



## **Burrillville Redevelopment Agency Regular Meeting Minutes January 23, 2024**

**MEMBERS PRESENT:** Chairman James A. Langlois, Vice-Chairman Jeffrey Barr, Secretary Michael C. Wood, George J. Lough III, Edward Bonczek, Mark Thompson, Gerald Lapierre (Alt. 1) Mary Leach (Alt. 2)

**MEMBERS ABSENT/EXCUSED:** None

**STAFF/CONSULTANTS PRESENT:** Timothy F. Kane, Esq., Dennis Anderson, Town Council Liaison, Ray Goff, Planning Director, Nicole Stockwell, Administrative Aide.

**STAFF/CONSULTANTS ABSENT:** None

**OTHERS PRESENT:** None

**CALL TO ORDER:** Chairman Langlois called the meeting to order at 7:05pm.

**CITIZEN COMMENT:** None

**APPROVAL OF MINUTES:** November 28, 2023 meeting minutes. **Voted to approve 1/28/23 minutes.** Motion by Mark Thompson. Seconded by Vice Chairman Jeff Barr. Motion carried unanimously.

**CONSENT AGENDA-Receive & File:**

\$137.16 invoice from PUD for water at 75-81 Pascoag Main – 10/18/2023 to 11/15/2023.

\$19.40 invoice from PUD for water at 65 Pascoag Main – 10/18/2023 to 11/15/2023.

\$1905 invoice from PUD for electric use at 65 Pascoag Main on 10/27/2023 to 11/28/2023.

\$23.44 invoice from PUD for electric use at Pole #15 Pascoag Main on 10/27/2023 to 11/28/2023.

\$15.00 invoice from PUD for electric use at 246 Harrisville Main on 11/30/2023 to 11/30/2023. (C&I)

\$211.11 invoice from PUD for Harrisville Lights: Bulk Carabiners, Invoice #552 on 12/6/2023.

\$496.65 invoice from PUD for Guide Wire for Harrisville Lights, Invoice #550 on 11/21/2023.

\$70.74 Employee Reimbursement Request from Steve Moore for mileage from October 17, 2023 through December 8, 2023.

\$112.20 invoice from Debug Pest Control for quarterly pest control at WellOne (Invoice # 402290), Invoice Date 11/17/2023.

\$19.97 invoices from The Home Depot (Invoice #2074230 and Invoice #9072274).

\$9,000.00 invoice from Placer.ai for platform access (Invoice #12.2059, Date 11/22/2023).

\$492.25 reimbursement request from James Langlois for Streetscape Grant-illumination items purchased at Home Depot on 11/20/23 and 11/28/2023.

\$191.50 invoice from East Coast Artisans, Inc. (Invoice # 9475, Date 12/13/2023) for Holiday signs at Fountain Square and Stillwater.

\$2,000.00 invoice from The Economic Development Foundation of Rhode Island, Inc. for consulting fee relative to amendment of the Redevelopment Plan for the Village of Nasonville (Invoice # BRA-JUN-2023 – May through June 2023).

\$5,000.00 invoice from The Economic Development Foundation of Rhode Island, Inc. for consulting fee relative to amendment of the Redevelopment Plan for the Village of Nasonville (Invoice # BRA-NOV-2023 – July through November 2023).

\$98.86 invoice from PUD for water use at 75-81 Pascoag Main on 11/15/2023 to 12/15/2023.

\$19.72 invoice from PUD for water use at 65 Pascoag Main on 11/15/2023 to 12/15/2023.

\$39.13 invoice from PUD for electric use at 65 Pascoag Main on 11/28/2023 to 12/27/2023.

\$19.04 invoice from PUD for electric use at Pole #15 Pascoag Main on 11/28/2023 to 12/27/2023.

\$165.83 invoice from PUD for electric use at 246 Harrisville Main Rd. on 11/30/2023 to 12/27/2023.

**Voted to approve/receive and file consent agenda items.** Motion by Vice Chairman Jeff Barr. Seconded by Ed Bonczek. Motion carried unanimously.

