

City of Keene
New Hampshire

CONGREGATE LIVING AND SOCIAL SERVICES LICENSING BOARD
MEETING MINUTES

Tuesday, May 24, 2022

6:00 PM

Council Chambers,
City Hall

Members Present:

Andrew Oram, Chair
Medard Kopczynski, Vice Chair
Allison Welsh
Marth Curtis
Thomas Savastano

Staff Present:

John Rogers, Acting Community
Development Director/Building & Health
Official
Corinne Marcou, Board Clerk

Members Not Present:

All Present

I. Call to Order – Roll Call

Chair Oram called the meeting to order at 6:00 PM and conducted roll call.

II. Minutes of the Previous Meeting – February 22, 2022

Revisions: On the first page, correct “Mr. Roger” to “Mr. Rogers.” Throughout, remove the L from Mr. Savastano’s name.

A motion by Mr. Kopczynski to approve the February 22, 2022 meeting minutes as amended was duly seconded by Ms. Welsh. There was no vote to approve the minutes.

III. Unfinished Business:

None.

IV. Public Hearings

- A) **LB 22-01: Applicant, Samuel L. Lake, Executive Director, of the Keene Serenity Center, located at 34 Mechanic St., Keene, which is in the Downtown Limited District and owned by DEW Properties, LLC; is requesting a Congregate Living & Social Services License for a Group Resource Center as defined in Chapter 46, Article X of the Keene City Ordinances.**

The applicant did not attend the meeting and the discussion moved on per Staff’s advice.

The Chair wondered if it were required for someone to present on an application. Mr. Rogers recommended a presentation as one of the first applicants this Board had; he imagined there would be many questions. Mr. Kopczynski agreed that a licensing Board such as this would not want to have a hearing and make decisions without an applicant present in terms of fairness and in the case that information was missing and inspections, etc., were not completed. He hoped this applicant would be more complete next month in terms of operations and a management plan. Mr. Rogers would consider whether a special meeting would be needed to hear this matter and not make the next meeting lengthier. Any members of the public with concerns or questions about other upcoming applications should contact Mr. Rogers or Ms. Marcou. Ms. Welsh is unavailable for a June meeting.

Comments about other (potential) applications than this one are not included in the record.

Mr. Savastano noted that there were specific deadlines and application times outlined for this first year and he wondered whether those were firm. Mr. Kopczynski replied that certain dates were included in the Ordinances to allow time for informing groups—who might not know—that they need these licenses, to allow them time to understand and prepare the applications. The deadlines in the Ordinance were to ensure that multiple of these hearings would not occur at the same meeting. Mr. Savastano wondered how much postponement was considered reasonable to get a license. Mr. Rogers said especially as a brand new Board, that while this time frame in the Ordinance is a stepping-off point, they should be flexible this first year. Some of the business is even trying to determine whether these organizations need licenses and under what category they classify. The dates in the Ordinance might be held more firmly in later phases.

Ms. Welsh asked about the videos of these meetings. The City Clerk confirmed after the meeting that meeting videos are not archived on the City website, but they are streamed live on the City's cable TV government programming.

V. New Business

None. This agenda item is a time for members to raise new items that should be placed on the next meeting's agenda as Unfinished Business for discussion, once Staff has had time to research.

VI. Non-Public Session: (if required)

VII. Adjournment

There being no further business, Vice Chair Kopczynski moved to adjourn the meeting, which Ms. Welsh seconded, and the motion carried unanimously. Chair Oram adjourned the meeting at 6:28 PM.

Respectfully submitted by,
Katelyna Kibler, Minute Taker
June 1, 2022

Reviewed and edited by,
Corinne Marcou, Board Clerk