

WEST PETERBOROUGH TIF DISTRICT

TOWN OF PETERBOROUGH, NH

Minutes of June 19, 2018

Members Present: Chair Jerry Galus, Johnathan Ericson, Ed Juengst, Joyce Caron, Adam Hamilton, Todd Birkebak, Peter Krslovic and Tyler Ward.

Staff Present: Laura Norton, Administrative Assistant, Office of Community Development and Rodney Bartlett, Town Administrator.

Chair Galus called the meeting to order at 5:02 p.m. welcomed all in attendance and introduced the Members and Staff.

Oath of Office:

Chair Galus apologized for a glitch in the paperwork for the oaths of office. “I had the paperwork prepared but somehow they did not end up where they were supposed to be” he said adding “but we can still reach conclusions.”

Chair Galus noted the dedication and hard work of former members Jack Burnett and Carter Jenkins. “They both served us well and made excellent contributions and we thank them for their service” he said. Chair Galus also acknowledged both Mr. Ericson and Mr. Krslovic, both residents of Legacy Woods, as new members and asked each to say a few words about themselves.

Approval of Minutes:

A motion was made/seconded (Birkebak/Galus) to approve the Minutes of May 2, 2017 with all in favor.

Recap of TIF Fund Balances and Forecasts:

Chair Galus began by noting the Finance Department was working very diligently on the West Peterborough financials “and there are changes” he said. He noted a \$60,000 allocation of funds that had been made but never used (that is good for the fund” he said) as well as some timing issues with bank payments and records not reflecting things in the right places “but the discrepancies are not enough to become an issue and Finance is working on it.”

Chair Galus distributed a review of the TIF District’s financial activity for the past four fiscal years. This included *Inflows* (property taxes captured, gross and refunds); *Outflows* (transfers to other town funds such as repairs & maintenance, Union Street Bridge restoration, DWP projects, Wilder Street Bridge, Parks, Engineering services and sidewalks); *Debit Services* (principal and interest) and *Fund Balances*.

Chair Galus then reviewed Financial Forecast for twelve-month periods ending June 30, 2019 through 2034. He had three scenarios which included *Assuming debt is prepaid as quickly as possible*; *Assuming recurring repairs and maintenance funding* and *Assuming prepayment of debt with continued repairs and maintenance funding*.

Chair Galus noted the TIF District is not over if you pay the debt. "It will continue to run to its sunset and is subject to extension if deemed necessary" he said. He went on to tell the Members they had discovered the rules regarding TIFs had changed after the West Peterborough TIF was created and now TIF monies were available to fund ongoing maintenance and repairs within the TIF District. He explained the breakdown of tax dollar percentages divided between school and county (about 2/3) and the town portion (remaining 1/3), three-quarters of which goes to Town expenses with the remaining one-quarter allotted to public projects.

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Financial Advantage of Using TIF Districts

The diagram illustrates the flow of tax dollars. At the top, a purple banner reads "Financial Advantage of Using TIF Districts". Below this, a flow starts with "School & County" (text in red) on the left, accompanied by a one-dollar bill. An arrow points from this bill to "All Town Expenses" (text in blue) in the center. From "All Town Expenses", an arrow points to the right, leading to "Town Portion" (text in red) on the right. This portion is further divided into "Remaining for Public Projects" (text in red) on the far right, which is accompanied by a smaller one-dollar bill. At the bottom, a larger one-dollar bill is shown with the text "Amount of TIF \$ Available for Public Projects" (text in green) to its left. The bottom of the slide contains a footer with the text "tion handout" on the left and "Mon 6/18/2018 6:1" on the right.

“So that \$71,500 allocated to maintenance and repairs would be more than \$130,000 if we were using tax dollars. You can see it is advantageous to use TIF monies and keep the TIF going” he said. A brief discussion about the money left in a TIF fund at its sunset followed with Mr. Bartlett noting the Department of Revenue Administration allows the Town to sequester it into a trust fund and keep it. “That decision would have to be made but it seems logical to do so” he said. Mr. Ward asked about what roadways in West Peterborough were covered by TIF funds with Mr. Bartlett replying, “portions of Altemont Street, Old Dublin to Route 101 and Overseer’s Row as well as Robbe Farm Road, but the focus is Union Street.” Chair Galus concluded by noting “the decisions of how to handle the dollars clarify what happens at the sunset of the TIF and the closer we get, the clearer it will be.”

Proposed Use of TIF Funds:

Proposal to fund maintenance cost of TIF improvements: Mr. Bartlett requested \$71,500 of TIF funds to continue to fund maintenance cost of TIF improvements in the West Peterborough District. “This would include snow removal and sanding, street sweeping, catch basin cleaning, gas and diesel for equipment and other general services” he said.

Proposal of funds to cover staff cost of TIF Administration and Project Management: Mr. Bartlett explained the proposal to take \$10,000 from each TIF District (West Peterborough, Greater Downtown and South Peterborough) to support staff administration and the Advisory Boards. He noted the newly created South Peterborough TIF had accumulated \$20,483.00 with their first tax bill.

A motion was made/seconded (Juengst/Birkebak) to approve a recommendation to the Economic Development Authority to approve \$71,500 for repairs and maintenance costs for the West Peterborough TIF District (and) approve a recommendation to the Economic Development Authority to approve \$10,000 of West Peterborough TIF funds for the administration and project management with all in favor.

Mr. Hamilton questioned whether the vote was valid as many of the members had not been sworn in. Mr. Bartlett replied he had made a note to check on it and that they could call for another vote once all were sworn in if necessary. Chair Galus reiterated his frustration and his apologies for the mix-up with the oath paperwork.

Other Business:

Chair Galus took a few minutes to ask the Members to evaluate two things. “First look around and check to see if things need maintenance or repair” he said. He noted at their last meeting additional improvements included fencing, inventory and replacement of damaged or dead trees and a small gazebo for Teixeira Park.

Mr. Hamilton noted drainage issues on Overseer's Row. "Any time we get rain or snow it is like a lake" he said adding "I would like to see that improved." Mr. Ericson noted the Upper Union Street/Route 101 intersection and a brief discussion about potential improvements followed. Mr. Bartlett noted the initial plan for the State DOT to put in a right hand turn (headed west) for turning on to Union Street but went on to explain the lane was too cost prohibitive for wetland permitting, fill and guardrails to meet all the DOT Standards ("well over a million dollars") he said adding "so they said no." "Why not? It is a state highway" said Mr. Ericson to which Mr. Bartlett replied "because *they* don't need it. Mr. Ericson replied "why not? They don't need it? Why not when *we* do?" Mr. Bartlett concluded "they only spend money on maintenance of their facilities. With few reportable accidents there are similar locations with similar needs that they respond to first. A good example is the Route 101/1223 intersection at Old Street Road which is un-signalized and very hazardous. The state's maintenance structure will only let the roads get worse and worse over time."

Chair Galus noted the second thing he asked was that the Members take a drive or a walk around and make a list of things they feel could be improved in the District. "Talk to your neighbors, make that list and send it to me. We'll then take that information and schedule a tour of the District." He noted the enthusiasm of the Advisory Board last May had wilted with busy schedules and illnesses and that he wanted to revive that enthusiasm. "We can get the neighborhood together for a meet and greet event 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. "A community gettogether is a good idea" interjected Mr. Hamilton. Mr. Ward agreed but cautioned about adding too much "new jewelry" in the District as it could impact the projection of maintenance (for example a gazebo in Teixeira Park). "Just something to think about" he said.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Laura Norton

Administrative Assistant