote to allow Ms. Donoghue to sign the deed for easements. There was a discussion of the sale price and cost of the fencing and whether there would be enough remaining in their deposit to cover the fencing cost.

Mr. Caron motioned to approve giving Meagen Donoghue the authority to sign the deed for Airport Road property on behalf of the Board. Seconded by Mr. Lipomi. Motion carried by 4-0 vote.

Elisha Erb left the meeting at 8:32 a.m.

B. Urban Renewal District Housing Grant

1. 329-335 Main Street – 8 Units

Mr. Caron motioned to approve awarding a \$40,000 Urban Renewal District Housing Grant for 8 units at 329-335 Main Street. Seconded by Mr. Lipomi. Motion carried by 4-0 vote.

C. Proposed Pop-Up at Suite 112

Ms. Donoghue stated that we have a local woman interested in using Suite 112 for four (4) weekends in the summer to open a pop-up market with other vendors. She would like to make it an event with possible food trucks and live music in the parking lot. Mr. Caron asked if this could coincide with our Food Truck Festival, and Ms. Donoghue stated that she believes the dates can be flexible. The Board discussed what we would charge for rent and who would take care of the cleaning and utilities. Mr. Caron expressed that he didn't want the space to be held up if an interested party wanted to rent it. He suggested terms be that she be responsible for cleaning up the space before and after, paying for utilities as metered and billed by Mr. Hasche, and that the FRA reserves the right to cancel with 10-days' notice. Mr. Siomos wondered if this was bad timing to add a layer of complexity with all the FRA has going on right now. Ms. Donoghue stated that small

business incubation in our district is part of our mission and this would be considered that. The Board discussed it further and agreed they were interested, especially since it is within our mission.

Mr. Caron motioned to agree and vote on final determination of rent fee via email for 4 weekends for Suite 112. Seconded by Mr. Siomos. Motion carried by 4-0 vote.

D. Fundraising Request

1. Civic Days

Civic Days is being hosted at Putnam Place after a favorable tenant meeting. All tenants have agreed to and provided written permission of their agreement to hold the event in the parking lot. Historically the FRA has always sponsored the Block Party.

Mr. Caron motioned to approve a \$5,000 Sponsorship of Civic Days, specifically towards the Block Party. Seconded by Mr. Siomos. Motion carried by 4-0 vote.

E. Administrative Reports

1. Business Administrator's Update

Ms. Stebulis stated she and Ms. Donoghue worked on the most recent FRA Connector newsletter and it was released on Monday. It has been sent via email to followers, is on our website, and will be posted on all social media accounts. She presented the FRA's Non-Traditional Scholarship to a local Fitchburg High School recipient at the Chamber's annual scholarship breakfast. It was a wonderful event, and our scholarship recipient will be attending Mount Wachusett Community College in the fall. She asked the Board if they would consider allowing her to use a recording device going forward to assist with note taking for minutes, the Board agreed that would be fine if it is allowable by law. Ms. Donoghue said she would research.

2. Facility Manager Update

Mr. Hasche stated that the steam turbine has been moved between building 2 and building 3. Tech roofing has been out to do spring maintenance of the roof and repairing splits in the rubber roof. The FRA has signed a 3-year gas contract with Secure Energy which is competitive with today's rates. This is a transferable contract. On June 1, Johnson Controls and the water department will work on the low flow water pipe. There have been chiller issues that he is trying to figure out. Last fall we lost two compressors and with diagnostics, nothing came forward as to the reason why. The Compressors have been discontinued and they are not offering replacement parts since they are well out of warranty. Higgins Mechanical is working on a quote to replace the compressors, last time they were done they were around \$15,000 each. The new A/C unit has been installed in the Registry of Deeds, and they are happy with it. The switch gear project is starting back up, and they will begin pulling cable in the next month.

3. Executive Director's Update.

Ms. Donoghue told the Board that she received a letter from Amy Jolly of Applewild School and they will not be moving forward with their hotel proposal for 520 Main Street due to financial reasons. She said that she has heard from the Mattias Group who also submitted a proposal, and they may come to the Board with a new and update proposal in the future. Tracy Sladen is marketing the site again.

Ms. Donoghue stated that she has reached out to Water Street properties and businesses in our Urban Renewal District with information about the FRA's grant opportunities. She continues to coordinate with the Fitchburg Historical Society about the GE turbine. It came to Fitchburg as a monument to GE. The Historical Society is interested in taking ownership of it.

Ms. Donoghue is speaking with solar companies about our contaminated land on Airport Road and if solar could be a good use for that site. Our LSP thinks it's an excellent idea and use for the land. She is going to continue to gather information and make sure our exemption is maintained with the state if we do lease the land for this purpose.

5. PLANNING & COMMUNITY DEVELOPMENT UPDATE

No Representative attended.

6. EXECUTIVE SESSION

Mr. Caron motioned adjourn the Regular Board meeting and not return, and to enter into Executive Session at 9:15 a.m. Seconded by Mr. Lipomi. Motion carried 4-0.

8. ADJOURMENT

NEXT MEETING SCHEDULED: June 17, 2026

Respectfully submitted,

Sarah U. Stebulis
Business Administrator