

## **BURRILLVILLE REDEVELOPMENT AGENCY**

### **REGULAR MEETING MINUTES**

Meeting Place: Jesse M. Smith Library, Community Room  
Meeting Date: September 24, 2019  
Meeting Time: 7:00 PM

#### **Members Present:**

James Langlois, Chairman	Mark Thompson
Edward Bonczek	Royal Laurent
Jeff Barr	
Renay McLeish	

#### **Members Absent:**

George J. Lough, III

#### **Staff/Consultants Present:**

Michael Wood, Secretary	Scott A. Gibbs, NEEDS, Inc.
Ray Goff, Planning Director	Timothy Kane, Esq.

#### **Others:**

Dennis Anderson, Town Council  
Liaison

#### **Call To Order Of Regular Meeting:**

James Langlois called the Meeting to order at 7:01 PM. Langlois noted that George Lough has been excused from the meeting due to a work conflict.

#### **Approval of Minutes:**

Approval of minutes for the August 27, 2019 Regular Meeting, and to dispense with the reading of the minutes.

Royal Laurent made a motion to approve the minutes from the August 27, 2019 Regular Meeting. Jeffrey Barr seconded the motion and the vote in favor of the motion was unanimous.

#### **Citizen's Comment:**

None

#### **Invoices:**

Discussion, consideration and action relative to the invoice from Debug Pest Control for insect pest management and rodent control for March, June, September and December at 76-84 Pascoag Main Street.

Royal Laurent made a motion to approve the invoice from Debug Pest Control dated September 12, 2019 in the amount of \$95.00. Mark Thompson seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice from the Bargain Buyer for Pascoag Transforming ads.

Jeff Barr made a motion to approve the invoice from the Bargain Buyer dated September 9, 2019 in the amount of \$296.00. Thompson seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice from Maloney Properties for Clocktower Associates, 3<sup>rd</sup> quarter additional rent.

Jeff Barr made a motion to approve the invoice from Maloney Properties dated April 25, 2019 in the amount of \$1,196.19. Royal Laurent seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice from Pascoag Utility District for water invoice at 75-81 Pascoag Main St. to be received and filed.

James Langlois made a motion to receive and file the invoice from the Pascoag Utility District dated September 29, 2019. The motion was seconded by Thompson and the vote in favor was unanimous.

Discussion, consideration and action relative to the invoice from Pascoag Utility District for electric service at 75-81 Pascoag Main Street to be received and filed.

Langlois made a motion to receive and file the invoice from the Pascoag Utility District dated September 17, 2019. The motion was seconded by Barr and the vote in favor was unanimous.

### **Consultants Staff Report:**

Discussion, consideration and action relative to financial reports including budget and audits.

Laurent made a motion to receive and file the financial report dated August 31, 2019. Thompson seconded the motion and the vote in favor of the motion was unanimous. Renay McLeish referenced a meeting with Town Finance Director to get a better understanding of the financial reports.

#### **A. Agency wages and maintenance and repair – to be received and filed.**

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

## **Old Business To Be Discussed And Acted On:**

Discussion, consideration and action regarding marketing activities for 75-81 Pascoag Main Street (Map 175, Lot 061).

Gibbs indicated that this issue will be discussed under Executive Session.

Discussion, consideration and action relative to the Signage Program

- A. Downtown Pascoag Subcommittee. Assignment, design and develop a direction signage program that will point the way to points of interest in downtown area (such as River-Walk, Gonyea Park, parking, and businesses).

McLeish indicated that the subcommittee met in early September. McLeish explained that their focus was on parking signs, which seemed to be well represented. McLeish explained that putting a couple of signs at key locations to identify parking areas made sense. According to McLeish, the sub-committee discussed signs for other features in Town with the conclusion that the area is rather small and along with business turnover negating the feasibility of incorporating key businesses on signage. According to McLeish, mapping options are typical for tourism initiatives for larger scale areas, although a handout map with key location information was seen as a possibility. McLeish also referenced the need to meet with the Harrisville Subcommittee to ensure consistency and coordination.

Mike Wood referenced previous marketing activities of Blackstone Tourism Council and recommending that the subcommittee meet with them to discuss possible support.

Discussion, consideration and action relative to the Stillwater District Subcommittee. Assignment, design and develop a directional and historic signage program, which identifies areas of historical interest, especially those created by the Levy's. Also, directional signs that help visitors locate the recreational path, canoe launch, and Freedom Park. Including estimated cost.

Langlois stated that they did not meet. Langlois stated that they are looking forward to meeting with the Pascoag subcommittee.

