

**City of Keene**  
**New Hampshire**

**MINOR PROJECT REVIEW COMMITTEE**  
**MEETING MINUTES**

**Thursday, September 19, 2024**

**10:00 AM**

**2<sup>nd</sup> Floor Conference Room,  
City Hall**

**Members Present:**

Jesse Rounds, Community Development  
Director/Chair  
Evan Clements, Planner & Deputy Zoning  
Administrator/Vice Chair (Zoning  
Administrator's Designee)  
Richard Wood, Building Official & Fire  
Marshal (Fire Chief's Designee)  
Yelma Desseta, Civil Engineer (Public Works  
Director's Designee)

**Other Staff Present:**

Mari Brunner, Senior Planner/Staff Liaison  
Bryan Ruoff, City Engineer  
Don Lussier, Public Works Director

**Members Not Present:**

City Manager (or Designee)

**1) Call to Order - Roll Call**

Chair Rounds called the meeting to order at 10:06 AM. Roll call was conducted. Ms. Brunner noted that she is filling in for Megan Fortson today as staff liaison, and Bryan Ruoff, City Engineer, & Don Lussier, Public Works Director, are here as staff today.

**2) Election of Chair**

Chair Rounds stated that they will skip this item, as he is chairing one more meeting.

**3) Minutes of Previous Meetings**

**A) Pre-Submission Meetings – August 1, 2024 & September 5, 2024**

Mr. Wood made a motion to approve the minutes of August 1, 2024. Mr. Clements seconded the motion, which passed by unanimous vote.

Mr. Wood made a motion to approve the minutes of September 5, 2024. Mr. Clements seconded the motion, which passed by unanimous vote.

**B) Minor Project Review Committee Meeting – July 18, 2024**

Mr. Wood noted the following corrections:

Line 195 – the word “hast” should be “have.”

Line 211 – the word “that” is repeated and one should be deleted.

Mr. Wood made a motion to approve the minutes of July 18, 2024, as corrected. Mr. Clements seconded the motion, which passed by unanimous vote.

**4) Final Vote on Conditional Approvals**

**A) Minor Site Plan – SPR-876 Modification #4, Ametek, 44 Black Brook Rd**

Chair Rounds asked if anyone had comments on SPR-876 Modification #4. Ms. Brunner stated that Ms. Fortson reports that the applicant met all of the conditions precedent.

Mr. Wood made a motion to issue final approval for SPR-876 Modification #4. Mr. Clements seconded the motion, which passed by unanimous vote.

**B) Minor Site Plan – SPR-204 Modification #4, Bergeron Mechanical, 216 Marlboro St**

Ms. Brunner stated that the condition of approval that had been unresolved for a long time was the issuance of a sign permit for the unscreened HVAC units on the roof. She continued that they are unscreened because they are being used as advertisements. The sign permit has now been issued. All conditions precedent have now been met.

Mr. Clements made a motion to issue final approval for SPR-204 Modification #4. Mr. Wood seconded the motion, which passed by unanimous vote.

**5) Staff Updates**

Chair Rounds stated that this is his last meeting as Chair, and either his last or second-to-last meeting as an employee of the City of Keene, as he is moving to Colorado. He continued that he appreciates everyone’s professionalism and patience, as he, Ms. Fortson, and Mr. Clements have worked to determine how to best run this committee. It has gone through a number of iterations.

Mr. Clements asked if the plan is for the MPRC to have its meetings here in the conference room, and not in Council Chambers anymore. Chair Rounds replied yes, and discussion continued about meeting logistics.

Chair Rounds asked if there were any other staff updates. Mr. Desseta stated that today is his last meeting, and in the future, Mr. Ruoff will be the Public Works Director’s designee moving forward. Mr. Lussier clarified that Mr. Desseta is not leaving (the City); he is just re-delegating

Mr. Ruoff as his representative for this committee. Chair Rounds and others thanked Mr. Desseta for his service and welcomed Mr. Ruoff.

Chair Rounds briefly explained the MPRC process to Mr. Ruoff, stating that the general idea is for it to be a two-meeting process to approve an applicant's Minor Site Plan application. The Minor Project Review Committee (MPRC) digs into the project at the first meeting, and ideally, it is ready for approval then, but more likely, tweaks are needed and the applicant comes back for a second meeting with the MPRC. Ms. Brunner reiterated this and spoke of how in the past, the MPRC's intentions to be customer-friendly and helpful backfired when they approved a project too quickly. The approval had to be thrown out, which created headaches and more work for all.

Mr. Lussier replied that Mr. Ruoff has had a lot of experience with site plan review and will be able to quickly pick up on the MPRC work.

**6) New Business**

There was no new business.

**7) Upcoming Meeting Dates**

**October** - Pre-submission Meeting – October 3, 2024 at 9:00 am

**October** - 1st Monthly MPRC Meeting – October 3, 2024 at 10:00 am

**October** – 2nd Monthly MPRC Meeting – October 17, 2024 at 10:00 am (*if needed*)

**8) Adjournment**

There being no further business, Chair Rounds adjourned the meeting at 10:21 AM.

Respectfully submitted by,  
Britta Reida, Minute Taker

Reviewed and edited by,  
Megan Fortson, Planner