

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall
Meeting Date: January 23, 2007
Meeting Time: 7:15 PM

Members Present:

James A. Langlois, Chairman	David A. Fontaine
Cheryl Choquette	Robert Peloquin
Jeffrey Barr	

Members Absent:

Mark Brizard (Alternate)

Staff/Consultants Present:

Tim Kane, General Legal Counsel	Scott A. Gibbs, NEEDS, Inc.
Michael C. Wood, Town Manager	
Joyce Rowley, Consultant	

Others Present:

Kevin Cleary, Town Engineer

Call To Order:

Chairman James Langlois called the meeting to order at 7:08 PM. Mike Wood requested that the minutes reflect that Mark Brizard has been excused from the meeting.

Approval of Minutes:

Several typographical mistakes to the November 28, 2006 minutes were identified. It was also pointed out that Tom Kravitz attended the November 28th meeting and that Robert Peloquin did not attend the meeting and therefore did not second the motion to reconvene the public meeting as so indicated on page 3 of the meeting minutes. Scott Gibbs indicated that Mark Brizard had seconded the motion. Jeffrey Barr made a motion to approve the amended meeting minutes of November 28, 2006. The motion was seconded by David Fontaine and the vote was unanimous.

Approval of Invoices/Bills:

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

Jeffrey Barr made a motion to approve invoice number BRA INV-04 dated January 8, 2007 from Joyce Rowley, Community Development Coordinator, for professional services in the amount of \$2,877.00. The motion was seconded by Cheryl Choquette. James Langlois requested clarification as to the period covered by the invoice. Tom Kravitz responded that the invoice covered the period of December 11, 2006 through January 7, 2007. The motion was unanimously approved.

Discussion, consideration and action relative to approving legal services invoice from Timothy F. Kane, Esq.

David Fontaine made a motion to approve the invoice dated January 3, 2007 for the period from November 2, 2006 to January 2, 2007 for legal services from Timothy F. Kane in the amount of \$696.00. The motion was seconded by Jeffrey Barr and was unanimously approved.

Citizen Comment:

None

James Langlois made a motion to change the agenda and address agenda item 12 of New Business, “Discussion, consideration and action on a parking plan for Stillwater, Map 160, Lots 76 and 79”. The motion was seconded by Bob Peloquin and was unanimously approved.

Mike Wood stated that he had requested that Kevin Cleary, Town Engineer, prepare a conceptual site plan for proposed access and parking improvements in the Stillwater Redevelopment District. The proposed improvements are contiguous to the Fregeau and Monfils properties and will result from the acquisition of portions of the two abutting properties. Kevin Cleary explained that the Stillwater Redevelopment District plan called for the development of a 16 space parking lot in the subject area. Cleary presented a conceptual plan indicating the construction of a 32 space parking lot which would provide overflow parking for the Monfils property, as well as, important municipal parking to service the redevelopment district. Cleary stated that Monfils preliminarily liked the concept. Cleary explained that the revised concept will improve egress and ingress to the Monfils property and will require the acquisition of approximately 6,500 square feet of land from Monfils. Cleary explained that the conceptual plan would entail the loss of 3 parking spaces on the Monfils property. James Langlois inquired as to whether there could be a pedestrian connection between the proposed municipal parking lot and the existing municipal parking lot off of East Avenue and Harrisville Main Street. Cleary responded that the feasibility would depend on the property lines and whether the connection could be made without encroaching on the Monfils property. Cleary stated that he would review the possibility.

Mike Wood stated that he would like the BRA to consider approving the plan. Wood explained that he would like to discuss the details under Executive Session. Cleary distributed a cost breakdown of the proposed improvements and outlined various steps that could be made to reduce the preliminary project costs. Jeffrey Barr made a motion to table the issue to after the Executive Session. David Fontaine seconded the motion. The motion was unanimously approved.

