

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall
Meeting Date: November 27, 2007
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman	Mark Brizard
Jeffrey J. Barr, Vice Chairman	David Fontaine
Cheryl Choquette	

Members Absent:

Robert Peloquin

Staff/Consultants Present:

Timothy Kane, General Legal Counsel	Scott A. Gibbs, NEEDS, Inc.
Michael C. Wood, Town Manager	Tom Kravitz, Town Planner
Joyce Rowley, Consultant	

Others Present:

None

Call To Order:

Chairman James Langlois called the meeting to order at 7:03 PM. Langlois also requested that the minutes reflect that Mark Brizard will be a voting member in the meeting.

Approval of Minutes:

Jeffrey Barr made a motion to approve the regular meeting minutes of October 23, 2007 and dispense with the reading of the minutes. The motion was seconded by Mark Brizard and the vote was unanimously approved.

Approval of Invoices/Bills:

Discussion, consideration and action relative to approving the Community Development Coordinator invoice.

Tom Kravitz stated that he has reviewed the invoices and finds them acceptable. David Fontaine made a motion to approve invoice number BRA-14-B dated November 19, 2007 from Joyce Rowley, Community Development Coordinator, for professional services in the amount of \$3,492.75. The motion was seconded by Jeffrey Barr and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from Pascoag Utility District for 252 Harrisville Main Street in the amount of \$10.

Jeffrey Barr made a motion to approve the invoice from Pascoag Utility District dated October 2, 2007 in the amount of \$10.00. The motion was seconded by David Fontaine and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from Pascoag Utility District for 252 Harrisville Main Street in the amount of \$38.30.

Jeffrey Barr made a motion to approve the invoice from Pascoag Utility District dated October 2, 2007 in the amount of \$38.30. The motion was seconded by David Fontaine and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from Pascoag Utility District in the amount of \$6.00.

James Langlois made a motion to approve the invoice from B&M Printing dated October 4, 2007 in the amount of \$6.00. The motion was seconded by Jeffrey Barr and was unanimously approved.

Discussion, consideration and action relative to the reimbursement of monies expended by the DPNA.

Joyce Rowley indicated that the DPNA received a grant from Ocean State Power in support of the Pumpkin Carving event. Ms. Rowley stated there remained a balance of \$85. Jeffrey Barr made a motion to reimburse the DPNA the \$85 difference. The motion was seconded by Mark Brizard and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from Tim Kane Esq. for legal services in the amount of \$1,716.

Jeffrey Barr made a motion to approve the invoice from Timothy Kane Esq. for legal services rendered in the amount of \$1,716. The motion was seconded by Mark Brizard and was unanimously approved.

Citizen Comment:

None

Consultants/Staff Reports:

Discussion, consideration and action relative to October/November Projects Update from Joyce Rowley, Community Development Coordinator.

Joyce Rowley referenced her memo dated October 16, 2007 summarizing activities for the period of September through November 2007. Rowley referenced a grant from OSP in support of the Victorian Holiday event. According to Rowley, the Victorian Holiday event went well in spite of the cold. Rowley stated that attendance was down from last year, probably due to the cold weather. Rowley stated that the DPNA raised over \$600 in cash donations at the event. Rowley commented that the DPNA will take a break during the winter months, but may do a fundraiser in April.

Mike Wood referenced comments he received regarding holiday decorations and inquired whether something should be done to enhance decorations in the future. Rowley referenced the Victorian Theme but with the fire companies involvement there may be a need to change the theme, which will change the appearance of the event. Mike Wood inquired whether some kind of decoration could be used to draw attention to the area prior to the event day.

Old Business To Be Discussed And Acted Upon:

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

James Langlois asked if everyone was aware of the event next Thursday regarding the State housing grant announcement for the Clock Tower Project. Kravitz stated that there will be several significant speakers at the event. Langlois referred to the grade issue around the dye house relative to the road, which raised such serious issues with the State historic people. Kravitz stated that the grade change was about 3 feet, which is not that significant.

Discussion, consideration and action relative to Library Project.

