

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

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

Members Present:

James Langlois, Chairman
Jeffrey J. Barr, Vice Chairman
Cheryl Choquette

Mark Brizard
Edward Bonczek, Alternate Member
Barbara Schouboe, Alternate Member

Members Absent:

David A. Fontaine

Staff/Consultants Present:

Tim Kane, General Legal Counsel
Michael C. Wood, Town Manager

Scott A. Gibbs, NEEDS, Inc.
Tom Kravitz, Town Planner

Call To Order:

Chairman James Langlois called the meeting to order at 7:03 PM. Langlois requested that the minutes reflect Edward Bonczek will be a voting member in the meeting. Chairman Langlois introduced and welcomed Barbara Schouboe as a new Alternate Member to the Agency.

Approval of Minutes:

Mark Brizard made a motion to approve the regular meeting minutes of June 24, 2008 and dispense with the reading of the minutes as amended to reflect that Jeffrey Barr was present at the meeting and that Northwest Community Health merged with a company out of Quonset, RI. The motion was seconded by Edward Bonczek and the vote was unanimously approved.

Approval of Invoices/Bills:

Discussion, consideration and action relative to approving the invoice from the Bargain Buyer for advertising the position of Community Planner in the amount of \$106.00.

Jeffrey Barr made a motion to approve paying the advertising fees to the Bargain Buyer relating to advertising for the position of Community Planner in the amount of \$106.00. The motion was seconded by Edward Bonczek and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from B&M Printing for engineering copies of 96 Main Street in the amount of \$24.75.

Jeffrey Barr made a motion to approve the invoice from B&M Printing dated July 7, 2008 in the amount of \$24.75. The motion was seconded by Edward Bonczek and was unanimously approved.

Discussion, consideration and action relative to approving the invoice New England Economic Development Services, Inc. for advisory and management services in the amount of \$3,651.00.

Jeffrey Barr made a motion to approve the invoice from New England Economic Development Services, Inc. dated June 30, 2008 for the amount of \$3,651. The motion was seconded by Mark Brizard and was unanimously approved.

Discussion, consideration and action relative to approving the invoice dated June 3, 2008 from Pascoag Utility District for electric service to 96 A Pascoag Main Street in the amount of \$11.62.

James Langlois made a motion to approve the invoice from Pascoag Utility District dated June 3, 2008 for the amount of \$11.62. The motion was seconded by Edward Bonczek and was unanimously approved.

Discussion, consideration and action relative to approving the invoice dated July 2, 2008 from Pascoag Utility District for electric service to 96 A Pascoag Main Street in the amount of \$11.62.

James Langlois made a motion to approve the invoice from Pascoag Utility District dated July 2, 2008 for the amount of \$11.62. The motion was seconded by Jeffrey Barr and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from The Valley Breeze for advertising the position of Community Planner on June 19, 2008 in the amount of \$157.00.

Jeffrey Barr made a motion to approve the invoice from The Valley Breeze dated June 19, 2008 for the amount of \$157.00. The motion was seconded by Edward Bonczek and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from The Valley Breeze for advertising the position of Community Planner on June 26, 2008 in the amount of \$121.50.

James Langlois made a motion to approve the invoice from The Valley Breeze dated June 26, 2008 for the amount of \$121.50. The motion was seconded by Jeffrey Barr and was unanimously approved.

Citizen Comment:

None

Consultants/Staff Reports:

Discussion, consideration and action relative to the Financial Report including Budgets and Audits.

Edward Bonczek made a motion to table this agenda item until the next Agency meeting. The motion was seconded by Jeffrey Barr and was unanimously approved.

Mike Wood provided an overview of the funding structure for the Clock Tower project as it pertains to Federal Funding sources. Mike Wood suggested that BRA consider requesting the Town Council to entertain a proposal to transfer title of map 160, lot 69 to the Redevelopment Agency. Mike Wood generally discussed the financial obligations the BRA had in relation to the Clock Tower property.

