

**BURRILLVILLE REDEVELOPMENT AGENCY  
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall  
Meeting Date: December 6, 2005  
Meeting Time: 7:00 PM

**Members Present:**

James A. Langlois, Chairman	Robert Peloquin
Jeffrey J. Barr, Vice Chairman	Cheryl Choquette
David A. Fontaine	

**Members Absent:**

**Staff/Consultants Present:**

Tim Kane, General Legal Counsel	Tom Kravitz, Town Planner
Michael Wood, Town Manager	Scott A. Gibbs, NEEDS, Inc.

**Others Present:**

Roger Bourbonniere, President, DPNA

**Call To Order:**

Chairman James Langlois called the meeting to order at 7:05 PM.

**Approval of Minutes:**

David Fontaine made a motion, seconded by Bob Peloquin to approve the meeting minutes of October 25, 2005. The motion was unanimously approved.

**Approval of Invoices/Bills:**

1. Bob Peloquin made a motion, seconded by Cheryl Choquette to approve the invoice from Timothy F. Kane dated November 17, 2005 for the amount of \$3,520.00. The motion was unanimously approved.
2. David Fontaine made a motion, seconded by Bob Peloquin, to approve the invoice #111 from the Bargain Buyer for the amount of \$30.50. The motion was unanimously approved.
3. Mike Wood recommended not taking any actions on the invoices from the Cecil Group until the Agency receives an actual bill.

**Citizen Comment:**

Roger Bourbonniere informed the Agency that the DPNA has been successful in bringing in three new members. Mr. Bourbonniere indicated that the DPNA will elect new officers in January and that he will continue to serve the DPNA in an advisory capacity. Mr. Bourbonniere stated that the Victorian Holiday was a success and that several families outside of the Town of Burrillville attended the event. Mr. Bourbonniere also informed the Agency that the DPNA was successful in securing a grant from the Pascoag Utility to hang several welcome banners in Downtown Pascoag.

Tom Kravitz referenced the masterplan for the Stillwater Complex which calls for a parking lot next to the existing building occupied by the Planning Department. Tom Kravitz stated that it is prudent for the Agency to begin assembling the necessary parcels for the construction of the parking lot. Mr. Kravitz stated that a survey has been completed as well as a summary appraisal

that will be discussed in Executive Session. Mr. Wood stated that the Agency will discuss what the next steps in Executive Session (visitors).

**Old Business:**

1. Update on Downtown Pascoag Redevelopment District.

Tom Kravitz stated that he received the final redevelopment plan for Downtown Pascoag. Mr. Kravitz stated that he will get a hard copy of the plan for distribution to the Agency members. Mr. Kravitz also stated that digital copies of the redevelopment plan will also be available to those agency members that have the capacity to print the PDF document. Robert Peloquin asked if it was possible to change the plan in the future. Both Mike Wood and Tim Kane indicated that the redevelopment plan is flexible and could be amended in the future albeit possibly with approval from the Town Council depending on the significance of the changes.

2. Update Stillwater Mill - Redevelopment District

Tom Kravitz explained that there have been no changes to the Phase II Library plans. Mr. Kravitz stated that this issue doesn't have to be on future Agency agendas.

Bob Peloquin referenced previous discussions regarding historical excavation at the Stillwater Mill site and the possibility of Civil War artifacts. Mike Wood indicated that if any such items were found, the Agency would be made aware of them.

3. Update on Issue of hiring Staff for the BRA

Mr. Kravitz referenced a draft position description that was included in the Agency member packages. Mr. Kravitz explained that he had made minor changes to the position description that are not reflected in the position description that was distributed. David Fontaine inquired whether the position would be an Agency position a Town position. Mike Wood indicated that if the Agency wanted the position to be a Town position, there would be a rather elaborate process through the Town Council that would have to be followed. As an alternative, the Agency could approach the Town Council for an appropriation to fill the position. Tom Kravitz stated that he would like input from the Agency members prior to finalizing the position description. Mike Wood explained that the Town is currently beginning the budget process and that if the Agency wants an appropriation then he would suggest that the Agency authorize Scott Gibbs to prepare a letter to the Town Council requesting a stipend. Mike Wood explained that the Agency could use the Town's Personnel Board to interview candidates and select the finalist or the Agency could establish a subcommittee with the responsibility of interviewing and hiring. Jeffrey Barr recommended that the Agency use the Town's Personnel Board for initial screening and that the final prospects be subject to an interview by Agency representatives. Mike Wood recommended that the Agency write a letter to the Town Council indicating the Agency's intention to request a special appropriation to fund the position, and write a letter to the Personnel Board informing the Personnel Board of the Agency's intention to request the Personnel Board to coordinate the initial advertising and screening process. A motion was made by James Langlois to send a letter to the Town Council to support the Agency hiring the Community Developer position. The motion was seconded by Jeffrey Barr and was unanimously approved. A motion was made by James Langlois to send a letter to the Personnel Board informing the Personnel Board of the Agency's intention to establish the Community Developers' position and that the Agency is going to fund the position, and request their help in coordinating the hiring process. The motion was seconded by Jeffrey Barr and was unanimously approved. A motion was made James Langlois to send a letter to the Town Clerk informing the Town Clerk of the Agency's establishment of the Community Developers position and their intention to request a special appropriation from the Town Council

of \$15,000, and to discuss the payment of benefits by the Town. The motion was seconded by Bob Peloquin and was unanimously approved.

**New Business:**

David Fontaine referenced his request that Tim Kane send a letter to the Ethics Commission regarding an opinion concerning his position with the Agency and his role with Woonsocket Neighborhood Development Corporation. Tim Kane indicated that an opinion letter was sent by the Ethics Commission in effect stating that David Fontaine cannot participate with any discussions concerning Woonsocket Neighborhood Development Corporation and in fact should remove himself from sitting with the Board and file an appropriate recusal form.

James Langlois stated that he wanted to insure that all precautions are taken to so that neither Mr. Fontaine nor the Agency are compromised in the future. Mr. Langlois inquired whether any votes pertaining to the Stillwater Redevelopment District could constitute a conflict. Mr. Kane indicated only if it directly pertains to the WNDC; however, the Agency should take all issues in the future on a case by case basis.

**General Discussion:**

**Executive Session:**

1. Request for Executive Session from Michael C. Wood, Secretary, pursuant to Rhode Island General Laws 42-46-5(a)5 for review and discussions relating to litigation matters.

A motion was made by James Langlois to go into Executive Session, seconded by Jeffrey Barr, with Bob Peloquin, Cheryl Choquette, and David Fontaine all voting to support the motion.

A motion to reconvene the public portion of the meeting and to seal the minutes of the Executive Session was made by Cheryl Choquette, seconded by Jeffrey Barr, with Bob Peloquin, David Fontaine and James Langlois all voting to support the motion. The public portion of the meeting was reconvened in open session where it was announced that three votes were taken in Executive Session.

**Adjournment:**

On a motion by Bob Peloquin, seconded by Jeffrey Barr, a motion to adjourn the meeting was unanimously approved. The meeting adjourned at 8:50 PM.

Minutes approved by:

\_\_\_\_\_  
Michael C. Wood, Secretary

\_\_\_\_\_  
Date:

Date filed with Town Clerk: \_\_\_\_\_