

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall
Meeting Date: October 23, 2007
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman	Mark Brizard
Jeffrey J. Barr, Vice Chairman	Robert Peloquin
Cheryl Choquette	

Members Absent:

David Fontaine

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:

Joseph Garlick, WNDC

Call To Order:

Chairman James Langlois called the meeting to order at 7:08 PM. Langlois requested that the minutes reflect that David Fontaine was excused from the meeting. 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 September 25, 2007 and dispense with the reading of the minutes. 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.

Tom Kravitz stated that he has reviewed the invoices and finds them acceptable. Jeffrey Barr made a motion to approve invoice number BRA-13-B dated October 16, 2007 from Joyce Rowley, Community Development Coordinator, for professional services in the amount of \$3,637.50. The motion was seconded by Cheryl Choquette 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 Cheryl Choquette 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 Cheryl Choquette and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from B&M Printing in the amount of \$6.00.

Jeffrey Barr 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 Cheryl Choquette and was unanimously approved.

Citizen Comment:

None

Consultants/Staff Reports:

Discussion, consideration and action relative to September/October 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 October 2007. Rowley stated that she was able to add more businesses to the Business Directory as a result of recommendations made at the last BRA meeting. Downtown Pascoag is going well and the "Pumpkins in the Park" will be ready in two nights. Rowley also stated that the DPNA is doing some fund raising with the objective of matching the Town's annual funding contribution. Rowley stated that the Victorian Holiday theme this year is "Support your local firefighters".

Old Business To Be Discussed And Acted Upon:

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

Mike Wood explained that later on the agenda is the issue of advancing additional projects in the district. Langlois inquired as to whether UFO is closed? Kravitz stated that they are close to closing.

Discussion, consideration and action relative to Library Project.

Kravitz stated that the contractor is currently completing interior space fit-out with project completion anticipated in early November. Wood informed the Agency that the library grand opening is scheduled for April 27, 2008.

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

Joseph Garlick was requested to provide an update of the project. Garlick explained that they had hoped to close in August. However, several easement issues surfaced during the title work including inaccuracies with the Town's subdivision survey and access issues to Central Avenue, which does not currently exist over the paved area which is owned by Stillwater Heights. In a discussion with Tim Kane, it was indicated that the access easement over the Stillwater Heights property does not match the description and that it is not wide enough to meet safety requirements. Also the sewer line is not in the recorded easement and the easement over the UFO property needs to be executed. Tim Kane indicated that the access easement was the primary issue of concern raised in Garlick's lender. The width of the access easement needs to be effectively doubled in size from its current width of 12 feet.

Garlick stated that their surveyor has had all the easement descriptions prepared and Pilgrim Title has confirmed that the condemnation was done appropriately. Garlick also stated they have closed on their loan. Tom Kravitz stated that he authorized Scituate Surveying do a Class I survey only on the Mill 4 property, Lot 65 with Class IV being the acceptable form of survey on the remaining portion of the library parcel; Lot 80 that does not share a lot line with Lot 65. The Dye House has to be transferred over to the BRA prior to transfer to Garlick due to tax credit requirements. Garlick stated that the most difficult aspect of making the changes is having the lenders sign off on the changes, which includes HUD. Langlois requested an estimate as to the time to complete these tasks. Garlick stated that he doesn't believe that it should take more than 1 month.

Garlick stated that, following closing, he expects to have a construction trailer on site and to commence with demolition and environmental remediation. Garlick stated that they still need to secure an Freshwater Wetlands Insignificant Alterations Permit, but can't file for it until the survey issues have been corrected. Garlick continued by stating that they also need to go before the Burrillville Planning Board for project approval, which he indicated should happen in January.

Wood informed Garlick about the possible effort by the BRA to facilitate the appropriate reuse of the UFO property. Garlick stated that he would like to be kept informed regarding these efforts.

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

Mark Brizard stated that a "chowder shack and clam cakes restaurant" is being planned at the former Mad Dog Saloon. Joyce Rowley inquired whether they are going to do another river clean-up. Kravitz stated that it could be arranged; however he recommended that it be planned following fall foliage to reduce the problem of poison ivy in the area. Rowley referenced a metal plate on the northwest side of the bridge in the sidewalk area that was in place of a former grate. Rowley explained that the hole underneath the grate goes directly to the river and could pose a safety risk. Rowley inquired as to whether this issue could be addressed before the Victorian Holiday event. Mike Wood indicated that he would follow-up on this issue.

New Business To Be Discussed And Acted Upon:

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

Mike Wood gave an overview of a proposed initiative to define new initiatives to be focused on by the Agency. Wood explained that now that the Clock Tower project is advancing, the Agency needs to better define new initiatives as a means to continue momentum in both the Stillwater Mill Redevelopment District and the Downtown Pascoag Redevelopment District. Wood stated that he would like this issue discussed at the November meeting of the Agency. There was a general concurrence by members of the Agency that this initiative is timely and appropriate.

Correspondence:

Correspondence from the North Smithfield Industrial Development Commission thanking Tom Kravitz
Langlois made a motion to receive and file the correspondence from the North Smithfield Industrial Development Commission. The motion was seconded by Choquette and was unanimously approved.

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)(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 Jeffrey Barr 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, Robert Peloquin and Mark Brizard 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 Mark Brizard, 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: _____