



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
February 13, 2020
5:30 PM**

Thomas F. Powers, Chair
Stephen L. Hooper, Vice Chair
Terry M. Clark
Michael J. Remy
Raleigh C. Ormerod

-
1. Acceptance of Donations - Trustees of the Keene Public Library
 2. Old Gilsum Road Land Acquisition - Boes Property - Conservation Commission
 3. Goose Pond - Boes Property - Parks, Recreation and Facilities Department
 4. Cheshire County Court House - City Manager
 5. Lease of Property Adjacent to Bike Path - 160 Emerald Street - City Manager
 6. Capital Improvement Program 2021-2027
Water Fund

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

January 29, 2020

TO: Finance, Organization and Personnel Committee

FROM: Judith Putnam and Ken Jue, KPL Trustees Finance Committee

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 1.

SUBJECT: Acceptance of Donations - Trustees of the Keene Public Library

RECOMMENDATION:

That the City Council Accepts donations of \$117,489.26 as listed in the Cambridge Trust from May 2, 2019 – January 23, 2020 donor list (see attached report) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

ATTACHMENTS:

Description

Donations 043019- 012420

BACKGROUND:

On June 30, 2015 the City Council authorized the establishment of a Temporarily Restricted City Trust Fund to receive and distribute funds for the Library Renovation Project. The Friends and Library Trustees put in place the Campaign Committee with Judith Putnam and Alfreida (Dita) Englund as Co-Campaign Chairs and Ernest Hebert and the Honorary Chair.

The attached Cambridge Trust report contains the donations received May 2, 2019 to January 23, 2020. Gifts from donors who wish to remain anonymous directed their donations to the Friends of the Library and are included in the Cambridge Trust Bank reports as part of the Friends of the Library donation. Donors have received acknowledgement of their donations.

Thanks to the generous donations from individuals, foundations, and corporations, the capital campaign has reached beyond its \$5,000,000 goal. As the funds are received, they are brought forth. After acceptance of the funds by City Council, the reports then go to the Trustees of the City held Trust funds for approval and acceptance.

Cambridge Trust Company
City of Keene Library Renovation Restricted Trust
As of date: 04/30/2019 To 01/24/2020
Position Type: Settled

Transaction Description	Posting Date	Principal Cash
GIFT FROM CLARK-MORTENSON AGENCY INC	5/2/2019	\$500.00
GIFT FROM KATHERINE RICHARDSON	5/16/2019	\$330.00
GIFT FROM SHARON AADALEN	5/28/2019	\$200.00
GIFT FROM CRAIG MCBETH DMD	5/28/2019	\$1,000.00
GIFT FROM JAN MANWARING	5/28/2019	\$500.00
GIFT FROM L WELDON & M FOXWELDON	6/10/2019	\$1,000.00
GIFT FROM F DANIEL HENDERSON	6/28/2019	\$200.00
GIFT FROM M FOXWELDON & L WELDON	7/8/2019	\$500.00
GIFT FROM FENTON FAMILY DEALERSHIPS	7/16/2019	\$500.00
GIFT FROM THOMAS CASEY & SANDRA PHIPPS	7/24/2019	\$400.00
GIFT FROM THOMAS & HEATHER MINKLE	7/31/2019	\$500.00
GIFT FROM FRIENDS OF THE KPL	8/27/2019	\$10,006.38
GIFT FROM MARGARET SMELTZ	9/19/2019	\$50.00
GIFT FROM THOMAS STEWART	10/8/2019	\$500.00
GIFT FROM CYNTHIA RODENHAUSER STEWART	10/8/2019	\$500.00
GIFT FROM FRIENDS OF THE KPL	12/5/2019	\$502.88
GIFT FROM NATHANIEL AND SHARON STOUT	12/27/2019	\$300.00
GIFT FROM THE GALLUP FUND GOLDMAN SACHS PHILANTHROPY FUND	1/23/2020	\$100,000.00
DONATIONS 4/30/19 - 1/24/20		\$117,489.26



City of Keene, N.H.
Transmittal Form

February 3, 2020

TO: Mayor and Keene City Council

FROM: Conservation Commission

THROUGH: Rhett Lamb, Community Development Director/ACM

ITEM: 2.

SUBJECT: Old Gilsum Road Land Acquisition - Boes Property - Conservation Commission

COUNCIL ACTION:

In City Council February 6, 2020.

Referred to the Planning, Licenses and Development Committee.

RECOMMENDATION:

Mr. Haynes moved to recommend that Council negotiate purchase of the Boes property using the Conservation Land Use Change Tax Fund, which Mr. Walker seconded and the Conservation Commission carried unanimously.

