FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding
166 Boulder Drive, Suite 104 | Fitchburg, MA 01420
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MEETING MINUTES

June 17, 2026
Fitchburg Redevelopment Authority Office
166 Boulder Drive, Suite 104 East, Fitchburg, Massachusetts

Meeting held in Person and on Zoom

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

OTHERS PRESENT:
Elisha Erb, FRA Attorney
Michael Galvin, DRS
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 MAY 20, 2026, AND EXECUTIVE MINUTES FROM MAY 6, 20 and JUNE 2, 10, 2026.**

   Mr. Caron motioned to approve the Regular meeting minutes from May 20, 2026. Seconded by Mr. Lipomi. The motion carried by 4-0 vote.

   Mr. Caron motioned to approve the Executive meeting minutes from May 6 & 20, 2026 and June 2 & 10, 2026. Seconded by Mr. Lipomi. The motion carried by 4-0 vote.

   RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM MAY 6, 20 and JUNE 2, 10, 2026.

Mr. Caron motioned to release the Executive meeting minutes from May 6 & 20, 2026 and June 2 & 10, 2026. Seconded by Mr. Lipomi. The motion held by 0-4 vote.

3. BUDGET AND FINANCE

A. Summary Report

Ms. Stebulis stated all bills were on normal course with no exceptions to normal monthly bills.

Mr. Caron motioned to approve the payment of the attached list of bills. Seconded by Mr. Lipomi. Motion carried by 4-0 vote.

4. GENERAL BUSINESS

A. 0 Airport Road Update

1. Discussion with Attorney Elisha Erb

Atty. Erb gave an update on Airport Road and that GFI has drafted a proposed lease for our access easement. Atty. Erb needs a new certificate of vote from the Board that they authorize Ms. Donoghue to sign necessary deed documents on the Board's behalf.

Mr. Caron motioned to approve selling 0 Airport Road to GFI for $1,375,000 with easements and giving Meagen Donoghue the authority to sign the deed documents for Airport Road property on behalf of the Board. Seconded by Ms. Cruz. Motion carried by 4-0 vote.

Elisha Erb left the meeting at 8:13 a.m.

B. DRS Sub Slab Discussion

1. DRS Representative and Bob Hasche to present

DRS would like to perform a replacement of half of the slab foundation on the main floor of their factory space (Main Bay/North Bay). They plan to tear up the old slab and address any subfloor contamination. They are working with Tighe & Bond and Arcadis already on the plans for this project. Arcadis has said this work may disrupt the safety and use of Suite 112 for the pop-up vendor, and Todd from Tighe & Bond is doing research on that now. They would like to start work in mid-July and it should take 16 weeks. They plan to do the same renovation on South Bay the beginning of next year. The crane has been removed and is being stored in Building 3, and a certificate of insurance has been requested from DRS's facilities director. Ms. Donoghue added that the Board must approve any structural changes, which is why DRS's has come to the meeting today.

Mr. Caron motioned to approve DRS's renovation/replacement on slab in the Main Bay/North Bay, at their cost and with them responsible for all permitting. Seconded by Ms. Cruz. Motion carried by 4-0 vote.

Michael Galvin left the meeting at 8:19 a.m.

C. Urban Renewal Discussion

1. 480 Water Street

This is the property of Fitchburg Discount and was conceptualized in our Urban Renewal Plan to build a welcome center for the Rail Trail. Ms. Cruz stated that there is also interest from a gym in occupying that space. Ms. Donoghue stated that she has spoken with MART about this location and it could be an option to partner with them to have a bus stop and ticket office at the location. Other ideas include a public market with commercial kitchen and ice cream stand. Mr. Caron would like to see multiple buildings in that area acquired and redeveloped, and he said he will look into those additional properties more for the Board. Chairman Bowen said he was interested in redevelopment in the TDI Water Street district and suggested the Board create a priority list of properties in our urban renewal district. Mr. Caron asked Ms. Donoghue if she could create a map of our Urban Renewal District with an overlay of the TDI district to see what properties are in both. Ms. Donoghue stated that she would do that. Mr. Caron also wondered if the TDI District may need to utilize the FRA for our eminent domain powers for redevelopment, since the city can only use eminent domain for safety reasons. He added that our powers in cases like this make the FRA an important tool in the city.

2. 780 Main Street

Atty. Aveni suggested the FRA may be interested in purchasing the Rollstone Bank building on Main Street, as they are selling off some property assets with their recent merger. There are multiple long-term tenants, including FATV. Ms. Donoghue has a meeting next week with the head of Rollstone Bank and will have more information and an idea of price at that time. The Board discussed the Sentinel building adjacent to it and how the lot could be utilized to make the Rollstone building more attractive for redevelopment.

3. 866 Main Street

Ms. Donoghue updated the Board that Phase 1 & 2 of environmental exploration has been completed, and serious contamination was found from previous tenants and the fire on site. She is in the process of reporting this to the EPA as is mandated. If we sell this property in the future, this will need to be disclosed. It is still an option to cap the parking lot and use it for parking or for an outdoor market. There was a discussion of timber framed canopies vs. shipping containers for that site.

D. Putnam Place

1. **Discussion and vote for replacement of chiller.**

   Mr. Hasche stated that 3 compressors need to be replaced out of 6 on our chillers. 2 have already been recently replaced. The ones which have failed have been discontinued by the manufacturer, probably due to issues such as we are having. The Board discussed repairs and maintaining redundancy. Quote provided by Higgins Mechanical only listed 2 of the 3 compressors, so he will get an updated quote for the Board to review.

E. Administrative Reports

1. **Business Administrator's Update**
   Ms. Stebulis stated she has met with the Auditor to begin the 2025 financial audit. For the next regular Board meeting, she will prepare and provide the Board with a mid-year budget report. Lease updates have been made to FinQuery, as well as website updates.

2. **Facility Manager Update**
   Mr. Hasche stated that the low water pressure issue has been resolved, it was due to an adjustment needed to be made by the City's water department. There is still a remaining pressure issue in the building and Johnson Controls is working to find a malfunctioning check valve that could be causing that. The city water department mandates that we have an inspection of our private hydrants. We are going to do a 5-year inspection of the hydrants with Johnson Controls. We passed the fire panel inspection. Switch gear soil removal is done. There was more soil than what the paperwork indicated, so he is working to have paperwork updated to new soil totals.

3. **Executive Director's Update.**
   Ms. Donoghue participated in the cleanup date of the TDI district on behalf of the FRA. Atty. Jeff Aveni is starting the paperwork for the land distribution agreement. She has completed the EPA paperwork for the demolition plans for the power plant.

   The soil borings from Phase 2 of environmental testing on our 17 remaining acres of 0 Airport Road have been completed. The area is heavily contaminated, with some areas going down over 40 feet. They will tell us at the end of testing what we can do with the property and if solar will be an option on that site. The EPA did a site visit yesterday.

5. PLANNING & COMMUNITY DEVELOPMENT UPDATE

No Representative attended.

6. EXECUTIVE SESSION

Mr. Caron motioned to adjourn the Regular Board meeting and not return, and to enter into Executive Session at 9:38 a.m. Seconded by Mr. Lipomi. Motion carried 4-0.

8. ADJOURMENT

NEXT MEETING SCHEDULED: July 15, 2026

Respectfully submitted,

Sarah U. Stebulis
Business Administrator