

BURRILLVILLE REDEVELOPMENT AGENCY

REGULAR MEETING MINUTES

Meeting Place: Jesse M. Smith Library, Community Room
Meeting Date: November 28, 2017
Meeting Time: 7:00 PM

Members Present:

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

Members Absent:

David Fontaine	Royal Laurent
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Staff/Consultants Present:

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

Others:

Call To Order Of Regular Meeting:

James Langlois called the Meeting to order at 7:03PM. Langlois made a motion to excuse David Fontaine and Royal Laurent from the meeting. Jeffrey Barr seconded the motion and the vote in favor was unanimous. Langlois announced that Mark Thompson and Renay McLeish are now voting members.

Approval of Minutes:

Approval of minutes for the October 24, 2017 Regular Meeting, and to dispense with the reading of the minutes

Mark Thompson made a motion to approve the minutes of the October 24, 2017 Regular Meeting. Renay McLeish seconded the motion and the vote in favor of the motion was unanimous.

Invoices:

Discussion, consideration and action relative to the invoice from Vicki R. McGill for potential Nasonville development site high resolution still photography, GPS integration, editing and map incorporation dated October 2, 2017.

Mike Wood explained that the invoice dated October 22, 2017 for \$2,800 had already been paid and is consistent with the proposal previously approved by the Agency. Wood requested ratification of the payment. Thompson made a motion to ratify the payment of the referenced invoice. Barr Jeffrey Barr seconded the motion and the motion was unanimously approved.

Discussion, consideration and action relative to the invoice from AE Airhart Electric for lights at Riverwalk dated June 30, 2017.

Langlois made a motion to approve payment of the invoice from AE Airhart Electric dated July 3, 2017 in the amount of \$603.53. Edward Bonczek 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 Department for Farmers Market Pavilion meter reading dated October 26, 2017.

Barr made a motion to approve payment of the invoice from Harrisville Fire District Water Department dated October 26, 2017 in the amount of \$1,414.22. Thompson 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.

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 a lease agreement with WellOne, Landmark and Tollgate Radiology at 74/84 Pascoag Main Street.

Wood stated that there was nothing to report other than a notice to proceed with tenant improvements was given. Tim Kane stated that he is sending a letter to Tollgate asking for a \$1,500 reimbursement for expenses incurred to prepare the leading plan for the x-ray room.

Langlois asked for an amendment to the agenda to move item #13 for discussion. A motion was made by Barr, seconded by Thompson and unanimously approved to amend the agenda to discuss agenda item #13.

Discussion, consideration and action relative to 55 Pascoag Main Street, Assessors Map 175 Lot 48.

Bruce Rylah indicated that he spoke to John Pisci regarding his property located at 55 Pascoag Main Street. Rylah stated that the property owner indicated that he will

respond to cleaning up the site and to demolish the back property, as previously authorized by the Agency. Rylah reiterated that Mr. Pisci still wants to take the front building down (former bank building), which in the opinion of Mr. Rylah has no market value.

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

Wood referenced previous action by the Agency authorizing to commence with space fit-out improvements.

Discussion, consideration and action relative to Nasonville redevelopment planning.

Gibbs provided an overview of the previous public meeting and proposed steps going forward. Wood referenced concerns regarding the proposed new bridge as presented in the vision statement. Wood stated that the Rhode Island Department of Transportation (RIDOT) has both bridges in the Nasonville study area on the Transportation Improvement Priority list (TIP).

Langlois suggested that the building density be reduced on the property behind the Western Hotel and put homes on the baseball field across from the Nason Mill, which is owned by Benoit. It was recommended to review zoning issues as it relates to the Benoit property.

Discussion, consideration and action relative to report from Pascoag Sub-committee regarding signage for downtown Pascoag.

Renay McLeish indicated that the subcommittee is looking at two signs to be placed at the corner of George's Pizza and Dunkin Donuts and the entrance to Pascoag from Harrisville. McLeish explained that the Committee would also like to put a sign denoting what Pascoag use to look like, ideally to be placed on the Riverwalk. The Committee hopes to meet soon to move the concept further.

Discussion, consideration and action relative to development of a marketing plan for the Commercial/Retail/Professional space at 75/81 Main Street. Create a plan that will reach out to potential lessees by using advertising, trade networks, and other effective tools.

Langlois indicated the need to prepare a plan to advance marketing the commercial space at 75/81 Main Street. Wood stated that there is a need to define what uses they are targeting. Wood suggested a sub-committee to figure out what the target markets are and to come back to the Agency in January or February. Bonczek suggested leaning towards the medical profession. Langlois made motion to establish a subcommittee for 75/81 Main Street to develop a marketing plan to attract companies to the property. McLeish agreed to serve on the sub-committee along with Langlois.