BACKGROUND:

Mr. Andrew Bohannon, Parks & Rec Director was at the meeting to discuss communication included in the meeting packet from Mr. Gary Boes to the City Manager. The currently vacant, approximately six-acre lot off Old Homestead Highway is adjacent to the Greater Goose Pond Forest (GGPF) and many City properties surrounding the forest. Mr. Boes inquired if the City wants to purchase the land because the family no longer has a purpose for it and there are so many surrounding City parcels with some recreational trails crossing his land. Because such a purchase would use the Conservation Land Use Change Tax Fund (LUCTF), the Commission would make a recommendation to Council on whether to purchase. More information on the property from the City Assessor was included in the meeting packet. Mr. Boes is reviewing other fair market value assessments and if Council recommended purchase, the City Manager would negotiate. Acquiring adjacent land was a primary recommendation in the Comprehensive Master Plan.

Mr. Bergman asked if all tracts of the GGPF system are a part of one management entity that this parcel would be incorporated into if purchased. Mr. Bohannon replied that the Boes land would be incorporated into the GGPF and all conservation efforts and management schemes in the forest would apply to the newly acquired parcel. Mr. Lamb added that the Forest Society also holds an easement on roughly 1,000 acres of City-owned land around the GGPF. The Boes property would not be added to that easement upon purchase, without modifying the easement.

Mr. Haynes asked if the Commission's recommendation should specify what funds to use. Mr. Lamb replied in the affirmative saying that Council requires both a recommendation from the Commission before purchase as well as Commission recommendation to expend the Conservation LUCTF. Thus if the Commission wished, it made sense to recommend both in the same motion.

Mr. Reilly asked where to access the property from the public right-of-way. Mr. Bohannon believed that access was from Old Gilsum Road and added that current hunting rights on the property would be eliminated with City purchase. Someone could put a hunting camp on the property if it remains private, though Mr. Lamb thought that was the extent of development possibilities on the property.

Mr. Haynes moved to recommend that Council negotiate purchase of the Boes property using the Conservation Land Use Change Tax Fund, which Mr. Walker seconded and the Conservation Commission carried unanimously.

Mr. Lamb reported a balance of \$95,000 in the Conservation LUCTF. Mr. Bergman asked about the vegetation, forest cover, and history of logging on the property. Mr. Bohannon was unaware of logging and did not imagine that the forest composition would be significantly different from surrounding parcels.



City of Keene, N.H.
Transmittal Form

February 7, 2020

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: 3.

SUBJECT: Goose Pond - Boes Property - Parks, Recreation and Facilities Department

RECOMMENDATION:

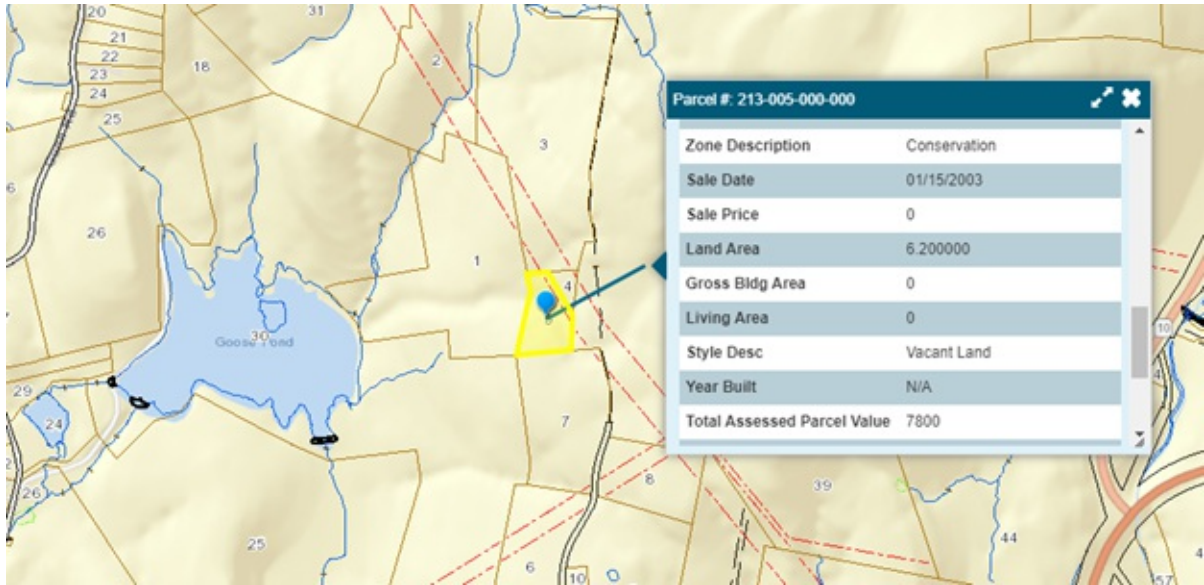
Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute the acquisition of property owned by Gary Boes, located on tax map # 213-005-000-000 consisting of approximately 6.2 acres in the Greater Goose Pond Forest utilizing the funds from the Land Use Change Tax Fund 90203.

