



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
November 8, 2018  
6:30 PM**

Mitchell H. Greenwald  
Carl B. Jacobs  
Terry M. Clark  
Thomas F. Powers  
Bettina A. Chadbourne

- 
1. Acceptance of Donation in Memory of Howard Kerbaugh - Parks, Recreation and Facilities Director
  2. Acceptance of Donation - Youth Basketball - Parks, Recreation and Facilities Department
  3. Land at 0 Apollo Avenue - Parks, Recreation and Facilities Director
  4. Monadnock Conservancy - Conservation Easement Fees for 105 Daniels Hill Road Property

**MORE TIME ITEMS:**

- A. Councilor Manwaring - License Fees for Events Requiring Staff Protocols

Non Public Session  
Adjournment



City of Keene, N.H.  
*Transmittal Form*

October 30, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 1.

**SUBJECT:** Acceptance of Donation in Memory of Howard Kerbaugh - Parks, Recreation and Facilities Director

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$265.00 in memory of Howard Kerbaugh to be used for general upkeep and maintenance of the Parks and Recreation Center.

**BACKGROUND:**

Howard Kerbaugh grew up in Keene, and participated in many sports and recreation activities throughout his life. The family fondly recalls stories of Howard and his grammar school friends playing at the Recreation Center as a child. His family requested that donations be made in his honor to the Keene Recreation Center.



City of Keene, N.H.  
*Transmittal Form*

November 5, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 2.

**SUBJECT:** Acceptance of Donation - Youth Basketball - Parks, Recreation and Facilities Department

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$3000.00 from Yankee Lanes and that the money is used to purchase youth basketball jerseys.

**BACKGROUND:**

Jeff Barden, owner of Yankee Lanes bowling center in Keene, is a longtime supporter of youth sports and basketball within the community. The youth basketball league is offered for children in grades K-8 and this will be his fourth year sponsoring the uniforms for the participants.



City of Keene, N.H.  
*Transmittal Form*

November 2, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth Fox, Human Resources Director/Assistant City Manager

**ITEM:** 3.

**SUBJECT:** Land at 0 Apollo Avenue - Parks, Recreation and Facilities Director

---

**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Council not accept the donation of land at 0(zero) Apollo Avenue.

**BACKGROUND:**

The Sweeney family brought forward a request to donate a piece of property to the City located at 0 Apollo Ave. This lot was a remaining lot that was sold to Smith Medical in 1996, essentially divided by Apollo Ave when it was laid out 1971. City staff has reviewed the property deeds, inspected the property and makes the recommendation to the Council that the lot would not serve the City for public use.



City of Keene, N.H.  
*Transmittal Form*

October 4, 2018

**TO:** Mayor and Keene City Council

**FROM:** W. Rhett Lamb, ACM/Community Development Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 4.

**SUBJECT:** Monadnock Conservancy - Conservation Easement Fees for 105 Daniels Hill Road Property

---

**COUNCIL ACTION:**

In City Council October 4, 2018.

Referred to the Finance, Organization and Personnel Committee.

**RECOMMENDATION:**

Councilor Hansel moved for the Conservation Commission to recommend that City Council make the \$15,000 contribution from the Land Use Change Tax Fund to the Monadnock Conservancy for the Domina property conservation easement project. Mr. Reilly seconded the motion and the Conservation Commission carried it unanimously.

**ATTACHMENTS:**

Description

Background

**BACKGROUND:**

Chair Haynes welcomed Stacy Cibula, a project manager at the Monadnock Conservancy; she works with landowners to conserve their private property. This property on Daniels Hill Road, owned by Charles and Judith Domina for 80 years, is a great strategic property for the Conservancy to acquire; it is adjacent to many parcels of undeveloped land on West Hill. All properties abutting this 28,000 acre property are in conservation, making this an excellent addition to the wildlife corridor, which is the primary reason to acquire the property. The property also contributes to a scenic drive with stonewalls and woodlands along Daniels Hill Road, provides great wildlife habitat, and there are also some good water sources (streams and springs). This acquisition would place a conservation easement on the land: a permanent deed restriction to ensure it cannot be subdivided and developed. In this scenario, the family retains private ownership of the land but they and future owners can only use it for conservation. She demonstrated characteristics of the property on an aerial map.

The Conservancy requests \$15,000 to offset transaction costs for the project (the budget was included in the meeting packet). This amount would assist with boundary surveys, staff time, paying attorneys to review legal documents, and contribute to the Conservancy stewardship fund—a permanent endowment to ensure the more than 200 easements (19,000 acres) are monitored and enforced. Councilor Hansel asked if the City's contribution to this endowment will ensure stewardship of this property only, or all Conservancy properties. Ms. Cibula replied it is a communal fund for all properties, even those outside Keene. She did not breakdown exactly what the \$15,000 City contribution will be used for in the budget, but she does not believe the entirety

will go into the endowment. The landowners as well as the Conservancy Greenways and Corridor Fund are also contributing to the \$29,162 total cost of acquisition.

