

**BURRILLVILLE REDEVELOPMENT AGENCY
MEETING MINUTES**

Meeting Place: Jesse M. Smith Library, Community Room
Meeting Date: June 5, 2012
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman
Edward Bonczek
Mark Brizard

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

Members Absent:

Staff/Consultants Present:

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

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

Others:

Call To Order:

James Langlois called the meeting to order at 7:05 PM.

Approval of Minutes:

Gibbs noted that the agenda incorrectly referred to the minutes of March 27, 2012 rather than the correct date of April 24, 2012. Jeffrey Barr made a motion to approve the minutes of the April 24, 2012 Regular Meeting. David Fontaine seconded the motion, and the vote in favor was unanimous.

Invoices:

Discussion, consideration, and action relative to ratifying the Redevelopment Agency's portion of the snow removal invoice from Cahill's Lawn Care.

Mark Brizard made a motion to approve a \$240 snow removal invoice from Cahill's Lawn Care, which represents a portion of the invoice from Cahill's Lawn Care to Burrillville Department of Public Works dated February 5, 2012. Jeffrey Barr seconded the motion, and the motion was unanimously approved.

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 table this agenda item. David Fontaine seconded the motion, and the vote in favor was unanimous.

Old Business:

Discussion, consideration and action relative to the Geo-tourism Project.

James Langlois stated that a presentation is being developed for a meeting in the near future. Wood referenced a meeting with the Blackstone River Valley Tourism Council regarding various day-trip tour itineraries. Wood stated that these itineraries will incorporate input from himself and Tom Kravitz. Wood also referenced adding fishing itineraries and geo-caching. As explained by Wood, geo-caching is an

emerging trend that includes over 8 million projects uploaded last month alone. Wood explained that Lilly is moving back to Africa at the end of the month. A new project manager has been assigned to the Burrillville geo-tourism initiative.

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

Mike Wood stated that he still has not received the reconciliation information from Joe Garlick.

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

- A. Rental Fee and terms for use of new pavilion.
- B. Reservation process for use of pavilion.

Langlois outlined the proposed use fees for the new Pavilion. A discussion followed regarding use fees as they pertain to nonprofit and Town events, and reimbursements due to the cancellation of events because of weather. Wood stated that security deposits should be reimbursed due to cancellations. Langlois inquired about the policy regarding the erection of temporary structures such as tents in the lawn area. Also discussed were possible fee adjustments for more expansive events, and food trucks.

As a result of the discussion, Langlois made a motion to adopt the following fee structure for the use of the Pavilion.

Local Resident/Organization – Single Event: \$125 per 4-hour block and \$40 per hour or portion thereof after 4 hours

Local Resident/Organization – Multi-Day Event: \$75 per 4-hour block after 1st day, and \$40 per hour or portion thereof after 4 hours

Non-Resident/Organization – Single Event: \$175 per 4-hour block and \$50 per hour or portion thereof after 4 hours

Non-Resident/Organization – Multi-Day Event: \$100 per 4-hour block after 1st day, and \$50 per hour or portion thereof after 4 hours

In addition to the proposed fee structure, additional user charges and rules were included in the motion.

- All fees and deposits must be paid in advance of the event
- Rental fees are non-refundable
- \$100 Security Deposit for each event – if no additional clean up or repairs are needed, security deposit will be returned after the event
- Formal organizations must submit proof of insurance with coverage to be determined by the Town Coordinator
- Pavilion available after 1 pm on Saturdays
- All events must end by 8 pm
- User responsible for cleaning up all trash and debris and must report any level of damage to the Pavilion and grounds – additional charge(s) will be assessed if extra third-party clean up is needed and to repair damage, etc. exceeding the \$100 Security Deposit.

- Additional user conditions will be developed with the application and be in accordance with other rules and regulations traditionally used by the Town.

Jeffrey Barr seconded Langlois' motion, and the vote in favor was unanimous. Mike Wood stated that he would work on the reservation process in conjunction with the Towns Department of Parks and Recreation.

June 23rd Grand Opening: Langlois stated the there would be two events that will occur simultaneously at the June 23rd Grand Opening; RE Discover and the Farmer's Market. Scott Rabideau raised the issue of traffic control. Langlois recommended that on days of major events, Tinkham lane should be made one-way, and identify areas of additional parking.

Stillwater Mill Management: Langlois referenced the handouts for hydro seeding, lawn maintenance and irrigation improvements. There was a discussion considering the scope of the grassed area. Kravitz referenced discussions with Clock Tower and their interest in making improvements to the lot across the driveway (with the rock). It was agreed to focus on the main area encompassing \$9,000 in hydro seeding and irrigation improvements. Wood stated that they would be complete within two weeks right. Langlois made a motion to expend up to \$9,000 for the hydro-seeding and irrigation. Barr seconded the motion, and the motion was unanimously approved. Barr raised the question about future lawn maintenance. It was agreed that future lawn maintenance should go out to bid.

Canoe Launch: Kravitz stated that RIDEM has authorized the Agency to proceed with the installation of the canoe launch. Kravitz stated that the installation of the canoe launch basically entails cutting a path to the river. Kravitz stated the Department of Public Works could probably do it due to limited ground cover. Barr made a motion to expend up to \$3,000 for the canoe launch on Clear River. Brizard seconded the motion, and the vote in favor was unanimous.

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

Brizard inquired about maintenance of the various vacant lots including the Mobil Station, Main Street Lot, and former warehouse parking lot. Langlois stated that they should get the Music Hall lot done. Brizard asked about any additional discussions regarding the Music Hall lot. Kravitz referenced discussions with Well-One and Tom McNulty. Kravitz stated that there is a meeting scheduled for Friday between McNulty and Peter at Well-One regarding the use of the building. The proposed building is about 1,660 square feet per floor, 3 floors.

New Business To Be Discussed And Acted Upon:

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

Wood stated that the budget is the best that can be developed at this time. The Agency received and filed the budget as set forth.

Correspondence

None

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) Plat 175/Lot 019 (Mobil Station Property) 24 North Main Street
- b) Plat 175/Lot 060 (Apt. House, Pascoag Main) 73-75 Pascoag Main Street
- c) Plat 175/Lot 061 (Vacant Building, Pascoag Main) 87-89 Pascoag Main St.

James Langlois made a motion to go into Executive Session with Jeffrey Barr, Mark Brizard, David Fontaine, 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 David Fontaine 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 8:46 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____