



Rochester City Council

Granite State Business Park Tax Increment Financing District
Advisory Board Meeting

MEETING MINUTES

Dan Fitzpatrick, City Manager - District Administrator
Rick Lundborn, Norway Plains Associates, Inc.
Bill Mello, Phase 2 Medical
Sam Campagna, Albany International Corp.
Pete Amarosa, Amarosa Perkins Development LLC
Mark Hourihane, Hourihane, Cormier & Associates

Meeting Date:	January 31, 2014	
Members Present: Dan Fitzpatrick Rick Lundborn Sam Campagna Mark Hourihane		Members Absent: Bill Mello Pete Amarosa
Other:	Blaine Cox, Deputy City Manager/Finance Manager Karen Pollard, Deputy City Manager/Director of Community Development Elena Engle, Community Development Specialist	

CALL TO ORDER	Mr. Fitzpatrick called the meeting to order at 10:00AM and attendance was taken.
INTRODUCTION	All attendees were introduced.
DISCUSSION: Roles and Responsibilities, Membership	<p>Ms. Pollard provided the Board with the background and purpose of a Tax Increment Financing (TIF) District and referenced RSA 162-K:14 that requires an Advisory Board to review a TIF District and RSA 162-K:11 that requires an annual report. She also referenced the City ordinance that outlines the roles and responsibilities of the Advisory Board.</p> <p>Ms. Pollard described the main objective of the Board was to ensure the TIF Plan was being followed and yearly changes are being taken into account. The Board is required to meet 1x/year to review the report and endorse and recommend a plan for future years.</p> <p>Ms. Pollard clarified the difference between the two TIF Districts in the Granite State Business Park (GSBP); the 162-TIF is the one that we are required to meet and report on, however, the 205-TIF which encompasses the Safran building and the access road to the bridge, has no requirement to convene an advisory board or create an annual report.</p> <p>Ms. Pollard went through the lots in the 162-TIF District, outlining the owner of each lot. Lots 34 and 35 are the only lots remaining that are available for sale.</p>
DISCUSSION: Review 2012 Annual TIF District Report	The Advisory Board read through the 2012 Annual TIF District Report. Sam Campagna of Albany International noted that Albany plans to continue improvements this year and indicated that there are currently about 400 employees working in the 3 Albany buildings in the GSBP. The Board discussed

	<p>the goals identified in the 2012 plan as follows:</p> <ul style="list-style-type: none"> ➤ <u>Water Loop to Whitehall Road</u>- Mr. Fitzpatrick explained that this project is already included as part of his CIP budget and that he and the Public Works Director are in support of this project. He indicated that construction would likely occur in the late summer for this project and would be completed quickly. ➤ <u>Street Lights installed on Airport Drive</u>- Ms. Pollard noted that she has had a discussion with the Engineer at DPW regarding the installation of solar lighting which would minimize the amount of ongoing future costs. ➤ <u>Sidewalks constructed within the GSBP</u>- Mr. Campagna of Albany International expressed concern for the safety of the employees in the GSBP and noted that the addition of sidewalks and lighting would be a desired improvement. Mr. Fitzpatrick indicated the one issue with the addition of sidewalks would be the maintenance, especially with the issue of snow removal. Ms. Pollard expressed that the snow removal could be contracted to an outside company and charged to the TIF. ➤ <u>Identification of a location and construction of a safe and sheltered bus stop inside the GSBP</u>- Ms. Pollard explained that COAST Bus will be conducting a “pilot” study with the help of the City to determine over the course of 6 months what the need is for bus service in the GSBP. This process will begin through communications with the HR departments within each business to determine initial needs of the employees. Ms. Pollard explained the difficulty is matching up the COAST route times with the needs of the majority of those who will use this transportation method. In order for COAST to drive into the GSBP, there will be a large shift of all the stop times along that route.
<p>DISCUSSION: DRAFT Economic Impact Analysis by Strafford Regional Planning Commission</p>	<p>Mr. Hourihane inquired as to the PDA land and whether or not they could lease it out to the City to develop. Ms. Pollard explained that they could not because they used federal funds and signed a commitment not to build any more structures on that land.</p>
<p>DISCUSSION: Other – Q&A</p>	<p>Discussion was held as to the need for a location within the GSBP to provide services to the employees such as an ATM and a 24/7 food service restaurant. Mr. Campagna noted that employees are driving out of the area to eat and that this type of service would be a benefit to the businesses.</p> <p>Ms. Pollard noted that signage for the GSBP is currently in the works and that the plan is for a large sign at the entrance, followed by landscaping and a detailed sign to follow that lists the names and logos of the businesses in the GSBP. Mr. Campagna mentioned that Safran Executives will be touring the facility on March 31st and that it would be a bonus if the signs were up by that date. Ms. Pollard explained that the timing may not work out, but she would push the issue along as fast as possible.</p> <p>Mr. Campagna recommended that although this meeting is only “required” annually that it might be a good idea to meet again in the Fall to touch base on progress. Mr. Fitzpatrick agreed this was a good idea and that this Board should meet every 6 months.</p>

	<p>Mr. Cox requested that an agenda bill be completed for presenting the Advisory Board Report to the Council. Ms. Pollard indicated that she or Ms. Engle would complete this task.</p>
<p>APPROVAL: Recommendations</p>	<p>The following items were put on the floor for consideration:</p> <p>Mr. Fitzpatrick recommended the support of the Water Loop to Whitehall Road- MOTION CARRIED and passed by unanimous voice vote.</p> <p>Mr. Fitzpatrick recommended supporting the street light installation on Airport Drive, a bus stop and bus shelter in the GSBP and the construction of sidewalks within the GSBP with the caveat that the City would contract out the snow removal and charge it to the TIF - MOTION CARRIED and passed by unanimous voice vote.</p>
<p>ADJOURN</p>	<p>Meeting was adjourned by Mr. Fitzpatrick at 11am.</p>