

WEST PETERBOROUGH TIF ADVISORY BOARD

MINUTES

October 31, 2023

Present: Jerry Galus, Todd Birkebak, Peter Krslovic and Mark Leuschner, Tyler Ward and Lisa Stone

Also Present: Danica Melone and Laura Norton, Office of Planning & Building

Chair Galus called the meeting to order at 5:00 p.m.

Minutes:

A motion was made/seconded (Birkebak/Krslovic) to approve the Minutes of December 12, 2022 as written with all in favor.

Before moving on to the agenda Chair Galus noted several concerns identified in the Minutes of the last meeting “and I’d like to follow up on them” he said.

The first concern was from Mr. Birkebak who noted a flooding problem in the area of May Street. At that time Ms. Melone thought it may be a result of hydrant flushing. Mr. Birkebak had reported no hydrants in that area and believed it may be from a stream above.

Mr. Birkebak reported the Highway crews had done work in the area. “That work has been completed, the problem solved and the road repaved” he said.

Chair Galus noted Mr. Birkebak also reported an area of land at Union and Wilder Streets had not been maintained and he had been mowing it for the past two years. Mr. Birkebak reported the area has since been maintained by the DPW.

Lastly Chair Galus reported a concern from Mr. Mr. Leuschner identified serious traffic safety issues between The Green Grocer and Teixeira Park. Ms. Melone reviewed the traffic calming measures that have been put into place, reminding the members not all of Union Street is in the West Peterborough TIF District. Mr. Leuschner interjected he’d also had concerns about the potential of children darting out from the thick vegetation growth by the playground and reported that area had also been trimmed down for a better sight line.

In conclusion Chair Galus asked about what was considered to be the last major project in the TIF before its sunset, the replacement of the Old Dublin Road Culvert. “The Minutes said it was schedule for FY 27 but I think that is the project they just completed so maybe it should have been FY25.” Ms. Melone agreed but noted she would look into it.

Before moving on, Chair Galus reiterated the importance of a definitive list of repairs and maintenance schedules charged the TIF be kept. “It can be used as a resource but also should be done for accountability, for follow-up and for setting up the expendable trust for the future” he said.

Financial Forecast:

Ms. Melone began with a total fund balance of \$775,990 adding that balance was prior to the tax rate having been set and taxes collected “so we expect that to be close to a million dollars” she said.

Ms. Melone then reviewed the draft language of the 2024 Warrant Article for the West Peterborough TIF Expendable Fund. “The district sunsets on July 1, 2025” she said adding “and a warrant article is necessary to create the trust.”

Chair Galus asked if there was any legal way to work language into the Expendable Fund that would allow a new unforeseen or unexpected project in the future. “That is a legal question” replied Ms. Melone adding “but if such a thing aligned with the plan and goals of the TIF as it was adopted there may be a way.” Chair Galus asked the language of the trust be investigated to see if it was possible to redirect expendable trust funds to new projects after sunset.

Ms. Stone asked if this was the first TIF to end with Ms. Melone replying the Monadnock Community Hospital TIF (MCHTIF) District had sunset, “but those fund went back into the general funds and not into an expendable trust for that district.” She went on to say, “this is the first time we will capture the TIF balance and keep it the in the district.” When Ms. Stone asked if an expendable fund was the best plan Ms. Melone replied, “it is, with annual maintenance and ongoing improvements and upgrades to the infrastructure I expect that fund will be spend down in a decade.” Chair Galus added “the fund is not protected from inflation. Keep that in mind.” He went on to ask if the fund can be closed before being depleted with Ms. Melone replying, “it could, but we learned a lesson with the MCHTIF in that when the money goes back into the general fund, we pay more in school taxes.”

FY2024 Budget Requests:

Ms. Melone reviewed the funding requests for the West Peterborough TIF District that included an annual \$10,000 for Staff support for the Office of Planning & Building and \$2,000 for landscaping services to fill the gaps in the island garden by Scott Winn Road.

Chair Galus asked if there were any other potential projects for the district with Ms. Melone noting Public Works Director Seth MacLean was satisfied there were no pending projects. Mr. Ward asked about the installation of EV charging stations by Teixeira Park. Ms. Stone interjected “that would certainly be in line with the goals of the Master Plan” and suggested (for the future, should a bus service come to town) to put a bus stop by the park as well.

A motion was made/seconded (Birkebak/ Krslovic) to approve the budget request of \$12,000 (\$10,000 for staff support and \$2,000 for landscaping) as presented with all in favor.

Chair Galus closed the meeting with praise for the TIF District which has achieved the financing of significant infrastructure major projects in West Peterborough. “Accolades to the TIF” he said.

Other Business: None

Next Meeting: TBA

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Laura Norton
Office of Planning & Building