

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall
Meeting Date: February 27, 2007
Meeting Time: 7:23 PM

Members Present:

James A. Langlois, Chairman	Robert Peloquin
Cheryl Choquette	Mark Brizard (Alternate)
Jeffrey Barr	

Members Absent:

David Fontaine

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 7:23 PM. Mike Wood requested that the minutes reflect that David Fontaine has been excused from the meeting. Mr. Langlois noted that Mark Brizard would be a voting member for this meeting.

Approval of Minutes:

Jeffrey Barr made a motion to approve the amended meeting minutes of January 23, 2007. The motion was seconded by Cheryl Choquette 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-05 dated February 13, 2007 from Joyce Rowley, Community Development Coordinator, for professional services in the amount of \$4,305.00. The motion was seconded by Cheryl Choquette. The motion was unanimously approved.

Discussion, consideration and action relative to approving the ATS Survey, Inc. invoice for Professional Services on Harrisville Main Street AP 160 Lot 69.

Mike Wood explained the purpose of the invoice and that a second invoice will be submitted. Jeffrey Barr made a motion to approve the invoice from ATS Survey, Inc. dated January 28, 2007 in the amount of \$908.41. The motion was seconded by Robert Peloquin and was unanimously approved.

Discussion, consideration and action relative to approving the Pascoag Utility District invoice for service at 252 Harrisville Main Street.

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

Citizen Comment:

None

Consultants/Staff Reports:

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

Joyce Rowley explained that the business directory and outreach campaign are part of her original contract and that now that the Holiday events have been completed, efforts in this initiative are in full swing. Ms. Rowley also referenced the notable tree brochure which she placed on the web page and also did the final editing. Ms. Rowley stated that the brochure was funded with a grant and a private contribution. Rowley stated that she is also working on some library grants with the library fundraising committee and hopefully there will be some positive responses. James Langley requested that Ms. Rowley wait until new business to present her slide show.

Joyce Rowley introduced Frank Stevenson of the Gloucester Business Association. Frank Stevenson gave a background of his initial contact with Joyce. He also explained that Gloucester lost all of its restaurants in one year although several have, or will soon be, reopened. Mr. Stevenson explained that he initially joined the GBA as a means to grow his web site design business which in fact happened. Mr. Stevenson also stated that the GBA has been an important tool to better understand what other business services are offered at the local level, which they try to utilize. Mr. Stevenson stated that the GBA also is emerging as the spokes organization for the Gloucester business community. Frank explained that although it has lost main street businesses, the GBA has taken on members from other areas of the Town thus becoming better represented by a broader cross-section of businesses in the community. Frank explained that the GBA has always had core participation from the business community of approximately 20 individuals. Frank also stated that there are those who are not actively participating at meetings but are always willing to contribute in support of various events or activities. The GBA also holds an annual business expo that has been successful over the past three years, although the types of businesses participating have changed. The GBA also sponsors a Little League team, funds a holiday display and also provides an annual scholarship to a high school student. Mr. Stevenson also stated that the GBA produces and distributes a brochure on the various companies in the Town. The annual cost to belong to the GBA is \$50. GBA member businesses are also listed on the GBA web site.

James Langlois asked if the GBA receives support from the larger corporations such as Dunkin Donuts and CVS. Frank responded that they receive donations from CVS but that CVS is not a member. Dunkin Donuts also donates and is a member although Factory Mutual is not a member. James inquired as to whether new businesses seek out the GBA which Frank confirmed they did. Robert Peloquin inquired whether the organization was a non profit or receives any funding support from the Town. Mr. Stevenson responded that the GBA does not receive any Town funding support. Mike Wood asked if the GBA requests any grants and has any staff. Mr. Stevenson responded that the GBA has not applied for any grants and that it has no staff. Mike inquired whether anyone from the Town works with the GBA. Mr. Stevenson stated that there wasn't a Town liaison on the GBA although they do interact with a local Town official. Mr. Stevenson stated that if a similar initiative is implemented in Burrillville, there should be good communication between the two organizations and that the GBA is willing to assist in the formation of a new Burrillville organization in any way that they can.

