

**REDEVELOPMENT COMMISSION MEETING
MAY 28, 2015**

President Nicksch called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Recording Secretary Gena Knapp took the roll. Members present were Doug Nicksch, Jim Langen, and LeAnn Angerman. Greg Shook, Craig Earley, and Timothy Cottingham were not in attendance. Also present were SEH Representatives Matt Reardon and Rich Oman, Planning Consultant Jim Mandon, and Clerk-Treasurer Judith Walters.

APPROVAL OF MINUTES

April 30, 2015 – Mr. Nicksch commented that he would like to revise a statement he made at last month's meeting. He had stated that currently the Redevelopment Commission has roughly \$32,000 in its TIF Fund, which is correct, but then he had stated that they would receive another \$180,000 in May. "After speaking with Clerk-Treasurer Walters, we will actually be receiving roughly \$90,000 at the end of June, and then another \$90,000 at the end of December." Mr. Langen made a motion to approve the April 30, 2015 minutes, seconded by Mrs. Angerman and carried with three ayes.

OLD BUSINESS

Update on TIF District (Rich Oman) – Update on additional TIF District - SEH Representative Rich Oman stated we have been creating a new Economic Development Area. We tried to do the 20% rule that we spoke about at the last meeting, but that cannot happen, so we have to create a new TIF area, which we are in the process of writing right now. Mr. Nicksch explained that the Commission was trying to add four properties in to the TIF area, including the Avery property, by way of an amendment, but there is a ruling that states you cannot add over 20% of your original property. When the Commission first looked at it, it looked like those parcels would fit under the 20% rule, but there were some adjustments made that now make those four parcels over the 20%. Mr. Oman stated since we could not do an adjustment, we will now create a new Economic Development Area that will be its own TIF. Mr. Oman explained the steps that will have to be taken before the TIF can be put in to place and the difference between starting over and doing an amendment. Mr. Nicksch asked if the second TIF would have anything to do with the first TIF. Mr. Oman stated that will be its own TIF. Discussion followed regarding when funds will be able to be collected from the new TIF that is being created.

Façade Rebate Program – Mr. Nicksch stated he had mentioned at the beginning of the year two goals he wanted to accomplish. One was to change people's perception of the Town, and the other was to "roll out the red carpet" for business owners. He stated at the last meeting we had different examples to review and after some discussion, we decided to have Mr. Mandon recreate an example for Lowell, which was good, but still seemed a bit complicated and did not really "roll out the red carpet". Mr. Nicksch stated he had found a few more examples that he liked and noticed that Mr. Reardon had originally written them and asked if he could come up with a draft for Lowell. Mr. Reardon handed out copies of the draft to the Commission members. He stated that a few things still need to be decided such as how much the Commission would like to use for this grant and the maximum amount you would reward, which stands at \$10,000 or up to 50% of the project. We also need to be clear on the area you would like to focus on because the Downtown District is not the TIF District or the Redevelopment District. The Downtown District strictly focuses on the downtown area, a great deal of that being the Historic District, which will have different requirements and restrictions. There will be some people that will have different rules, but the nice part is that they are the community's funds and you are giving them away for

free so you can set the rules as you wish. Mr. Reardon explained some exceptions that can be made by the Commission, and reviewed the application. He also explained the need for an advisory committee that would be in charge of reviewing the applications that are submitted, and stated that Mr. Trulley needed to be on that committee since he is the Building Official. Mr. Reardon gave an overview of who he believed needed to be on the committee; a representative of the Historic Board and someone from the downtown area, along with what their responsibilities would be, and the timeline they would need to follow in order to make recommendations to the Commission. He stated he also included in the application that the owner would need to complete their work one year from the date of approval. The Commission would also need to see the paid invoices and before and after pictures before a check would be issued for reimbursement in order to avoid any issues with the hired contractors. Mr. Reardon reviewed the eligible activities, ineligible activities, and general guidelines that are all stated in the draft.

