

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall
Meeting Date: September 26, 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
Joyce Rowley, Consultant	

Others Present:

Call To Order:

Chairman James Langlois called the meeting to order at 7:07 PM.

Approval of Minutes:

David Fontaine made a motion, seconded by Jeffrey Barr to approve the meeting minutes of August 22, 2006. The motion was unanimously approved.

Approval of Invoices/Bills:

Tom Kravitz referenced Invoice Number 0015335 from The Cecil Group for the amount of \$510. According to Mr. Kravitz, the invoice relates to the costs associated with the consultant attending the Town Council meeting on July 26, 2006. Mr. Kravitz stated that the costs are within the contract budget. Bob Fontaine made a motion, seconded by Jeffrey Barr to approve Invoice Number 0015335 from the Cecil Group for the amount of \$510. The motion was unanimously approved.

Citizen Comment:

None

Old Business:

1. Introduction of Joyce Rowley

Chairman Langlois introduced Joyce Rowley to the members of the BRA. The various BRA members introduced themselves to Ms. Rowley. Ms. Rowley referenced a memorandum dated September 26, 2006 titled September Projects Update. Ms. Rowley provided an overview of several projects including the Pascoag River Walk, Burrillville Business Directory, 5K Road Race, Pumpkin Carving Display and Victorian Christmas. In respect to the planned Victorian Christmas event, Ms. Rowley stated that the DPNA needed to secure a vendor license as well as electrical service at the park. Jeffrey Barr made a motion, seconded by David Fontaine, to receive and file the report from Ms. Rowley. The motion was unanimously approved.

2. Update on Stillwater Mill Redevelopment District

Tom Kravitz referenced the groundbreaking for the library which was held on Sunday, September 24. Kravitz stated that grading for the library project has commenced and that the tail race has been

exposed. Mike Wood explained that the permitting of the project and reporting requirements have been very complex and that Tom Kravitz deserved considerable credit for managing these issues.

James Langlois referenced the report from the Woonsocket Neighborhood Development Corporation regarding the Clock Tower project. The report addressed the issues of Project Financing/Funding, Project Development Activities and Project Coordination Meetings. Tom Kravitz informed the Agency that the HUD Hope VI application has been approved. Mike Wood stated that they are trying to work together to insure that the site design and improvements for both the library project and the Clock Tower project compliment rather than conflict with each other.

3. Update on Downtown Pascoag Redevelopment District

Kravitz explained that the River Walk and Murphy projects are underway. Kravitz stated that the brush cutting at the bridge will occur on October 7. Kravitz stated that they are going to use a chipper which should help to reduce the costs to transport and dispose of the debris as well as expedite the clearing. Bob Peloquin stated that they are looking for volunteers to assist in the river cleaning and brush cutting. The issue was raised regarding liability issues. Mike Wood stated that they should investigate securing an insurance rider, the costs of which could be covered by the BRA. Timothy Kane stated that he would draft a liability release that the participants in the river cleaning event should sign.

4. Discussion, consideration and action relevant to Cecil Group's billing request.

Langley stated that this issue was addressed earlier in the agenda.

5. Discussion regarding Summary Report of BRA Activities and progress towards securing supporting financial data.

David Fontaine informed the Agency that he received some financial data from the Town's Finance Department. David stated that based on his review of the preliminary numbers, there appears to be an Agency fund balance in excess of \$300,000. Mr. Fontaine explained that he did discuss with the Finance Director as to whether the BRA's activities should be separately accounted for in the Town's audit and financial accounting. James Langlois inquired as to whether the numbers are definitive enough to give the Agency a clear accounting of their expenditures which can be defended with the Town Council. David Fontaine answered affirmatively. Mike Wood stated that the initial report prepared by NEEDS should be presented to the Town Council on October 25th subject to a future amendment with the financial data following the completion of the Town's audit.

New Business:

None

General Discussion:

Mike Wood suggested that future meeting agendas include a category called Consultant/Staff Reports that would occur immediately after Citizen Comment.

Bob Peloquin inquired as to whether it would be more prudent to hire a professional firm to actually man the wood chippers. Tom Kravitz stated that it was a matter of whether and how much the Agency wants to pay. There was a consensus that they should proceed as planned given that it is a community event that has the objective of getting residents involved. Jeffrey Barr inquired as to whether the clearing activities could be extended further down the river way. Tom Kravitz explained that the planned activities are approved by RIDEM given that they are categorized as part of a bridge maintenance program. This same exemption cannot be extended further down the river and outside the river walk improvement area.

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 James Langlois, seconded by Jeffrey Barr, with Bob Peloquin, Cheryl Choquette and David Fontaine 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 David Fontaine, seconded by Jeffrey Barr, a motion to adjourn the meeting was unanimously approved. The meeting adjourned at 8:20 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____