CALL TO ORDER@ 3:05

PLEDGE OF ALLEGIANCE: 3:06

ATTENDANCE: David Boutin-Chair, Mike Somers-Vice Chair, David Scarpetti, Alden Beauchemin, Dan Bellanger

STAFF & OTHER DEPARTMENTS: Andre Garron-Town Administrator, Nicholas Williams-town Planner, Todd Smith-Superintendent Hooksett Village Water Precinct, Sid Baines-Hooksett Sewer Commission

Mark Vigneault-Supreme Ind.

EXCUSED: Dan Lagueux, Russ Letender-Secretary

APPROVAL OF MINUTES 12/18/2019: Motion to Approve made by Mike Somers, 2nd by David Boutin at 3:44 (end of the meeting)

Bruce Thomas, Town Engineer & David Mercier, Underwood Engineering:

“Update and finalize draft recommendation to Town Council on how to proceed with the development of the TIF District as it relates to the design and installation of the sewer and water systems. The recommendation will include the annual cash flows to include TIF funds, potential loan funds, and taxpayer funds”.

David Mercier of Underwood Engineering presented a brief update on changes:

In the Zone 1 & 2 area we made a change along Technology Drive due to DOT no allowing us to lay lines in their ROW.

Zone 3 North changes: Hooksett Village Water asked that we design and plan for a water route. Also at Cross Road the sewer line for Supreme Ind. is not part of this design so we have the design for the pipe to cross the DOT property.

David B what should we be doing to work with them on a design?

David M I recommend that you get an agreement with them.

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Bruce T I am working on that.

David B can you provide a rundown of the water piece of the project

David M there are 3 components of the water project. The part of the water that we are recommending be done right away is part of phase 1. A water main extension from Vista Drive up on Pinnacle Hill across country down to 3A and make a positive connection from their new tank down to 3A to make better water pressure and volume on that long dead end stretch. We recommend that the Town contribute $300,000 toward that main and the rest being paid by Hooksett Village Water.

Alden B when Village Water does the connection from Pinnacle down 3A would it be wise to install a dry line at that point?

David M It would be wise in order to be efficient, but I don’t know that Hooksett Sewer Commission has plans to do that at this time.

Sid B confirmed Hooksett Sewer has no plans.

David B how does Supreme Ind. feel about addition of water lines?

Mark V Supreme Ind. We have not talked about water and our property is located on an aquifer

David B the aquifer has limitations for development so hopefully you can have a meeting with HVW and the Town and talk about the addition of a water line.

Bruce T a goal of this project is to get the entire infrastructure in at the same time so ultimately you could end up saving money.

David B Mark, I ask that you and Supreme Ind. sit down and have the conversation. I don’t want to see this hold up the project.

Mark V one thing we have found as we have been working on the development is that we need the agreement with the town and the easement with DOT and they want a finished plan as part

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of their requirement. Before we spend that money we need an agreement we need the finished sewer plan.

David B would the town do the design for the sewer main?

Mark V yes in order for us to engage in the design and sewer easements we need an agreement that Hooksett will provide sewer, when that happens a lot will happen. At the last meeting it was said that we would get the easement.

Bruce T the site has not been developed yet so the easement should be done as part of your site plan of development.

Mark V for us to go any further we need the Town or Underwood to design the sewer to our property. We need to know what the end is. What is recommended on this plan is where it should go and we need the finished plan with specs for the state.

Bruce T we may have the design by the end of August.

David M we do not have a survey of this property. One has not been provided and we need that to create the design.

David B then the Town and Supreme will need to get together.

David M it is part of the recommendation that the Town design the sewer across the DOT lots and not Supreme Ind.

Mark V we will keep working on the agreement.

David B we will not be around much after today so it will have to be Bruce that you talk to.

David M other changes: last time we met there was a hope that we could do phase 1 and then also at that time do the pumping station and the route 3A north portion together but with available funding without going to the tax base. We recommend that you just start with the exit 10 phase project we can see that construction completed 2021 & 2022 and then the pump station and route 3A phase in 2023/2024 and 2025 or later to complete the middle.

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Bruce T I will going to Town Council at least 2x first to share this, (10 Recommendations) with them and make sure we are all on the same page and then the next step is for Underwood to give us a specific proposal for the design and we don’t know what that cost is going to be yet. The design is going to be about 15% of the project. Underwood has to give us a cost proposal and we don’t have that yet. I would like to attend the next meeting on the 22nd.

David B When you go to Town Council I would like to have the committee advised so we can go to the meeting to show our unanimous support for the report and these recommendations.

Kathy will email the committee of any dates that Bruce Thomas attends the TC meetings on behalf of the TIF

David B asked the committee if there were any other questions. Being None

David B-Chair asked to move to the acceptance of the Report and the Recommendations from the TIF Advisory Committee to Town Council:

Motion to accept the report as written, made by Mike Somers, 2nd by David Scarpetti,

All in Favor-Motion Carries

#1) Motion to Recommend made by David Scarpetti, the Town should fund the design of all proposed sewer in roads and cross-country sections that will be turned over the Town. Includes all purple, green and pink lines shown on the attached three zone figures dated 1/8/2020. 2nd by Mike Somers

Unanimously approved, motion carries

#2) Motion to Recommend made by Alden Beauchemin, the construction of all purple and green lines should be paid for by Town and all pink lines should be paid for with private funds. 2nd by David Scarpetti.

Unanimously approved, motion carries

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#3) Motion to Recommend made by Mike Somers, the Town should contribute $0.3M towards the necessary water main construction from Vista Drive to Rte. 3A. The Town should also support working with Supreme Ind. As a funding partner on this water main. 2nd by David Scarpetti.

Unanimously approved, motion carries

#4) Motion to Recommend made by Mike Somers, the design of the two other water main extensions should be paid for by the Town. The construction should be paid for by the HVWP and Town jointly; split to be determined. 2nd by Alden Beauchemin.

Unanimously approved, motion carries

#5) Motion to Recommend made by Alden Beauchemin, the Town should contract/meet with all existing occupied property owners in Zones 1/2/3 to determine who wishes to connect. 2nd by David Scarpetti.

Unanimously approved, motion carries

#6) Motion to Recommend made by Mike Somers, the Town should pursue a CWSRF loan in June 2020 to refinance the current $2.5M bank loan. 2nd by Alden Beauchemin.

Unanimously approved, motion carries

#7) Motion to Recommend made by Alden Beauchemin, the Town should target completion of Phases 1 & 2 at exit 10 as the first project $8.48M in 2021-2022. This will require a Warrant Article and second CWSRF loan in 2021. 2nd by Mike Somers.

Unanimously approved, motion carries

#8) Motion to Recommend made by Mike Somers, the Town enter into Agreements with each commercial entity looking to connect and whom will be responsible for paying for sewer that will be turned over to the Town. Agreements would establish connection fees and if reimbursement of construction costs is applicable. 2nd by David Scarpetti.

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Unanimously approved, motion carries

#9) Motion to Recommend made by Mike Somers, the second project, Phase 3 North at exit 11, should follow. The third project, Phase 4 between exits 10 & 11, should be pursued upon ability of funding. 2nd by Alden Beauchemin.

Unanimously approved, motion carries

#10) Motion to Recommend made by Alden Beauchemin, the Town should accept the Planning Stage Technical Memorandum issued by Underwood dated 12/18/2019. As revised to reflect the above recommendations 1-9. 2nd by Mike Somers

Unanimously approved, motion carries

David B is there anything more you need from us today. We are going to wait to meet until you need us again. David asked if Todd Smith HVW Superintendent found the report and the recommendations acceptable.

Todd Smith- yes and he voiced his appreciation to the committee and the Town for their efforts.

Sid B stated that HSC was satisfied with the report and recommendations

David S are you going to provide estimate cost for the town to take to businesses?

David M showed them in the packets the projected usage and cost of the major parcels.

David B how do we reach out to them? Do we send a letter with a formal agreement?

Andre G: I would recommend that we go individually to meet with them once we are at a level that we can approach them with the project information and a program of what they will be required to contribute. I would prefer we do that in person as opposed to sending a letter.

David Scarpetti agreed to chair a subcommittee that will reach out to the businesses.

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Andre G we have time to organize it by March and we will help to get the contact information and help with the meetings

David S we have talked about the line that comes across the river we will use the Walmart property which would require a lease, but the piece that Hooksett owns in front of the Amazon building was brought up at the last meeting. Which will we use for the pump house?

David M we are looking at the different locations for that pump station. The new lot at Amazon was added to the 3 other locations that we are considering. If we need to go across the Walmart lot, it may be a bargaining chip for their connections.

Alden B are you coordinating with Manchester Water and their water points.

David M yes, we want to make sure we don’t disrupt their horizontal wells in the river and we have had conversations with them and their schedules for upgrade construction has changed to alien more with ours.

Motion to adjourn made by Mike Somers, 2nd by David Scarpetti @ 3:48

Minutes respectfully Submitted by Kathy Lawrence