Discussion, consideration and action relative to security and shielding at the Pavilion. Langlois stated that the work is currently under way. Langlois announced the Town's IT person predicted that system should be up and running by Monday.

Discussion, consideration and action relative to the optional warranty for shielding at the Stillwater Pavilion to cover extended damages.

Langlois referenced a description of the shielding warranty as provided by the manufacturer. Langlois characterized the warranty as a standard warranty covering issues such as manufacturing and installation defects. Langlois explained that the warranty also covers problems resulting from weather. Thompson indicated that the cost for the coverage was reasonable and appropriate, especially when it covers weather related damage. Barr raised concerns about the lack of an actual written

warranty. After some discussion, Laurent made a motion to approve the purchase of the product warranty. Thompson seconded the motion and the vote in favor of the motion was approved with Barr voting against.

Discussion, consideration and action relative to update on the air conditioning/duct work project for 75-81 Pascoag Main St. (Map 175, Lot 061).

Gibbs stated that he will be meeting with a MEP engineer on Friday, September 27. Gibbs explained that the engineer would prepare the plans and specifications for the installation of condensers for the two HVAC units, as well as duct work.

Discussion, consideration and action relative to Nasonville redevelopment planning.

Gibbs stated that Crossman Engineering, Ray Goff and himself will be meeting with the Rhode Island Department of Transportation on October 7, 2019 to discuss the bridge and intersection design concepts. Gibbs explained that RIDOT wants to make sure they understand the Town's preference as it relates to the design. Wood emphasized that the design concepts need to be presented to the Town Council for approval. Gibbs responded that he will make sure that RIDOT understands that the Town Council will make the final determination on the preferred design option.

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

Discussion, consideration and action relative to appropriate funds for construction of Stillwater Farmers Market restroom building.

Wood provided background regarding conversations with USDA. Wood stated that it appears information previously provided by the USDA was incorrect. As explained by Wood, the USDA will not recognize the BRA as an eligible grant recipient. Consequently, the Town Council will entertain the option of being an applicant for a grant up to \$60,000. Wood explained that this project will not be initiated before spring of next year.

As explained by Wood, the BRA went out to bid for the restrooms with Jeff McCormick negotiating the final Town cost down to \$85,000. Wood stated that the USDA will not allow the Town to use the existing bid given it was secured prior to applying for the grant. Wood requested BRA consideration to fund the balance of projected costs to build the restrooms. As explained by Wood, assuming the same Town costs of \$85,000 and the \$50,000 of previously authorized Town appropriation, the balance of required funding is \$35,000. Wood is asking consideration by the BRA to approve funding this balance, subject to receipt of the USDA grant funds. Langlois made a motion to approve funding up to \$35,000 in support of the restroom and storage project subject to receipt of the USDA funding support. Barr seconded the motion and the vote in favor of the motion was unanimous.

**Correspondence:**

**Good & Welfare:**

Edward Bonczek indicated that RIDOT should be invited to view the intersection at the Bargain Buyer. Wood suggested that the BRA put on its next agenda consideration for requesting the Town Council request review of the situation by the State Traffic Commission.

Bonczek referenced micro-organism that are attacking White Oaks in the Town. Bonczek suggested the Town take note of the situation given its potential impact on electric transmission lines in Town. Wood indicated that the Town has a tree cutting program with the Pascoag Utility District, although it has limited funds.

**Executive Session:**

Request for Executive Session from Timothy F. Kane, Esq., pursuant to Rhode Island Open Meeting Law [42-46-5 (a) (5)] for discussion and considerations related to the lease, sale or exchange of real property for 75-81 Pascoag Main St. and 76-84 Pascoag Main St..

Langlois made a motion to go into Executive Session with Bonczek, Barr, Laurent and Thompson all voting in favor of the motion.

Langlois made a motion to reconvene the Regular Meeting with Bonczek, Barr, Laurent and Thompson all voting in favor of the motion. The Regular Meeting reopened where it was announced that one vote was taken in the Executive Session. Langlois made a motion to seal the Executive Session minutes. Jeff Barr seconded the motion and the vote in favor of the motion was unanimous.

Note to File: The relevant documents, if and when executed, will be provided to the Town's Finance Department.

**Adjournment:**

Langlois made a motion to adjourn the meeting at 8:20. Laurent seconded the motion and the vote in favor of the motion was unanimous.

Minutes approved by:

Michael C. Wood

Michael C. Wood, Secretary

10/22/2019

Date:

Date filed with Town Clerk: OCT 23 2019 