

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

**March 6, 2008**

**MINUTES**

**Members Present:** Chairman Jack Burnett, Mose Olenik, Shelly Hulbert, Joyce Caron, and Carter Judkins.

**Also Present:** Carol Ogilvie, Director and Laura Norton, Administrative Assistant, Office of Community Development; Rodney Bartlett, Director, Department of Public Works, and Brian Clogston and Tim Higginson, the Louis Berger Group.

**Call to Order:**

The meeting was called to order at 7:05 p.m.

**Statement by Chair:**

Chair Burnett announced this was a regularly scheduled meeting of the West Peterborough TIF Advisory Board and introduced each Board member. Chair Burnett noted the Board had a quorum

**Minutes:**

Chair Burnett noted the last Board meeting was last September and although there was a quorum, it did not consist of the members present this evening so the minutes could not be approved.

**Update of Public Infrastructure Project:**

Rodney Bartlett, Director of DPW, Carol Ogilvie, Director of OCD, and representatives of the Louis Berger Group were available to answer any questions. Mr. Bartlett gave a general overview of the West Peterborough TIF District.

Mrs. Hulbert arrived at 7:08 p.m.

Mr. Bartlett had laid a graphic of entire District out on the meeting table for the members to see up close and pencil in notes or questions along the District route. He noted the members “could get the general intent of improvements out there in West Peterborough.”

Mr. Bartlett gave an overview of the Advisory Committee from their first meeting. He noted tonight he intended to focus on the infrastructure of the District and all the associated needs. He went on to explain by that he meant the road improvements, traffic calming, the existing sidewalks as well as construction of new sidewalks, the water main, sewer and drainage systems and upgrades. He also noted the severity of the winter months may create an additional need for installation and improvement of the drainage system. He briefly discussed the potential of recycling materials for many of the projects. He mentioned the water pressure problems in the Robbe Farm/Legacy Lane neighborhoods. “We have a pretty good plan for the infrastructure” said Mr. Bartlett. He briefly reviewed the meetings that had been held, the particular approach

the Berger Group utilized for the project and the strong support the Advisory Group and Berger Group had received.

Mr. Bartlett went on to describe the many ideas for traffic calming, pedestrian traffic and bicyclists. He noted travel lanes of (narrower) 10-foot travel lanes with 3-foot bike strips. He spoke about the curb heights and the concern of pedal strikes by cyclists. He added the curb heights differ in the District from a few inches to over a foot in some places. He spoke about a small path through the Texeria Park that would accommodate cyclists, pedestrians, strollers, and in-line skaters. He noted all efforts involving the Park would be coordinated with Mike Gordon, the Parks XXX. He went on to speak about street lighting noting the purpose would mainly be for pedestrian safety and not lighting up the black sky or District houses. He estimated the lights would be placed approximately 150 to 200 feet apart throughout the District.

Mr. Bartlett directed the members to the graphic laid out before them, specifically to both “ends” of District and explained that there were plans to create a raided island with plants and flowers at both ends of the District. He noted the islands “announce those coming into and through the area that they are in fact coming into a neighborhood.” He added that crosswalks and perhaps a welcome sign would be other traffic calming tools as they make the entrance points to the District or neighborhood clear.

Mr. Bartlett then spoke about the need for additional parking in the District and the potential of certain areas that may be utilized in mutual agreements with specific businesses and service organizations in the area. Mr. Bartlett described a full day meeting with the residents and merchants of the District a few weeks ago and the plans for a presentation for the Masons and ongoing negotiations with them to develop an agreement for potential parking at the IOOF Hall. He explained the tabled crosswalks that were planned for the district. He also reviewed the additional parking opportunities involving Union Street itself (17 spaces) the Masonic Hall (20 spaces) and the Wood Design (8 spaces) properties. He explained options for traffic calming (including grooved sections of road) entering the district to warn drivers that the environment is changing and they are entering a neighborhood. He added that the infrastructure work “is about 92% of the project, and without going on private property, parking is one of our biggest challenges.”

Mr. Bartlett followed with a detailed description of the tax impact (with and without the TIF District) over the past four years. There was also a brief discussion about the options of how to address the repayment of the bond and the associated time frame with each scenario.

Ms. Olenik asked about the time frame and Mr. Bartlett reviewed it noting ultimately the warrant article must be done by March 18, 2008. A short discussion of the important meeting dates followed.

Mr. Bartlett also noted that additional meetings with the residents and merchant of West Peterborough were being planned, as well as another meeting with the Masons. He added he felt if all went well he would be receiving bids late summer 2008 and finish the plan design by spring 2009.

Mr. Bartlett reiterated that the plan “takes a hard look at how things are set up in the area.” He added “we will make sure it all works with the buildings.” Ms. Hulbert interjected “commercial *and* residential?” with Mr. Bartlett replying “yes, we will make sure there is no effect on drainage systems, sump pumps, mailboxes, etc.” He added “we will go door to door to make sure we are on board with the concerns of the community.” A brief discussion regarding the sidewalk and lighting plans followed. Mr. Burnett voiced his concern about planting trees “where they may not be appreciated.” He noted that some of the residents “may not want them.” Mr. Clogston interjected “this is one of the most flexible parts of the plan; trees will not be planted where they are not wanted.” Ms. Judkins interjected “there is lots of room for new trees, where they are planted is not an issue, and you might find you may need a tree lottery.” A brief discussion regarding the type and variety of trees followed.

Mr. Bartlett reminded the members of the very open process that had been implemented throughout the neighborhood and how “that will continue all the way through the rest of the project.” Chair Burnett reiterated that in finalizing the landscaping it should be made a condition that the plan be seen by the members and an assurance that those affected by the plan “had a say in it.” He then asked if the members were in agreement (which they were).

A motion was made/seconded (Olenik/Hulbert) to move the project forward to the Economic Development Authority (EDA) subject to considerations discussed tonight *particularly in regards to trees* with all in favor.

The meeting adjourned at adjourned 7:30 p.m.

Respectfully submitted,

Laura Norton  
Administrative Assistant