

## **BURRILLVILLE REDEVELOPMENT AGENCY**

### **REGULAR MEETING MINUTES**

Meeting Place: Jesse M. Smith Library, Community Room  
Meeting Date: October 22, 2019  
Meeting Time: 7:00 PM

#### **Members Present:**

James Langlois, Chairman	George J. Lough, III
Edward Bonczek	
Jeff Barr	
Renay McLeish	

#### **Members Absent:**

Royal Laurent	Mark Thompson
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#### **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 7:04 PM. Langlois made a motion to excuse Royal Laurent and Mark Thompson from the meeting. Bonczek seconded the motion and the vote in favor of the motion was unanimous. Langlois announced that George Lough and Renay McLeish are voting members.

Langlois announced that he was moving agenda item 14 for discussion.

#### Discussion, consideration and action relative to installation of a sign at the Jesse M. Smith Memorial Library's front door.

Margaret Dudley explained that she was attending the meeting as a Member of the Library Board Trustees. Ms. Dudley referenced the significant amount of donations made to the Library in honor of Clinton Remington. Ms. Dudley indicated that the Library wanted to use the donations to design and install a sign. Ms. Dudley referenced drawings for an entrance sign for Library, which would be situated at the right side of the Library's entrance door. There was a discussion regarding sign

color indicating the need for the sign color to be consistent with the other signs in the Stillwater Mill Redevelopment District. Ms. Dudley indicated that she would coordinate with the sign designer and fabricator accordingly. Langlois made a motion to approve the sign subject to the sign being consistent with the other signs in the village. Jeffrey Barr seconded the motion and the vote in favor of the motion was unanimous.

### **Approval of Minutes:**

Approval of minutes for the September 24, 2019 Regular Meeting, and to dispense with the reading of the minutes.

Renay McLeish made a motion to approve the minutes from the September 24, 2019 Regular Meeting. Jeffrey Barr seconded the motion and the vote in favor of the motion was unanimous.

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

Dennis Andersen informed the Agency of the upcoming play at the First Universalist Church on October 25. As explained by Andersen, the play will be about the Reynolds Murders of 1897.

### **Invoices:**

Discussion, consideration and action relative to the invoice from the Industrial Foundation of Burrillville for the Promissory Note dated February 12, 2018, for Payment Number 7.

Jim Langlois made a motion to approve the invoice from The Industrial Foundation of Burrillville dated October 16, 2019 in the amount of \$3,452.55 relating to the Promissory Note dated February 12, 2018. Edward Bonczek seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice from RainMan Seamless Gutters and More for Sunsetter Easy Shades at the Pavilion.

Langlois made a motion to approve payment of the invoice from RainMan Seamless Gutters and More dated September 26, 2019 in the amount of \$4,921 for the installation of Sunsetter Easy Shades at the Pavilion. The motion was seconded by George Lough and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice from RainMan Seamless Gutters and More for the extended warranty on the Easy Shades at the Pavilion.

Langlois made a motion to approve the invoice from RainMan Seamless Gutters and More dated September 26, 2019 in the amount of \$341 for a 5-year warranty on the installed Easy Shade. The motion was seconded by McLeish and the vote in favor of the motion was unanimous with Barr abstaining from the vote.

Discussion, consideration and action relative to the invoice from Dane Tech, Inc. for B 4K/8MP IP Camera at the Pavilion.

Langlois made a motion to approve the invoice from Dane Tech, Inc. dated September 30, 2019 in the amount of \$4,325.12 for the installation of a B 4K/8MP Camera at the Pavilion. The motion was seconded by Barr and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the deposit slip from Bravo Brewing for rent and operating expenses from May through October 1, 2019 to be received and filed.

Langlois made a motion to receive and file the deposit slip dated October 16, 2019 in the amount of \$2,750 representing payment by Bravo Brewing for rent and operating expenses. Barr seconded the motion and the vote in favor of the motion was unanimous. Mike Wood referenced an issue regarding the HVAC system in Bravo's space, which will be addressed further on the agenda.

Wood referenced an invoice relating to improvements of the Pascoag Riverwalk. Wood indicated he would pay the invoice and submit to the BRA next month to receive and file. No opposition was voiced by the Agency members.

**Consultants Staff Report:**

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

Barr made a motion to receive and file the financial report dated September 30, 2019. McLeish seconded the motion and the vote in favor of the motion was unanimous.

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

Langlois made a motion to receive and file the timecard for the period August 30, 2019 to October 1, 2019. Bonczek 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 provided an update regarding discussions with Guided Financial Services to lease space at the building. Gibbs stated that a layout plan has been developed and approved. Gibbs explained that conceptual lease rates have been provided to the company; however, a final lease rate will be dependent upon securing hard construction numbers from the contractor. Gibbs expressed concerns regarding timing constraints indicating that it will be impossible to deliver the space by the end of the year.

Gibbs explained that the current HVAC system is not appropriately situated and needs to be relocated to accommodate Bravo Brewing. Gibbs referenced a meeting on site with an HVAC engineer and Chris Mishoe of Bravo. Gibbs outlined the proposed modifications to the existing HVAC system serving Bravo's space, as well as contemplated changes to condition the remaining space.

Gibbs referenced the proposal from R. K. Baker & Associates dated October 22, 2019 in the amount of \$2,750 to design modifications to the HVAC system servicing Bravo Brewing. After some discussion, Langlois made a motion to approve proceeding with the engineering services. Wood explained that money has already been allotted for the commercial space in an amount up to \$25,000. Barr seconded the motion and the vote in favor of the motion was unanimous.

Wood referenced a possible need for a special meeting before next months BRA meeting to discuss and act upon financial issues relating to the commercial space (Guided Financial).

Discussion, consideration and action relative to the Signage Program Continuation -  
A. Downtown Pascoag Subcommittee.

Discussion, consideration and action relative to the Stillwater District Subcommittee.  
Assignment, design and develop a directional and historic signage program.

Agenda items 9 and 10 regarding signage were combined for discussion. McLeish stated that both signage committees met and were able to develop some focus and coordination. McLeish reported that they decided to focus on recreation and service signage, and possibly parking. McLeish explained sign design and material options. As explained by McLeish, the committees wanted to continue with the themes incorporating a snake or train on the signs. McLeish referenced signs regarding the bike path, canoe launch and park areas. Also referenced were services such as the location of automobile electric charging stations and public parking areas. Langlois explained that the next step by the committees is to refine the scope and to discuss with East Coast Artisans.

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

Discussion, consideration and action relative to Nasonville redevelopment planning.  
Gibbs stated the draft redevelopment plan will be completed in one week and forwarded to Ray Goff for preliminary review. Following Ray's review, the document will be forwarded to the Agency for review and consideration.

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

Discussion, consideration and action relative to RIDOT review intersection at Bargain Buyer in Pascoag.

Langlois make a motion for the Town Council to approach the RIDOT State Traffic Division regarding the referenced intersection. Bonczek seconded the motion and the vote in favor of the motion was unanimous.

**Correspondence:**

None.

**Good & Welfare:**

None.

**Executive Session Pursuant to Rhode Island General Laws:**

None.

**Adjournment:**

Langlois made a motion to adjourn the meeting at 8:25. Bonczek seconded the motion and the vote in favor of the motion was unanimous.

Minutes approved by:

Michael C. Wood  
Michael C. Wood, Secretary

11/26/2019  
Date:

Date filed with Town Clerk: NOV 27 2019 