Mr. Niksch stated he liked what Mr. Mandon did and that the example that Mr. Reardon gave is very similar. Mr. Mandon stated he believed the only difference was either deciding to run it as a continuous program or having a deadline in order to compare applications at the same time. At the last meeting, it seemed that running it a couple of times a year, at least for the first few years, was the suggestion. Mr. Niksch stated he was not sure about having the advisory committee, and believed that is what Mr. Trulley should be doing. Mr. Mandon stated Mr. Trulley does not know historic significance and he is not a member of a downtown organization. Part of the reason for having this program is to show that the local government is supporting its downtown businesses and that they want them to succeed. Mr. Niksch stated he agreed, but every time there is another committee, it throws a kink in to the woodwork. Mr. Mandon stated the issue here is that you would not be able to tell which project is the most historically significant. You would want to go to someone who is an expert, and you would want to involve someone in the downtown area to help decide. Mr. Reardon stated from his point, it is more about accountability than anything else. You do not want to hear from the Downtown Merchants Association or the Historic Preservation Commission that they were not involved in any decision-making. This is not just another committee; it is a committee that has responsibilities and duties. The Redevelopment Commission is there to provide the funding, not make decisions on applications. This way, if they deny an applicant, it is not the Redevelopment Commission or the Town saying no. Mr. Mandon stated you could not fund something that does not meet the building codes, which is why Mr. Trulley needs to be involved. Discussion followed regarding whether or not to put a deadline in place, and the fact that exceptions can always be made past the deadline if funds are available. Mr. Reardon mentioned that one stipulation that has been added is if people have delinquent property taxes or any sort of open violations with the Town, they cannot apply. You do not want to put yourself in a situation with a contractor who has not gotten their money for a job, which is also why this is a rebate program and the applicants do not get their money until they can prove that all of their invoices are paid. Further discussion was held regarding involving local banks for larger projects and the pros and cons of setting deadline dates.

Mrs. Angerman asked if there were extra inspections or fees that the owner would have to pay through this program. Mr. Reardon stated no. The only extra work would be before and after pictures and supplying paid invoices. Mrs. Angerman stated after reviewing the two documents, there does not seem to be any differences. Mr. Mandon stated the only difference he could see was the deadlines. The Commission agreed that quarterly deadlines would work well to begin with in order to stay flexible. Mr. Niksch stated we also have the ability to change the amount that will be granted per project. Discussion followed regarding examples of exceptions that can be made in regards to the amount of money granted. Mr. Reardon stated you can always cap the money at \$10,000 or you can make a special exception, both are up to the Commission. Mr. Reardon stated the advisory committee would also be in charge of advertising the program to their members. Mr. Niksch stated that the advisory committee still bothered him. Mr. Mandon

stated you could interview people to be on the committee and select them yourselves. Mrs. Angerman stated if the committee did not exist, what would the process be. Mr. Niksch stated they would come to Mr. Trulley for the application. Mr. Reardon stated he believed the Commission should not pick the committee, rather the associations that are involved downtown choose someone to represent them on the committee. Discussion followed regarding the different associations downtown and which should be involved in the committee and the process of picking those people.

The Commission discussed the next steps in creating the program and the minor changes that needed to be made to the application. Mr. Niksch stated he would like Mr. Reardon to make the minor changes that were discussed which were creating the deadlines quarterly, and to submit the final draft to the attorney for his review. After that has been complete, we can then vote on it as the Commission.

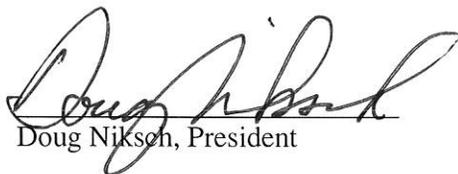
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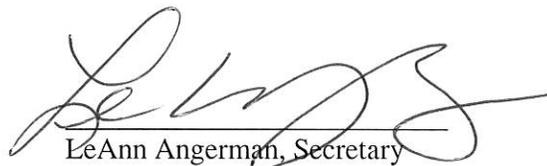
Mr. Niksch stated he would like clarification from the attorney as to how the Redevelopment Commission's funds could be spent. Down the line, when we are not a part of this Commission, we do not want someone to be doing something else with the funds that we receive. Mr. Reardon stated statutorily there was a non-reverted fund set up and just like any other fund, the Town Council says the funds are there for the Redevelopment Commission, which is where the money stays and is used for redevelopment purposes. Clerk-Treasurer Walters stated the Town Council would still have to have Redevelopment money in their Town Council budget for operating because you cannot spend TIF money on operating expenses.

PUBLIC COMMENT

ADJOURNMENT

With no further questions or comments, Mr. Langen made a motion to adjourn the meeting at 7:07 PM, seconded by Mrs. Angerman and carried with three ayes.


Doug Niksch, President


LeAnn Angerman, Secretary