

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Jesse M. Smith Library, Community Room
Meeting Date: September 28, 2010
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman	Mark Brizard
Edward Bonczek	Barbara Schouboe, Alternate Member
David Fontaine	Royal Laurent, Alternate Member

Members Absent:

Jeffrey J. Barr, Vice President

Staff/Consultants Present:

Tom Kravitz, Town Planner	Scott A. Gibbs, NEEDS, Inc.
Timothy F. Kane, General Legal Counsel	Michael C. Wood, Secretary

Others:

Jeffrey McCormick, Director of Public Works

Call To Order:

James Langlois called the meeting to order at 7:04 PM. Langlois stated that Jeffrey Barr has been excused from the meeting and that Barbara Schouboe will be a voting member.

Approval of Minutes:

James Langlois made a motion to approve the minutes of the August 28, 2010 meeting as amended. Mark Brizard seconded the motion and the vote in favor was unanimous.

Approval of Invoices/Bills:

Discussion, consideration and action relative to approving the invoice from Durkee, Brown, Viverio and Werenfels Architects in the amount of \$7,500 relating to design of the office incubator space at the Clock Tower building.

Mike Wood indicated that if the BRA votes on this, it is necessary to vote to pay Durkee, Brown, Viverio and Werenfels, and not Neighborworks. David Fontaine made a motion to approve payment of \$7,500 to the architect, subject to the architect providing an invoice directly to the BRA. Mark Brizard seconded the motion, and the motion was unanimously approved.

Discussion, consideration and action relative to approving the invoice Timothy Kane, Esq. for legal services rendered for the Burrillville Redevelopment Agency.

Mark Brizard made a motion to approve the invoice from Timothy F. Kane dated September 21, 2010 in the amount of \$2,638. Edward Bonczek seconded the motion and the vote in favor was unanimous.

Citizen Comment:

None

Consultants/Staff Reports:

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

Fontaine stated that the August report is in the meeting package indicating little activity for the reporting period, with the exception of the funds to be received from Neighborworks. James Langlois made a motion to receive and file the financial report. Edward Bonczek seconded the motion, and the vote in favor was unanimous.

Old Business To Be Discussed and Acted On:

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

Kravitz referred to photos regarding the construction status of the office space. Wood stated that since the BRA is having difficulty getting a lease agreement with WNDC, the BRA should consider having the Building Inspector hold back on issuing the partial Certificate of Occupancy until the lease agreement is executed. Mark Brizard made a motion to table for discussion and possible action later in the meeting. Barbara Schouboe seconded the motion, and the vote in favor was unanimous.

Kravitz indicated that he has requested that WNDC loam and seed the area where they have been parking vehicles and storing materials, once WNDC demobilizes from construction. Kravitz indicated that WNDC was pushing-back on the request. Tim Kane stated that the construction easement typically stipulates that the area must be restored to its original condition. Kravitz stated that he would investigate this issue further. Wood asked if they were planning on having a model apartment. Kravitz stated that he would clarify and get back to the BRA.

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

James Langlois recognized the Burrillville Department of Public Works regarding the new parking lot in the redevelopment district. Langlois stated that he has been working on the issue of lighting in the redevelopment district, indicating the importance of using the same lighting standard throughout the district. Jeff McCormick of the Burrillville Department of Public Works stated that he can hold-off on installing the wiring for the lights at the new lot; however, he wanted to get better clarification on what the BRA wants in terms of type of lights. Kravitz showed a picture of the light fixture. Jeff McCormick stated that he would need a lighting plan indicating spacing of lights and the location of single-head and double-head lights. It was suggested by Gibbs that the supplier be contacted to prepare a lighting plan.