BACKGROUND:

The City Manager received a letter from Mr. Gary Boes relating to the potential sale of property located within the Greater Goose Pond Forest. Through the Parks, Recreation and Facilities Department, Mr. Boes was contacted on the potential process of the sale to the City. A memorandum was sent to the Conservation Commission for review and consideration at the January 22, 2020 meeting.

The Conservation Committee unanimously voted to support the purchase of the property and allowing the City manager to negotiate through a City Council authorization.

The property is located along the Eversource power line easement and enhances the recreational and conservation value of the Greater Goose Pond Forest. The purchase of the land is also supported through the adoption of the Goose Pond Stewardship Plan.





City of Keene, N.H.
Transmittal Form

February 10, 2020

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Dragon, City Manager

ITEM: 4.

SUBJECT: Cheshire County Court House - City Manager

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute all agreements and other documents required to unwind the New Market Tax Credit financing of the Courthouse Project; to facilitate the purchase of the Courthouse by Cheshire County; and to execute a joint payment agreement among Cheshire County, Monadnock Economic Development Corporation, and the City for the payment of the remaining principal and interest due on the City's General Obligation Courthouse Bonds, Series B, dated May 2, 2013, continuing until the date of maturity of the Bonds which is expected to be June 30, 2033.

BACKGROUND:

In 2012, the City Council authorized the City Manager to negotiate a Development Agreement and Master Lease Agreement with Monadnock Economic Development Corporation including the use of New Market Tax Credits ("NMTC"), for the construction of a new county courthouse located within the boundaries of the Wells Street Tax Increment Financing District ("Project"). In addition to the NMTC funding, funds were loaned into the Project by Century Bank.

Partial funding for the Project was also provided by the City to 33 Winter Street, LLC (MEDC) in the form of a loan through the issuance of a tax-exempt general obligation bond in the original amount of \$1,629,140.0, expected to mature on June 30, 2033. The unwinding of the NMTC funding and the purchase of the Courthouse by Cheshire County is expected to occur on or before February 21, 2020. The County will purchase the property and payoff the remaining loan to Century Bank. MEDC intends to make a lump sum payment to the City at closing to satisfy its obligation to the City under the City Bond. The City will be released from its obligations under the Project Lease as the Master Tenant. Cheshire County, MEDC, and the City intend to negotiate a joint payment agreement to include the lump sum payment by MEDC at closing, and a further cost sharing agreement between the City and the County to jointly pay the remaining principal and interest on the City's bond through the date of final maturity in the total expected amount of \$377,275.00.



City of Keene, N.H.
Transmittal Form

February 10, 2020

TO: Finance, Organization and Personnel Committee

FROM: Elizabeth A. Dragon, City Manager

ITEM: 5.

SUBJECT: Lease of Property Adjacent to Bike Path - 160 Emerald Street - City Manager

RECOMMENDATION:

Move to recommend the City Manager be authorized to execute a lease with Toby Tousley for the parking area adjacent to 160 Emerald Street.

ATTACHMENTS:

Description

map

BACKGROUND:

