

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Jesse M. Smith Library, Community Room
Meeting Date: March 27, 2012
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman
Edward Bonczek
Mark Brizard

Jeffrey J. Barr, Vice Chairman
Royal Laurent, Alternate Member

Members Absent:

David Fontaine

Staff/Consultants Present:

Michael C. Wood, Secretary
Timothy F. Kane, General Legal Counsel

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

Others:

Joe Raymond

Call To Order:

James Langlois called the meeting to order at 7:05 PM. Langlois stated that David Fontaine and Barbara 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 February 28, 2012 Annual Meeting. Edward Bonczek seconded the motion, and the vote in favor was unanimous.

Edward Bonczek made a motion to approve the minutes of the February 28, 2012 Regular Meeting. Jeffrey Barr seconded the motion, and the vote in favor was unanimous.

Invoices:

Mark Brizard made a motion to approve the invoice dated March 13, 2012 from National Land Surveyors for work in the Stillwater Mill Redevelopment District in the amount of \$1,990.00. Royal Laurent seconded the motion, and the vote in favor was unanimous.

Citizens Comment:

None

Consultants Staff Report:

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

Mark Brizard made a motion to receive and file. Royal Laurent seconded the motion, and the vote was unanimous. Mike Wood explained that per the operating budget failed to take into account certain items into the fund balance such as the final balance due to the Geotourism budget. Wood explained the fund balance will be slightly less than shown in the financial report.

Old Business:

Discussion, consideration and action relative to the Geotourism Project.

James Langlois explained that there was a meeting held regarding the Geotourism Project at the American Legion Building. Langlois stated that the meeting lasted three hours and that the meeting was very productive. Tom Kravitz explained that several day trip options were devised. Kravitz stated that several very creative ideas emerged from the meeting.

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

Mike Wood explained that they are still waiting for reconciliation numbers from Joe Garlick. Jeff Barr referenced the Grow Smart RI award, and if any members of the BRA wanted to attend, you are invited.

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

A. Rental Fee and terms for use of new pavilion.

Langlois distributed a copy of the Assembly Theater rental agreement as a possible framework for managing the rental of the pavilion. The fee structured for the Assembly Theater is varied based on the days of the performance, and the periods between the performances. Langlois argued that following the Assembly Theater process makes sense. Wood indicated that the Agency should get a handle on the cost to run the facility including insurance and the cutting of the grass. Langlois requested that the Stillwater Mill Management Committee take this issue up and come back with a proposal.

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

Mike Wood indicated that there is no news since last month's BRA meeting. Kravitz stated that there is no new update or information regarding RIDEM, and the Mobil Station property. Raymond stated that in regards to 160 Main Street, the property owner came in with an engineer's report. The owner is proceeding with fixing up the property and selling it.

Discussion, consideration and action relative to the Program of Work

Wood stated that the Agency adopted the Program of Work at the last meeting. Wood stated that he reformatted the report so that it was more presentable in the event the Agency wanted to meet with the Town Council. Langlois stated the document was sent out previously for review. Mark Brizard made a motion to approve the reformatted Program of Work. Jeffrey Barr seconded the motion and the vote in favor was unanimous.

New Business To Be Discussed And Acted Upon:

Discussion, consideration, and action relative to the Burrillville Redevelopment Agency Operating Budget.

Wood stated that the document was discussed with Mark Brizard and David Fontaine. Some financial obligations were not reflected in the Capital Account (Cash Balance). The Cash Balance represents the cash resources the Agency has to work with. Based on the budget, the BRA has approximately \$200,000 to work with. Mark Brizard made a motion to receive and file. James Langlois inquired whether the budget allows for maintenance costs including the parking lot lights in the Stillwater Mill Redevelopment District. Mike Wood stated that he would revise the budget to account for a management costs and present back in May for adoption. Jeffrey Barr seconded the motion, and the vote in favor was unanimous.

Correspondence

Correspondence from Barbara Schouboe regarding resignation from the Burrillville Redevelopment Agency.

Mark Brizard made a motion to receive and file with a letter to Barbara expressing appreciation for her service. Edward Bonczek seconded the motion, and the vote in favor was unanimous.

General Discussion:

Mark Brizard referenced an inexpensive property on Elm Street that is at the end of the bike path, encompassing approximately 2.5 acres. The property includes a small cottage that is in disrepair. Brizard stated that he wanted to put the property on the Agency's radar screen as it assesses new projects.

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) Plat 175/Lot 019 (Mobil Station Property) 24 North Main Street
- b) Plat 175/Lot 025 (Apt. House, Pascoag Main) 160 Pascoag Main Street
- c) Plat 175/Lot 060 (Apt. House, Pascoag Main) 73-75 Pascoag Main Street
- d) Plat 175/Lot 061 (Vacant Building, Pascoag Main) 87-89 Pascoag Main St.
- e) Plat 175/Lot 43 (Dupont) 84-86 Pascoag Main Street

James Langlois made a motion to go into Executive Session with Jeffrey Barr, Mark Brizard, Royal Laurent, 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 Jeffrey Barr, Mark Brizard, Edward Bonczek, 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 no votes were taken in Executive Session.

Adjournment:

On a motion by James Langlois seconded by Barr, the meeting was adjourned at 8:25 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____