

**Town of Norridgewock
TIF Advisory Committee Minutes
September 25, 2018**

Chairman John Malek called the meeting to order at 5:00 PM in the Conference Room at the Norridgewock Town Office. Committee members Brandi Ireland, Ruth Keister, Becky Ketchum, Drew Ketterer, and Sallie Wilder were present. Member Jessie Everett was absent. Also in attendance for all or parts of the meeting was Town Manager Richard LaBelle.

Drew Ketterer made a MOTION to adopt the minutes from last meeting; seconded by Ruth Keister. Becky Ketchum inquired about the level of detail in minutes; she questions whether or not the detail in the minutes is adequate to cover the scope of discussions had. MOTION PASSES 6-0.

An update was given on the balance of the TIF account. After the recent property tax payment received in the amount of \$149,467.95, the account balance is \$482,921.38. Becky Ketchum inquired about the purchase of American flags for the downtown and whether that was an authorized expenditure. The Town Manager stated that the expense was approved by the Board of Selectmen and will be reimbursed to the TIF account once the FEMA grant is received.

A discussion was had regarding future projects to be considered with TIF funding and programming. Drew Ketterer inquired about the condition of the lights in the downtown parking lots. The Town Manager noted that he had contacted Sewell to discuss an upgrade and conversion to LED, but that there was never any response. The lights are in poor condition and should be reviewed for replacement. John Malek made a MOTION to ask the Town Manager to pursue the conversion of downtown lot lighting to LED (repair and replace, if necessary) and to provide price quotes for the committee's consideration. Seconded by Brandi Ireland. MOTION PASSES, 6-0.

The Town Manager stated that Elias Monument is planning to install the granite post in the downtown on or about October 16.

The committee reviewed a sample set of façade improvement guidelines that has been used by the Town of Fairfield. Committee members will review the guidelines and forward any suggestions along to the Town Manager for inclusion. The Town Manager will offer the Norridgewock-tailored guideline proposal for committee review at the next meeting.

Sallie Wilder inquired as to whether or not TIF funds could be used to expand broadband internet access. The Town Manager stated that while this may be eligible, it is unlikely that eligible areas in the town would not substantially benefit from such an expansion. Areas where this expansion is needed are likely to be outside the scope of the TIF. It is noted that the ConnectME Authority is exploring areas in town that may be eligible for expansion under other programs.

Ruth Keister inquired about installing crosswalk signage on the crosswalks throughout the downtown area. She suggested installing simple fluorescent signage to enhance safety. Mrs. Keister will provide the Town Manager with a list of the crosswalks ideally included. The Town Manager will get a price quote on the signage, based upon organizational responsibility.

Mrs. Keister inquired as to whether or not the Town owns a street sweeper. The Town Manager stated that Waste Management recently purchased a sweeper and has been volunteering to take care of the downtown area. There is a significant problem near the train tracks on Main Street. Mr. LaBelle noted that the project of street sweeping is complicated by cars parked on Main Street overnight. Becky Ketchum inquired as to why parking hasn't been limited; it is noted that there is no ordinance. Ms. Ketchum suggests the Board of Selectmen explore an ordinance to improve the maintenance of the downtown area.

John Malek requested an update on the Oosoola Park Boat Launch rehabilitation project. The Town Manager stated that the project is just about to be bid out and that the permitting process was very lengthy. Under ideal timing plans, the Board of Selectmen could consider setting a special meeting to award the bid on October 10. If the timeline continues, construction could start the week of October 15 or October 22.

John Malek inquired about the status of kiosks being placed throughout town. Mr. Malek stated that he believes in the proximity of the bridge, Barr Hatfield Park, the town square, and Oosoola Park would be good locations for such historic, informational panels. The panels could include historic and current photos, business ads, and other local information. The committee expressed initial support for the idea. It will be considered further upon completion of the boat launch project.

The committee discussed a downtown plan, which would serve as a guide for future TIF investments. After reviewing samples from communities like Fort Kent and Old Town, provided by Wright-Pierce, the committee discussed such a project for Norridgewock. It is suggested that membership review the details of the downtown planning proposal to discuss it at the next meeting.

The next meeting is scheduled for October 23, 2018, at 5:00 PM.

Becky Ketchum made a MOTION to adjourn at 6:00 PM; the motion was seconded by Ruth Keister. MOTION PASSED, 6-0.

Respectfully Submitted,

Richard LaBelle
Town Manager