#### **CONSULTANT/ STAFF REPORTS:**

Discussion, consideration and action relative to financial reports including budgets, reports and audits, or take any other action thereon. Report from subcommittee on future financial reports and year-end audit information. George Lough and Vice Chairman Jeff Barr reviewed the financial reports with opportunity for discussion and questions.

**Voted to receive and file financial reports.** Motion by Chairman James Langlois. Seconded Mark Thompson. Motion carried unanimously.

#### **OLD BUSINESS:**

Discussion, consideration and action relative to the 2023 Main Street RI Streetscape Improvement Grant application and appropriation of funds for associated projects, or take any other action thereon.

Planner Ray Goff noted the grant reimbursement packet is pending execution of the grant agreement. Financial breakdown of expenses will be presented at the February 27, 2024 meeting.

#### **NEW BUSINESS:**

Discussion, consideration and action relative to the purchase of three “No skateboarding, bicycle, or scooter riding in Fountain Square Park”. Estimated cost from East Coast Artisans is approximately \$300, or take any other action thereon.

**Voted to approve purchase of three “No skateboarding, bicycle, or scooter riding in Fountain Square Park” signs from East Coast Artisans not to exceed \$300.00.** Motion by George Lough. Seconded by Mark Thompson. Motion carried unanimously.

Discussion, consideration and action relative to holding the 2024 Spring Splash in Downtown Pascoag and establish a budget for this event, or take any other action thereon.

Chairman Langlois stated that the Pascoag Subcommittee is collaborating with local leaders and businesses owners to plan the event. Pascoag Sub Committee pursuing offers from vendors to cover entertainment costs. Bravo Brewing offered to sponsor the music. Event budget of \$5,000.00 budget was previously approved as line item in the annual budget. Event date/rain date and further details to be presented at the next meeting.

Discussion, consideration and action relative to 75-81 Pascoag Main St. (Bravo) sub-lease of unit 3 and physical modifications to the space or take any other action thereon.

**Voted to approve owner of Bravo Brewing to sublet unit 3 to a beer distribution company and to make any necessary permitted modifications for installation of a cooler at Bravo/tenant expense.** Motion by Mark Thompson. Seconded by Vice Chairman Barr.

Discussion, consideration and action relative to a legal opinion as to the role of the Redevelopment Agency in planning/zoning decisions in redevelopment districts , or take any other action thereon.

Legal Counsel Tim Kane advised that the BRA role is that of an advisory opinion rather than a permitting authority as are the Town Council, Planning Board and Zoning Board. The BRA to work with consultant Horsley Witten to update the Comprehensive Plan to reflect the Nasonville Redevelopment District. The BRA must then collaborate with the permitting authorities in offering their opinion to modify the local governing documents (Zoning Ordinance, Comprehensive Plan, Subdivision and Land Use Regulations) to reflect the development vision of the Redevelopment Agency. Additionally, Legal Counsel Tim Kane suggested a formal letter be submitted to the Planning Board requesting referral of all applications with subject property located within a redevelopment district be forwarded to the BRA for an advisory opinion to be considered by the Planning Board during the development plan review.

**Voted to submit a formal letter to the Planning Board requesting referral of all applications with subject property located within a redevelopment district be forwarded to the BRA for an advisory opinion to be considered by the Planning Board during the development plan review.** Motion by Vice Chairman Jeff Barr. Seconded by Mark Thompson. Motion carried unanimously.

Discussion, consideration and action relative to expending funds to decorate Fountain Square Park for Valentine's Day, or take any other action thereon.

Chairman Jim Langlois shared an image of proposed acrylic heart display to be zip tied to the existing illuminated gift box. East Coast Artisans estimated the cost for the display at \$390 (16 12 inch hearts \$320 and 2 24 inch hearts \$70.00).

**Voted to authorize the purchase of the acrylic hearts and a sign from East Coast Artisans in the amount not to exceed \$500.00.** Motion by Chairman Langlois. Seconded by Vice Chairman Jeff Barr. Motion carried unanimously.

