

## **BURRILLVILLE REDEVELOPMENT AGENCY**

### **REGULAR MEETING MINUTES**

Meeting Place: Jesse M. Smith Library, Community Room  
Meeting Date: June 26, 2018  
Meeting Time: 7:00 PM

#### **Members Present:**

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

#### **Members Absent:**

#### **Staff/Consultants Present:**

Michael C. Wood, Secretary	Scott A. Gibbs, NEEDS, Inc.
Ray Goff, Planning Director	Tim Kane, Esq.

#### **Others:**

Dennis Anderson

#### **Call To Order Of Regular Meeting:**

James Langlois called the Meeting to order at 7:04 PM. Langlois announced that David Fontaine will be a few minutes late for the meeting. Langlois indicated that Mark Thompson will be a voting member until Fontaine arrives.

#### **Approval of Minutes:**

##### Approval of minutes for the May 22, 2018 Regular Meeting, and to dispense with the reading of the minutes

Edward Bonczek indicated that he did not attend the May 22<sup>nd</sup> Regular Meeting. Jeffrey Barr made a motion to approve the amended May 22, 2018 minutes. Mark Thompson seconded the motion and the vote in favor was unanimous. James Langlois also mentioned that he and Ray Goff attended the meeting regarding the Pavilion bathrooms, not Jeff McCormick. Langlois made a motion to amend the minutes to make this correction. Royal Laurent seconded the motion and the vote in favor of the motion was unanimous.

**Invoices:**

Discussion, consideration and action relative to the invoice from Airhart Electric for Pole #'s 11 and 14 along the river at Stillwater to be approved.

Jeffrey Barr made a motion to approve payment of the invoice from Airhart Electric dated June 6, 2018 in the amount of \$382.13. Mark Thompson seconded the motion 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.

Royal Laurent made a motion to approve payment of the invoice from Timothy F. Kane Esq. dated June 21, 2018 in the amount of \$3,202.50 for legal services. Jeffrey Barr seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice from New England Economic Development Services, Inc. to be received and filed.

James Langlois made a motion to approve the invoice from NEEDS, Inc. dated June 6, 2018 in the amount of \$2,925.00 for economic development advisory services for the period of June 16, 2017 to June 6, 2018. Mark Thompson seconded the motion and the vote in favor was unanimous.

Discussion, consideration and action relative to the invoice from New England Economic Development Advisory Services, Inc. to be received and filed.

James Langlois made a motion to approve payment of the invoice from NEEDS, Inc. dated June 12, 2018 in the amount of \$1,500 for construction oversight services relative to the fit-out of the WellOne space. Mark Thompson seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice #245 from the Pascoag Utility District for Tinkham Street lights to be received and filed.

Royal Laurent made a motion to approve the invoice #245 from the Pascoag Utility District dated June 1, 2018 in the amount of \$174.56 for repair services for streetlight #5 on Tinkham Lane. Jeffrey Barr seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice to the Industrial Foundation, for BRA loan to be received and filed.

James Langlois made a motion to approve the invoice payable to the Industrial Foundation of Burrillville in the amount of \$3,452.55 for the loan to the BRA for the WellOne fit-out. Royal Laurent seconded the motion and the vote in favor of the motion was unanimous.

**Citizens Comment:**

None

### **Consultants Staff Report:**

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

David Fontaine made a motion to receive and file the Account Summary Trial Balance dated June 20, 2018. Barr seconded the motion and the vote in favor was unanimous.

### **Old Business To Be Discussed And Acted On:**

#### Discussion, consideration and action relative to the fit-out project for 74/84 Pascoag Main Street for WellOne.

Michael Wood indicated he met with Peter Bancroft and Charter Care, who was primarily looking at the Landmark Space. Bancroft indicated that Charter Care is interested in the space. Wood indicated that issues pertaining to Landmark will be discussed under Executive Session.

