

BURRILLVILLE REDEVELOPMENT AGENCY

REGULAR MEETING MINUTES

Meeting Place: Jesse M. Smith Library, Community Room
Meeting Date: November 26, 2019
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman
Edward Bonczek
Jeff Barr
Renay McLeish

George J. Lough, III
Mark Thompson

Members Absent:

Royal Laurent
Dennis Anderson, Town Council Liaison

Staff/Consultants Present:

Michael Wood, Secretary
Ray Goff, Planning Director

Scott A. Gibbs, NEEDS, Inc.
Timothy Kane, Esq.

Others:

Call To Order Of Regular Meeting:

James Langlois called the Meeting to order at 7:02 PM. Langlois made a motion to excuse Royal Laurent from the meeting. Barr seconded the motion and the vote in favor of the motion was unanimous. Langlois announced that Renay McLeish will be a voting member. Langlois also announced that Ray Goff will be late to the meeting.

Approval of Minutes:

Approval of minutes for the October 22, 2019 Regular Meeting, and to dispense with the reading of the minutes.

Jeff Barr made a motion to approve the minutes from the October 22, 2019 Regular Meeting. Mark Thompson 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 Electrical Wholesalers, Inc. for replacement lightbulbs at Tinkham Lane.

Barr made a motion to approve the invoice from Electrical Wholesalers, Inc. dated November 18, 2019 in the amount of \$41.61 relating to the purchase of replacement lightbulbs for Tinkham Lane. McLeish seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice from Home Depot for supplies.

Thompson made a motion to approve payment of the invoice from Home Depot dated October 3, 2019 in the amount of \$97.21 for supplies. The motion was seconded by Barr and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice from Timothy F. Kane, Esq. for legal services rendered from July 1, 2019 to November 19, 2019.

Thompson made a motion to approve the invoice from Timothy F. Kane, Esq. dated November 19, 2019 in the amount of \$2,212.50 for legal services rendered. The motion was seconded by Barr and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice from Crossman Engineering for the period July 20, 2019 through October 25, 2019.

Barr made a motion to approve the invoice from Crossman Engineering dated November 8, 2019 in the amount of \$2,291.90 for engineering services for the Route 7 Bridges. The motion was seconded by McLeish and the vote in favor of the motion was unanimous.

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

Langlois made a motion to receive and file the invoice from Pascoag Utility District date November 1, 2019 in the amount of \$166.14 for water at 75-81 Pascoag Main St. Thompson 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 electrical services at 75-81 Pascoag Main St. to be received and filed.

Langlois made a motion to receive and file the invoice from Pascoag Utility District in the amount of \$541.98 for electric services at 75-81 Pascoag Main St. Barr seconded the motion and the vote in favor of the motion was unanimous. Wood explained that the invoice must be paid; however, they will need to decide who is ultimately responsible.

Discussion, consideration and action relative to the invoice from Stillwater Construction for the Pascoag Riverwalk to be received and filed.

Thompson made a motion to receive and file the invoice from Stillwater Construction dated October 21, 2019 in the amount of \$11,600 for construction services for the

Pascoag Riverwalk. Edward Bonczek seconded the motion and the vote in favor of the motion was unanimous.

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 October 31, 2019. McLeish seconded the motion and the vote in favor of the motion was unanimous. Wood referenced the End of Year Update from Mark Brissette dated November 18, 2019, included in the back of the meeting packet.

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 October 1, 2019 to November 1, 2019. Thompson 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 explained that a draft lease has been prepared reflecting lease terms and costs that appear acceptable to the prospective tenant. Gibbs stated that they are still waiting for final fit-out costs from C&C Construction.

Gibbs provided an update regarding relocation of the furnace and condenser to service the Bravo space. There was a discussion regarding Bravo's interest in the middle space and the capacity of the HVAC to service the additional space.

Discussion, consideration and action relative to the Signage Program -

- A. Downtown Pascoag Subcommittee - It was expressed by both subcommittees the need to schedule the next meeting.
- B. Stillwater District Subcommittee

Discussion, consideration and action regarding grant application for Stillwater Pavilion and grounds for a restroom and storage facility.

Ray Goff explained that they received feedback from the grant source asking clarification regarding how the project supports local business, Farmers Market and Library for the concert series. Goff indicated that the feedback was positive and that an announcement is expected at the beginning of the year with a March grant receipt date. Wood stated that he will put additional funds into the Capital Improvement Program to support this project; however, cautioned that it will be a difficult budget year.

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.

New Business To Be Discussed And Acted On:

Discussion, consideration and action relative to the potential use of pop-up retail space in downtown Pascoag.

Langlois referenced conversations he had with a pop-up company called Boundless. Langlois explained that Boundless rents pop-up space throughout Rhode Island. As explained by Langlois, Boundless has done other brewery spaces in Rhode Island, such as Revival.

Discussion, consideration and action relative to the planning and organizing of a road-bike race in Burrillville to enhance visibility of the Redevelopment Districts.

Gibbs provided an overview of discussion he had with a consultant that works with communities in promoting and strategizing recreational events. Gibbs explained that he had previous conversations with Tom Kravitz regarding the economic and branding benefits relating to organizing an annual Rhode Island Championship bike race that would travel through the redevelopment districts. Wood suggested that there should be a follow-up discussion to further explore this idea.

Correspondence:

None.

Good & Welfare:

Bonczek referenced past twelve-plus years of activity to advance the redevelopment of Pascoag, through both good and bad times. Bonczek acknowledged the success of leadership to manage the evolution of downtown Pascoag.

Wood stated that he received an inquiry from Peter Bancroft regarding the remaining two spaces in 75 Pascoag Main Street.

Executive Session Pursuant to Rhode Island General Laws:

Langlois made a motion to go into Executive Session pursuant to Rhode Island General Laws. Bonczek, Barr, Thompson, and McLeish all voting in favor of the motion. The meeting went into Executive Session.

Langlois made a motion to reconvene the Regular Session noting that one vote was taken in Executive Session and the minutes of the Executive Session should be sealed.

Adjournment:

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

Minutes approved by:

Michael C. Wood

Michael C. Wood, Secretary

1/28/2020

Date:

Date filed with Town Clerk: JAN 29 2020 