



# City of Woonsocket, RI

## Planning Board Meeting Minutes

**Date/Time:** Tuesday, June 7, 2022 | 6PM

**Location:** Harris Hall, 3<sup>rd</sup> Floor – City Hall, 169 Main Street, Woonsocket, RI 02895

### I. CALL TO ORDER

Chair Finlay called the meeting to order at 6:00PM.

### II. ATTENDANCE REVIEW

Members in Attendance:

1. Kenneth Finlay, Chair
2. Wendall Gardner, Vice-Chair
3. Roji Eappen, Secretary
4. Jonathan Pratt, Member

Staff in Attendance:

1. Michael Debroisse / Planning & Development Director
2. Kenneth Kirkland / Interim City Planner
3. Veronicka Vega, Recording Secretary

### III. REVIEW / APPROVAL OF MINUTES

Motion to approve the Planning Board Meeting Minutes of April 5, 2022: Vice-Chair Gardner

Second: Secretary Eappen

Discussion: None

Vote:

Chair Finlay:	Yes
Vice-Chair Gardner:	Yes
Secretary Eappen:	Yes
Member Pratt:	Abstain (Absent from 4/5 PB Meeting)

**MOTION PASSED 3-0-0**

Motion to approve the Planning Board Meeting Minutes of May 3, 2022: Secretary Eappen

Second: Member Pratt

Discussion: None

Vote:

Chair Finlay:	Yes
Vice-Chair Gardner:	Abstain (Absent from 5/3 PB Meeting)
Secretary Eappen:	Yes
Member Pratt:	Yes

**MOTION PASSED 3-0-0**

### IV. MEETING BUSINESS

Motion to take Meeting Business Item C out of order: Vice-Chair Gardner

Second: Secretary Eappen

Discussion: None

Vote:

Chair Finlay:	Yes
Vice-Chair Gardner:	Yes
Secretary Eappen:	Yes
Member Pratt:	Yes

<b>MOTION</b>	<b>PASSED</b>	<b>4-0-0</b>
---------------	---------------	--------------

**C. Solicitation of Public Input**

The Planning Division is working with the Rhode Island Department of Environmental Management, (RIDEM) to conduct a Phase I Environmental Site Assessment, (ESA) at 55 Main Street, (The Commercial Block). Prior to conducting assessment activities, RIDEM is providing an opportunity for the public to learn about the project, ask questions, and provide any relevant information to RIDEM and its environmental consultant.

Rachel Simpson, RIDEM, and Timothy Thies, PARE Corp., their environmental consultant, reviewed the process, describing it as a “desktop assessment” of historical documentation, past ownership contact, and a property walkthrough for visual identification of any obvious potential hazards. The Phase I ESA would lead to a Phase II Site Investigative Report, (SIR) which includes ground coring samples and other such tests.

Chair Finlay inquired as to whether Phase I includes an inventory of asbestos and lead paint on-site, to which both Simpson and Thies said it did not, and that those items, collectively referred to as hazardous building materials, (HBMs) are included in Phase II. Chair Finlay opened the floor to any members of the public who wished to comment on the project, there being none.

Motion to take Meeting Business Item B out of order: Vice-Chair Gardner

Second: Secretary Eappen

Discussion: None

Vote:

Chair Finlay:	Yes
Vice-Chair Gardner:	Yes
Secretary Eappen:	Yes
Member Pratt:	Yes

<b>MOTION</b>	<b>PASSED</b>	<b>4-0-0</b>
---------------	---------------	--------------

**B. Security Guarantee Release | Oak Grove Phase II**

Erik Yeghian, Owner representing Vikon Properties Corp., Developer of Oak Grove subdivision has petitioned the Planning Board to release the remainder of the security guarantee associated with the public improvements constructed as part of Oak Grove Phase II. Director Debrouse explained that the release, though minor in nature, will allow the developer to secure funding for additional projects.