Old Business To Be Discussed And Acted Upon:

James Langlois requested to move agenda item 13 to the top of the agenda. Mike Wood acknowledged Royal's attendance at the meeting indicating that he had some plans with him relating to the exterior of the building. Royal indicated that the plans were similar to the plans previously prepared by the Town with some minor revisions. Royal referenced a handout dated July 22, 2008 summarizing the scope of proposed building improvements. Royal outlined minor modifications to the Town's previously prepared plans. As explained by Royal, the lower level building façade will remain the same as prepared by the Town. The upstairs apartment will be built out as an apartment with basically the same floor plan. Royal outlined deviations to the original prepared plans including (1) enlargement of the upstairs window to allow for the installation of a small tub and (2) elimination of a chimney given the proposed use of propane to heat and the ability to vent out the rear of the building. Royal referenced a tentative construction schedule which he indicated is an optimistic schedule. Mike Wood stated that a subdivision is required which will be addressed by the Planning Board on August 4, 2008. Royal stated that he is still unclear about the fire egress issues. Mike Wood stated that he should address this issue with the Building Official, Joe Raymond. James Langlois made a motion to accept (approve) the plans as prepared and labeled "Project 200213, Phase II Renovations for 84 Pascoag Main Street. Jeff Barr seconded the motion and the motion was unanimously approved.

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

Tom Kravitz stated that he would like to prepare GIS information to assist in a discussion as to how Phase IV of the Stillwater Redevelopment Plan could be approached. Tom Kravitz stated that there remains a significant amount of land for development. Jeffrey Barr referenced previous discussions regarding improving river access. James Langlois stated that there were related discussions in conjunction with the Clock Tower project. Tom Kravitz stated that he will bring plans for the Clock Tower project for discussion by the BRA including how to improve river access.

The Agency agreed to meet at the site at 7:00 P.M. prior to the next scheduled Agency meeting. The Agency also agreed to hold its next meeting at the new Library.

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

James Langlois stated that the building sale has been closed and that the property is now in the hands of Joe Garlick's organization. Mike Wood stated that correspondence has been submitted to Garlick outlining the scheduling of payments to the Town as well as outlining site improvements for which Garlick's organization is responsible for 50% of the cost of said improvements. Mike Wood also referenced the community center option that is still possible.

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

Edward Bonczek referenced plans for a pavilion as prepared 4 years ago as a possible interim use of the former music hall. A discussion resulted regarding the merits of acquiring the property for future development and interim steps for use until the market improves. Mike Wood stated that he would make contact with the real estate broker to see what is possible.

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

Previously discussed.

Discussion, consideration and action relative to 84-86 Main Street, Pascoag.

Mike Wood stated that the easement has been signed. Mike Wood asked Tim Kane whether there has been any discussions with the property owner regarding their plans and schedule.

Discussion, consideration and action relative to a Program of Work with respect to the Downtown Pascoag Redevelopment area.

Mark Brizard made a motion to table this agenda item until the next Agency meeting. Mark Bonczek seconded the motion and the motion was unanimously approved.

Discussion, consideration and action relative to Community Events Planner position.

Mike Wood stated that the Town/Agency has received some highly quality applications for the new position and that they now have to meet with the subcommittee to review the resumes and to narrow the applicants down by the next meeting.

New Business To Be Discussed And Acted Upon:

None

Correspondence:

None.

General Discussion:

James Langlois referenced security issues at the new Library site and the Clock Tower property. Langlois stated that the signs are not working in terms of the skateboarders. Mike Wood stated that the problem is going on throughout the Town; and with only 3 police officers on duty for most shifts, there are limited options.

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.

- a) Discuss, consider and act upon entering a purchase and sales agreement with respect to A. Plat/Map 175, Lot 41, 96 Main Street, Pascoag, RI.
- b) Discussion, consideration and action relative to an agreement for sale of the Clock Tower property in Stillwater Mills, 250 Harrisville Main Street, Harrisville Map 160, Lot 65.

No Executive Session was held.

Adjournment:

On a motion by Edward Bonczek, seconded by Cheryl Choquette, a vote to adjourn the meeting was unanimously approved. The meeting adjourned at 8:00 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____