

CITY OF DOVER

DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, Room 305
61 Locust Street, Dover, NH 03820
Meeting Date: **Tuesday, August 18, 2015**
Meeting Time: **6:00 pm**

NO AUDIO EQUIPMENT WAS PRESENT AT THE MEETING

Members Present: Dennis Shanahan, Jeff Spires, Peg Purcell, Anthony McManus, Jeff Roemer, Leo Alie

Members Not Present: Janet Perry

Staff Present: J. Michael Joyal, City Manager, Christopher Parker, Assistant City Manager, Anthony Blenkinsop, City Attorney, Daniel Lynch, Finance Director

The Chair called the meeting to order at 6:05 p.m.

1. NOMINATION OF CHAIR

City Manager Joyal welcomed and thanked the group for volunteering for the Board. He noted the need for a volunteer to chair the Board.

Motion: D. Shanahan made a motion to nominate J. Roemer as Chair. Seconded by A. McManus. Vote U/A

2. NOMINATION OF VICE CHAIR

J. Roemer asked for volunteers for Vice Chair.

D. Shanahan nominated himself as Vice Chair, A. McManus seconded Vote: UA

Motion: D. Shanahan made a motion to nominate himself as Vice Chair. Seconded by A. McManus. Vote U/A

3. ESTABLISH MINUTE TAKER

Discussion ensued regarding the need to take minutes and have a secretary to submit minutes to the City Clerk.

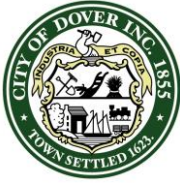
Motion: A. McManus made a motion to nominate himself as Minute Taker. Seconded by J. Roemer. Vote U/A

4. REVIEW NON-PUBLIC MEETING PROCEDURAL CHECKLIST

- Attorney Blenkinsop reviewed the following components of RSA 91-A (NH Right to know law)
 - Minutes
 - Email usage
 - Calling a Meeting
 - Meeting procedures
- Attorney Blenkinsop reviewed the procedures for holding a non-public meeting, if necessary.

Discussion ensued regarding not using City E-mail to conduct business which should be conducted in public.

5. REVIEW TIF ADVISORY BOARD OPERATING RULES



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Attorney Blenkinsop reviewed the standard Operating Rules that have been developed, and noted that the Board is encouraged to review and suggest alterations. Once adopted by the Board, they will be forwarded to the City Council for approval.

Discussion ensued regarding whether the City Council already approved them, when the Board was created. Staff will review records.

Motion: P.Purcell made a motion to amend the Operating Rules to note usage of Roberts Rules Version 11, and accept the Rules as presented otherwise. Seconded by D.Shanahan. Vote U/A

6. ESTABLISH DATE/TIME OF QUARTERLY MEETINGS

Discussion ensued regarding time and meeting options, including the need to meet more frequently than quarterly.

Motion: A.McManus made a motion to meet September 22 at 6 pm and determine at that meeting when the next quarterly meeting might occur. Seconded by P.Purcell. Vote U/A

7. REVIEW BOARD GOALS & OBJECTIVES

The City Manager reviewed Dover City Code: Chapter 5 Boards, Commissions and Committees and the specific references to the Downtown Dover TIF Advisory.

8. REVIEW TIF OVERVIEW INFORMATION

Assistant City Manager Parker reviewed the District Map, Statutory Guidelines, and District Baseline Assessing Data.

The City Manager reviewed the basics of a TIF and how it interacts with traditional government financing and activities.

9. REVIEW DEVELOPMENT PLAN

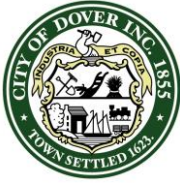
Assistant City Manager Parker reviewed the Development Plan.

Discussion ensued about potential future projects beyond the parking facility, which might be paid for through the TIF.

10. REVIEW FINANCING PLAN

Assistant City Manager Parker reviewed the Finance Plan

Discussion ensued about potential revenue changes which might increase the fund balance for the TIF and encourage an advanced repayment of debt service.



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11. REVIEW SEMI-ANNUAL FINANCIAL REPORT

Finance Director Lynch reviewed the Finance Report and discussed the methodology used to generate it. Director Lynch reviewed factors which changed between the original projections and the 2015 revisions.

The City Manager cautioned that financial projections that City staff provide are deliberately conservative.

12. REVIEW CAFR DOCUMENTATION

Director Lynch reviewed examples, from Concord, of TIF reporting documents that will be included in the City's Annual Financial Report completed in December/January.

13. ADDITIONAL TIF DOCUMENTS

Assistant City Manager Parker noted that the full TIF Feasibility Study provided to the City Council in 2014 was included for the Board's reference.

14. OTHER BUSINESS

C.Parker stated than an updated member list, noting Chair and Vice Chair will be created, and that E-Mail Acceptable Use Policies will be sent out, prior to the next meeting

15. ADJOURNMENT

Motion: A.McManus made a motion to adjourn at 7:59 p.m. Seconded by D.Shanahan. Vote: U/A