

**Town of Boscawen
TIF Advisory Board
Boscawen Municipal Facility
DRAFT MEETING MINUTES
Tuesday, August 11, 2026-4:00pm**

Members Present: Barbara Randall-*PB & EDC*, Roberta Witham-*PB*; Walter Dratner-*Owner in TIF*, Kevin Whitney-*Owner in TIF*, Fred Reagan-*BAC* and Fire Chief Tim Kenney-*BAC*

Members Excused:

Staff Present: Kellee Jo Easler – PCD Director, Tanya Decato – PCD Coordinator, and Kate Merrill – Finance Director, Conner Bailey-Public Works Director

Guests Present: Mike Tardiff, Executive Director – Central NH Regional Planning Commission

PCD Director Easler opened the Public Meeting at 4:00 pm and completed roll call.

Draft Minutes: Minutes from 05.26.26 to be approved, motion to accept the draft minutes made by Chief Kenney, seconded by Barbara Randall

Member Appointments

Roberta Witham, Fred Regan, Kevin Whitney, and Walter Dratner reappointed to TIF committee through **June 2029**.

Key Outcomes

The TIF committee finalized member appointments and passed two key motions: directing staff to set a TIF baseline value for January 1st and endorsing the Northern Border Regional Commission pre-application. Boscawen holds a unique advantage as the only community in its region eligible for 80/20 infrastructure funding, with up to \$1M available. Redevelopment of the tannery site and adjacent gravel pit on Commercial Street is approaching an actionable stage, with an RFP for developers expected within approximately one month.

Decisions Made

- **TIF Baseline:** Motion passed to direct staff to approach the Select Board to set the TIF baseline value, targeting **January 1st** as the assessment date.
 - **Motion made by Tim Kenney, 2nd by Barbara Randall, all in favor, motion passed unanimously.**
- **Northern Borders Pre-Application:** Motion passed to move forward with the pre-application; match to be funded through a combination of developer agreements and TIF funds.
 - **Motion made by Tim Kenney, 2nd by Barbara Randall, all in favor, motion passed unanimously.**

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Key Funding & Development Context

- **Northern Border Catalyst Program:** Boscawen is eligible for **80% federal / 20% local match**; can request up to **\$1M** for infrastructure.
- Pre-application due **August 21st**; if approved, full application is expected in October.
- TIF increment (above locked baseline) can fund match for Northern Borders plus incremental water/sewer extensions.
- **Gravel pit:** ~15 acres; three parcels total.
- **Tannery site RFP** for developers nearly ready; original TIF plan included ~80 housing units plus commercial square footage.

Infrastructure Issues

- **Sewer:** Extension required to reach the gravel pit; route and condition under Commercial Street unknown.
- **Water:** Existing 6-inch main present; adequacy for fire suppression/sprinklers requires engineering review; looping via Fisher Ave proposed.
- Potential hazardous materials under Commercial Street road surface not yet investigated; TIF-funded engineering analysis suggested.
- Possible road realignment on Commercial Street to expand tannery development footprint is under consideration.

Pending Confirmation

- Whether hazardous materials exist beneath Commercial Street road surface
- Sewer capacity confirmation from Concord engineers
- Northern Border pre-application outcome (decision expected before October full application)
- Ownership of small state/railroad parcel adjacent to gravel pit
- Whether 6-inch water main is sufficient or needs replacement

Open Questions

- Final road alignment on Commercial Street and subsurface conditions
- Public vs. residential/commercial use balance on riverside parcels (town visioning favors mixed-use with restaurant/commercial)

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Action Items

- **Kellee/Mike Tardiff:** Meet with Northern Border consultant Stuart Arnett (Thursday) to assess pre-application viability
- **Kellee/Mike Tardiff:** Bring pre-application and TIF baseline recommendation to Select Board (target: August 19th meeting)
- **Kellee:** Send Connor Bailey the contact for civil engineer Cindy Ferrari re: sewer coordination
- **Mike Tardiff:** Connect with Cindy Ferrari on sewer details and infrastructure pricing needed by August 21st
- **Staff:** Coordinate with Water Precinct engineer (Cindy) and Bill Murphy on water main assessment
- **Katie:** Provide update from Dustin Island committee at next meeting
- **Planning Board discussion:** Schedule housing/land use visioning session for September

Motion to adjourn the meeting made by Tim Kenney, 2nd by Roberta Witham, all in favor, motion passed unanimously..

Respectfully submitted by Kellee Jo Easler.