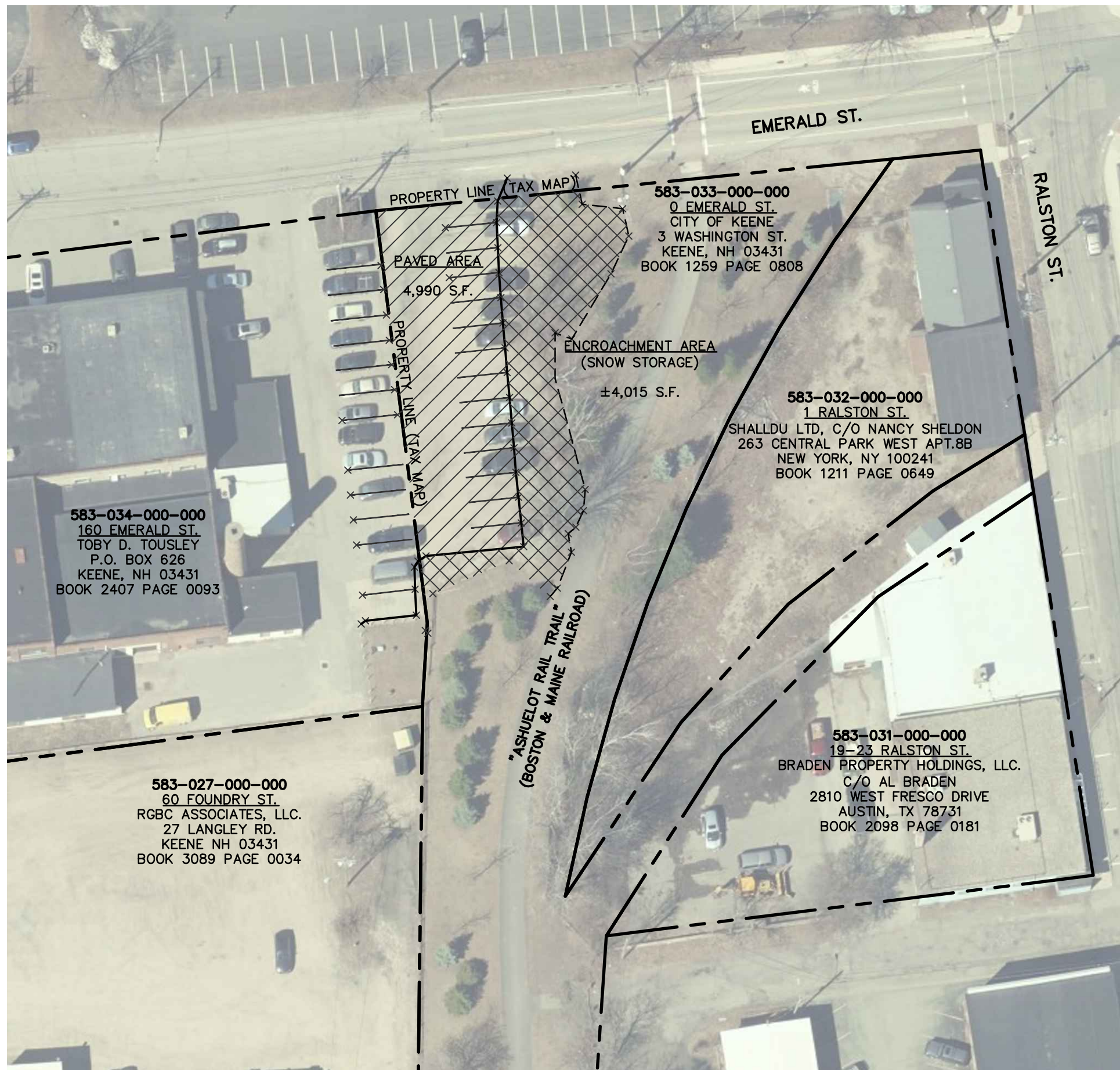
At the March 6, 2019 Finance, Organization and Personnel Committee meeting, Mr. Tousley presented his request to purchase land that had once been part of the Railroad corridor. The parcel is situated between his building and 160 Emerald Street and the bike path. Mr. Tousley had paved this area and was currently using for parking. (map attached)

Once City ownership of the parcel was determined, the matter was sent to the Bicycle Pedestrian Path Advisory Committee for consideration. At the September 11, 2019, Bicycle Pedestrian Path Advisory Committee (BPPAC) meeting the committee heard from Mr. Tousley. A 2015 aerial photo was shown which illustrated the property unpaved and another aerial photo in 2019, which shows the same area now paved (Mr. Tousley purchased his property in 2007). Mr. Tousley discussed the importance of parking to vitality of the Emerald street area and discussed the seven retail businesses currently located in his building. The BPPAC then discussed the possibility of a trailhead in this area given this is the intersection of the Cheshire Rail Trail and Ashuelot Rail Trail. They felt that there is potential for improvements to the space between the City of Keene and Swanzey. In summary, the Committee felt this could be an area to locate an information kiosk, a location for food trucks, green space area etc. In the end, the committee voted to recommend to the City Council that they **do not sell** the property to Mr. Tousley.

At the September 26, 2019, Finance, Organization and Personnel Committee meeting- The committee discussed the BPPAC recommendation and on a 5-0 vote, they recommended that instead the City Manager enter into lease negotiations with Mr. Tousley.

A lease has been negotiated and the City Manager is now requesting authority to execute the lease. Terms include: 5 year lease with 5 year renewal with the option for the City to terminate at any point with a 1-year notice, City will not be responsible for maintenance to the property (snow removal etc) and the City will not be responsible for any repairs to the leased area. The leased area will include a three foot perimeter for snow storage. Lessee to be responsible for any costs associated with the removal of any improvements and restoration of the property at termination of the lease. Lessee has first right of refusal should the city decide to sell during the term of this lease. Leased space is enough for 13 parking spaces at a cost of \$15 per space per month. In addition, the leased area will be now be subject to taxation, which is estimated at approximately

another \$15 per space per month.



REVISIONS:

EXISTING CONDITIONS
CURRENT LAND USE PLAN
160 EMERALD STREET
CITY OF KEENE, NEW HAMPSHIRE

Date: 1/15/2020
SCALE: 1"=40'
Drawn by: LJD
File: RR.DWG



SHEET
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