

**BURRILLVILLE REDEVELOPMENT AGENCY  
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall  
Meeting Date: February 28, 2006  
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 C. Wood, Town Manager	Scott A. Gibbs, NEEDS, Inc.

**Others Present:**

Roger Bourbonniere, DPNA

**Call To Order:**

Chairman James Langlois called the meeting to order at 7:00 PM.

**Approval of Minutes:**

Jeffrey Barr made a motion, seconded by Bob Peloquin to approve the meeting minutes of January 24, 2005. The motion was unanimously approved.

**Approval of Invoices/Bills:**

none

**Citizen Comment:**

Roger Bourbonniere, representing the DPNA, distributed an updated membership list. Mr. Bourbonniere indicated that at this time no one has accepted the position of Chairman. James Langlois asked if the DPNA had established any events for this year. Mr. Bourbonniere responded that there are no events scheduled as of this date.

**Old Business:**

1. Update on Downtown Pascoag Redevelopment District

Tom Kravitz indicated that he had not received any comments to date regarding the draft Downtown Pascoag Redevelopment Plan. Mr. Langlois stated that the plan seems to be acceptable. Mr. Langlois stated, however, that the plan doesn't provide a definitive implementation strategy that explains what needs to be done next. Tim Kane stated that the key words of substandard and blighted need to be incorporated into the project area description. Tim Kane stated that on Page 65, where the plan states that public acquisition of selected properties should be as a last resource, should be deleted in its entirety. James Langlois inquired as to whether there are any funds available for the preservation of the pond and river ways.

Tom Kravitz explained that the Cecil Group should be invited to the next meeting to provide a final presentation of the redevelopment plan. Mike Wood stated that there should be an effort to schedule the subsequent steps to adopt the redevelopment plan. Tim Kane stated that the Comprehensive Plan does not have to be amended in conjunction with the adoption of the redevelopment plan.

2. Update Stillwater Mill - Redevelopment District

James Langlois referenced the scheduled tour on March 28, 2006 of the Stillwater Heights project.

3. Update on Issue of hiring Staff for the BRA

James Langlois referenced letters forwarded to the Town regarding the proposed Community Development Coordinator position as well as a revised position description. Mike Wood stated that the Personnel Board has agreed to coordinate the personnel search. Mike Wood inquired whether the Agency still wanted to fill the position if the Town Council did not approve the funding allocation. Mike Wood indicated that the Agency had enough financial resources to fund the position for two years and that the person should be engaged under contract. A motion was made by Bob Peloquin for the Town's Personnel Board, Administration and Planning Department to proceed with advertising for the position and initial screening of applicants, with no more than three finalists being selected for interview by the Agency. The motion was seconded by Cheryl Choquette and unanimously approved. A motion was made by Jeffrey Barr to adopt a salary range and benefits package not to exceed \$60,000. The motion was seconded by Bob Peloquin and was unanimously approved.

**New Business:**

1. For consideration and action to engage New England Economic Development Services, Inc. to prepare a summary report of Agency activities and accomplishments to date for presentation to Town Council.

After some discussion, it was agreed that NEEDS would prepare the draft summary report for the April 2006 BRA meeting for subsequent presentation at the May Town Council meeting. A motion was made by James Langlois to engage the services of NEEDS to prepare the summary report. The motion was seconded by Jeffrey Barr and was approved with Mr. Fontaine abstaining..

2. Notification that the Annual Meeting will be held on March 28, 2006 at 7:00..

The Chairman called that the March meeting of the Agency will be the Agency's Annual Meeting.

3. Notification of March Meeting Time.

The Chairman informed the Agency Members that the March regular meeting will begin at 7:15.

4. Debra J. Gilfix

Mike Wood stated that Debra Gilfix has been appointed as his assistant. Ms. Gilfix's contact information is: 568-4300 ext. 115 (phone); 568-0490 (fax); and [dgilfix@burrillville.org](mailto:dgilfix@burrillville.org) (email).

**General Discussion:**

Mike Wood disseminated abstracts of the rules pertaining to the open meetings law and the Robert's Rules of Order. As explained by Mr. Wood, public participation at meetings is not accommodated under these two documents. Mike Wood stated that the Agency should consider adopting its policy regarding comments and participation by the public at its meetings.

**Executive Session:**

1. Request for Executive Session from Michael C. Wood, Secretary, pursuant to Rhode Island Open Meeting Law [42-46-5(a)(5)] for review and discussions relating to litigation matters and [42-46-5(a)(5)] for discussion and considerations related to the acquisition, sale or exchange of real property.

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 Jeffrey Barr, seconded by David Fontaine, with Bob Peloquin, Cheryl Choquette 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 there were no votes 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 8:40 PM.

Minutes approved by:

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Michael C. Wood, Secretary

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

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