

BURRILLVILLE REDEVELOPMENT AGENCY

REGULAR MEETING MINUTES

Meeting Place: Jesse M. Smith Library, Community Room
Meeting Date: May 23, 2017
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman	Renay McLeish
Edward Bonczek	Mark Thompson
Jeffrey Barr, Vice Chairman	
David Fontaine	

Members Absent:

Royal Laurent

Staff/Consultants Present:

Timothy F. Kane, Esq.	Scott A. Gibbs, NEEDS, Inc.
M. Christine Langlois, Deputy Town Planner	

Others:

Call To Order Of Regular Meeting:

James Langlois called the Meeting to order at 7:09PM. Langlois requested that the minutes note that Royal Laurent is not present making Mark Thompson a voting member for the meeting. Langlois also noted that Mike Wood is excused from the meeting.

Approval of Minutes:

Approval of minutes for the April 23, 2017 Regular Meeting, and to dispense with the reading of the minutes

David Fontaine made a motion to approve the minutes of the April 23, 2017 Regular Meeting. Mark Thompson seconded the motion and the vote in favor of the motion was unanimous.

Invoices:

Discussion, consideration and action relative to the invoice from Farmers Market Pavilion in the amount of \$143.60.

Thompson made a motion to approve payment of the invoice dated April 30, 2017 from the Harrisville Fire District Water Department in the amount of \$143.60 for water at the Farmers Market Pavilion. Jeffrey Barr seconded the motion and the vote in favor of the motion was unanimous.

Citizens Comment:

None

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

David Fontaine referenced trial balance for April, dated May 11, 2017. Fontaine made a motion to receive and file the report. Jeffrey Barr seconded the motion and the vote in favor of the motion was unanimous.

Consultants Staff Report:**Old Business To Be Discussed And Acted Upon:****Discussion, consideration and action relative to a lease agreement with WellOne, Landmark and Tollgate Radiology at 74/84 Pascoag Main Street.**

Tim Kane indicated that he has a clean lease ready for execution, but will hold in escrow. Kane expressed concern with the number of individuals involved in the lease finalization and problems with communication. Kane and Gibbs explained that Tollgate was encountering problems in securing the financing for the acquisition of specific radiology equipment. For reasons unclear, Tollgate appears to have rectified the problem; however, will be signing the lease under a new entity name.

Discussion, consideration and action relative to the fit-out of 74/84 Pascoag Main Street for WellOne.Gibbs explained that he requested Nation Wide Construction's review of the WellOne tenant improvement plans to identify any potential long lead times for specific construction items. The contractor confirmed that the specified step-down transformer entailed a 4-month delivery lead time. Gibbs indicated that this delay will negatively impact the timing of tenant occupancy of the space. Gibbs stated that the delay has been communicated to WellOne and the lease has been modified accordingly. Gibbs stated that the lease may need to be modified further depending on how quickly the lease can be executed and Neighborworks can execute a change order to its construction contract.

Discussion, consideration and action relative to the purchase of the commercial condominium unit at 74/84 Pascoag Main Street from Neighborworks Blackstone River Valley.Kane indicated that a draft Purchase and Sale Agreement has been forwarded to Joe Garlick for review. Kane also stated that the condo document has been drafted and has been reviewed. Gibbs suggested that Kane follow-up with Garlick to ensure their timely review of the draft agreements.

Discussion, consideration and action relative to the Nasonville (Nason Mill) Redevelopment Area.

Langlois referenced the Request for Proposals for Photography/GPS Services. As explained by Langlois, 3 proposals were received including (1) Cindy Wilson Photography, (2) GE Design and Photography Services, and (3) Dialogue Media

Group LLC. Chris Langlois explained that there was some ambiguity as to how long the services will take. Gibbs stated that given the limited geographic scope of the planning area, it should take the photographer more than 1 day to complete the onsite tasks. Following limited discussion, Barr made a motion to select GE Design and Photography Services for the requested photographic services. Thompson seconded the motion and the vote in favor of the motion was unanimous.

Gibbs referenced the requested modification to the scope of the Nasonville planning initiative. Gibbs explained that the modification necessitates engaging design services to prepare various vision statements depicting future development concepts. As explained by Gibbs, NEEDS has procured a proposal from Troika Studios in Boston to prepare the vision statements for a fee of \$10,000, which is \$5,000 less than the Troika's initial budget. The proposed fee is also consistent with earlier representations. According to Gibbs, Mike Wood has requested the BRA's review of the additional expenditures. After some discussion, Mark Thompson made a motion to approve increasing NEEDS' contracted budget by \$10,000 and to extend the project completion schedule to the end of 2017. Jeffrey Barr seconded the motion and the vote in favor of the motion was unanimous. Langlois requested that the minutes reflect that David Fontaine recused himself from both the discussion and vote relating to this agenda item.

Report from the Pascoag Signage Subcommittee.

Renay McLeish announced that the Pascoag Signage Sub-committee has set a meeting date for May 25th. Renay stated that she has taken photographs of signage in the area. Renay asked clarification of existing signage at Gonyea Park and Harrisville. Langlois stated the signs were funded with collaboration between the Burrillville Historic Society and the BRVNHCC.

Discussion, consideration and action relative to the Program of Work.

Langlois referenced the clean and marked-up copies of the Program of Work. Langlois referenced comments from Agency Members regarding the Gazebo and whether there is a need for the Gazebo as a means to honor Mr. Levy. Langlois suggested the alternative of informational signage as a possible alternative to honoring Mr. Levy. Langlois also expressed concern about reduced open space due to the suggested Gazebo as well as additional trees, which have been planted. Langlois referenced the Completed Items at the end of the Program of Work, which reflects an impressive list of accomplishments. Langlois also referenced the work item of marketing and tourism and whether there has been a measurable value. Langlois requested that all Members review the document, which will be reconsidered at the June meeting for a vote.

Barr raised the issue of BRA financial resources as a significant impediment to future activities. Gibbs suggested that if the BRA has initiatives that will require additional funds, the BRA always has the option of working with Mike Wood and the Town Council for an appropriation. Gibbs also mentioned the pending legislation that would amend Rhode Island's Tax Increment Financing statute. Gibbs stated

that if the legislation passes, the BRA may want to quickly assess whether it made sense to make one or more of the Redevelopment Districts a TIF District.

New Business To Be Discussed And Acted Upon:

Review draft budget, effective July 1, 2017

Fontaine indicated that he has spoken with Mike Wood and will submit a proposed budget at the June meeting.

Correspondence:

None

Good & Welfare:

Edward Bonczek again referenced the intersection with N. Main and Main in Pascoag. Langlois asked Christine Langlois whether the State is going to complete the landscaping along the Pascoag road improvements. Langlois referenced soil erosion in certain areas.

Executive Session:

No Executive Session

Adjournment:

On a motion by James Langlois, seconded by Laurant, the meeting was adjourned at 8:13 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____