

BURRILLVILLE REDEVELOPMENT AGENCY

REGULAR MEETING MINUTES

Meeting Place: Jesse M. Smith Library, Community Room
Meeting Date: July 24, 2018
Meeting Time: 7:00 PM

Members Present:

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

Members Absent:

David Fontaine

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 not be attending the meeting. Langlois announced that Mark Thompson will be a voting member.

Approval of Minutes:

Approval of minutes for the June 26, 2018 Regular Meeting, and to dispense with the reading of the minutes.

Royal Laurent made a motion to approve the June 26, 2018 minutes. Jeffrey Barr seconded the motion and the vote in favor was unanimous.

Citizen's Comment:

None

Invoices:

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

Langlois made a motion to approve payment of the invoice. Mark Thompson seconded the motion and the vote in favor of the motion was unanimous. Jeffrey Barr recused himself from the discussion and vote regarding this issue.

Discussion, consideration and action relative to the fourth quarter payroll for the Redevelopment Agency to be received and filed.

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

Discussion, consideration and action relative to the invoice from National Grid for Northwest Community Health, April 30, 2018 gas bill to be received and filed.

Langlois made a motion to receive and file. Thompson 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

Langlois made a motion to receive and file. Laurent 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 Pascoag Sub-Committee Report on Signage.

Renay McLeish indicated that Ace Ferrell has begun working on the signs. McLeish stated she has a call into Mark Murphy to confirm he is okay with the sign placement on his property. Mike Wood indicated that he is working on the installation of one sign at a time. Wood stated that the first sign should be installed by Labor Day. McLeish stated letters are being sent to the unsuccessful bidders thanking them for their submittals.

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

Gibbs explained that they are currently putting together a cost estimate for base-building improvements based on division plans as prepared by the architect. Gibbs stated that there will be a need for a sub-committee meeting, possibly before the next BRA meeting to review and develop a final recommendation to the BRA. Wood requested the architect's review of the space and to make sure that improvements are consistent with expectations.

Discussion, consideration and action relative to Nasonville redevelopment planning.

- A. Consider and act on Crossman proposal regarding July 9, 2018 Route 7 bridges.

Wood indicated that prior to proceeding with the work, he wanted to make sure that the proposed scope is consistent with RIDOT expectations. Wood requested that if the BRA votes to execute the agreement, they allow him to make modifications to incorporate any comments from RIDOT. Langlois made a motion to authorize Mike Wood to execute the contract with Crossman Engineering along with his authority to make changes to the proposed scope of services incorporating any comments from RIDOT. Thompson seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to authorization to set up an Affordable Housing Board.

Wood indicated that this issue was referred to the Town's Ordinance Committee, which has recommended in favor. Wood stated that the issue will now go back to the Town Council for approval. Wood referenced some issues regarding setting up the new Board indicating that the Town Charter does not allow members of the Planning Board and Town Council to also serve on the new Housing Board. Wood stated that the issue is on the Town Council Agenda for August 8, followed by a public hearing at a later date.

New Business To Be Discussed And Acted On:

Discussion, consideration and action relative to new benches (seating) for Pavilion – Stillwater.

Langlois raised some issues regarding vandalism including ceiling fans, graffiti, and picnic tables at the Pavilion. Langlois explained that they need to buy two new, ten-seater benches, which Wood stated would cost \$2,424 per bench delivered, but not assembled. Thompson made a motion to authorize Wood to purchase the new tables. Laurent seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to hiring a maintenance person with appropriate skills to maintain agency facilities such as the Stillwater Pavilion, parks and other facilities controlled by the Redevelopment Agency.

Langlois reviewed how the street lights are maintained, noting that they must go outside for additional services when the issues are outside the scope and capabilities of the DPW. There was a discussion regarding lighting, security and cameras. This additional security will make it easier to monitor the Pavilion area, which the Burrillville Police Department agrees with. Langlois indicated that they are also considering installing four new, industrial-grade fans. Wood stated that he can put together a schedule when things must be done, as well as check facilities after events.

Correspondence:

Letter from David A. Fontaine to James Langlois, Chairman, dated July 10, 2018.

Langlois made a motion to accept the resignation with regret and to send a thank you letter. Barr seconded the motion and the vote in favor of the motion was unanimous.

Letters mailed on June 29, 2018 to unselected bidders for the Pascoag Signage project.
Langlois referenced the letters included in the meeting package.

Good & Welfare:

McLeish referenced the discussed tree carving at the Pascoag Cemetery. McLeish explained that she talked to a tree carver who indicated that there were too many knots on the tree. Edward Bonczek offered a replacement tree trunk from his property.

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.

None

Adjournment:

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

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____