

BURRILLVILLE REDEVELOPMENT AGENCY

REGULAR MEETING MINUTES

Meeting Place: Jesse M. Smith Library, Community Room
Meeting Date: June 25, 2019
Meeting Time: 7:00 PM

Members Present:

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

Members Absent:

Royal Laurent

Staff/Consultants Present:

Michael Wood, Secretary	Scott A. Gibbs, NEEDS, Inc.
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Others:

Dennis Anderson, Town Council Liaison	Mark Brissette, Property Manager
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Call To Order Of Regular Meeting:

James Langlois called the Meeting to order at 7:03 PM. Langlois announced that Royal Laurent is absent and Renay McLeish will be a voting member. Langlois also announced Ray Goff and Tim Kane will be absent.

Approval of Minutes:

Approval of minutes for the May 28, 2019 Regular Meeting, and to dispense with the reading of the minutes.

Renay McLeish made a motion to approve the minutes from the May 28, 2019 Regular Meeting. Jeff 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 Pest Management Service Agreement from Debug Pest Control, Inc. for 76-84 Pascoag Main Street. (1st Floor – WellOne) to be received and filed.

Langlois made a motion to receive and file the Agreement with Debug Pest Control. Mark Thompson seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to invoice from Debug Pest Control, Inc. for 76-84 Pascoag Main Street – WellOne (initial investment and first quarter service). Thompson made a motion to receive and file the invoice from Debug Pest Control, Inc. received June 7, 2019 in the amount of \$225.00. Jeffrey Barr seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to invoice from Pascoag Utility District for water service at 74-82 Pascoag Main St. to be received and filed. Langlois made a motion to receive and file the invoice from Pascoag Utility District dated May 30, 2019 in the amount of \$18.52. Barr seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to invoice from Aharonian & Associates, Inc. for interior renovations to existing building, 75-81 Pascoag Main, Architectural Construction Documents and Blueprints. Langlois made a motion to pay the invoice from Aharonian & Associates, Inc. dated May 13, 2019 in the amount of \$4,337.75. Thompson seconded the motion and the vote in favor of the motion was unanimous.

Marc Brissette's Employee Expense Reimbursement for mileage and Pavilion expenses to be received and filed. Renay McLeish made a motion to receive and file the Town Employee Expense Reimbursement dated May 24, 2019 in the amount of \$25.89. 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.

A. Agency wages and maintenance and repair – to be received and filed. Langlois made a motion to receive and file. McLeish 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 Bravo Brewing indicating construction was proceeding with electrical and plumbing work completed and waiting for inspection. Gibbs stated that no new tenant inquiries were received over the past thirty days. Gibbs explained that an earlier inquiry was received for a restaurant use; however, the space is not appropriate for a full-service restaurant. Langlois referenced outreach efforts with the Bargain Buyer. Wood suggested additional market exposure be planned for August to coincide with the opening of the brewery. Langlois made a motion to plan for increased marketing activities in August. Thompson seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to cost and options to construct restroom facilities at the Pavilion in Stillwater.

Langlois stated that he and Jeff are working with Ray Goff to coordinate. Wood stated additional capital funds have been awarded by the Town in the amount of \$55,000, which is still less than construction bids received. Wood stated that a USDA funding request will be submitted for next year. Wood suggested that the Agency also look at the Levy Foundation that could be leveraged with the USDA funds. An alternative construction option was referenced by Bonczek.

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 sub-committee met twice and walked the area. McLeish indicated that the Sub-Committee came up with 5 groups of areas to promote with the signs, which McLeish outlined. McLeish explained that the sub-committee is preliminarily suggesting three larger signs that would serve as a legend for smaller signs using color codes. McLeish explained that the sub-committee also thought about a paper pamphlet that would have advertising on it along with some specific company/restaurant names. Langlois suggested that the signs be pedestrian friendly, not just vehicle friendly. Langlois also indicated that once a pamphlet/map was developed, the map could be put on line.

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 referenced the earlier discussion about restrooms. Langlois suggested that they delay signage recommendations until after the restrooms are resolved. Langlois suggested that for the near-term, the Agency could design and install signs for things like the canoe launch, Assembly Hall, and municipal parking.

Discussion, consideration and action relative to security at the Pavilion.

Langlois stated that there are still problems with vandalism referencing movement of picnic benches. Langlois spoke to the Library, which referenced a security firm they had previous discussions with. Security options were discussed including possible needs for recording and/or remote monitoring.

New Business To Be Discussed And Acted On:

Discussion, consideration and action relative to windscreen color options at the Pavilion.

Langlois referenced the proposal received for a windscreen at the Pavilion provided by RainMan Seamless Gutters and More, a local Sunsetter franchisee. The proposed cost is \$4,921. Langlois distributed a handout with materials. Questions were raised about how the screen would be installed and the impact on the usable area in the Pavilion. McLeish made a motion to authorize purchase and installation of the sunscreen in an amount not to exceed \$5,000, but only after the installation of a security system. Thompson seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to Riverwalk repairs.

Wood referenced cost estimates to repair the Riverwalk. Wood stated that the repairs would have to go out to bid due to the fact repair costs could go up to \$25,000. The Agency indicated the importance of making the repairs. Wood stated that he would put the project out to bid.

Discussion, consideration and action relative to potential uses for 252 Harrisville Main St. property.

Wood referenced previous discussions with the potential purchaser of the property indicating that the buyer will use the building for storage purposes in the near term. Wood stated that the buyer will consider longer term options for the reuse of the building. Closing on the property was tentatively scheduled for July 3.

Discussion, consideration and action relative to Special Event Permit Application for Stillwater Redevelopment District Pavilion and Grounds.

Wood explained that the BRA rents out the space through the Town's Recreation Department. Wood explained that the change allows for alcohol, subject to Town Council approval on a per-event basis. An Issue was raised about process and delays by requiring going before the BRA prior to the Town Council. Langlois made a motion to delegate the authority to review and grant Special Event Permits to the Administration. Thompson seconded the motion and the vote in favor of the motion was unanimous.

Correspondence:

None

Good & Welfare:

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.

Adjournment:

McLeish made a motion to adjourn the meeting at 8:30. Barr seconded the motion and the vote in favor of the motion was unanimous.

Minutes approved by:

M. Wood
Michael C. Wood, Secretary

7/23/2019
Date:

Date filed with Town Clerk: _____

