

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Town Council Chambers, Town Hall
Meeting Date: February 26, 2008
Meeting Time: 7:15 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:

Bob Peloquin - excused

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	

Call To Order:

Chairman James Langlois called the meeting to order at 7:15 PM. Langlois requested that the minutes reflect Mark Brizard will be a voting member in the meeting and Bob Peloquin has been excused from the meeting.

Approval of Minutes:

Jeffrey Barr made a motion to approve the regular meeting minutes of January 22, 2008 and dispense with the reading of the minutes subject to changing "Highway" on page 2 of the minutes to "Holiday". 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 invoice from Timothy F. Kane, Esq. in the amount of \$2,255.00.

Brizard made a motion to approve the invoice from Timothy F. Kane dated February 20, 2008 in the amount of \$2,255.00. The motion was seconded by Jeffrey Barr and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from Harrisville Fire District for 252 Harrisville Main Street in the amount of \$12.50.

Jeffrey Barr made a motion to approve the invoice from Harrisville Fire District dated January 1, 2008 in the amount of \$12.50. 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 \$10.00.

Jeffrey Barr made a motion to approve the invoice from Pascoag Utility District dated February 2, 2008 in the amount of \$10.00. 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 \$41.59.

Jeffrey Barr made a motion to approve the invoice from Pascoag Utility District dated February 2, 2008 in the amount of \$41.59. The motion was seconded by David Fontaine and was unanimously approved.

Discussion, consideration and action relative to approving the Community Development Coordinator invoice regarding additional payments for the Pascoag Interpretive Signage program.

Wood requested that this item be opened for discussion. Wood referenced three memos in the meeting package. The essence of the disagreement with Ms. Rowley is that Ms. Rowley requested an interim payment on a lump-sum contract. Wood indicated that he requested additional information from Ms. Rowley in order to support an additional payment request by Joyce; however, Ms. Rowley has refused to provide additional information including time spent on the project. Wood requested that the Agency authorize him to continue his discussions with Ms. Rowley in the hope of resolving this issue. Wood did indicate that Joyce could continue working with Downtown Pascoag but that will be part of the negotiation with Joyce. Edward Bonczek referenced past efforts to provide staffing support to the DPNA and whether there was a specific agreement that defined her responsibilities and deliverables. Wood indicated that there was formerly an agreement which terminated at the end of last calendar year and since that time, she has been funded on an interim basis. There was a consensus that Wood continues his discussions with Ms. Rowley.

Citizen Comment:

None

Consultants/Staff Reports:

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

None

Old Business To Be Discussed And Acted Upon:

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

Tim Kane indicated that there are several items to be discussed under Executive Session. Wood, Kane and Kravitz discussed with Joe Garlick the opportunity to enter the property to conduct asbestos abatement and demolition at the site prior to taking title to the property. Kane stated that he doesn't have a problem with this as long as there are executed "hold harmless" and indemnification agreements. Kravitz referenced two emails with Garlick indicating that in the event that the final two permits are received as outlined in the emails, Kravitz stated that he would support Garlick proceeding with demolition and asbestos abatement prior to taking title to the property. Barr made a motion to table this item until after Executive Session. The motion was seconded by Cheryl Choquette and was unanimously approved. David Fontaine recused himself from any discussion and vote.

Discussion, consideration and action relative to Library Project.

Wood stated that all systems are a go so far. Kravitz indicated that he discussed with Dan Joubert the need to contact Lincoln Environmental regarding the environmental land use restriction for drafting and recording on the property prior to the facility opening.

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

This issue was tabled for discussion following the Executive Session. A motion was made by James Langlois to authorize Neighborworks Blackstone River Valley to access and commence remediation and demolition work on parcel 160/65 subject to the execution of "hold harmless" and "indemnification" agreements. The motion was seconded by Jeffrey Barr and was unanimously approved.

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

Mike Wood stated that he is taking care of the fabrication and installation of the "For Sale" sign for 96 Main Street and that Tom Kravitz is taking care of the installation of the fire alarm and light.

Discussion, consideration and action relative to 96 Main Street, Pascoag.

Kravitz indicated that he plans to input pictures of the property on the Town's web site. Wood requested that Tom hold off on the pictures until the "For Sale" sign is installed.

Discussion, consideration and action relative to a Program of Work (work plan).

Wood stated that Mark Brizard asked that this issue be put back onto the agenda. Fontaine stated that he agrees with the various tasks outlined; however, it will really come down to resources and in what order the tasks are implemented. Wood stated that he had not heard from anyone as requested at the last meeting. Brizard stated that he thinks that it may be more appropriate to discuss this document as a "roundtable" or "workshop" approach as opposed to discussing in total. Langlois recommended that the Program of Work be looked over again and that Agency members convey any comments to Mike Wood or Tom Kravitz before the next Agency meeting. Langlois stated that a workshop could be arranged at a future date to finalize the Program of Work. Tim Kane suggested that the Agency members review the Pascoag Redevelopment Plan in conjunction with their review of the Program of Work to insure conformity. Barr referenced the need for grant writing services and the need to make the Agency self-funded.

New Business To Be Discussed And Acted Upon:

Discussion, consideration and action relative to an update on prior year audited financial statement and current year interim financial statement.

Fontaine distributed an excerpt from the audited financial statements of the Town. Fontaine stated that the BRA has a total of \$391,392 of unrestricted net assets as of June 30, 2007. Fontaine stated that the Clock Tower property is obviously the largest asset owned by the Agency. Fontaine stated that the Agency had a positive change in assets over the year in the amount of \$38,314. Fontaine explained that on an interim basis, the Agency's overall fund balance has not changed from June 30 to January 1st. Wood stated that prior to a future meeting, he will meet with Fontaine and Mark Brizard to develop a budget for the Agency's program year '08-'09.

Correspondence:

Memo regarding ordinances for Stillwater Redevelopment District.

Mike Wood referenced the January 23, 2007 memo stating that it has been referred to the Ordinance Review Subcommittee which will then review and recommend back to the Town Council.

Memo regarding Senior Center.

Mark Brizard made a motion to receive and file the memo dated January 9, 2008.

Memo regarding new Jesse Smith Library roadway.

David Fontaine made a motion to receive and file the memo dated February 5, 2008.

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 from the discussion of the Clocktower property and Edward Bonczek was designated as a voting member.

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 Edward Bonczek 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 relative to the acquisition of land.

Adjournment:

On a motion by Jeffrey Barr, seconded by Mark Brizard, a motion to adjourn the meeting was unanimously approved. The meeting adjourned at 9:00 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____