

Tax Increment Financing District Advisory Committee

Meeting Minutes

August 09, 2016

9:00 AM Council Chambers, Hooksett Municipal Building

Call to order

Meeting called to order at 9:04 AM.

Roll Call

Committee members present: Dick Marshall, Don Winterton, Paul Scarpetti and Denise Grafton.

Staff members present: Katie Ambrose, Project Coordinator; Christine Soucie, Finance Director; Michael Heidorn, Hooksett Village Water Precinct Superintendent, Bruce Kudrick, Sewer Superintendent.

Also present: Stuart Arnett, Arnett Development Group (ADG).

Approval of Minutes

D. Marshall motioned to approve the minutes from the July 26, 2016 meeting with no amendments, seconded by D. Grafton. Moved unanimously.

Old Business

Selection of a Sewer Routing Option:

D. Marshall motioned to move forward with sewer routing option 5 with two phases. Seconded by D. Grafton. Moved unanimously.

Jo Ann Duffy, Town Planner, arrived at 9:08 AM.

New Business

Possible Capital Cost-Sharing Strategy

S. Arnett presented a draft of possible capital cost-sharing for 3A infrastructure which could be developed into a formula. He suggested that the town pay for engineering and the upfront costs after the TIF is put in place and ask the private sector to contribute later. He stated that betterment fees work best with a failed system and did not recommend them for this process. He

also suggested that the town commits to the project but only if a certain percentage (i.e. 40%) is covered by the private sector, which could be committed or in hand. Once the infrastructure is in place the assessed values of existing properties will increase and new developments will pay for connections, which will help with the town risk/debt. Chris Perkins will work on developing a formula for a connection fee based on the three factors in the cost-sharing sheet, which will help ensure that the formula is as close as possible to everyone paying their fair share.

B. Kudrick reported that he had asked Pembroke about their betterments, which they formulated by percentage and paid through taxes with separate sewer connection fees. He also looked into current water use down by Exit 10 and found that Bass Pro has the highest amount with 34,000 gal/day, followed by Market Basket at 15,000 gal/day, Union Healthcare at 8,000 gal/day and Wal-Mart uses 3,500 gal/day.

J. Duffy asked if the fee would be mandatory. S. Arnett stated that once adopted by the town and sewer commission it would be (usually after a certain number of years). The fee would be widely discussed and publicized and incentives could be provided for paying early.

B. Kudrick stated that there are some dry lines in front of some of the commercial businesses in the proposed district, and that the current hookup requirements are within 100 feet (in accordance with the state) and 200 feet once a septic system fails.

S. Arnett recommended that once this is in place a TIF Advisory Committee be established to oversee connections and identify once the town has achieved a 40% commitment. He also recommended that discussions be held with businesses once in phase 1. D. Winterton asked if we achieve a 40% private commitment would that reduce the debt service. S. Arnett indicated yes if they pay earlier in the process, the town may want to incentivize paying early. He also recommended that for 2017 the town focus on creating the district and doing discovery work.

Feedback from Hooksett Village Water Precinct

S. Arnett stated that he rounded the numbers in the capital cost-sharing draft so water could be included under the infrastructure.

M. Heidorn stated that there was no official commission meeting since the group last met but he did get some feedback from the commissioners. They are interested in participating since they serve a lot of the proposed area including commercial businesses. They have some capacity with an excess of 70,000 gal/day as of last fall, and their greatest liability is their storage tank which needs to be replaced. They are hoping to construct the tank next year but are currently trying to find a site.

D. Grafton asked if the new tank will be larger. M Heidorn indicated that it would be and that they've accounted for growth. They are also interested in migrating lines up Hackett Hill which

would still be within the TIF. Discussion ensued about incorporating water improvements into the TIF.

C. Soucie asked what the total time frame for the TIF would be. S. Arnett indicated that it depends on once you have a 40% commitment from the private sector, but it would be nice if it were completed in four years. He recommended that when developing the plan it is important to consider infrastructure that might be needed in the next ten to fifteen years.

Meeting Schedule

D. Winterton stated that K. Ambrose will be leaving her position in Hooksett effective at the end of the week. K. Ambrose indicated that Jim Donison, Assistant Public Works Director/Town Engineer, would be taking on her role as the project manager for the group.

Chris Perkins will need a few weeks to generate the connection fee formula, so the meeting on August 23rd was cancelled. Since September 13th is an election day the first meeting in September was moved to September 8th at 9:00 AM.

J. Duffy and D. Winterton will meet in the meantime with Scott Chalifour of BrandIt Marketing to discuss marketing for this project.

Next Agenda Items

- Review proposed connection fee formula

Adjournment

D. Marshall motioned to adjourn at 10:09AM, seconded by D. Winterton. Moved unanimously.

Respectfully submitted,

Katie Ambrose
Project Coordinator