

BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES
Amended

Meeting Place: Town Council Chambers, Town Hall
Meeting Date: January 22, 2008
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman	David Fontaine
Jeffrey J. Barr, Vice Chairman	Mark Brizard , Alternate Member
Cheryl Choquette	Edward Bonczek, Alternate Member

Members Absent:

Robert Peloquin

Staff/Consultants Present:

Nicole Carroll-Barnes , General Legal Counsel	Scott A. Gibbs, NEEDS, Inc.
Michael C. Wood, Town Manager	Tom Kravitz, Town Planner
Joyce Rowley, Consultant	

Others Present:

Representative of DPNA

Call To Order:

Chairman James Langlois called the meeting to order at 7:08 PM. Langlois 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 November 27, 2007 and dispense with the reading of the minutes. David Fontaine requested that the minutes be amended to reflect that he attended the meeting. The motion was seconded by Mark Brizard as amended 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 invoice and recommends the payment of \$1,200 based on work product submitted. Joyce Rowley stated that her invoice was for \$3,900 and requested further discussion regarding the discrepancy between the invoice amount and the recommended payment amount. James Langlois made a motion to approve the payment of \$1,200 pursuant to invoice number BRA-15-B dated January 15, 2008 from Joyce Rowley, Community Development Coordinator, for professional services with authorization for Mike Wood to determine any additional funds to be paid not to exceed \$3,900. 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.

David Fontaine made a motion to approve the invoice from Pascoag Utility District dated December 4, 2007 in the amount of \$10.00. 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 \$10.00.

David Fontaine made a motion to approve the invoice from Pascoag Utility District dated January 3, 2008 in the amount of \$10.00. 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 \$39.71.

Jeffrey Barr made a motion to approve the invoice from Pascoag Utility District dated December 4, 2007 in the amount of \$39.71. 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 January 3, 2008 in the amount of \$38.30. The motion was seconded by Cheryl Choquette and was unanimously approved.

Citizen Comment:

None

Consultants/Staff Reports:

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

Joyce Rowley stated that DPNA met once in December to review bills for the Victorian Holiday event in which the DPNA raised over \$900 in cash and in-kind services. Rowley stated that the DPNA also met in January to discuss various issues including requesting 501(c)(3) designation from the IRS. Rowley presented a slideshow regarding an Interpretive Signage program for the Pascoag Riverwalk. Rowley outlined design and pricing options using Providence and Woonsocket as examples.

James Langlois thanked Ms. Rowley for a quality presentation. Kravitz inquired whether Ms. Rowley recommended easements or license agreements for the various sign locations. Rowley stated that a permanent easement is always preferable. Rowley explained that for two of the suggested sign locations, the sign would be located on the walkway and therefore would only require a modification to the existing easement. Wood inquired whether the existing scope included possible funding sources. Rowley stated that she has already begun that process of investigating possible funding sources and has already outlined some sources.

Langlois stated that if the BRA decided to proceed with the sign initiative, the BRA would need to put together a subcommittee to future refine the sign design and content.

Old Business To Be Discussed And Acted Upon:

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

Wood inquired as to whether the BRA had the authority to enact a speed limit ordinance and parking regulations. Nicole Carroll-Barnes stated that Tim Kane has taken the position that it would have to be the Town Council to set a speed limit. Wood inquired whether the fact that it is not a Town accepted road had a bearing on this issue.

Langlois stated that with the anticipated dedication of the road to the Town in early February, it would appear to be appropriate to proceed with recommending speed limits and parking regulations to the Town Council. Langlois inquired whether the BRA wanted to be involved in the naming of the road. Barr stated that they should leave that decision to the Town Council. Langlois made a motion to receive and file items 1, 2 and 3 (in the attached memo). Barr seconded the motion and the motion was unanimously approved. The secretary will correspond with the Town Council regarding acceptance of the road, the speed limit and restrictions.

Discussion, consideration and action relative to Library Project.

Mike Wood stated that there was not much new to report other than the project is progressing nicely with the target completion date the first of April.

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

Wood stated that construction trailers have been moved onto the site. Wood stated that the remaining issues will need to be addressed in Executive Session.