Langlois urged all to drive by and walk around the new library. Wood stated that March 31 is expected to be the opening date for the library and that the Town is currently looking to engage services to maintain the property.

Discussion, consideration and action relative to the Clock Tower Project.

Mike Wood suggested that this discussion be deferred to Executive session.

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

Langlois referenced earlier discussions. Rowley thanked Richard Bernardo for taking care of the grate on the bridge which was discussed at the last meeting. Rowley referenced discussions with the owner of 84/86 Main Street who stated to Rowley that she expects to have her property occupied in full by this time next year.

Discussion, consideration and action relative to 96 Main Street, Pascoag.

Mike Wood recommended that this issue be deferred to Executive Session.

Discussion, consideration and action relative to a Program of Work.

Mike Wood stated that once he reviews the draft Program of Work, he would have the document mailed to the Board for discussion and action at a subsequent meeting.

New Business To Be Discussed And Acted Upon:

Discussion, consideration and action relative to continuation of services with Joyce Rowley, Community Development Coordinator.

Wood stated that most of the things that Joyce was to do for the BRA have been completed. Wood suggested that Rowley prepare an overview of what she has planned through January and then put a price to the services required to carry it out. The BRA then can decide whether it wants to reallocate some monies to continue Ms. Rowley's services. Rowley stated that most things have been completed with the exception of 'a special tax district' and a windshield survey to determine what kind of additional services would be necessary, which would be connected to business outreach (e.g. blighting conditions, signage, landscaping, benches), Mobil station redevelopment and the incubator.

Langlois inquired as to whether Joyce could put a value on her physical presence as a resource to the DPNA. Rowley stated that she believes it is important, which Langlois echoed based on his knowledge and experience in the Town. Wood stated that there is no question of the value of Joyce to the town, Tom and the Manager's office. As stated by Wood, the question is really how to deal with the funding issue during this period through the end of January. Wood stated that some of the things that he had hoped to have ready for Joyce have not materialized, but there are still some things that need to be done through year's end. Wood suggested a \$5,000 appropriation in the interim and a program of work could be developed in consultation with Joyce. A motion was made by Jeffrey Barr to approve appropriating an additional \$5,000 to fund Joyce Rowley's services through January 2008, subject to a program of work being developed between Ms. Rowley and Mike Wood. The motion was seconded by James Langlois and unanimously approved.

Discussion, consideration and action relative to the Clock Tower project plans to be submitted to Burrillville Planning Board.

Kravitz stated that no plans have been submitted to date. Kravitz stated that once plans are presented, he would bring the plans to the Agency for review. Wood inquired as to what the time schedule is for review and approval of the plans by the Planning Board. Kravitz stated that the public hearing has been completed and that all he has to do is distribute the plans for comment. Kravitz stated that the worst thing that could happen is that they miss the January hearing, but could still be heard in February. Kravitz stated that the developer could get a selective demolition permit which Joe Raymond previously indicated he would be willing to issue. Barr asked if it would have value if the BRA attended the Planning Board meeting, for which Tom Kravitz responded positively.

Discussion, consideration and action relative to speed limit within the Stillwater Mill Redevelopment District.

Wood stated that the 10 mph speed limit signs were installed although the Agency has the sole authority to set a speed limit in the district. David Fontaine made a motion to establish a 10 mph

speed limit in the Stillwater Mill Redevelopment District. The motion was seconded by Jeffrey Barr and was unanimously approved.

Correspondence:

None

General Discussion:

Langlois referenced street lights (road improvements) that have been installed in conjunction with the Harrisville road improvements and whether these lights will be the theme throughout the area. Kravitz indicated that they would be the theme.

Executive Session:

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.

James Langlois made a motion to go into Executive Session with Cheryl Choquette, Mark Brizard, Jeffrey Barr and David Fontaine all voting in favor.

A motion to reconvene the public portion of the meeting and to seal the minutes of the Executive Session was made by James Langlois with Cheryl Choquette, Jeffrey Barr, Mark Brizard 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 Jeffrey Barr, 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: _____