Chair Haynes asked, in the larger vision of greenways, if the Conservancy has any other parcels in mind to expand this network. Ms. Cibula replied there is another in West Chesterfield but she is unaware of others in Keene. The Conservancy always wants to enhance large unfragmented conservation areas. Ms. Clark noted she was on the Commission when they made contributions to acquire the Meyer and Snowman properties; she said this is a perfect extension of Commission work and she supports this donation.

Chair Haynes recalled that this donation would come from the Commission budget, which is comprised of the Land Use Change Tax fund (a commercial development tax) and a yearly contribution from the City (tax payers). Ms. Cibula said she can restructure the budget so the City's contribution goes toward staff costs, etc. as opposed to the endowment. Councilor Hansel said he supports the project but he is concerned about how tax payers will feel contributing to projects outside Keene. Ms. Cibula said she respects Councilor Hansel's concerns and understands, politically, if it is easier to restructure the budget. Mr. Lamb provided another perspective: the City's contribution to the endowment could pay staff to steward that land in Keene for 30 years.

Ms. Cibula continued that an easement base rate is typically \$7,500, but this project is \$15,000 because there are actually two parcels (north and south) because of the tax lots and will therefore create more stewardship work.

Councilor Hansel said he is comfortable moving forward contingent upon a more detailed budget, including a breakdown of easement costs over time; this will make the donation easier to justify to the Council and community. This is an informal recommendation to the petitioner to bring a more detailed budget to the Finance, Organization and Personnel Committee. Ms. Clark also recommended highlighting to Council how many parcels Keene already stewards to demonstrate a bigger picture of conservancy work.

Councilor Hansel moved for the Conservation Commission to recommend that City Council make the \$15,000 contribution from the Land Use Change Tax Fund to the Monadnock Conservancy for the Domina property conservation easement project. Mr. Reilly seconded the motion and the Conservation Commission carried it unanimously.



## MEMORANDUM

Date: October 2, 2018  
To: Keene City Council and Mayor Kendall W. Lane  
From: Stacy Cibula, Conservation Project Manager, Monadnock Conservancy  
RE: Conservation Funding Request for Domina Property, 105 Daniels Hill Road, Keene

### OVERVIEW

The Monadnock Conservancy requests **\$15,000** from the City of Keene to conserve approximately 60 acres of undeveloped woodland in west Keene. The property is bisected by Daniels Hill Road, with approximately 37 acres to the north and 23 acres to the south of the road. We will protect the land using a tool called a conservation easement—a permanent deed restriction which restricts future development of the land to protect wildlife habitat, scenic beauty, and other important natural resources. The property owners, Charlie Domina and Judith Dimock, will retain ownership of the property. As this property consists of two lots of record, it will be subject to two conservation easements—one on the northern lot and one on the southern lot. The Conservancy will hold the easements—ensuring that the property is protected in perpetuity. The Dominas are generously donating the easements to us, as well as \$7,500 towards the overall project costs.

### CONSERVATION VALUES

The Domina property is located within the *California Brook Natural Area*—a conservation focus area containing over 9,000 acres of undeveloped land connecting the 645-acre Horatio Colony Nature Preserve to the 13,000-acre Pisgah State Park. In fact, this property is within the largest remaining unfragmented forest block (approximately 28,000 acres) in southern New Hampshire. The Domina land is also adjacent to 800 acres of conserved land on West Hill, including three other Conservancy easements (see attached map). The property's strategic location and the habitat connectivity it will expand upon is the primary reason why the Conservancy wishes to protect it. However, the property is also compelling to protect for its:

- **Important forestry soils.** The entire property consists of “Group 1” forestry soils, as determined by the Natural Resources Conservation Service. These soils are well suited for producing and harvesting quality timber.
- **Water resources.** There is approximately 1,200’ of stream frontage as well as several springs on the land.
- **Scenic rural landscape.** The property has approximately 2,000’ of scenic, forested frontage on Daniels Hill Road and another 1,400’ along Route 9.
- **Alignment with City conservation priorities.** The City of Keene Open Space Plan (1990) recommends “securing easements from property owners to establish permanent buffers along edge of all major roadways” to provide wildlife habitat and preserve rural character in Keene.

### PROJECT BUDGET

*A note on the budget below: at the request of Councilor Hansel, we are providing additional information about our Easement Stewardship Fund.*

With every conservation easement we accept, we allocate funds to our Easement Stewardship Fund. This fund helps to cover the annual costs of monitoring and enforcing our 214 easements, which takes significant organizational resources. Staff inspect the properties annually to ensure that the easement terms are being met and also spend significant time communicating with landowners and resolving any issues, including possible violations. It costs us, on average, \$300 per easement annually to perform this work. Assuming a

4% rate of return, we need to request at least \$7,500 per easement to ensure that we have the \$300 needed to cover our stewardship obligations for that land.

Since this property will be subject to two easements (one for the northern parcel and one for the southern parcel), we request \$15,000 for the total stewardship contribution.