McCormick indicated that the six lights to be installed at the new parking lot and sidewalk would be separately metered and paid for by the BRA. Kane requested clarification regarding the proposed maintenance agreement for the library lights. Wood indicated that light maintenance would be the responsibility of the BRA, yet the energy would be the responsibility of the library. Wood asked McCormick to assess whether there was a way to separate the nine lights along Tinkham Lane on a separate meter. Mark Brizard made a motion to have the DPW run the conduit as opposed to direct burial of the electrical wires. Ed Bonczek seconded the motion and the vote in favor was unanimous.

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

Wood stated that the DPW would be hiring someone to develop a parking lot plan for Downtown Pascoag. Wood stated that the engineer needs to be made aware of the trash receptacles in Pascoag. Wood stated that is still not sure on the exact timing on the removal of the surplus utility poles.

Brizard recognized the DPW on the work done in the parking lot area, including resolving the drainage issues. Jeff McCormick inquired on the plans for the subject properties, short of the suggested parking lot. Brizard indicated that it was still a work in progress. Brizard stated that he was happy to see work commencing on 160 Pascoag Main Street. Royal stated that 96 Main Street is now full, acknowledging some enthusiasm in downtown due to planned activities of the BRA. Royal stated there is also a rumor that the abutting property has a tenant for the former police station. Kravitz stated that he has received a plan set for the CVS project.

Barbara Schouboe asked if the IGA has provided feedback regarding the bus stop. James Langlois indicated that the IGA has been very supportive.

New Business To Be Discussed And Acted Upon:

Item is addressed later in these minutes.

Correspondence:

Memo to the Town Manager to the Finance Department regarding checks received from Clock Tower Associates related to the NeighborWorks (WNDC) agreement.

Langlois made a motion to receive and file. David Fontaine seconded the motion, and the motion was unanimously approved. Mike Wood stated that this basically completes the financial aspects of the WNDC agreement.

E-mail from Mike Wood dated September 9, 2010 regarding 74 Pascoag Main Street, Plat 74 Lot 44 (Music Hall lot). Re: easement(s) and river crossing.

Mark Brizard made a motion to approve the plan as presented. Barbara Schouboe seconded the motion and the vote in favor was unanimous. Royal Laurent inquired about the access easement to the river not impacting the existing drainage. Wood stated that they would have to take this into consideration. Kravitz stated that Norbert Therien has the meets and bounds description for the subject property.

E-mail from Michael C. Wood, Town Manager, regarding Verizon's relocation of duplicate set of utility poles along Pascoag Main Street.

Langlois made a motion to receive and file. Bonczek seconded the motion and the vote in favor was unanimous.

General Discussion:

Executive Session:

Request for Executive Session from Michael C. Wood, Secretary, pursuant to Rhode Island Open Meeting Law [42-46-5 (a) (5) (2)] for discussion and considerations related to potential litigation and 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) Agreement with NeighborWorks to lease and/or acquire property.
- b) Exchange or lease of property within the Clock Tower building.
- c) Disposition of Stillwater lot (map 160, Lot 75).
- d) Downtown Pascoag Properties (various).

James Langlois made a motion to go into Executive Session with David Fontaine, Barbara Schouboe, Mark Brizard and Edward Bonczek all voting in favor.

James Langlois made a motion to reconvene the public portion of the meeting and to seal the minutes of the Executive Session with David Fontaine, Mark Brizard, Edward Bonczek, and Barbara Schouboe all voting to support the motion. The public portion of the meeting was reconvened in open session where it was announced that four votes were taken in Executive Session.

The issue of Woonsocket Neighborhood Development Corporation and the Clock Tower project was revisited. Specifically, the question of the issuance of a Certificate of Occupancy and the successful negotiation of a lease between WNDC and the BRA was discussed. A motion was made by James Langlois to disclose discussions in Executive Session regarding withholding the Issuance of a Certificate of Occupancy for the Clock Tower project until the impending lease between the BRA and WNDC is

successfully negotiated. Barbara Schouboe seconded the motion, and the motion was unanimously approved.

Adjournment:

On a motion by James Langlois seconded by Jeff Barr, the meeting was adjourned at 8:10 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____