

Tax Increment Financing (TIF) District Advisory Board

11.09.07 Meeting minutes

Town Hall Board of Selectmen's meeting room

Present:

John McCormack, Chairman
Al Hicks

Not present:

Tom Brennan
Jim Dannis
Mike Trojano
Dave Roedel

Excused:

George Infanti

Bill Parker, Director Community Development/TIF Administrator
Jacob Akers, Grubb & Ellis/Coldstream R.E.
Shirley Wilson, Recording secretary

John McCormack called the meeting to order at 7:30AM.

Review of Agenda & Minutes

J. McCormack reviewed the minutes, at which time the following items were highlighted and discussed.

- *Marketing:* J. Akers said that they were waiting for the engineering to be done and for the town's webpage to be finalized. The meeting with Shirley went well and we hope to have the website ready for the next meeting.
- *Brox property:* B. Parker said that we will need to identify the areas to clear the small brush and trees and Bill Ruoff will send his crews out. Any agreements for major tree cutting and clearing will need to be coordinated with Guy and the Selectmen. B. Parker said that he and Jacob will get together to discuss signage. J. Akers added that the formal signage should be something that can be viewed from both directions and placed on each side of the bypass.
- *Community Government Relations:* B. Parker advised the Board that May Balsama of the Souhegan Valley Chamber of Commerce is pulling together a "government relations group" which will be meeting next Tuesday. Representatives from Milford and Amherst will be attending and B. Parker invited John and Jacob to accompany himself and Guy.
- *Cabinet interviews:* B. Parker found a few previous articles that would be good and once we have decided on the direction for the TIF District expansion, we will contact the Cabinet and Observer.
- *Hollis Line Machine:* B. Parker said there is a building permit for the loading dock and staff will be meeting with engineers next week regarding subdividing off the front office building. There is no word yet on any new jobs.
- *Wetlands and engineering:* B. Parker said that the costs will be around \$3,000 – \$4,000 to delineate the wetlands on the south side of the highway. There was discussion on different approaches. B. Parker said he will work this out with Marty Risley of Clough Harbor first and then pull Jacob in.
- *Hawes property:* J. McCormack said we need a more complete inventory of properties that somehow tie to the expansion; and, in effect, make it one-stop shopping for interested parties. B. Parker suggested the current vacant industrial lands inventory be updated and put on the website.

The minutes were accepted by consensus, as written.

Board of Selectmen Presentation:

B. Parker said that we have an appointment with the Select Board on Monday, November 26th at 7:00PM to bring the Selectmen up to date with this group's progress over the past year and to discuss the TIF District expansion. This will be an important session because the Board has not been really involved with what has been going on out there. There was a brief discussion on how to prepare. A. Hicks inquired if a vote was needed by this committee to expand the TIF District before going to the Board of Selectmen. As we do not have a quorum today, can the members be contacted by phone to

verify support? A discussion on the technical aspects of voting ensued. B. Parker said he will get the proposal materials out to everyone and contact the members to get a consensus for support.

John and Bill will present; a short summary of what the Board has accomplished this year, key points for the TIF District expansion using visuals, the finalized engineering numbers, our new marketing initiatives, and ask for action and money.

TIF District Expansion Discussion:

B. Parker began the presentation by saying that he has done a considerable amount of research on TIF districts and attended the TIF session at the LGC conference that dealt with the accounting aspects. We can create as many TIF districts as we want, as long as we keep within the state guidelines. B. Parker showed a map of the existing TIF District highlighting the proposed areas to be incorporated. This proposal would take adjacent vacant property and property with existing businesses that have some development potential and import those properties into the district to grab those incremental property tax dollars to help fund the initial infrastructure costs. A second TIF district/area was also proposed; Meadowbrook TIF District for intersection and roadway improvements at Jones/Phalen/101 bypass and Old Wilton Roads, coming off the concerns stated at the last meeting that we're overreaching from what we're trying to do at the Brox property. The key right now is to get something going. Each district would have a specific purpose but everything feeds in together for economic development. B. Parker reiterated that development is occurring out there and if we don't expand the TIF district, we will miss out on a whole year of property taxes. Peterborough has a TIF district that is simply a fund for generic improvements as opposed to our TIF district that is specifically set aside for improvements to the Brox area/Perry Rd; however, Guy and the Select Board would need to determine the percentage of property taxes to be kept in escrow for the districts. B. Parker again listed the parcels with potential for development; Perry Fields, Hendrix, Southern NH Regional Medical Center, and Heritage Hill Industrial Condos. J. McCormack said expansion would round out the district for better marketing and visibility by "capturing" the taxes to allow the mechanism to start operating.

B. Parker described the parcels for the TIF-1 Brox "expanded" district and noted that the premise of the expansion is to take advantage of what is about to happen with a focus on marketing and the consideration of new initiatives, to get momentum going. The current Hendrix site, lot 14/8, is included because there is that potential to expand the existing facility. We have a five year window to adjust the TIF district and looking at how quickly the expansion proposal came about, we would want to be prepared. Discussion on Hendrix followed. The Hansen piece on the other side of the highway is also included. However, the Hawes property is not because it is zoned Residential R and that would take a significant zoning change for development on that property. Discussion on the Hawes piece then followed. J. McCormack suggested that the Hawes property be indicated with an asterisk for the possibility of inclusion.