**Estimated Costs**

Staff Time (84 hours @ \$60/hr.)	\$5,040
Legal Costs (includes title exam)	\$1,500
Boundary Survey	\$5,300
Environmental Assessment	\$350
Recording Fees	\$125
Admin (15% of transaction costs less stewardship allocation)	\$1,847
Easement Stewardship Fund (\$7,500 per easement)	\$15,000

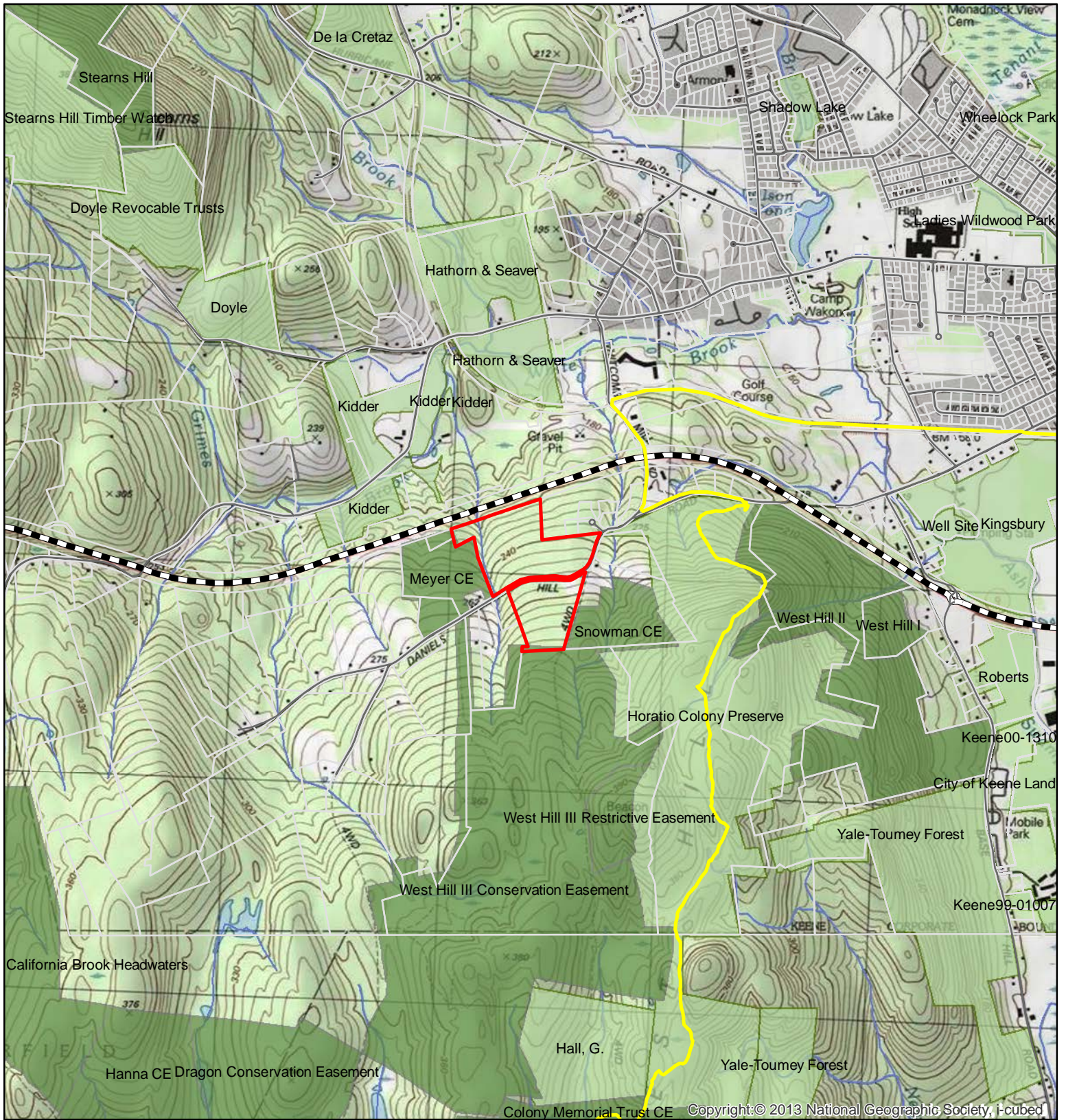
**TOTAL \$29,162**

**Funding Sources**

City of Keene (requested)	\$15,000
Monadnock Conservancy's Greenways and Corridor Fund (secured)	\$6,662
Landowner donation (committed)	\$7,500

**TOTAL \$29,162**





Domina property, Keene, ~60 acres, Daniels Hill Road



NAD 83 - NH State Plane  
 S. Cibula, 7-12-18  
 Source: GRANIT & SWRPC

- Wantastiquet to Monadnock Trail
- Domina property
- Local Roads
- State Roads
- Parcel Bounds
- Monadnock Conservancy Lands
- Other Protected Lands
- Streams

Note: Map is not survey accurate.

1:24,000

