

**WEST PETERBOROUGH TAX INCREMENT FINANCE DISTRICT
ADVISORY BOARD**

May 2, 2017

MINUTES

Members Present: Jack Burnett, Jerry Galus, Todd Birkebak and Carter Jenkins.

Also Present: Peter Throop, Director and Laura Norton, Administrative Assistant, Office of Community Development

Call to Order:

Chair Galus called the meeting to order at 6:00 p.m.

Minutes:

A motion was made/seconded (Burnett/Birkebak) to approve the minutes of April 15, 2017 with all in favor.

Recap of TIF Fund Balances and Forecasts:

Mr. Galus distributed four forecasts for financial activity (*status quo, prepayment of debt, fund repairs and maintenance only* and *prepayment of debt and fund repairs and maintenance*). Mr. Galus reviewed each scenario with the end of period (sunset of TIF) balances ranging from \$1,387,843 (status quo) to \$1,023,725 (Prepay of debt with fund repairs and maintenance).

The members discussed the options with Chair Galus noting whatever scenario they chose “it proves we have wealth.” He also raised the question (to which an answer has not been provided) of establishing a trust fund to benefit West Peterborough and continue to fund repairs and maintenance. Acknowledging the question had been sent to town counsel Mr. Throop noted “the initial answer is no one knows, it has never been asked before.” He went on to tell them “if you wish it is not unreasonable to create a warrant article for a trust or a capital reserve to do that, go through the process necessary before a public vote. Mr. Galus noted “I’m surprised no one has asked about this before, we are not the only TIF. This could set a precedent. The questions is what do we want to do?”

The members reviewed their recommendation to allot \$71,500 in TIF funds for maintenance, repairs and additional improvements within the District for FY 2018. A brief discussion about additional improvements included fencing, inventory and

replacement of damaged or dead trees and a small gazebo for Teixeira Park. Mr. Burnett reminded the members “any structure will require maintenance and as a possible target for vandalism, repair. With a maintenance plan in place we could emolliate some of those fears.”

Planning Public Outreach in West Peterborough:

Discussion about forming a small committee (six or so participants) to meet and organize a get-together in West Peterborough determined the IOOF Hall (Mason’s Hall) would be the ideal location and the John Kaufhold would be contacted for availability. Once that fact was established they could consider a potential date and time.

Chair Galus and the members discussed the potential for “budget money” from the TIF funds and a brief discussion about the process of withdrawing money (procedurally) followed. Mr. Burnett noted “in the past the money has come out of the OCD budget.” Notwithstanding, Chair Galus contended \$500.00 for this project should be attainable. “They should have the ability to decide what to do with the money they have” he said. He also shared his hope that the committee would incorporate some younger people. “The TIF is going to run for a long time and the younger residents should have a say in it” he said.

The members briefly discussed a meeting agenda, refreshments, set-up and materials needed, advertising and recruitment and finally *who will do what*. It was noted the committee should be open to all residents of town. “A West Peterborough project is a town project” said Mr. Burnett adding “that has always been emphasized with buy-in from all, everyone is welcome.”

After another brief discussion about the withdrawal of funds process involved with a TIF District Mr. Burnett spoke about the specificity of what the TIF plan outlines. “Voters at the time were careful blank checks not be written. The Park is in there but some people want to hold Committees accountable 15 years later. It is a speed bump to be aware of” he said. He also noted *town customs* not required by law and a brief discussion followed.

In review Chair Galus noted 6-8 people on the Committee to organize a meet-and-greet event in West Peterborough where people could brainstorm on ideas for additional improvements in the District. They noted posters, a postal patron mailing and most importantly, face to face invitations would attract people to the event. The members discussed the time frame, deciding on the second or third week in June, dependent on locale availability.

The members agreed to meet again May 18, 2017 at 5:30 p.m. to update their agenda and welcome all interested participants. Mr. Throop encouraged the members to engage in recruitment. Mr. Burnett agreed adding “once we get the volunteers we need the other things become much easier.”

Mr. Throop reminded the members Mr. Jeungst had volunteered to contact residents of Robbe Farm Road. Chair Galus noted he would contact resident and EDA Vice Chairman Adam Hamilton (“he has expressed interest” he said). All agreed they needed to get the residents of the Nubanusit Neighborhood and Farm involved.

Other Business:

None

Next Meeting:

May 18, 2017 at 5:00 p.m., location TBD

The meeting adjourned at adjourned 7:00 p.m.

Respectfully submitted,

Laura Norton