#### Discussion, consideration and action relative to the Pascoag Sub-Committee Report on Signage.

Renay McLeish referenced the sign design, which was distributed to the Members. McLeish explained that the sub-committee recommends 2 signs, one to be located across from the fire station, and the second sign at the foot of Route 100 across from Georges and the former Bank of America building. As explained by McLeish, the sign company will put the yellow in 32 carat gold with a maroon background. The two signs will depict 2 different mills, with the squiggly lines representing snakes. There will also be descriptions of the genesis of the snakes and the mills behind the signs. McLeish stated that the Town will install the signs. The cost has been confirmed at \$2,950 per sign. The combined costs exceed the \$5,000 legislative grant from the State, for which the BRA will fund the balance. Laurent made a motion to accept the signs as presented. Barr seconded the motion and the vote in favor of the motion was unanimous.

#### Discussion, consideration and action relative to marketing plan for 85-95 Pascoag Main Street marketing.

Gibbs provided an overview of the space subdivision concepts depicting options for 4 and 3 tenants. Gibbs indicated that he has requested a single and two tenant options as well. Gibbs described the issues surround the options including bathrooms, and ingress and egress. Gibbs stated that he will begin formulating some rough numbers relating to costs to undertake shell improvements for the options. The agency preferred the 3 tenant layout.

#### Discussion, consideration and action relative to Nasonville redevelopment planning.

Gibbs provided an update including the proposed engineering work to be provided by Crossman Engineering for the bridge and intersection. Gibbs explained that the engineering and design work will be incorporated into the redevelopment plan.

Gibbs stated that at least one more public meeting will be required to present the design. Gibbs explained that they are waiting for a revised scope of services and budget from Crossman.

Discussion, consideration and action relative to the Stillwater Subcommittee Report on restrooms at the Pavilion

Langlois indicated that there is nothing new to report. Langlois explained that the Subcommittee will be following-up to get outside review on connecting the proposed bathrooms to municipal sewer and water services.

Discussion, consideration and action relative to Map 160 Lot 66 Belliveau property (Stillwater).

Wood explained that they were contacted by the broker who indicated that the owner is very interested in selling the property. Wood stated that the question is whether the BRA has any interest in the property. Wood stated that the owner may be willing to provide owner financing. Wood stated that this was just an FYI.

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

Discussion, consideration and action relative to CDBG Façade Improvement Program Application.

Ray Goff outlined a concept to prepare an application to the State to fund a façade improvement program. Goff indicated possibly securing up to a \$250,000 grant. Goff also indicated that using CDBG funds to address building code violations is another possible use of the funds.

Discussion, consideration and action relative to tiered lease rate for space on Pascoag Main Street.

Wood provided an overview of a conceptual tiered lease structure for the medical space. Wood explained that the proposed lease structure reflects differing lease terms and the need to amortize the Agency's improvements in the lease space. Langlois made a motion to support the lease rate approach and to move forward. Barr seconded the motion and the vote in favor of the motion was unanimous.

**Correspondence:**

Letter sent to Michael Sousa, CEO, Prime Healthcare Services-Landmark, LLC RE: Unit 2 – Pascoag Main Street dated June 18, 2018.

Langlois made a motion to receive and file. Barr seconded the motion and the vote in favor of the motion was unanimous.

**Good & Welfare:**

Langlois indicated that someone hit the wall at the Bridgeway.

Bruce Rylah raised the issue of the former Bank of America building in Pascoag. Ray Goff indicated that he met with a representative of the property explaining what the BRA is looking forward as well as raising issues about parking. Goff described the owner's thoughts and possible issues regarding what the BRA expects. Bonczek raised a concern about the owner's expectation about pricing and what the market could really support.

**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.

A motion was made by James Langlois to go into Executive Session with all members voting individually to approve the motion.

The Regular Meeting was reconvened where it was noted that one vote was taken in Executive Session. Barr made a motion to seal the minutes of the Executive Session. Bonczek seconded the motion and the vote in favor of the motion was unanimous.

**Adjournment:**

On a motion by Laurent, seconded by Barr, the meeting was adjourned at 9:00 PM.

Minutes approved by:

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Michael C. Wood, Secretary

\_\_\_\_\_  
Date:

Date filed with Town Clerk: \_\_\_\_\_