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

September 30, 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
Chuck Siomos, Member

OTHERS PRESENT: Meagen Donoghue, Executive Director, FRA
Sarah Stebulis, Business Administrator, FRA

1. **MEETING CALL TO ORDER**
   Chairman Bowen called meeting to order at 8:35 a.m.

2. **READING AND APPROVAL REGULAR MINUTES FROM JULY 15, 2026, AND EXECUTIVE MINUTES FROM JULY 15, 2026 AND SEPTEMBER 21, 2026.**

   Mr. Caron motioned to approve the Regular meeting minutes from July 15, 2026. Seconded by Mr. Lipomi. The motion carried by 5-0 vote.

   Mr. Caron motioned to approve the Executive meeting minutes from July 15, 2026 and September 21, 2026. Seconded by Mr. Caron. The motion carried by 5-0 vote.

   RELEASE OF EXECUTIVE SESSION MEETING MINUTES FROM JULY 15, 2026 AND SEPTEMBER 21, 2026.

   Mr. Siomos motioned to release the Executive meeting minutes from July 15, 2026 and September 21, 2026. Seconded by Mr. Caron. The motion held by 0-5 vote.

3. BUDGET AND FINANCE

A. Summary Report

Ms. Stebulis stated all bills and financials were on normal course. She will present a list of bills to pay at the next regular meeting.

4. GENERAL BUSINESS

A. Funding Requests

1. Chamber 2027 Sponsorship (continued)

The Board discussed the packet provided by the Chamber with various funding and donations options. The Board decided to continue with their traditional donations and sponsorships of the Annual Meeting and Scholarship.

Mr. Caron motioned to approve $1,000 2027 Annual Meeting Sponsorship. Seconded by Mr. Siomos. Motion carried by 5-0 vote.

2. Chamber Career & Technical Pathways Scholarship

Mr. Caron motioned to approve $2,000 2027 Career & Technical Pathways Scholarship honoring Dr. Laura Bayless. Seconded by Mr. Lipomi. Motion carried by 5-0 vote.

B. Putnam Place

1. High Voltage Breaker Inspection

Ms. Donoghue presented on behalf of Mr. Hasche. A high voltage breaker inspection is required every 5 years. Mr. Hasche is working on getting quotes now, but it will be in the price range of $25,000. Once we have pricing, this can be discussed further.

2. Request to extend Library Lease

Ms. Donoghue updated the Board that the new library does not look like it will be complete until June 2027. The Library is looking to extend their lease through June 30, 2027. The Board agreed to discuss further in executive session.

C. Administrative Reports

1. Business Administrator's Update

Ms. Stebulis updated that the Audit is complete and we are just waiting for the final financial statements for 2025. We have received the payment from the sale of 0 Airport Road and it has been deposited into an account in which she negotiated for higher APY rates based on this deposit. Ms. Stebulis and Ms. Donoghue met with our new insurance agent through HUB and will be in close contact as the FRA's need change in the next year. The latest newsletter is completed. It was sent to our mailing list by Mailchimp, as well as available on our website and social media.

2. Facility Manager Update

Mr. Hasche was not present but provided a list of updates to the Board. Mr. Bowen stated that the switch gear project needs to be completed by the end of the year in order to receive grant money. Ms. Donoghue said she would have Mr. Hasche talk to

the project manager. She stated is timing looks like it will be an issue, she can also reach out to Patrick Field at the state to discuss if an extension is possible.

3. **Executive Director's Update.**
   Ms. Donoghue stated Erb & Aveni are working on the survey of the Boulder Drive property to separate the land from that small portion of land across the river. The Food Truck festival went well even though there were multiple events happening at the same time to compete with. The old GE turbine that the Fitchburg Historical Society researched and was found to be historically significant will be restored by DRS.

   Ms. Donoghue has been working closely with the TDI Fellow, Luis Cotto. She asked the Board if two members would like to form a subcommittee to identify properties within the district to redevelop and apply for funding through grants. The Board discussed and agreed that Mr. Caron and Ms. Cruz would form the TDI/Water Street District Subcommittee. Ms. Cruz will file conflict of interest paperwork with the city.

5. PLANNING & COMMUNITY DEVELOPMENT UPDATE

Ms. Cruz gave the Board various updates from around the city including 200+ Units of housing planned for the old church complex on Water Street. She stated the Latino Fest was a big success and Trick or Treat on Main Street will be held October 24.

6. EXECUTIVE SESSION

Mr. Caron motioned to adjourn the Regular Board meeting and not return, and to enter into Executive Session at 9:15 a.m. Seconded by Mr. Siomos. Motion carried 5-0.

7. ADJOURMENT

Mr. Caron motioned to adjourn the Regular Board meeting and not return, and to enter into Executive Session at 9:15 a.m. Seconded by Mr. Siomos. Motion carried 5-0.

NEXT MEETING SCHEDULED: October 21, 2026

Respectfully submitted,

Sarah U. Stebulis
Business Administrator