B. Parker explained the TIF-2 district saying that we are going to see more development out there with last year's zoning changes; Southern NH Medical Center, New England Tool, Heritage Hill Industrial condos, the former police station site, the vacant lot on Meadowbrook Dr and the OK Tool site. The new TIF district would be a way to collect funds for intersection and roadway improvements without developers bearing all the responsibility. J. McCormack added that this will be a way to promote and encourage development. J. Akers explained that answers to the public's questions should be focused on the results; bringing in development. The benefit is that once these sites are developed they will bring in more assessed land value and hence more tax revenue, which in turn will go back to the town for schools and services. J. McCormack added there was no question that lack of infrastructure prohibits development. B. Parker reiterated that we need to get some momentum going. We will need a proposal to get consensus of support to advance this to the Board of Selectmen.

A. Hicks inquired if lots 26, 27, and 30 shown as TIF-2 would be better in TIF-1. B. Parker replied that they were included in TIF-2 because of the long term effects; Hollis Line will be doing manufacturing on that corner right now, but ten years from now that site may be best served as commercial. If a big commercial developer would purchase it, they would buy and combine all the properties. There was discussion on several of the lots in the area. Currently lot 7/23, owned by Hitchiner, houses the old ice rink and lot 7/25 is a residence/auto repair facility. Lot 7/26 is a residence right now, but we anticipate lots 7/26 and 7/25 being combined with 7/27 for future development. Lot 7/22, owned by the Roedel Companies, is all wetlands and lot 7/21, owned by Mo Cote, is built out because of floodplain issues, so neither of the later two lots are included in the expansion.

B. Parker noted that we could solely expand TIF-1 instead of creating two districts, if that would be an easier sell; it would just be a matter of changing the focus of TIF-1. J. McCormack said we are preemptive in recognizing both districts particularly as they come together for the traffic flow problems, but we have to keep in mind that although development may happen sooner in TIF-2, improvements are needed in TIF-1 and the intersection improvements will have to be in place to attract the volume that is coming for TIF-1. We should focus our attention on TIF-2 and make those improvements based on anticipating development and traffic requirements for TIF-1, pitching both for roadway improvements and recognizing that setting up the TIF-2 will bring a sharper focus to that whole area. A. Hicks asked who would manage the TIF-2. B. Parker said the Select Board would have to assign responsibility and input from town counsel should be solicited. A. Hicks asked if the town would have to accept TIF-2 in a warrant article. B. Parker said we will have to figure that out and again referenced Peterborough saying that they have three districts governed by one board, although loosely organized. J. McCormack suggested calling the expansion TIF-1; A & B and possibly managing them as subsets. We wouldn't want to get tripped up by the administration of this.

The following questions were asked during the presentation:

- Why do we want to expand the district? Will we come up with the purpose at the outset to sell the expansion?
- Do the individual TIF districts have different purposes?
- What is the specific intent of the new district?
- The Milford taxpayers will ask why we would take money from a development that may require police and fire services when the taxes raised from that development will not be available to offset those costs, hence creating a tax increase for those outside of the TIF district.
- The TIF district will grab and put the funds in escrow, but does it have to hold the money? Is this a pool of money that can't be spent anywhere but in the TIF district?
- Can we take money from the Meadowbrook district and spend the taxes on the Brox property? Can we spread it over both districts?
- Why is lot 14/8 included in the expansion?
- Should the Hawes property be included?
- Who would manage TIF-2?
- Would the town have to accept TIF-2 in a warrant article?

B. Parker said we will need to be ready with answers for all the questions asked today. J. McCormack added that we need to be prepared from the economic aspect and engage more people in the process. There is more to do with the overall marketing of the warrant article. B. Parker said once the decision has been made, we can sit down and figure out our strategy. He will get an overview from Bill Drescher, summarize all the information, and get a report out to the group.

Other business

- **Website:** Shirley distributed copies of the draft and explained some of the links. She will be meeting with Dave Kirsch, Community Media director next week to finalize logistics and content. We are also waiting on information from the state about local businesses. J. McCormack asked to be able to view a draft of the link online.
- **Marketing update:** J. Akers said that they sent a broadcast email to 530 commercial brokers throughout New England that the property was listed. There hasn't been any response yet, the information is out there.

- **Next meeting**

The next meeting date was scheduled for Thursday, November 29th at 7:30 AM.

The meeting was adjourned at 8:30AM.

To do items:

- ⇒ John & Bill to meet regarding BOS presentation (11/19/07)
- ⇒ Get comments from town counsel regarding TIF-2 district
- ⇒ Presentation for BOS (November 26th meeting)
- ⇒ TIF District expansion proposal
- ⇒ Website progress
- ⇒ Wetlands delineation of Brox industrial property

Continuing items:

- ⇒ Brox industrial property
 - ⇒ Site presentation/clean up
 - ⇒ Tree removal quotes
- ⇒ Maintain an on-going progress file.
- ⇒ Meet with developers.
- ⇒ Update on Hendrix progress
- ⇒ State support
 - ⇒ Ten year plan for access to the property
 - ⇒ Job creation within two-year periods
- ⇒ On-going contact with Land Quest.
- ⇒ Continuous revisions/updates to the Economic Development Self Assessment survey