



# **Burrillville Redevelopment Agency**

## **Meeting Minutes-July 28, 2020**

**7:00PM**

This meeting was held in accordance with the provisions of the Governor's Executive Order 20-46. All members of the Burrillville Redevelopment Agency participated remotely. Members of the public were able to attend and/or participate remotely in the meeting, as required, by the means listed below:

**Zoom Link:** <https://zoom.us/j/94509102580?pwd=a3lqOVRjcTlGNTZMcWJySFRlZnhaZz09>

**Meeting ID:** 94509102580

**Password:** 515479

**Phone:** 888-788-0099

### **MEMBERS PRESENT:**

James A. Langlois, Chair  
Edward Bonczek  
Jeffrey J. Barr, Vice Chair  
Royal Laurent  
Mark Thompson

Renay McLeish, Alt. Member  
George J. Lough, III, Alt. Member

### **MEMBERS ABSENT:** None

### **STAFF/CONSULTANTS PRESENT:**

Timothy F. Kane, Esquire, General Legal Counsel	Dennis Anderson, Town Council Liaison
Ray Goff, Planning Director	Nicole Stockwell, Administrative Support
Michael C. Wood, Secretary	

### **OTHERS PRESENT:** None

### **CALL TO ORDER:**

James Langlois called the Meeting to order at 7:09p.m.

### **APPROVAL OF MINUTES:**

Approval of minutes of the May 26, 2020 meeting, and to dispense with the reading of said minutes.

Royal Laurent made a motion to approve the minutes of the May 26, 2020 meeting. Jeffrey Barr seconded the motion and a roll call was requested with Laurent, Barr, Bonczek, Thompson, and Langlois all voting in favor of the motion.

### **CITIZEN COMMENT:** None

## **INVOICES/BILLS TO BE DISCUSSED AND ACTED ON:**

Discussion, consideration and action relative to the invoice from Industrial Foundation of Burrillville for the Promissory Note dated February 12, 2018, payment Number 10.

Thompson made a motion to receive and file the invoice from Industrial Foundation of Burrillville for the Promissory Note dated February 12, 2018, payment Number 10. Laurent seconded the motion and a roll call was requested with Langlois, Barr, Bonczek, Laurent and Thompson all voting in favor of the motion.

Discussion, consideration and action relative to the invoice from Timothy F. Kane for Legal Services Rendered to the BRA from November 26, 2019 to June 15, 2020 to be received and filed.

Langlois made a motion to receive and file the invoice from Timothy F. Kane for Legal Services Rendered to the BRA from November 26, 2019 to June 15, 2020. Thompson seconded the motion and a roll call was requested with Langlois, Barr, Bonczek, Laurent and Thompson all voting in favor of the motion.

Langlois made a motion to receive and file invoices #3-#15 on the agenda (as listed below). Thompson seconded the motion and a roll call was requested with Langlois, Barr, Bonczek, Laurent and Thompson all voting in favor of the motion.

Discussion, consideration and action relative to the invoice from New England Economic Development Services, Inc. (NEEDS) for economic development advisory and management services relative to the BRA for the period of July 16, 2019 to June 17, 2020 to be received and filed.

Discussion, consideration and action relative to the invoice from Pascoag Utility District for Water at 75-81 Pascoag Main St. from 3/13/2020 through 4/15/2020 to be received and filed.

Discussion, consideration and action relative to the invoice from Pascoag Utility District for Water at 75-81 Pascoag Main St. from 4/15/2020 through 5/14/2020 to be received and filed.

Discussion, consideration and action relative to the invoice from Pascoag Utility District for Water at 75-81 Pascoag Main St. from 5/14/2020 through 6/15/2020 to be received and filed.

Discussion, consideration and action relative to the invoice from Pascoag Utility District for Electric at 75-81 Pascoag Main St. from 3/27/2020 through 4/28/2020 to be received and filed.

Discussion, consideration and action relative to the invoice from Pascoag Utility District for Electric at 75-81 Pascoag Main St. from 4/28/2020 through 5/27/2020 to be received and filed.

