

**BURRILLVILLE REDEVELOPMENT AGENCY  
MEETING MINUTES**

Meeting Place: Jesse M. Smith Library, Community Room  
Meeting Date: February 22, 2011  
Meeting Time: 7:00 PM

**Members Present:**

James Langlois, Chairman	Mark Brizard
David Fontaine	Royal Laurent, Alternate Member
Edward Bonczek	Jeffrey J. Barr, Vice President
Barbara Schouboe, Alternate Member	

**Members Absent:**

**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.

**Approval of Minutes:**

Barbara Schouboe stated that the draft minutes indicate her seconding the motion to adjourn. Schouboe noted that she was not in attendance at the meeting. Brizard stated that he had seconded the motion to adjourn. Brizard made a motion to approve the minutes of January 25, 2011 as amended. 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 Timothy F. Kane, Esq. for legal services in conjunction with the Agency.

Mark Brizard made a motion to approve the invoice from Timothy F. Kane, Esq. in the amount of \$4, 650 for legal services rendered for the period of November 19, 2010 to February 16, 2011. Jeffrey Barr seconded the motion and the vote in favor was unanimous.

**Citizens Comment:**

**Consultants Staff Report:**

Discussion, consideration and action relative to Financial Report(s) including Budgets and Audits.

David Fontaine stated that he is working with Mark Brizard and Mike Wood to develop a draft FY 2011 budget for the Agency. Mike Wood stated that they are also discussing separating the budget into an operating budget and capital budget. The subcommittee is targeting new budgets to be effective July 1, 2011. Fontaine continued by stating that the financial reports distributed indicated very little activity over the reporting period. Information distributed indicated very little activity. Mark Brizard made a motion to receive and file the financial report. Jeffrey Barr seconded the motion and the motion was unanimously approved.

**Old Business:**

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

Mike Wood stated that this issue would be discussed under Executive Session.

Langlois stated that he noticed new posters advertising rental units at the development are surfacing throughout the town.

Discussion, consideration and action relative to the Office Incubator Space, Clock Tower Project located at 180 Tinkham Lane, Harrisville, RI.

Tim Kane stated that we will have a signed lease with Joe Garlick’s group (Clocktower Associates) and are 99% there in executing a lease with Scott Rabideau. Langlois stated that the Agency will need to expend \$52,000 in conjunction with the execution of the lease with Garlick as the first installment of the \$239,000 for fit-out costs. James Langlois made a motion to approve the expenditure of \$52,000 as first installment of the fit-out costs. Jeffrey Barr seconded the motion and the vote in favor was unanimous.

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

a. Professional Services for the Farmer’s Market project.

Mike Wood stated that he had asked that the proposal from National Land Surveyors for the proposed Farmers Market planning be tabled at the last Agency meeting because he believed that the Town has a civil engineering firm already under agreement that has done similar work elsewhere. He will contact that firm to see if it is feasible to engage this firm in regards to the Farmers Market project.

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

a. Request for development proposals, mixed-use building, historic Pascoag Main Street, Map 175, Lots 44 and 50 (vacant lots).

Wood stated that the administration is looking into approaching targeted developers to solicit interest in the proposed project. Wood reiterated that no proposals were received in response to Mr. Kravitz's request for proposals.

**New Business To Be Discussed And Acted Upon:**

Discussion, consideration and action relative to the report of the Finance/Budget Subcommittee regarding a prospective budget for the Agency.

Already discussed.

**Correspondence:**

None

**General Discussion:**

Discussion relative to the roof collapse at the Mobil Station.

Langlois stated that this agenda item will be discussed in Executive Session.

**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, Jeffrey Barr, Edward Bonczek, and David Fontaine 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 Jeffrey Barr 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.

James Langlois made a motion to reopen the discussion regarding the incubator space. Jeffrey Barr seconded the motion and the vote in favor was unanimous. Wood stated that the concept for tax exemption for the incubator space involves the Tax Assessor providing a modified value for the Clocktower Building excluding the incubator space (2,739 square feet). Wood stated that the proposed request to the Town Council would be to exempt only the incubator space from property taxation. Langlois made a motion to request of the Town Council for a long-term tax exemption for the incubator space. Jeffrey Barr seconded the motion and the vote in favor was unanimous. David Fontaine abstained from the discussion and vote.

**Adjournment:**

On a motion by James Langlois seconded by David Fontaine, the meeting was adjourned at 7:30 PM.

Minutes approved by:

\_\_\_\_\_  
Michael C. Wood, Secretary

\_\_\_\_\_  
Date:

Date filed with Town Clerk: \_\_\_\_\_