

BURRILLVILLE REDEVELOPMENT AGENCY

REGULAR MEETING MINUTES

Meeting Place: Jesse M. Smith Library, Community Room
Meeting Date: August 28, 2018
Meeting Time: 7:00 PM

Members Present:

James Langlois, Chairman	Renay McLeish
Edward Bonczek	Mark Thompson
Jeffrey Barr, Vice Chairman	Royal Laurent
George J. Lough, III	

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 introduced and welcomed new Alternate Member, George Lough. Langlois indicated that Mr. Lough replaces David Fontaine who resigned from the BRA due to time conflicts. Langlois stated that Mark Thompson will now be a permanent voting Member.

Approval of Minutes:

Approval of minutes for the July 24, 2018 Regular Meeting, and to dispense with the reading of the minutes.

Mark Thompson made a motion to approve the July 24, 2018 minutes. Jeffrey Barr seconded the motion and the vote in favor was unanimous. A typographical error was indicated on the seconded page, sixth line of the minutes. Mark Thompson made a motion to approve the amended minutes correcting for the typographical error. Jeffrey 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 National Grid for 74 Pascoag Main St. Fl.1 gas bills to be received and filed.

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

Discussion, consideration and action relative to the invoice from Harrisville Fire District water reading for Farmers Market Pavilion for July 2018 to be received and filed.

Langlois made a motion to approve payment of the invoice from the Harrisville Fire District Water Department dated August 6, 2018 in the amount of \$1,256.81. Laurent seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the invoice from UltiPlay Parks and Playgrounds, Inc. for two rectangular picnic tables for the Pavilion 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 stated that the Town has a new financial reporting system established. Langlois made a motion to receive and file. Barr 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 relative to the Pascoag Sub-Committee Report on Signage.

Renay McLeish stated that the Ace Ferrell has proceeded with the sign fabrication. McLeish stated that the signs will include pictures of the mills, a paragraph explaining what Pascoag means, as well as the BRA name. McLeish stated that an easement agreement is being drafted with Mike Murphy regarding the placement of the sign on his property. Langlois made a motion to authorize execution of the easement agreement when completed. Thompson 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 projected costs to make necessary shell improvements to accommodate the marketing and lease-up of the building. Gibbs explained that the extent of shell improvements will depend upon the number of tenants the space is subdivided to accommodate. Gibbs stressed that his estimates are based only on his

experience and are not hard estimates based on improvement plans. Gibbs indicated that a marketing package will be prepared incorporating building visuals, subdivision options, and other location data. Marketing channels will include a site sign, and placement of the property listing on LoopNet and the RICE system. Thompson made a motion to approve the marketing strategy and to authorize NEEDS to proceed. Barr seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to Nasonville redevelopment planning.

Gibbs explained that the Rhode Island Department of Transportation had finally responded to the Crossman scope of work, and Crossman is currently amending their proposal in response to the comments. Because of the potential costs to make improvements to the building shell at 85-95 Pascoag Main Street, Mike Wood raised the issue of funding availability and whether the proposed Crossman services would be deferred to a later date. Wood stated that he would review the funding numbers for the next meeting.

Discussion, consideration and action relative to review and approve the installation of an electric charging station in the Stillwater Mill complex.

Wood explained that the Pascoag Utility District received a grant for the installation of five electric vehicle charging stations. Wood referenced the handout that answers various questions regarding the charging stations. Wood stated that the Stillwater Mill complex is one of the five suggested locations. Wood explained that the charging station will need access to electric power, which requires the charging station to be located next to an electric utility pole and/or the installation of underground utilities. Tapping into underground lines would make this project cost prohibitive. Langlois made a motion to proceed with the project. Laurent seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to approve the scope of duties for the part-time maintenance and repair position and to authorize the Secretary to hire an individual per the scope of duties.

Langlois referenced the Scope of Duties for the Part-Time Maintenance and Repair position, which was included in the meeting package. Wood indicated that the wage rate for the position is consistent with the Town's part-time wage rates. Langlois made a motion to proceed with a slightly modified Scope of Duties and with recruitment and selection for the position. Thompson seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the Warranty Deed for Greenridge Associates to be received and filed.

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

Discussion, consideration and action relative to planning and proposal(s) for the bank property (Map #175), (Lot #048), town owned parking lot and abutting properties on Pascoag Main Street and South Main Street.

Wood provided an overview of previous conversations/discussions with the Estate that owns the property. Wood referenced a slide presentation depicting the property and the Town's suggested approach indicating that there was nothing definitive at this time. Wood indicated that the Estate will respond to the Town's suggestions. Langlois inquired about options to keep the bank building as part of the approach.

New Business To Be Discussed And Acted On:

None

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.

Langlois made a motion to go into Executive Session with Bonczek, Barr, Laurent, and Thompson all voting approval.

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

Adjournment:

Laurent made a motion to adjourn the meeting at 8:40. Barr seconded the motion and the vote in favor of the motion was unanimous.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____