

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Jesse M. Smith Library, Community Room
Meeting Date: January 25, 2011
Meeting Time: 7:00 PM

Members Present:

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

Members Absent:

Barbara Schouboe, Alternate Member	Jeffrey J. Barr, Vice President
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Staff/Consultants Present:

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

Others:

Call To Order:

James Langlois called the meeting to order at 7:00 PM. Langlois announced that Barr and Schouboe have been excused from the meeting and Royal Laurent will be a voting member.

Approval of Minutes:

Mark Brizard made a motion to approve the minutes of the November 23, 2010 meeting. Edward Bonczek seconded the motion and the vote in favor was unanimous. James Langlois made a motion to approve the minutes of the January 10, 2011 meeting. Edward Bonczek seconded the motion and the vote in favor was unanimous.

Invoices:

Discussion, consideration and action relative to approving the invoice from National Land Surveyors in the amount of \$2,420 relating to subdivision and deed description in the Stillwater Redevelopment District.

Mark Brizard made a motion to approve payment of \$2,420 to National Land Surveyors. Edward Bonczek seconded the motion, and the motion was unanimously approved.

Discussion, consideration and action relative to approving the invoice from The Woonsocket Call in the amount of \$321.43 relating to the Request for Proposals for Pascoag Redevelopment District.

David Fontaine made a motion to approve payment of \$321.43 to The Woonsocket Call. Mark Brizard seconded the motion, and the motion was unanimously approved.

Citizens Comment:

None

Consultants Staff Report:

David Fontaine stated he had no comments to make regarding the financial report. Fontaine inquired whether the previous year audit has been completed. Wood indicated that the audit has not been completed. Mark Brizard made a motion to receive and file the financial report. David Fontaine seconded the motion and the motion was unanimously approved.

Old Business:

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

Mike Wood indicated that there are several issues regarding this agenda item that will be discussed in Executive Session.

Discussion, consideration and action relative to the Office Incubator Space.

As with the Clock Tower project, Mike Wood stated that this agenda item would be discussed in Executive Session.

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

Mike Wood referenced the proposal from National Land Surveyors for civil engineer for site development relative to the proposed Farmers' Market. Wood stated that in order to accommodate the Farmers' Market grant, utility and foundation work has to be designed and completed. Wood stated that the grant would obligate the BRA to provide a 50% grant match for a total project cost of \$135,000. We will table this until the next meeting.

James Langlois indicated that he and Tom Kravitz met with the lighting contractor to get an overview of how the Stillwater Mill Redevelopment District street lighting is currently controlled. Langlois stated that no proposal has been received to date so there is no action being requested regarding this agenda item.

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

Royal Laurent requested that the minutes show that he recused himself from any discussion and vote regarding this agenda item. Mike Wood stated that no proposals were received in response to the Request for Proposals. Tim Kane indicated that the BRA is now allowed to approach developers to garner interest in the proposed project. Kane stated that he would further research this issue for the next meeting.

New Business To Be Discussed And Acted Upon:

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

James Langlois stated that he had this item placed on the agenda not knowing whether there would surface any issues such as parking lot lights. Wood stated he would attempt to arrange for a meeting to scope out the potential operating cost needs of the BRA. Item was tabled to a future meeting.

Discussion, consideration and action relative to the Annual Meeting.

Wood stated that this constitutes formal notification of the Annual Meeting as required in the By Laws. Langlois made a motion to approve holding the annual meeting date of February 22, 2011 at 6:30 p.m. Brizard seconded the motion and the motion was unanimously approved.

Discussion, consideration and action relative to the 2011 Schedule of Meetings.

James Langlois made a motion to approve the proposed 2011 schedule of BRA meetings. Royal Laurent seconded the motion and motion was unanimously approved. The schedule will be posted and filed with the Town Clerk and the Secretary of State.

Correspondence:

Correspondence from the Board of Administration regarding incorporating lawn care maintenance for Stillwater.

Wood stated that any budget allocation to the BRA to cover the cost of lawn care maintenance in the Stillwater Mill Redevelopment District would be for the fiscal year beginning July 1, 2011. James Langlois made a motion to receive and file the correspondence. Mark Brizard seconded the motion and the vote in favor was unanimous.

Correspondence from James Langlois to the Board of Administration responding to letter regarding lawn care maintenance for Stillwater.

Mark Brizard made a motion to receive and file. The motion was seconded by James Langlois and the motion was unanimously approved.

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.

- a) Agreement with NeighborWorks to lease and/or acquire property.
- b) Exchange or lease of property within the Clock Tower building.
- c) Downtown Pascoag properties (various)
 - i. Consider and act on map 175, lot 019
 - ii. Various Redevelopment Agency owned property
 - iii. Consider and act on Map 175, Lots 44 and 50

James Langlois made a motion to go into Executive Session with Mark Brizard, Edward Bonczek, David Fontaine, and Royal Laurent 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 Mark Brizard, Edward Bonczek, David Fontaine, and Royal Laurent 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.

Adjournment:

On a motion by James Langlois seconded by Mark Brizard, the meeting was adjourned at 7:55 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____