

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall
Meeting Date: November 28, 2006
Meeting Time: 7:15 PM

Members Present:

James A. Langlois, Chairman	David A. Fontaine
Cheryl Choquette	Mark Brizard (Alternate)

Members Absent:

Jeffrey J. Barr	Robert Peloquin
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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 7:04 PM. James Langlois indicated that Mark Brizard will be a full voting member in the meeting.

Approval of Minutes:

Mike Wood indicated that the minutes should be amended to indicate that Mark Brizard was a voting member of the meeting. It was also stated that the minutes should be further amended to reflect that Joe Garlick was under Old Business. James Langlois made a motion, seconded by David Fontaine to approve the meeting minutes of October 24, 2006. Subject to the first amendment. David Fontaine made a motion to approve the minutes as amended. The motion was seconded by Cheryl Choquette and the vote was unanimous. (Also Brizard's spelling) The motion was unanimously approved.

Approval of Invoices/Bills:

Mark Brizard made a motion to approve the invoice from B&M Printing Service in the amount of \$58.00 for business cards for Joyce Rowley. The motion was seconded by David Fontaine. The motion was unanimously approved.

Mark Brizard made a motion to approve invoice number BRA INV-2 from Joyce Rowley, Community Development Coordinator, in the amount of \$4,235 for professional services. The motion was seconded by Cheryl Choquette. The motion was unanimously approved.

David Fontaine made a motion to approve the invoice from Timothy F. Kane in the amount of \$1,260 for legal services. The motion was seconded by Cheryl Choquette. The motion was unanimously approved.

Mark Brizard made a motion to approve invoice number 2610114 from Lincoln Environmental, Inc. in the amount of \$310.50 for professional services. The motion was seconded by David Fontaine. The motion was unanimously approved.

There was a discussion regarding the need to meet in December. David Fontaine made a motion to cancel the regularly scheduled meeting in December. The motion was seconded by Cheryl Choquette

and was unanimously approved. David Fontaine made a motion to authorize the Chairperson, James Langlois, to sign invoices and authorize payment for professional/consulting services submitted in the month of December. The motion was seconded by Cheryl Choquette. The motion was unanimously approved.

Citizen Comment:

None

Consultants/Staff Reports:

Ms. Rowley referenced her memo dated November 20, 2006 addressing project updates. Ms. Rowley stated the various events were successfully completed and that the DPNA did a great job in promoting the events. Ms. Rowley also explained that she will be meeting with the Northern Rhode Island Chamber of Commerce to discuss the possibility of convening a new Burrillville Advisory Committee.

James Langlois referenced the Summary Report of Activities as prepared by Scott Gibbs. A brief discussion occurred regarding the process for presenting the report to the Town Council. Tim Kane recommended that the report be presented to the Town Council by January or February at the latest. Mike Wood suggested that the members direct any comments regarding the report to Scott Gibbs, Tom Kravitz or himself and leave it up to James Langlois to make a determination as to when to forward the report to the Town Council. James Langlois made a motion that the report be reviewed and that any comments be directed to him and that he will make the determination as to when the report will be presented to the Town Council. The motion was seconded by David Fontaine and was unanimously approved. Mike Wood requested that the cover sheet to the report be amended to incorporate a signature line for James Langlois as the Chairman of the Agency.

Discussion, consideration and action relative to the draft financial statements.

David Fontaine stated that the financial reports were still very confusing. Mike Wood indicated that David Fontaine would define the best way to work with the Town's Finance Director to clarify the financial reports. James Langlois indicated a concern regarding insuring that the BRA is accountable. It was discussed the option of setting up a separate Quick Books account from July 2006 on and to track BRA expenditures separately. James Langlois made a motion to authorize David Fontaine to work with John Mainville to reconcile the Agency's accounts and to set up a seconded alternative financial reporting mechanism for July 2006 forward. The motion was seconded by Mark Brizard and was unanimously approved.

Old Business:

1. Discussion, consideration and action relative to Stillwater Mill Redevelopment District.

A brief update to the Library project was given by Tom Kravitz interns of progress in pouring the building foundation, reading room roof design and colors. Tom Kravitz indicated that these changes were favorable in terms of cost savings of up to \$17,000 as well as these changes will make the building more attractive.

In terms of the Clock Tower building, following the receipt of the letter from Timothy Kane regarding the Agency's denial of the tenants request to extend the tenants occupancy of the building, the tenant is progressing in moving out of the building and that the tenant has received it's zoning approval from the City of Providence. Mike Wood also gave an update regarding the Town space in the building indicating that the senior group is not interested in the space; Tom Kravitz stated that he will be meeting with the High School students to discuss their potential interest in the space. Mike Wood stated that ultimately the Town Council will ultimately have to step in and make some decisions. James Langlois inquired as to whether the Agency could put out a public request for possible interest in the space including the possibility of private use for rent. Mike Wood suggested that this issue be put on the next meeting agenda for further discussion.

2. Discussion, consideration and action relative to the Downtown Pascoag Redevelopment District.

Tom Kravitz stated that the solar lights were delivered today and that there will be a ribbon cutting ceremony on December 11 at 3:00. The ribbon cutting will be at the bridge area. Tom also stated that he met with Mr. Murphy and that he has done everything that the Town has requested. Paving is expected this week. Kravitz indicated that he has lined up Northwest Healthcare and an insurance use. The four living units on the upper floor have also been rented. Tom Kravitz also gave an update regarding 98 Main Street construction activities.

New Business:

1. Discussion, consideration and action relative to the possibility of canceling the December meeting.

2. Discussion, consideration and action relative to the CDBG Notification Requirements.

Tom Kravitz stated that there was no vote required however it is required to notify the public before funds are expended. James Langlois made a motion to receive and file the public notice. The motion was seconded by David Fontaine and was unanimously approved.

General Discussion:

James Langlois inquired as to whether the possible access on to East Avenue is incorporated into the design of the road improvements. Tom Kravitz stated that there is already access to East Avenue and that any changes will require a Physical Alterations Permit. Tom Kravitz stated that it is hard to address the issue at this time without better definition on uses.

Mark Brizard raised a concern regarding Pascoag Main Street in the vicinity of the cemetery. Brizard inquire as to whether this area of the street could be cleaned up. Mike Wood indicated that he would follow-up on this issue.

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 Cheryl Choquette, Mark Brizard 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 Mark Brizard, 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 two votes were taken in Executive Session.

Adjournment:

On a motion by Cheryl Choquette, seconded by David Fontaine, a motion to adjourn the meeting was unanimously approved. The meeting adjourned at 8:40 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____