

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall
Meeting Date: August 22, 2006
Meeting Time: 7:15 PM

Members Present:

James A. Langlois, Chairman	David A. Fontaine
Jeffrey J. Barr, Vice Chairman	Cheryl Choquette
Robert Peloquin	Mark Brizzard (Alternate)

Members Absent:

Staff/Consultants Present:

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

Others Present:

Call To Order:

Chairman James Langlois called the meeting to order at 7:08 PM. Chairman Langlois welcomed Mark Brizzard as a new alternate member of the BRA.

Approval of Minutes:

David Fontaine requested an amendment to the draft minutes of the June 27, 2006 meeting. Specifically, Fontaine stated that he had recused himself from the discussion and vote regarding the NEEDS' invoice. David Fontaine made a motion, seconded by Jeffrey Barr to approve the meeting minutes of June 27, 2006 as amended. The motion was unanimously approved.

Approval of Invoices/Bills:

None

Citizen Comment:

None

Old Business:

1. Update on Stillwater Mill Redevelopment District

Tom Kravitz referenced weekly meetings that he has been attending regarding the Library project. Tom Kravitz indicated that the asbestos removal process is underway. The project is still waiting for the final remedial letter from RIDEM.

Mike Wood explained that Joseph Garlick of WNDC is on vacation and therefore was unable to attend the meeting. Mike Wood indicated that for all practical purposes, the Clock Tower project is a go. Jeffrey Barr inquired about project timing. Mike Wood explained that the current building occupant does not have to vacate the property until the end of January 2007. Wood stated that it could be up to nine months before construction commences. Wood provided an overview of the costs and revenues associated with the settlement pertaining to the acquisition of the property.

James Langlois referenced comments from Tom Kravitz that Mr. Cardente is making good progress in vacating the property. Langlois inquired on the status of Stillwater Heights development. Mike

Wood stated that leases are being executed and that tenants could be moving into the property by week's end.

2. Update on Downtown Pascoag Redevelopment District

James Langlois stated that the Town Council formally adopted the Downtown Pascoag Redevelopment Plan. Mike Wood stated that the Town Council has always supported the activities of the BRA and their support of the Downtown Pascoag Redevelopment Plan was a continuation of this support. Wood stated that there were no negative comments.

James Langlois encouraged member thoughts regarding immediate actions that could be done to convince the public that things are moving forward. Bob Peloquin referenced the need to clean-up the river front which was echoed by Langlois. Tom Kravitz stated that the river walk will be completed by October 31st. Mike Wood inquired as to whether the river walk project included the clean-up of the river front. Tom Kravitz stated that it wasn't. Tom Kravitz stated that it was a good idea for the BRA to focus on the clean-up as a first step. Mike Wood suggested that Tom Kravitz talk to the river walk contractor to discuss the task of cleaning-up the riverfront. BRA members are to walk the area to determine a scope of work.

Tom Kravitz stated that the Town has a contract pending to execute the redevelopment of 96 Main Street which is next to the Mad Dog Saloon. Kravitz also referenced the Murphy project which is progressing. Kravitz also stated that the Pascoag Grammar School is currently requesting a certificate of occupancy.

Mark Brizzard stated that there needed to be a concerted effort to educate the public about the Downtown Pascoag Redevelopment project. Langlois stated that there were numerous public meetings to educate the public and secure their input. Mike Wood explained that the recently adopted plan is actually the amalgamation of several previously prepared plans dating back to 1997. All of which had significant public participation. Langlois suggested that the BRA may want to consider a newsletter to educate the public and to keep them informed as redevelopment progresses.

3. Update on hiring Staff for the BRA

Mike Wood explained that seven applications were originally received and subsequently narrowed down to three. One of the three applicants dropped out. Two (2) candidates were interviewed. Ultimately, the candidate, Joyce Rowley was recommended. After a dialogue with Ms. Rowley, the candidate subsequently withdrew her candidacy, but suggested she be engaged as a consultant via a consultant contract for a period of 6 months.

Tom Kravitz suggested that the BRA review the draft outline of the various projects that the consultant would focus on during the 6 month period. Mike Wood explained that he had no problems with the consultancy relationship and that it actually provided an opportunity for the BRA, Town and Ms. Rowley to test out how well the relationship works. Mike Wood suggested that the task of marketing and promoting the activities of the BRA to the public be added to the draft outline of tasks.

Mike Wood explained that various personnel issues will need to be addressed in her functioning as an independent contractor. Langlois stated that the independent contractor issue needed to be addressed along with the cap on total compensation. A motion was made by Jeffrey Barr to authorize James Langlois to execute a consultant contract with Joyce Rowley to be drafted by the Town Solicitor. The motion was seconded by Bob Peloquin and unanimously approved. A motion was made by Jeffrey Barr to appropriate up to \$29,000 to cover the costs associated with the consultant contract with Joyce Rowley. The motion was seconded by Bob Peloquin and unanimously approved.

New Business:

1. James Langlois again introduced Mark Brizzard as a new, alternate member to the BRA.
2. Tom Kravitz referenced the memorandum from Margarita Iglesia of the Cecil Group concerning their request for an additional payment for their recent attendance and presentation at the Town Council meeting. Mike Wood suggested that the issue be tabled, that the contract be researched, and to report back at the next BRA meeting.
3. Tom Kravitz stated that although CDBG issues are typically discussed in an open meeting, given that it involves the acquisition of real estate, it should be discussed in executive session. A motion was made by Jeffrey Barr to table the issue. David Fontaine seconded the motion and the vote in favor was unanimous. It was agreed to table the issue and to discuss it in Executive Session.

General Discussion:

Mike Wood referenced the draft summary of BRA activities report as prepared by NEEDS. Wood explained that the report will be distributed to the Town Council once the financial information is secured. Wood stated that David Fontaine has been working with the Town's Finance Department to secure the information.

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 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 was one vote taken in Executive Session.

Adjournment:

On a motion by Jeffrey Barr, seconded by David Fontaine, a motion to adjourn the meeting was unanimously approved. The meeting adjourned at 8:35 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____