Chair Finlay asked Director Debrouse to confirm that all the previous concerns were corrected and the bond amount. Director Debrouse confirmed that he, members of his staff, as well as City Engineer Pratt, and Scott Sanford of the DPW: Engineering Division have reviewed and are satisfied with conditions on-site. Director Debrouse additionally received verbal approval from DPW Director D'Agostino as well. A Staff Report from former City Planner Proft dated December 11, 2020 referenced the remaining amount as **\$6,428.50**

Motion to release the remaining Security Guarantee of **\$6,428.50** for Oak Grove Phase II: Secretary Eappen

Second: Vice-Chair Gardner

Discussion: None

Vote:

Chair Finlay:	Yes
Vice-Chair Gardner:	Yes

Secretary Eappen: Yes  
Member Pratt: Yes

**MOTION PASSED 4-0-0**

**A. Discussion Regarding Parking Regulations**

Director Debrouse suggested that the topic be tabled for further discussion with a full-Board, while Interim City Planner Kirkland has time to continue reviewing documents. Director Debrouse added that the item will remain on future Agendas to show that the work is ongoing. Chair Finlay concurred, stating that the project has become more comprehensive than its initial undertaking.

Motion to table the Discussion Regarding Parking Regulations: Vice-Chair Gardner  
Second: Secretary Eappen  
Discussion: None  
Vote:

Chair Finlay: Yes  
Vice-Chair Gardner: Yes  
Secretary Eappen: Yes  
Member Pratt: Yes

**MOTION PASSED 4-0-0**

**D. Discussion of Board Member Workshops**

Interim City Planner Kirkland brought to the attention of the Board the availability of two (2) free online educational workshops for municipal volunteer officials on conducting effective public meetings, (Workshop 1) and making land-use decisions, (Workshop 2) made available by Statewide Planning Division.

**V. ADMINISTRATIVE OFFICER'S REPORT**

**A. Summary of approved and/or recorded subdivisions, design review projects, or river corridor review projects**

Director Debrouse stated that the Truman Drive Greenway project has two designs, one submitted by the Planning Department and another from a separate Committee. Director Debrouse has a scheduled meeting to discuss how to move forward with the two plans.

**B. Summary of Progress on Comprehensive Plan**

Director Debrouse stated that the update is ongoing and proceeding with the Interim City Planner; the next Steering Committee session is Tuesday June 14 @1PM. Director Debrouse acknowledged that the timing can be difficult for members to attend and will suggest adding an evening meeting.

**C. Summary of DPD: Planning Division Projects**

719 River Street – Demolition Progressing

Director Debrouse stated that asbestos abatement will be completed by the end of the week, pest abatement is waiting to be implemented as the final stage prior to demolition.

Brownfields Program

Director Debrouse stated that the City received two (2) Brownfields Grants; one Community-Wide Assessment Grant for \$500,000.00 and a Cleanup Grant for \$650,000.00 to be used for the Brownfields Program.

Cass Park Expansion

Director Debrouse stated that the City received a RIDEM Recreation Acquisition Grant for \$312,500 for the Cass Park expansion. The improvements at Cass Park have been on-going for years and are continuing to proceed.

**VI. NEXT MEETING: Tuesday, July 12, 2022 @6PM.**

## VII. ADJOURNMENT

Chair Finlay wanted to add that Secretary Eappen would be retiring and departing the Board. The Board thanked him for his service and wished him a happy retirement. Secretary Eappen will be forwarding a formal letter of resignation to the Mayor, and copying Chair Finlay and Director Debrouse.

Motion to adjourn the meeting at 6:39PM: Secretary Eappen

Second: Vice-Chair Gardner

Discussion: None

Vote:

Chair Finlay: Yes

Vice-Chair Gardner: Yes

Secretary Eappen: Yes

Member Pratt: Yes

<b>MOTION</b>	<b>PASSED</b>	<b>4-0-0</b>
---------------	---------------	--------------