

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Community Room, Jesse M. Smith Library
Meeting Date: September 23, 2008
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman
Jeffrey J. Barr, Vice Chairman
David A. Fontaine

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

Members Absent:

Cheryl Choquette

Staff/Consultants Present:

Timothy F. Kane, General Legal Counsel
Thomas J. Kravitz, Town Planner

Scott A. Gibbs, NEEDS, Inc.

Call To Order:

Chairman James Langlois called the meeting to order at 7:05 PM. Langlois requested that the minutes reflect that Cheryl Choquette's absence is excused and that Ed Bonczek will be a voting member.

Approval of Minutes:

David Fontaine made a motion to approve the regular meeting minutes of August 26, 2008 and dispense with the reading of the minutes. 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 Clear Copy for printing of engineering plans for Stillwater Mill Library in the amount of \$23.60.

Mark Brizard made a motion to approve the invoice from Clear Copy for the amount of \$23.60. The motion was seconded by Jeffrey Barr and was unanimously approved.

Discussion, consideration and action relative to approving the invoice from National Land Surveyors relating to survey work on 96 Pascoag Main Street in the amount of \$1,630.00.

Mark Brizard made a motion to approve the invoice from National Land Surveyors for the amount of \$1,630.00. The motion was seconded by Jeffrey Barr and was unanimously approved.

Discussion, consideration and action relative to receipt of refund check from Pascoag Utility District for overpayment of utility bill for 96 Pascoag Main Street in the amount of \$140.27. James Langlois made a motion to receive and file. Mark Brizard seconded the motion and the motion was unanimously approved.

Citizen Comment:

None.

Consultants/Staff Reports:

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

David Fontaine indicated that he met with John Mainville and Mark Adams to review the financial report. Fontaine indicated that he had some questions regarding the 96 Main Street transaction and indicated that Mainville and Adams were not familiar with the details of the transaction. Fontaine indicated that the transaction is probably is not booked correctly. Fontaine stated that the BRA had about \$630,000 funds availability or net assets balance. Fontaine explained that there were a couple items left on the books in regards to WNDC for which he expects these items to be cleaned up by next month. Fontaine indicated that once 96 Main Street is cleaned-up, he is comfortable with the financial reports. Langlois made a motion to receive and file the financial report. The motion was seconded by Jeffrey Barr and unanimously approved.

Old Business To Be Discussed and Acted On:

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

Langlois stated that he attended the Planning Board meeting at which Joe Garlick attended. Langlois referenced several minor changes to the building plans such as windows and doors in response to which Langlois stated he thought he should attend the BRA meeting to assess the status of these changes.

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

Kravitz stated that Joe Garlick received Planning Board approval conditioned upon receiving final approvals from the Rhode Island Department of Environmental Management. As explained by Kravitz, the two RIDEM permits are important in that they will be included in the environmental review which is required by HUD. Once the environmental review is published for two weeks, the report will be forwarded to HUD for the release of their funds, as explained by Kravitz. Kravitz stated that the contracts from HUD are being forwarded to the Town which will be executed and sent back once the environmental review is concluded. Kane provided an update regarding discussions between himself and the HUD attorney regarding condemnation of the easement.

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

Tom Kravitz indicated that he had nothing new to discuss regarding this topic.

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

Kravitz stated that he contacted RIDOT to let them know that Royal will have a dumpster on a State road for which RIDOT expressed no concerns. Kravitz stated that Royal is proceeding with the property rehabilitation. Kravitz stated that the Town needed to finalize the environmental land use restriction.

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

Kravitz stated that he has had no new discussions with Melanie DuPont. Tim Kane stated that the easement was recorded.

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

David Fontaine made a motion to approve the Program of Work as amended and presented at the August 26, 2008 Agency meeting. The motion was seconded by Jeffrey Barr and unanimously approved.

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

Kravitz stated that they went to Jane Coutu following Kelly Ducharme's decision not to accept the Community Events Planner position. Ms. Coutu requested more definition in terms of the amount of work and pay over an annual basis. Kravitz outlined a proposed, prorated compensation for the first third of the budget allocated for the position of \$15,000 at an hourly rate of \$15/hr. Fontaine asked for

clarification about the proposed salary structure relative to employment law. Kane indicated that he didn't see any problems as long as the compensation exceeded minimum wage. Langlois stated that it is a demanding position, especially this time of year given the upcoming Pumpkin Festival and the Victorian Holiday. Kravitz explained that the compensation proposal amounted to approximately 19 hrs per week at \$15 per hour that will total \$5,000 for a period of 17 to 18 weeks. Mark Brizard made a motion to approve the hiring of Jane Coutu as a part-time community events coordinator at a weekly salary of \$285.00 for 17.5 weeks. The motion was seconded by David Fontaine and was unanimously approved.

New Business To Be Discussed And Acted Upon:

None.

Correspondence:

None.

General Discussion:

Mark Brizard referenced the acquisition of the municipal parking lot in Downtown Pascoag which is for sale. Brizard stated that the Town has a parking lease on the lot which terminates on 2011. Brizard stated that the BRA should investigate what the possible terms would be of the acquisition of the property. Langlois inquired whether it is a case of the BRA purchasing the property or strongly suggesting to the Town that they purchase the property. Langlois stated that he will place this issue on the agenda for next month's meeting, along with the property across the street.

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 Jeffrey Barr, Mark Brizard, David Fontaine and Edward Bonczek 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 Jeffrey Barr, David Fontaine, 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 no votes were taken in Executive Session.

Adjournment:

On a motion by David Fontaine, seconded by Jeffrey Barr, a vote to adjourn the meeting was unanimously approved. The meeting adjourned at 8:23 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date filed with Town Clerk:

Date: