Town of Hooksett
Tax Increment Financing District Advisory Committee
Date: 12/18/2019
Town of Hooksett Municipal Building,
35 Main Street, Hooksett, NH, Council Chambers, 1st Floor

Time: 3:00 PM

Meeting Minutes

CALL TO ORDER @ 3:02

PLEDGE OF ALLEGIANCE @ 3:02

ATTENDANCE: David Boutin-Chair, Mike Somers-Vice Chair, Russ Letendre-Secretary, David Scarpetti, Alden Beauchemin, Dan Lagueux
STAFF & OTHER DEPARTMENTS: Bruce Thomas-Town Engineer, Andre Garron-Town Administrator, Nicholas Williams-Town Planner, Sid Baines-Sewer Commission, Kathy Lawrence Staff assistance
EXCUSED: Dan Bellanger

APPROVAL OF MINUTES 11/20/2019: Motion to approve made by Mike Somers 2nd by David Scarpetti
All in favor motion carries

Bruce Thomas, Town Engineer & David Mercier, Underwood Engineering:
A draft recommendation 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. The recommendation will also show at least one suggested scenario of sewer construction and costs on an annual basis for the next several years. The recommendation will be presented with the various sewer segments shown in a manner that it, the recommendation, can be easily modified by the Commission.

David Mercier of Underwood talked about a hand out for the committee that provided information for the recommendation

Optimized phased project. A few different work plans of the 3 zones with recommendations that the funding have the town pay for some and rely on private developers to pay their share. We want to stretch the $dollar to get as much done as possible. Get the pipe in striking distance of the existing businesses, With the estimates of flow and expense we have we recommend the town approach Bass Pro and Walmart and have them pay to get the sewer to their building.

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Phase 1, Zone 1 & 2 on one plan:

Upgrades to the Martins Ferry Pump Station-New Kimball Drive Pump Station (KDPS) and Force Main, New Gravity Sewer from KDPS south to Rte 3A, Contribution tp Pinnacle Hill water main extension (required to achieve adequate flows and pressure)

Total for Phase 1 Zone 1--$6.71M

David B what is the sequence of payments

David M get the agreements in place that may require a retainer that would be held in escrow so the connections will be completed and then flow will begin.

Phase 2 Zone 2:

$1.76M – New Gravity Sewer from KDPS north to Rte 3A. That will get sewer up to DD. We would have gone through the Kohl’s plaza, Amazon, Ice Den area and feel that they would cooperate to pay to join to the sewer. They would have to have their own conversation and agreement

Bruce T FYI- the cost estimates do include design and administrative cost.

David B does that include the cost of the pipe going on to the private property

David M any sewer that is private is at their expense

Phase 3 Zone 3 North.

Tri Town Ice Arena Pump Station (TTPS), New Gravity Sewer from TTPS south to Cross Road $6.19M

The reason is how best to get sewer to Hackett Hill and the agreement that may get signed from Supreme Ind to cover the cost of the pipe to service their lots for future development and then they would have skin in the game and get things moving. The town would get residential connections up to the HH area and flow would start and fees would start getting collected.

Phase 4 Zone 3:

New Gravity Sewer along Rte. 3A from Meadowbrook Lane to 124 West River Road, New Water Main (interconnected along Rte 3A from DD to Sunrise Boulevard (Provides emergency backup water source to TIF. $6.19 M

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David M directed the committee to the available funding and connection fees and funding from Tax Base

You have the ability to generate $10M and only need an additional $2M. This is where we recommend that the town go actively to get agreements for that remaining funding. Get the pumping stations at both ends is priority to service and then as the TIF grows more money is generated and it will fund more of its own project

Bruce T we have developers (Supreme Ind) interested in Zone 3 development, but Zone 1 has been the priority. Then Bass pro and Walmart. Maybe put zone 2 off a bit (Kohl’s Plaza area) those entities have not expressed issue with their systems not like Bass Pro and Walmart.

David M is Phase 1 Zone 1 we are looking at a contribution of $300,000 for the water main extension.

David B who would be responsible for $300,000?

David M The TIF and the town

David S what about the smaller lots along Rte3 before Walmart?

David M they are fortunate that they are so close that they would probably not have a big expense to tie in

David S what if Walmart doesn’t want to come up with the funds to tie in?

David M we are just proposing the town go after agreement. Keep in mind you are never going to make everyone happy. 1st come 1st serve and they may have to pay the $800,000.

Alden B would they get reimbursed?

David M there are agreements that could be written in to reimburse if more businesses get tied in

Alden B Kohl’s has been having septic issues that has been going on for a few years so maybe we would want to do that leg and provide service,

David M I am advocating a work session so we can have some pro and cons and share expertise.

David S there is a piece of land that the town owns in front of the Amazon building. Would that be a piece where we could put the pump station?

David M absolutely, that would be interesting. The lot we are looking at belongs to Walmart so that may be something to look at. We would like to investigate that option further.

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Nicholas W we did put the discussion for that lot on this agenda. It was also being looked at for a fire station several years ago.

Andre G the town owns it for non-payment. I did send out an email to all department heads for interest in the utilization of that lot.

David S how long ago did the town acquire it?

Andre G 2005, if people are interested in the property we need to see about possible internal uses.

David B asked if Sid B-HSC had any thoughts or comments

Sid B Pipe line for the Martins Ferry pump station to the plant needs to be updated.

David M 8’ is small but if the pumps are efficient than the 8’ pipe would handle it. In a cyclical manor with the other station. Not 1 pump taking all the flow

Sid B if it works then that would satisfy

David M it would be nice to have a larger pipe. We were tasked to do this in an optimal manor and sharing the flow would do that. Every property in the TIF we found that the flows are not as high as you think. 1.4M glpd. The key is that if you were to put it all through at MFPS than a problem would happen sooner than later. Age may be the reason at some point but not for several more years.

Alden B Quality Dr., is there a dry line there?

David M we have not seen any plans that support that. There have been a few locations we were told may have dry lines already in place. The line on Walmart we thought was there is not there.

David B do we need to vote on anything today?

Bruce T are you comfortable to vote? We have the order for the phasing, we have sample agreements we are ready to write up, Supreme Ind...is ready to run private lines from Cross Rd. We would not run it though until they have their part done and a bond in place. We would ask to have a design ready at another meeting. We would pay for the design so we know that they are put it in correctly.

David S they (Supreme Ind) would put there line in 1st?

Bruce T we would not put ours in before we have an agreement that is financially backed

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David B we do need a legal agreement.

David B our role is to approve the overall project and once it leaves here it is your responsibility to see it through.

David M we think you should have a few weeks to digest it and then have a recommendation

David S the line that Supreme Ind is putting in? Will others that tap in have to pay us or them?

David M we are recommending that an engineer do it so that it is done right. It is your right to set a policy so that it is written in to have who will receive it or you have a funding formula.

David S what about the Rich Bro site on HH?

David M we have that as a private funding. It is a short run about $500,000 fee and the development potential is great

David B the town will work out the design for the Supreme Ind?

David M you may have a strong opinion about the funding or reimburses for private funding. The agreements will be standard

Mike S the funding breakdown is $13M total for the Phases but Phases 1-2-3 total $14M. Would it make sense to get the $1M on a Warrant Article and get it done all at once.

David M I am leary that the connections fees in the formula are high and you may not get all that. The short falls are probably bigger.

Andre G My concern is once a pipe is in the ground and the business has paid say Bass Pro paid for that pipe first then Walmart holds off and a year later they decide to tie in. They managed to avoid the bigger connection fee.

David M have the agreement state that if Walmart connects they owe a share of the expense to get the pipe to their property.

David B is that enforceable?

David M if it is a legal doc.

David B if Walmart won’t sign.

David M they will if they are have system problems and that expense is mounting

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David M where do you see your end. The goal would be to have the TIF advise if we keep the funding and phases. What magnitude of the project do you want to recommend for TC?

David B I think we are in agreement that phase 1 at $6.1M. There is not a lot of gain running a pipe up 3A for development at exit 11 that will take time. We are charged with picking off the menu of what to do and what order and how it will be paid for. What recommendation we present to the TC will mean we are done unless they have us do more.

Russ L I am in favor of what you have provided and the order of phases as presented. I am in favor of recommending the entire project and let TC figure out the rest.

Bruce T the change may be the desire of how to spend the money. We have the $$ to get the design completed. When that is completed you will have better idea of total cost and phasing. This contract is to provide the design and the funding is there to complete that now. Review the handout and the project in multiple phases, digest it and if there are more questions you have then bring those to the next meeting. IF there are no problems then you would recommend this proposal of the project.

David B asked the board if they are comfortable to vote? Is there a Motion to approve the process and continue with the general progress?

David S I do think we should review and digest it then come back in Jan.

David B does the board wish to have the next meeting Jan 8th?

All in agreement to meet on Jan 8th @ 3pm and meeting adjourned

Minutes respectfully submitted by Kathy Lawrence

Next meeting Wednesday January 8th @ 3pm to Review final Recommendation for Town Council

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