



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

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MEETING MINUTES

July 15, 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
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 Bowen called meeting to order at 8:05 a.m.

2. READING AND APPROVAL REGULAR MINUTES FROM JUNE 17, 2026, AND EXECUTIVE MINUTES FROM JUNE 17, 2026 AND JULY 1, 2026.

Ms. Cruz motioned to approve the Regular meeting minutes from June 17, 2026. Seconded by Mr. Caron. The motion carried by 4-0 vote.

Ms. Cruz motioned to approve the Executive meeting minutes from June 17, 2026 and July 1, 2026. Seconded by Mr. Caron. The motion carried by 4-0 vote.

RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM JUNE 17, 2026 AND JULY 1, 2026.

Mr. Caron motioned to release the Executive meeting minutes from June 17, 2026 and July 1, 2026. Seconded by Ms. Cruz. The motion held by 0-4 vote.

3. BUDGET AND FINANCE

A. Summary Report

Ms. Stebulis stated all bills were on normal course.

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

4. GENERAL BUSINESS

A. Small Business Internet Grant

1. FATV

FATV has applied for \$1000 for the installation of a multi-service internet package.

Mr. Lipomi motioned to approve \$1000 Small Business Internet Grant for FATV. Seconded by Mr. Caron. Motion carried by 4-0 vote.

B. Funding Request

1. North Central MA Chamber of Commerce – Sponsorship Opportunities

Ms. Donoghue shared a letter from the NCMCC about sponsorship opportunities. The Board discussed that it already donates \$2,000 to the Non-Traditional Scholarship and \$1,000 to the Annual Meeting. They would be interested in seeing a comprehensive list of other sponsorship opportunities.

C. Putnam Place

1. Discussion and vote for repair of chiller

Mr. Hasche gave the Board an updated quote to repair the 3 compressors on the chillers to bring the system to full capacity. Mr. Caron agreed this needs to be done to retain redundancy for the building.

Mr. Caron motioned to approve repairs of 3 compressors on chillers based on quote of approximately \$60,000. Seconded by Mr. Lipomi. Motion carried by 4-0 vote.

D. Administrative Reports

1. Business Administrator's Update

Ms. Stebulis continues her work with the auditor and spoke to the Board about how DRS's underpayment of rent should be handled internally for next year's auditing purposes. She has also held meeting with FinQuery to insure our leases are accurate and up to date in the software. She provided the Board with a mid-year budget report and CAM budget report for facilities to use when budgeting building and site repairs. There was a brief discussion.

2. Facility Manager Update

Mr. Hasche stated that we passed our fire alarm inspection. Elevator maintenance has been completed with no issues. DRS has broken ground on their slab restoration

project. The equipment for the Switch Gear project has been delayed until October. The sewer separation project on site has begun and every night they restore the area to make it usable for DRS's delivery truck access.

3. Executive Director's Update.

Ms. Donoghue held her Food Truck Fest kick off meeting; the festival is scheduled for September 16. She is working with Millbury on resurrecting their redevelopment authority.

5. EXECUTIVE SESSION

Ms. Cruz motioned to recess the Regular Board meeting and return, and to enter into Executive Session at 8:32 a.m. Seconded by Mr. Caron. Motion carried 4-0.

Mr. Caron motioned to adjourn the Executive Session and enter into the Regular Board meeting at 9:30 a.m. Seconded by Mr. Lipomi. Motion carried 4-0.

6. PLANNING & COMMUNITY DEVELOPMENT UPDATE

Ms. Cruz gave the Board various updates from around the city including: rail trail phase 2 is underway, TDI district begins August 1 on Water Street and they are starting on new sidewalks in that district, Greif redevelopment, 34 units of housing approved for former Santander Building, River Park stage update, increase in safety downtown with greater police presence and signage, and 6 EV charging stations were installed downtown.

7. ADJOURNMENT

Mr. Caron motioned to adjourn the Regular Board meeting at 9:52 a.m. Seconded by Mr. Lipomi. Motion carried 4-0.

NEXT MEETING SCHEDULED: August 19, 2026

Respectfully submitted,

Sarah U. Stebulis
Business Administrator