Consultants/Staff Reports:

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

Ms. Rowley stated that they are making progress with the business directory. Regarding business outreach, Ms. Rowley explained that they had met with Paul Ouellette of the Northern Rhode Island Chamber of Commerce regarding the possibility of establishing a Business Advisory Group in Burrillville. Ms. Rowley also stated that she had reviewed a second option of using the Gloucester Business Association. Ms Rowley explained that she had met with Frank Stevenson of the Gloucester business Association that was supportive of meeting with the BRA to discuss their program. Ms. Rowley stated that there was also a third option of a Business Improvement District which Tom Kravitz has some information on. Rowley referred back to the business directory initiative which will encompass a myriad of information including information from the Rhode Island Economic Development Corporation and the Northern Rhode Island Chamber of Commerce. Finally, Ms. Rowley disseminated a report regarding the Downtown Pascoag Victorian Holiday event.

Old Business To Be Discussed And Acted Upon:

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

Mike Wood explained that there isn't a lot of new activity to report with the exception of the library project. Mike Wood stated that they still continue to find new surprises underground but the weather has been very cooperative. The town owned drain pipe has been completed from Harrisville Main Street and the river.

2. Discussion, consideration and action relative to Library Project.

James Langlois stated that this issue was already addressed.

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

James Langlois informed the BRA that the tenant is out of the property Clock Tower property. Langlois stated that he was surprised as to how clean the building was with the exception of a small, above ground propane tank which still has not been removed. Tom Kravitz stated that he will be sending a letter to the former tenant regarding removal of the tank.

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

Tom Kravitz explained that the roof on 93 Main Street should be installed next week. He explained that the Town will not have enough money to install windows but the windows will be framed in to be completed once the property is transferred to the private sector in the future. Kravitz stated that the Murphy property will soon be requesting a Certificate of Occupancy. Barr inquired as to whether the Town has received any feedback from the public regarding the recently completed Riverwalk. Kravitz stated that feedback has been positive; however, there are some issues regarding maintenance issues such as snow removal and the possible upgrade of the lighting. Peloquin stated that the area behind George's Pizza is becoming a trash area. Mike Wood stated that the BRA should monitor the issue instead of addressing the issue with Mr. Murphy at this time. Peloquin inquired about a vacant building across from the A&P and the vacant lot. Kravitz stated that the area is owned by one property owner who is trying to move the properties in total. Kravitz stated that the BRA should put this issue on their radar screen.

5. Summary Report of BRA Activities: Status of Financial Information.

James Langlois referenced the BRA Summary Report of Activities that was included in the meeting package. Mike Wood explained that the report was sent to the Town Council and that it had been well received. Wood stated that the Council would be interested in meeting with the Agency. Mike Wood suggested that the meeting with the Town Council should occur at the March meeting.

David Fontaine inquired as to the status of the final audit report. Mike Wood explained that he met with the Town Auditor and that he found a few mistakes. Mike Wood provided a verbal overview of financial data pertaining to the BRA. David Fontaine stated that as soon as the audit report is out, he will meet with the Town's Finance Director. Mike Wood indicated that the report establishes a positive cash balance for the BRA that the Agency can use to undertake additional activities.

New Business To Be Discussed And Acted Upon:

1. Discussion, consideration and action relative to an amended/revised agreement with Woonsocket Neighborhood Development Corporation (WNDC).

David Fontaine indicated that he was recusing himself from the discussion regarding this issue. Tim Kane stated that WNDC's financial obligations are conditioned upon the WNDC securing its project financing. Tim Kane explained that the WNDC has not paid the Town the \$300,000 that it owes. Tim Kane stated that the WNDC has requested some security in return for its payment of the \$300,000 in the event that the Town is unable to deliver title to the property.

Tom Kravitz stated that it is his understanding that the WNDC has secured all the funding that it has requested. Tim Kane indicated that he needs to impress upon WNDC the urgency of scheduling the closing. Mike Wood stated that the priority remains that the Town needs to secure the money in order that the Town can make the final payment to Cardente. Wood emphasized that it is important that WNDC be continually pressed to expeditiously move forward with satisfying its obligations pursuant to the purchase agreement between WNDC and the Town. Tom Kravitz provided an

overview of his activities with WNDC in terms of processing the various paperwork items including the BEDI funds.