Old Business To Be Discussed And Acted Upon:

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

Mike Wood referenced a suggestion from the last meeting regarding the incorporation of a set of stairs from the proposed new parking lot to East Street. Wood stated that he is waiting to secure cost proposals. Mike Wood also stated that the Town now owns parcel 160/76

Discussion, consideration and action relative to Library Project.

Mike Wood explained that the project is progressing nicely and that overall costs are pretty much in line with the budget.

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

Tim Kane stated that the BRA still has a binding agreement with WNHDC even though the closing date has passed. Kane explained that the agreement is subject to funding commitments. Tom Kravitz stated that Joe Garlick is working to secure various funding commitments and that he anticipates that Joe Garlick will be soon getting back to the BRA to secure a closing date. Mike Wood stated that it is critical that the WNDK understand that they cannot make any unilateral decisions that affect the Community Space.

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

Mike Wood inquired as to whether there was a project in Downtown Pascoag that could be funded in conjunction with the upcoming new round of CDBG funding. Tom Kravitz stated that the funding deadline is in May. Mike offered to work with Tom and Joyce to see if there is a project they could identify in Pascoag for CDBG funding.

Mike Wood suggested that if the BRA was interested, he could discuss with the Town Council the possibility of transferring ownership of the Laundromat property to the BRA which would be in a better position to deal with the disposition and development of this property. Tom Kravitz stated that he will continue to monitor the various efforts to sell properties and if there becomes a problem he will come back to the BRA to discuss.

Summary Report of BRA Activities: Status of Financial Information.

James Langley stated that since David Fontaine could not attend the meeting, this issue would be addressed at the next meeting.

New Business To Be Discussed And Acted Upon:

Discussion, consideration and action relative to the business survey for Pascoag Redevelopment District.

Joyce Rowley explained that the business survey was structured to respond to specific geographic areas such as Downtown Pascoag. The survey would solicit input from what the businesses want from a business survey organization and maybe incorporate the concept of a business incubator to see if there was any interest. Joyce requested any comments regarding additions and amendments to the survey form referenced sources of business listings. Joyce stated that the second part of this initiative is to develop the business directory. Joyce presented a power point slide show. Joyce stated that the data base includes over 280 records with various data fields in which the data base could be searched using any of the data fields.

Discussion, consideration and action relative to Special Management districts.

Tom Kravitz stated that he doesn't have any special items to discuss other than it is an issue that the BRA may want to address in the future. Tom Kravitz stated that they could review the Providence Foundation's management district and then define what would be appropriate in Downtown Pascoag.

Correspondence:

Memo to extend agreement with Community Development Coordinator through May 31, 2007.

Mike Wood explained that the contract is coming up for renewal at the end of March 14. The extension would be to May 31. Mark Brizzard made a motion to approve extending the agreement with the Community Development Coordinator through May 31, 2007. The motion was seconded by Jeff Barr and was unanimously approved.

Letter to Mike Wood to Joe Garlick regarding potential alteration of the community center space.

Jeff Barr made a motion to receive and file the correspondence. The motion was seconded by Robert Peloquin and was unanimously approved.

Letter from Mike Wood to Attorney Russo regarding payment pf \$262,500 to Champion Realty Corporation.

Jeff Barr made a motion to receive and file the correspondence. The motion was seconded by Robert Peloquin and was unanimously approved.

Correspondence regarding final inspection of building #4, Plat 160 Lot 65.

James Langley made a motion to receive and file the correspondence. The motion was seconded by Jeffrey Barr and was unanimously approved.

General Discussion:

Tom Kravitz reviewed a plan for connecting the Downtown Pascoag walkway.

Executive Session:

None

Adjournment:

On a motion by Mark Brizzard, seconded Jeffrey Barr, a motion to adjourn the meeting was unanimously approved. The meeting adjourned at 9:50 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____