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

Langlois referenced the earlier presentation regarding the riverwalk signage program. The issue of snow removal along the sidewalks was raised and whether the DPNA wanted to take on this responsibility supported by fundraising. Langlois stated that there is a need for better communication and education among the private property owners and realtors and what the BRA and DPNA want to achieve. Langlois stated that the key challenge is to get both sides coordinated. Tom Kravitz mentioned that he has been shoveling the Riverwalk.

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

Mike Wood referenced the enclosed draft program of work and stated the need to get some focus and a source of capital to underwrite the costs to implement the various items in the scope of work. Mike Wood explained that there was no need to act on the draft program of work tonight, but that agency members should review the document and communicate back with any further comments, suggestions, additions or deletions. Wood stated that he would like to receive any comments by mid February and put the program of work back on the February agenda for action.

New Business To Be Discussed And Acted Upon:

Discussion, consideration and action relative to amending agency by-laws to hold the annual meeting in the months of February or March and determine the annual schedule of regular meetings during the month of November, December or January.

Wood stated that the language in the by-laws needs to be more specific regarding when the annual meeting is to be held and when to call for the annual meeting. Wood requested that the solicitor come back with specific recommendations as to how to amend the by-laws regarding this issue. Wood stated that due to holidays and human resource restrictions, the annual meeting should not be earlier than February.

Discussion, consideration and action relative to the 2008 meeting schedule.

Mike Wood stated that agency needs to confirm the meeting schedule which was already posted. Jeffrey Barr recommended the elimination of the December meeting. David Fontaine made a motion to approve the meeting schedule with the elimination of the December meeting. Jeffrey Barr seconded the motion and the motion was unanimously approved.

Discussion, consideration and action relative to cost estimates for the installation of fire alarms and lighting at 96 Main Street.

Kravitz provided an overview of the cost estimates for the fire alarm and electrical improvements at the subject property. Kravitz recommended the selection of Scott D. Horne. Jeffrey Barr made the motion for the selection of Scott D. Horne with the total bid amount of \$4,339. The motion was seconded by Mark Brizard and was unanimously approved.

Discussion, consideration and action relative to scope of services for Community Development Coordinator and interim funding for the Community Development Coordinator.

Wood stated that he wanted this on the agenda but that he hasn't yet been able to define a scope of services. Wood stated that in order to keep things moving, additional funds will need to be appropriated prior to finalizing the scope. Jeffrey Barr made a motion to appropriate up to an additional \$5,000 to fund the Community Development Coordinator position with Mike Wood and Joyce Rowley to develop a scope of services for presentation to the agency at the next meeting. The Motion was seconded by David Fontaine and was unanimously approved.

Discussion, consideration and action relative to the cost for printing the business directories.

Joyce handed out the business directory as copied off a color photocopy machine. Rowley stated that the advantage of offset printing is that you can use a heavier gauge paper. Rowley referenced the printing quote from B&M Printing. Wood stated that the listing is on the web site. Wood stated that he needs to begin to refine a budget that includes these types of items. Langlois made a motion to receive and file the resource guide. The motion was seconded by Jeffrey Barr and was unanimously approved.

Correspondence:

None.

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, Mark Brizard, Jeffrey Barr and David Fontaine all voting in favor.

David Fontaine recused himself from the discussion of the Clock Tower property for the Executive Session.

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 one vote was taken in Executive Session.

Mike Wood again announced that the Agency will hold its annual meeting in February at 7:00 PM and the regular meeting will start at 7:15 PM.

Adjournment:

On a motion by Cheryl Choquette, seconded by Jeffrey Barr, a motion to adjourn the meeting was unanimously approved. The meeting adjourned at 9:15 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____

Memo

To: Town Council

cc: Louise R. Phaneuf, Town Clerk
Michael C. Wood, Town Manager
Timothy F. Kane, Esq., Town Solicitor
Tom Kravitz, Town Planner

From: James Langlois, Chairman Burrillville Redevelopment Agency

Date: January 23, 2008

Re: Ordinances, Stillwater Redevelopment District

The Redevelopment Agency formally requests that the Town Council consider the following actions within the Stillwater Redevelopment District:

- 1) Accept and name the new road.
- 2) Set a speed limit for the new road of 10 mph.
- 3) Address potential liability issues associated with skate boarding, bicycling and other similar activities within the district.

The Agency would be pleased to work with the Council or its representatives as needed to come to a mutually satisfactory solution to these issues.