Discussion, consideration and action relative to the invoice from Pascoag Utility District for Electric at 75-81 Pascoag Main St. from 5/27/2020 through 6/26/2020 to be received and filed.

Discussion, consideration and action relative to the invoice from National Grid for Gas bill at 79-81 Pascoag Main St. for March 31 to April 30, 2020 to be received and filed.

Discussion, consideration and action relative to the invoice from National Grid for Gas bill at 79-81 Pascoag Main St. for April 30, 2020 to May 28, 2020 to be received and filed.

Discussion, consideration and action relative to the invoice from National Grid for Gas bill at 79-81 Pascoag Main St. for May 28, 2020 to June 29, 2020 to be received and filed.

Discussion, consideration and action relative to the invoice from Burrillville Sewer Commission Sewer use for February 1, 202 through April 30, 2020 at 75-81 Pascoag Main St. to be received and filed.

Discussion, consideration and action relative to the invoice from Debug Pest Control, Inc. for pest control at 76-84 Pascoag Main (WellOne) for March, June, September and December, 2020 to be received and filed.

Discussion, consideration and action relative to the invoice from Maloney Properties for additional rent for second quarter at Clocktower.

Langlois made a motion to receive and file the invoice from Maloney Properties for additional rent for second quarter at Clocktower. Laurent seconded the motion and a roll call was requested with Langlois, Barr, Bonczek, Laurent and Thompson all voting in favor of the motion.

Discussion, consideration and action relative to the invoice from Harrisville Fire District Water Department for the Farmers Market Pavilion for read date 06-25-2020.

Langlois stated that Department of Public Works has repaired the leak at the Farmers Market Pavilion. Barr expressed that the amount seems high and questioned if the invoice amount was comparable to last year. Langlois responded it is comparable and we may see a slight decrease next month with the leak now fixed. Bonczek asked to consider pumping water from Clear River to capture cost savings. Wood responded that we looked into this option for the Annex grounds and determined it to be impractical.

Thompson made a motion to receive and file the invoice from Harrisville Fire District Water Department for the Farmers Market Pavilion for read date 06-25-2020. Laurent seconded the motion and a roll call was requested with Langlois, Barr, Bonczek, Laurent and Thompson all voting in favor of the motion.

### **CONSULTANT/ STAFF REPORTS:**

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

Langlois indicated the total available funds amount is \$211,167.46. Langlois made a motion to receive and file the financial report. Laurent seconded the motion and a roll call was requested with Langlois, Barr, Bonczek, Laurent and Thompson all voting in favor of the motion.

### **OLD BUSINESS TO BE DISCUSSED AND ACTED ON:**

Discussion, consideration and action relative regarding update on 252 Harrisville Main Street.

Goff explained that owner Richard Lagreque is still in the process of building out the units at 252 Harrisville Main Street. Goff stated that Lagreque currently has two tenants, a karate studio and an automotive shop and is now collaborating with a realtor to market the property and fill the remaining units. Lagreque has also purchased the brick building to the rear and has begun renovations to this building. McLish asked if the building is part of the Redevelopment District and, if so, does the Redevelopment Agency vote on tenant occupancy. Goff responded that this building is part of the Redevelopment District and the Redevelopment Agency may vote on the type(s) of allowed businesses but not on a specific tenant's occupancy.

Discussion, consideration and action relative to regarding marketing activities for 75-81 Pascoag Main Street (Map175, Lot 061).

Langlois stated that they have a prospective tenant considering this location but no commitment has been made to date. The prospective tenant is considering self-financing and possibly doing the build out work themselves. Wood suggested resuming a marketing plan for this location after the next meeting in the event this falls through.

Discussion, consideration and action relative to status of the Pavilion Rest Rooms Project.

Langlois explained that the shed has been relocated and the area is now steaked and marked for excavation. Wood stated that excavation will begin once a sewer permit is secured.