Jeffrey Barr made a motion to authorize James Langlois to execute a loan agreement, mortgage, and promissory note for \$300,000 subject to the review of minor modifications approved by Tim Kane and James Langlois. The motion was seconded by Cheryl Choquette. The motion was unanimously approved.

2. To authorize the Town to pay the sum of \$262,500 to Champion Realty Corporation, its owner or its agents as provided in the Consent Order.

Jeffrey Barr made a motion to authorize the town to pay the sum of \$262,500 to Champion Realty as required under the Consent Order. The motion was seconded by Robert Peloquin. The motion was unanimously approved.

3. Discussion, consideration and action on a parking plan for Stillwater, Map 160, Lots 76 and 79 relative to the CDBG Notification Requirements.

James Langlois stated that this issue was already discussed.

4. To authorize the Town to transfer the sum of \$300,000 from the Redevelopment Agency's account to the Town of Burrillville in repayment of the Town's loan to the Redevelopment Agency.

Jeffrey Barr made a motion to authorize the Town to transfer the sum of \$300,000 from the Redevelopment Agency's account to the Town of Burrillville in repayment of the Town's loan to the Redevelopment Agency. The motion was seconded by Cheryl Choquette and was unanimously approved. Note: This transaction is subject to adequate available funds in the Agency account.

5. Discussion, consideration and action relative to the results of the Teen Center Survey.

Tom Kravitz explained that they had administered a survey at the high school regarding interest in establishing a teen center. Kravitz stated that over 400 students responded to the survey. Tom Kravitz indicated that survey respondents reinforced the position that the student center should be an activity center but also linked to a learning component. Kravitz outlined various other survey responses including specific kinds of activities including game tables and a kitchen. Kravitz also stated that linkage to the library and the availability of tutoring ranked high. Kravitz explained that what you could conclude from the survey responses is that the teen center should have computers linked to the server and that there needed to be access to jobs. A discussion occurred regarding various use options and the concepts of a Teen Center and a Community Center. Mike Wood requested that Scott Gibbs review other possible use options of the space in time for the February BRA meeting.

6. Discussion, consideration and action relative to inviting Northern Rhode Island Chamber of Commerce to the March 27, 2007 Redevelopment Agency meeting to review potential services and programs offered by the Chamber, or to take any other action on a meeting date.

James Langlois stated that this issue has already been addressed and does not need formal action by the BRA.

Correspondence:

1. Review Agency Meeting Schedule.

James Langlois referenced the meeting schedule included in the meeting package. Jeffrey Barr made a motion to approve the schedule but to cancel the December 25, 2007 BRA meeting. Bob Peloquin

seconded the motion. The motion was unanimously approved. Note: The November meeting may need to be changed due to Thanksgiving.

2. Review Correspondence to Joe Cardente regarding Clarification on removal of fixtures and Electrical Panels.

James Langlois made a motion to receive and file the correspondence from Tom Kravitz to Joe Cardente dated December 14, 2006. The motion was seconded by David Fontaine and the motion was unanimously approved.

General Discussion:

Cheryl Choquette inquired as to the status of the Bike Path. Rowley responded that they have not yet heard back from the Rhode Island Department of Environmental Management.

Executive Session:

1. Request for Executive Session from Michael C. Wood, Secretary, pursuant to Rhode Island Open Meeting Law [42-46-5(a)(2)] 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.

James Langlois made a motion to go into Executive Session with Cheryl Choquette, Robert Peloquin, 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, seconded by Robert Peloquin, with Cheryl Choquette, Jeffrey Barr 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.

Jeffrey Barr made a motion to reopen item 12 on the agenda, "Discussion, consideration and action on a parking plan for Stillwater, Map 160, Lots 76 and 79". The motion was seconded by Robert Peloquin and was unanimously approved. Jeffrey Barr made a motion to approve the Stillwater Mill Site Auxiliary Parking Conceptual Landscape Design Plan. Robert Peloquin seconded the motion. The motion was unanimously approved.

Mike Wood requested that the minutes indicate that the February BRA meeting will be the Annual Meeting.

Adjournment:

On a motion by Cheryl Choquette, seconded by David Fontaine, a motion to adjourn the meeting was unanimously approved. The meeting adjourned at 9:40 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____