

DRAFT UNAPPROVED

Note: Please find the following **DRAFT** minutes of the Tax Increment Finance Advisory Committee. These **DRAFT** minutes are subject to being amended, extended and approved by the Tax Increment Finance Advisory Committee during it's next meeting.

Enfield TIF Committee Minutes

REGULAR MEETING

DATE: March 16, 2011

TIME: 6:00 PM

PLACE: Enfield Public Works Facility

Attendees: David Saladino, Chair, Ken Hill, Lori Bliss Hill, Nate Miller- Acting Town Planner

Guests: Will Davis, CLD Consulting Engineers

The meeting was called to order at 6:00 pm by Chairman David Saladino.

I. Main Street Design Change Order

This item was tabled to the next TIF Committee meeting.

II. Status Update on Route 4 Water/Sewer Design Project

Will Davis of CLD Consulting Engineers provided a series of updates related to the Route 4 Water/Sewer design project. The preliminary plans, contract documents, specifications, and cost estimate have been completed. Review sets will be delivered Friday to NHDOT and NHDES. CLD has also prepared the State Aid Grant pre-application and justification documents. This package has been submitted to the Town Manager for review and approval.

Will Davis continued, noting that the NHDES Shoreland Permit application has been approved. The proposed schedule for the project remains unchanged. The goal is to obtain NHDOT and NHDES approvals by the end of April, and advertise for bid shortly thereafter in the first week of May. A Special Town Meeting is required to approve expenditures for this project. The timing (and outcome) of the Special Town Meeting will determine when a contract can be executed.

Will Davis noted that NHDOT is currently requiring that the water/sewer project be constructed at night to avoid peak-hour traffic impacts. This could increase the total cost of the project 15-20% (approximately \$600,000). CLD has developed micro-simulation traffic modeling that shows that peak-hour delays along Route 4 would be a maximum of 8-10 minutes during construction. Notwithstanding the results of the traffic modeling, NHDOT remains reluctant to allow daytime construction.

The Committee discussed the following action items:

- Finalizing the State Aid Grant application (this could potentially cover 20% of the water & sewer project costs);
- Determining whether annual TIF revenues (currently \$170,000 per year) could cover the debt payment on a bond for the project. This will require refined bonding capacity figures from banks;
- Determination of the current TIF fund balance;
- Coordinating approvals to hold a Special Town Meeting;
- Working with the Enfield Board of Selectmen to request approval from NHDOT for daytime construction and request that NHDOT Betterment funding be used for a portion of the resurfacing required in the water/sewer project;
- Circulating letters to affected property owners letting them know about the project, its requirements, and the costs associated with hooking into the water and sewer lines;
- Negotiating an easement for the sewer pump station and other potential private property encroachments;
- Determining the level of oversight to be required for the resident engineer/construction inspector (e.g. full-time, close to full-time).

Will Davis advised that CLD Consulting Engineers current scope of work ends at the time bid documents are advertised. The TIF Committee requested that CLD prepare a scope of work and cost proposal for construction administration services for the project.

III. Review and Approve U.S. Route 4 Planning Consultant

Nate Miller reported that a committee comprised of members of the TIF Committee and Planning Board has evaluated the eight proposals received for the Design Charrette and Land Use Regulation Review project. Two consulting teams were interviewed, and the Committee has recommended that the team of PlaceSense/Broadreach Planning be selected for the project.

David Saladino moved that the TIF Committee approve funding not to exceed \$20,500 and award the project to the consulting team of PlaceSense/

Broadreach Planning. Lori Bliss Hill seconded, and the motion passed 2-0 with Ken Hill abstaining.

IV. TIF Committee Membership

David Saladino advised that he will follow-up with the Town Manager regarding the appointment of a new TIF Committee member to replace Debra Truman.

V. Other Business

The TIF Committee confirmed their next meeting for April 19, 2011 at 6:00 PM.

David Saladino moved to adjourn the meeting at 7:00 PM. Lori Bliss Hill seconded and the motion passed unanimously.