Discussion, consideration and action relative to the Signage Program

- a) Downtown Pascoag Subcommittee
- b) Stillwater District Subcommittee

McLeish stated that the Subcommittees have not met. McLeish stated that she has received a status update from Margaret at East Coast Artisans. Langlois requested a markup of the signs before approval. Langlois and McLeish explained that the signs will be placed on main roads in Harrisville and Pascoag directing patron to parking, the recreational trail (bike path) and the canoe launch. McLeish stated she will research the decided quantity and location of the signs and will contact Margaret to request a markup for review before approval.

Discussion, consideration and action relative to the status of Bravo Expansion Project and extension of the lease.

Wood explained he has been working with attorney Tim Kane to draft a lease where the cost of the fit out is deducted against the remaining due portion of the lease agreement beginning August 1st. Barr asked if labor costs are considered for reimbursement or if the labor is “in kind”. Wood responded he believes reimbursement is for out of pocket expenses only but will research this and advise if it includes non-direct expenses.

Discussion, consideration and action relative to schedule a joint meeting with the Town Council. Regarding - Nasonville Bridge Plan and redevelopment planning in Nasonville and general redevelopment activity in Downtown Pascoag.

Wood stated that the Town Council agenda is heavy in August and asked Langlois to consider and set a date in September.

**NEW BUSINESS TO BE DISCUSSED AND ACTED ON:**

Discussion, consideration and action relative to moving the Redevelopment Agency meetings to the Municipal Court Room.

Wood explained that the Municipal Courtroom has been outfitted to allow for Zoom meetings where Boards, Committees, Agencies etc. will have the option to meet in person while being broadcasted via Zoom. Wood stated that Members may opt to continue to meet virtually via Zoom if not comfortable with meeting in person. Wood explained that due to social distancing requirements, in person attendance is limited to approximately 12-15 and all others wishing to attend will have to do so via virtual Zoom access. Wood stated that this move would be until further notice.

Langlois made a motion to move the Redevelopment Agency meetings to the Municipal Court Room. Thompson seconded the motion and a roll call was requested with Langlois, Barr, Bonczek, Laurent and Thompson all voting in favor of the motion.

Discussion, consideration and action relative to maintenance of the Pavilion flower garden.

Langlois reviewed that there were 4 bids and recommended Cahill Lawn Care be awarded the contract in the amount of \$375-\$475 for the initial cleanup. McLeish note that the specs were different on each bid. There were differences in frequency of maintenance (Once a week vs two times a month) and product application (mulch vs no mulch) so this needs to be considered when comparing the bit totals. Langlois stated that the flower garden will require a spring clean up, monthly weeding and annual mulching as deemed necessary. Laurent asked if this was the financial responsibility of the Farmers Market or the Redevelopment Agency. Wood stated that the farmer that was maintaining the bed is no longer willing or able. Langlois responded it is the responsibility of the Redevelopment agency to maintain the garden. Langlois asked Mike to request the Farmers Market could assist with watering the garden on Saturday mornings. Wood stated he will make the request.

Barr made a motion to award the contract for a fall clean up and prep for the spring with annual monthly maintenance contract thereafter. Laurent seconded the motion. Thompson and McLeish express the need for an immediate clean up then fall mulching if needed followed by monthly contracted maintenance. Barr made a motion to amend the original motion to include awarding Cahill the contract for immediate clean-up of the garden and consideration of a fall prep by Mr. Langlois. Laurent seconded the motion and a roll call was requested with Langlois, Barr, Bonczek, Laurent and Thompson all voting in favor of the motion.

**CORRESPONDENCE:** None

**EXECUTIVE SESSION PURSUANT TO RHODE ISLAND GENERAL LAWS:**

Request for Executive Session from Michael C. Wood, Town Manager., pursuant to Rhode Island Open Meeting Law for review and discussions relating to §42-46-5 (a)(5).

Wood stated an executive session is not required this evening. Wood explained that in the event one is called in the future, a separate Zoom meeting would be scheduled due to logistics.

**ADJOURN:**

Laurent made a motion to adjourn the meeting at 8:01p.m.. Barr seconded the motion and a roll call was requested with Laurent, Barr, Bonczek, Thompson, and Langlois all voting in favor of the motion.

Michael C. Wood 8/26/2020  
Michael Wood, Secretary Date

AUG 26 2020 

Date filed with Town Clerk