Discussion, consideration and action relative to ARPA funds allocated to build a deck at Bravo location or take any other action thereon.

Chairman Jim Langlois and Secretary Mike Wood noted that a decision needs to be made about status of this project/allocation of funds. Bids collected were over double the allocated funds of \$25,000. Options are to rebid the project or to request owner of Bravo match funds.

**Voted to table.** Motion by Mark Thompson. Seconded by Vice Chairman Jeff Barr.

Discussion, consideration and action relative to use of and lease of space located at 180 Tinkham Lane, Harrisville, RI 02830 and to provide for services and related expenditures to prepare and fit-out the space, or take any other action thereon.

Chairman Jim Langlois noted that Remax listed the unit in January at \$1,500 a month. Community Counseling Associates is interested in leasing effective March 1, 2024 conditioned upon removal of a partial wall and replacement of the carpet. Chairman Jim Langlois stated that BRA maintenance will take care of the wall removal project and associated electrical work. Communication wiring and carpeting to be completed by contractors per proper bid procedures. Current lowest carpet bid is \$5,547.60 with one more pending. Members discussed and considered return on investment.

**Voted to authorize expenditure of up to \$7,000.00 for invoices relative removal of the partial wall and replacement the carpet to include repair or replacement of electrical and communication wiring or any other miscellaneous task associated with wall removal and carpet replacement at 180 Tinkham Lane.** Motion by Chairman James Langlois. Seconded by Vice Chairman Jeff Barr. Motion carried unanimously.

**Voted to authorize Solicitor Tim Kane and Chairman James Langlois to negotiate a \$1,500 a month lease with Community Counseling Associates for a term of 2 years with option to renew effective March 1, 2024.** Motion by Ed Bonczek. Seconded by Mark Thompson. Motion carried unanimously.

Discussion, consideration and action relative to contractual services for development/planning of the Redevelopment District (area) in the village of Nasonville, or take any other action thereon.

Chairman James Langlois stated consultants Horsley Witten and Scott Gibb will assist is with this task. Scope of work to be discussed at the next meeting.

Discussion, consideration and action relative to a general update on various projects and problems/issues in redevelopment areas, or take any other action thereon.

Secretary Mike Wood reviewed projects not previously discussed as an agenda item to include:

1. Sluiceway issue at walkway near library-DPW Director Jeff McCormick addressing
2. Stillwater signage replacement for handicapped parking, reserved parking and canoe launch-to be done in spring
3. Handicap placard and parking lot striping at Stillwater-to be done in spring
4. Pascoag River Walk & High Street Park bridge- DPW Director Jeff McCormick securing DEM permits and bridge bids. Grant Agreement for bridge is pending.
5. Creation of reserved food truck parking on Pascoag Main Street. Would require state permits and Town Council resolution.
6. Preservation of the reflecting pool at the Pascoag Bridgeway- DPW Director Jeff McCormick and Wetlands Biologist Scott Rabideau to secure DEM permits and bids.
7. Security camera at Fountain Square Park. Secretary Wood, Chairman James Langlois Police Colonel Lynch and IT Director Justin Allen working on a security plan. The group to communication with Peter Bancroft of Well One to determine feasibility of access to their existing security system on an as needed basis or to coordinate another method town video surveillance of the park.
8. Victory Highway & bridge improvements-Secretary Wood and DPW Director Jeff McCormick to pursue addition of pedestrian bridge as per plan to allow safe access.
9. Well One gutter repair and guard project-Gutter Helmet expenses will be reflected in annual end of year/reconciliation report.

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** None

**OTHER:** None

**ADJOURN: Voted to adjourn at 8:30p.m.** Motion by Chairman James Langlois. Seconded by Vice Chairman Jeff Barr. Motion carried unanimously.

Michael Wood, Secretary: Michael C. Wood Date: 2/28/2024

Date filed with Town Clerk: FEB 28 2024 JM