

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall
Meeting Date: May 22, 2007
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman	Mark Brizard
Robert Peloquin	David Fontaine
Cheryl Choquette	

Members Absent:

Jeffrey Barr , Vice Chairman

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:

Call To Order:

Chairman James Langlois called the meeting to order at 7:05 PM.

Approval of Minutes:

David Fontaine made a motion to approve the regular meeting minutes of April 24, 2007. The motion was seconded by Cheryl Choquette and the vote was unanimously approved.

Approval of Invoices/Bills:

Discussion, consideration and action relative to approving the Community Development Coordinator invoice in the amount of \$3,206.

Mark Brizard made a motion to approve invoice number BRA INV-08 dated May 8, 2007 from Joyce Rowley, Community Development Coordinator, for professional services in the amount of \$3,206.00. The motion was seconded by Robert Peloquin. The motion was unanimously approved.

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

Mark Brizard made a motion to approve the invoice from Pascoag Utility District dated May 2, 2007 in the amount of \$10.00. The motion was seconded by Robert Peloquin and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from Pascoag Utility District in the amount of \$39.71.

Mark Brizard made a motion to approve the invoice from Pascoag Utility District dated May 2, 2007 in the amount of \$39.71. The motion was seconded by Robert Peloquin and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from Chum's Hardware in the amount of \$8.10.

Mark Brizard made a motion to approve the invoice from Chum's Hardware in the amount of \$8.10 for keys to 96 Pascoag Main Street. The motion was seconded by David Fontaine and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from the Harrisville Fire District Water Department in the amount of \$28.10.

David Fontaine made a motion to approve the invoice from the Harrisville Fire District Water Department in the amount of \$28.10. The motion was seconded by Robert Peloquin and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from ATS Survey, Inc. in the amount of \$1,304.16.

Mark Brizard made a motion to approve the invoice from ATS Survey, Inc. in the amount of \$1,304.16. The motion was seconded by David Fontaine and was unanimously approved.

Citizen Comment:

None

Consultants/Staff Reports:

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

Joyce Rowley stated that she is in the process of placing the results of the business survey on the Town's GIS system. Joyce also stated that she wrapped up some changes to the zoning ordinance that have been reviewed by the Town Planner, Town Manager and Solicitor. Rowley also stated that they are working on some additional grant opportunities for the Library project. Rowley referenced a new brochure for Downtown Pascoag. Robert Peloquin gave an update of some recent activities with the Downtown Pascoag Neighborhood Association. James Langlois inquired about the current level of interest in the DPNA. Both Langlois and Rowley stated that there remains a lot of interest although it is still difficult to get and keep people active due to family and professional demands. Rowley also referenced activities pertaining to the Downtown Pascoag Management District.

Old Business To Be Discussed And Acted Upon:

Discussion, consideration and action relative Stillwater Mill Redevelopment District

Mike Wood stated that the Route 107 project requires the establishment of curb cuts. In the vicinity of the Mill House restaurant, Mike stated that the curb cut as shown on the Redevelopment Plan is problematic given the proximity of a telephone pole. Wood stated that changes had to be made in the field. Mike Wood stated that the revised curb cut location should not create any problems in regards to RIDOT approval.

Discussion, consideration and action relative to Library Project.

Tom Kravitz explained that the roadway, drain lines and catch basins have been installed. Kravitz stated that only the sewer line remains for installation and that the library first floor will be poured tomorrow.

Discussion, consideration and action relative to the office incubator concept.

Mike Wood stated that he thought previous action had been taken in pursuing the office incubator project. Mark Brizard stated that he had heard from two Council members that they were unclear about the costs associated with the concept. Gibbs stated that the BRA clearly does not have enough information to effectively define the costs at this time and that more definitive discussions need to occur with Joe Garlick to define whether the rehabbed shell would also include full utilities and mechanicals, excluding the distribution of the . Gibbs explained that the issue is whether the BRA wants to endorse this concept and authorize efforts to begin adding definition for the fit-out and costs.

James Lamglois made a motion to endorse the finished office space/office incubator concept. The motion was seconded by David Fontaine and was unanimously approved.

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

Tom Kravitz referred to discussions regarding a downtown management district which would require legislative action at the State level. Joyce Rowley explained that this task is included in the proposed consulting contract and if approved would be addressed this summer. Mark Brizard expressed a concern about securing more parking in Downtown Pascoag. Tom Kravitz stated that this issue would be addressed in conjunction with the downtown management district task. Mike Wood also explained that the redevelopment plan identifies areas for public parking improvements that will need to be followed up on by the BRA. Robert Peloquin inquired about the need for stripping the streets. Tom Kravitz stated that this was the responsibility of the State. Mike Wood stated that he would have Richard Bernardo follow up on the status of this maintenance task. At James Langlois' request, Tom Kravitz provided an overview on the status of activities regarding the acquisition of several properties in Pascoag that are currently being marketed for sale.

Discussion, consideration and action relative to the proposed consulting agreement for Community Development Coordinator services (Joyce Rowley).

Mike Wood referenced the proposed consulting agreement and scope of consulting services. Wood stated that through meetings with Kravitz and Rowley, a list of services were devised that both fall within the BRA's areas of responsibilities as well as other town issues. As explained by Wood, the Town would pay directly for those services that are outside the BRA's areas of responsibility. Wood stated that the agreement is no longer based on an hourly rate but rather is paid for on a task basis. David Fontaine inquired what would happen if the Town Council did not approve the funding of those items that are not BRA related. Mike Wood stated that they would have to address that issue later. David Fontaine made a motion to approve the agreement. Robert Peloquin seconded the motion and the motion was unanimously approved.

Summary Report of BRA Activities: Status of Financial Information (David Fontaine).

David Fontaine distributed a balance sheet for the BRA through March 31, 07. David Fontaine stated that the fund balance has declined from \$428,078 on June 30, 2006 to \$373,697 on March 31, 2007. David Fontaine stated that the change in the fund balance is explained in more detail in the Statement of Revenue and Expenses for the nine month period ending March 31, 2007. Mike Wood stated that the BRA needed to confirm that the expenses related to Tim Kane and Scott Gibbs are included within the miscellaneous expenses. Mike Wood inquired whether David is comfortable with how the expenses are being handled internally. David Fontaine answered in the affirmative. Cheryl Choquette made a motion to receive and file the report. Mark Brizard seconded the motion and the motion was unanimously approved.

New Business To Be Discussed And Acted Upon:

None

Correspondence:

Discussion, consideration and action relative to the "Tax Stabilization for Exterior Improvements in Substandard Areas" correspondence.

Mike Wood explained that he was providing the BRA a copy of the ordinance given that it would assist projects in the Agency's two redevelopment districts. Wood stated that the ordinance has also been placed on the Town's web site. Wood stated that the ordinance pertains to commercial, industrial and mixed uses only.

General Discussion:

None

Executive Session:

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, Mark Brizard 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, Robert Peloquin, 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 one vote was taken in Executive Session relative to the acquisition of land.

Adjournment:

On a motion by Cheryl Choquette, seconded by David Fontaine, a motion to adjourn the meeting was unanimously approved. The meeting adjourned at 8:20 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____