



Town of Hampden
Planning and Development Committee
Wednesday January 18, 2017, 6:00 pm
Municipal Building Council Chambers
Minutes

Attending:

Committee/Council

Ivan McPike-Chair
Terry McAvoy
Dennis Marble
David Ryder
Mark Cormier
Greg Sirois (6:30)

Staff

Angus Jennings, Town Manager
Karen Cullen, Town Planner
Myles Block, Code Enforcement Officer

Public

Noreen Norton, Rudman Winchell
John Quesnel, Hampden Water District

Chairman McPike called the meeting to order at 6:03 pm.

1. Approval of January 4, 2017 Minutes – **Motion** to approve as submitted made by Councilor McAvoy with second by Councilor Marble; carried 5/0/0.
2. Committee Applications: None.
3. Updates:
 - a. Staff Report: Planner Cullen informed the committee that the Planning Board had approved the site plan application for a new 3,600 square foot building on Nadine's Way, for a restaurant equipment company. She also told them the Planning Board's Ordinance Committee had met the previous evening and discussed the home occupation amendment; they have made some edits to it and tabled it to another OC meeting pending receipt of the related amendments to other sections of the zoning ordinance.
4. Old Business:
 - a. Hampden Business Park Credit Enhancement Agreement (CEA) for Sargent Corp.

A new version of the CEA was handed out; this version has several edits noted with underline/strikethrough format. This CEA is implementing one of the requirements of the Developer's Agreement (DA) which was executed in 2014. Planner Cullen pointed out the edits, and Noreen Norton explained them as necessary. Ms. Norton and Manager Jennings answered questions; key points were:

- 50% of the tax revenue on the value of site improvements and building development (e.g. parking lots, buildings) when the value exceeds \$500,000 will go to Sargent Corporation.
- New taxes resulting from increases in land value will go to the Town.
- Staff has built a detailed database which will allow us to track all of the values and the amounts to go to Sargent (or others assigned by Sargent) each year.
- The CEA as currently written differs from the DA in regards to when the reimbursement payments to Sargent start. According to the DA it would be the earlier of the tax year following the date of town acceptance of the infrastructure or July 1, 2018. The CEA simply states the tax year starting July 1, 2018. This discrepancy will be rectified prior to the hearing.

The committee then turned its attention to Table 1 in the Development Program which sets forth the TIF district project costs. Manager Jennings explained that Ms. Norton had given us a figure of 12 million dollars for the total, and he split that up between the various project categories in the table. Ms. Norton noted that the \$12 million figure was based on a number of assumptions, and that we could use a higher figure if so desired. She also noted these costs are for the town portion of the TIF revenue and not the portion that will go to Sargent under the CEA. The purpose of this is to give DECD an idea of how TIF revenues might be spent; it does not mean we will actually receive that amount. For example, there will probably be some lots that are not developed until the 25th year of the 30 year TIF, they would only be contributing for 5 years. Key points of discussion with the committee:

- These costs can be revised at any time, given the way DECD currently manages TIF's across the state. It was acknowledged and understood that DECD may change its oversight of TIF spending in the future.
- We could increase the total from \$12 million to something a bit higher, say \$15 million.
- The councilors agreed with the numbers presented by Manager Jennings, and Ms. Norton said she felt they are good solid numbers. None are unrealistically low, and the majority of the costs are for infrastructure as desired by Council.

Motion by Mayor Ryder to refer the Credit Enhancement Agreement for Sargent Corporation to public hearing with the Hampden Business Park Omnibus Municipal Development and Tax Increment Financing District on February 6, 2017; seconded by Councilor McAvoy. Motion carried by unanimous vote (6/0/0).

- b. Status of MRC/Fiberight: Manager Jennings gave an update on the water supply issues, noting the various documents included in the packet for this meeting. He noted the Hampden Water District (HWD) Board will be meeting Thursday January 19th at 4:00 pm at the Town Offices (since their offices cannot accommodate the number of people expected to attend the meeting). He summarized what he believes are the policy questions before the HWD Board:
 - i. Which route, pipe size, and pipe materials will be required for the water service to the site;

- ii. Will HWD contribute to the cost of the line extension; and
- iii. What will the cost allocation be for the broader infrastructure improvements (including expansion of the current pump station).

John Quesnel, President of the HWD Board, gave a status report of where the HWD is on these issues at this time. They have allocated \$45,000 toward valve costs, and are waiting for additional information from their consultant Woodard & Curran regarding the costs for other needed improvements to the system to ensure adequate flow at all times to all customers. He verified that the Ammo Park route is off the table. He also noted there are a number of “behind the scenes” infrastructure improvements that need to be done to provide water to this new area (and Fiberight) without impacting the existing system.

Manager Jennings noted that the MRC is now focused on the three issues which have been a primary focus of Town staff in recent months: water, sewer, and frontage. On the latter, we are waiting for MRC to submit a request to the Planning Board for a modification of the Board Order regarding frontage. Until we receive that we don’t know what will be requested nor when it will be dealt with.

5. New Business:

- a. Discussion of Ordinance Amendments: Planner Cullen led a discussion of the table she had presented in the memo in the packet; key points were:
 - i. The amendments to parking, buffer, and signage standards will likely help with some of the zoning issues in the town center area.
 - ii. The use table, dimensional table, and district (article 3) amendments will also help with the town center area even before the town center zoning is completed.
 - iii. The shoreland zoning was almost ready to go but Planner Cullen found some serious errors that led her to pull it back; her next step is to review it word for word with the state guidelines to ensure there are no other serious problems.
 - iv. The retail and medical marijuana regulations will remain entirely separate.
 - v. The P&D is satisfied with the general order of priority presented.

Manager Jennings updated the P&D on the recodification project, noting that it has sat for so long that the costs to complete with General Code are likely to be higher, perhaps significantly so, to complete the project, and more importantly with the number of amendments ongoing now, it will be more costly both in funds to General Code and in staff resources to provide the necessary documents to General Code. After discussion it was the consensus of the committee to drop the project pending receiving answers to the specific questions staff has asked General Code.

6. Zoning Considerations/Discussion: Planner Cullen updated the committee on the status of the home occupation language. She briefly reviewed the changes the Planning Board’s Ordinance Committee had made to the draft, the most significant of which was a change for the permit to run with the owner and not the land, with the option available to the permit granting authority to have

it run with the land. She said the next step – which is in progress now – is to prepare the amendments to the other sections of the zoning ordinance that relate to home occupations; e.g. §4.1, site plan review, 4.2, conditional use, §4.8, signage, and §7.2, definitions. Once complete, she will submit the whole package to the OC for further review and then they will refer to the Planning Board for public hearing. After that it will be referred back to Town Council or the P&D Committee.

7. Citizen Initiatives: None.
8. Public Comments: None.
9. Committee Member Comments: Manager Jennings gave an update on the hiring of an intern to perform the bus ridership survey, and asked if the P&D was comfortable with allowing him to move forward to hire the individual he had interviewed for the position. He noted the costs would be paid from the Host Community Benefit or TIF or some other funds. The P&D agreed by consensus to allow Manager Jennings to move forward on this project.
10. Adjournment: **Motion** to adjourn at 8:06 pm by Councilor Sirois; seconded by Mayor Ryder, carried 6/0/0.

*Respectfully submitted by
Karen Cullen, Town Planner*