Discussion, consideration and action relative to disposition of the sale of Map 160, Lot 66.

Wood referenced the phone call received from Keller Williams Realty regarding John William Masonry BRS, LLC abandoning the purchase of Map 160, Lot 66. Wood relayed the reasons given were a delay in receiving approval from RIDEM for the environmental assessment, and issues with the property owner.

Discussion, consideration and action relative to Tinkham Lane lighting. Discussion on proposal from Pascoag Utility to Maintain streetlights on Tinkham Lane.

Langlois stated that they have been using Airhart Electric to maintain the lights. Wood initiated conversations with the Pascoag Utility Company to provide ongoing maintenance to save money. The proposal includes Tinkham Lane, the Pavilion Parking Lot, and the other lot next to the Waterfall Café. Pascoag Utility cannot maintain the lights behind the library due to their inability to access with their trucks. Langlois stated that they will still need Airhart for some of the Library lights. Barr made a motion to authorize the Chairman to enter into an agreement with Pascoag Utility to maintain the Stillwater lights. The motion was seconded by Thompson and the motion was unanimously approved.

New Business To Be Discussed And Acted On:

Discussion, consideration and action relative to authorizing the Secretary or, in his absence, the Chairman to execute and pay invoices and to authorize scope of work and change orders without prior approval from the Agency for all work associated with the fit-out project at 74 Main Street, Pascoag. **Note:** All related documentation will be submitted to the Agency at a future meeting of the Agency to review and to receive and file. If the Chairman determines that a special meeting is required to consider a proposed change order prior to its execution, he is authorized to schedule a special meeting.

Renay McLeish made a motion to approve the proposed invoice-payment policy. Barr seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the lease agreement with Pascoag Utility District for a parcel of land (Map 174, Lot 80), and to authorize the Chairman or Secretary to execute the agreement.

The issue of lease term (4X 5-year terms) was discussed and the ability of the Pascoag Utility District's right to terminate after each 5-year term by written notice. Additional language was suggested to include the right to do site work and the ability to remove the existing structure. Also, the requirement to repurpose the property to its original condition was raised as a concern. Langlois made a motion to authorize the Chairman or Secretary to execute the agreement following additional modifications as discussed. McLeish seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to the Town's consultants, Horsley Witten on updating the Comprehensive Plan.

Langlois referenced a recent Planning Board meeting and a survey that was distributed by the Town Planner. Langlois stated that there is a need for BRA input

and encouraged members to respond to the survey and return to the Town Planner. Wood asked when the Planning Board will next take up this issue. Ray indicated that he can take the BRA comments and forward to the Planning Board for any modifications to the economic development component. Wood stated that in a future meeting of the Planning Board, the BRA can attend to have a discussion with the Planning Board.

Discussion, consideration and action relative to field/park use fees.

Langlois stated that at the last meeting, the Stillwater Subcommittee was instructed to review the park use fees. Langlois provided an overview of the Special Event Permit Application. Langlois stated that the insinuation was that people were not renting the pavilion because the fees were too high. Langlois stated that there was no risk from lowering the fee and responding to the concerns of the Town Council. Langlois stated that there has been no concerted effort to promote the pavilion, as well as there is no allowance for a liquor permit. Wood and Tim Kane stated that there is a Town Ordinance that prohibits the consumption of alcohol on Town property. Wood stated that allowing liquor would increase the fees due to a police officer would have to be present. It was suggested that the BRA could approach the Town Council for the option of eliminating the alcohol prohibition.

Langlois stated that he doesn't think it's a cost issue, but maybe they should recommend a reduction of the rate by \$25 to see what happens in terms of usage. Langlois also stated that they should include the request for relief from the no-alcohol prohibition. Wood stated that they should not waive the deposit requirement. Thompson made a motion to lower the one-day event fee to \$100 and the hourly rate to \$30, with no other changes to become effective January 1, 2018. Barr seconded the motion and the vote in favor of the motion was unanimous.

Discussion, consideration and action relative to Notice of Annual Meeting: The Annual Meeting of the Burrillville Redevelopment Agency will be held prior to the regular meeting on February 27th, 2018 at 7:00 pm. (Monthly meeting to follow at 7:15 pm.)
Langlois indicated that pursuant to the Agency's by-laws, he is making the required two-month notice for the Agency's Annual Meeting.

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.

No Executive Session

Adjournment:

On a motion by Laurent, seconded by Thompson, the meeting was adjourned at 8:42 PM.

Minutes approved by:

Michael C. Wood, Secretary

Date:

Date filed with Town Clerk: _____