

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

**CONGREGATE LIVING AND SOCIAL SERVICES LICENSING BOARD**  
**MEETING MINUTES**

**Tuesday, March 26, 2024**

**6:00 PM**

**Council Chambers,  
City Hall**

**Members Present:**

Andrew Oram, Chair  
Medard Kopczynski  
Tom Savastano  
Ashok Bahl, Alternate (Voting)

**Staff Present:**

Jesse Rounds, Community Development  
Director  
Corinne Marcou, Board Clerk

**Members Not Present:**

Alison Welsh  
Jennifer Seher

**1) Call to Order: Roll Call**

Chair Oram called the meeting to order at 6:00 PM.

**2) Vote for Vice Chair**

The Board tabled electing a new Vice Chair for 2024 until more Board members are present. Mr. Kopczynski will no longer be on the Board as of June 28, and he was in conversation with the City Manager about his replacement. He was willing to serve as Vice Chair until his departure.

**3) Minutes of Previous Meeting: February 27, 2024**

A motion by Mr. Savastano to adopt the February 27, 2024 meeting minutes was duly seconded by Mr. Kopczynski. The motion carried unanimously.

**4) Unfinished Business**

**A) Updates:**

**i) *Southwestern Community Services***

Ms. Marcou said that this application was still awaiting the NH Fire Marshall's decision on the number of beds. No Board action was needed at this time.

**ii) *Keene Serenity Center***

Mr. Rounds said that City Staff were working with the applicant to bring them into compliance with some zoning and site plan Conditional Use Permit issues. No action was needed at this time.

5) **Applications:**

- A) **Continued CLSS-2024-02: Applicant, Patricia Forman, House Supervisor for Emerald House, is requesting a Congregate Living & Social Services License for a Residential Care Facility, located 32 Emerald St., and is in the Downtown Growth District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

Chair Oram asked for Staff comments and Mr. Rounds said this application was complete.

Chair Oram welcomed the applicant, Patricia Forman, Residential Services Manager for Monadnock Family Services and House Supervisor of Emerald House. Ms. Forman had no updates to report.

Mr. Kopczynski was familiar with this property and the previous application, so this was a matter of technicality.

Chair Oram opened the floor to public comments, and hearing none in opposition or support, he closed the public hearing.

Chair Oram and Mr. Savastano agreed with Mr. Kopczynski that the original application in 2023 was very complete. Mr. Kopczynski had not seen or heard of any issues with the neighbors or City/State regulations.

The Board reviewed the criteria for granting the license:

*The licensing board shall consider the following criteria when evaluating whether to approve, renew, or deny a congregate living and social services license application.*

Criteria 1: *The use is found to be in compliance with the submitted operations and management plan, including but not limited to compliance with all applicable building, fire, and life safety codes.*

Hearing no objections from the Board, Chair Oram declared that Criteria 1 was met.

Criteria 2: *The use is of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.*

Hearing no objections from the Board, Chair Oram declared that Criteria 2 was met.

*Criteria 3: The use does not produce public safety or health concerns in connection with traffic, pedestrians, public infrastructure, and police or fire department actions.*

Hearing no objections from the Board, Chair Oram declared that Criteria 3 was met.

A motion by Mr. Kopczynski to approve Continued Application CLSS-2024-02 was duly seconded by Mr. Savastano. On a vote of 4–0, the motion carried unanimously.

- B) Continued CLSS-2024-07: Applicant, Gregg Burdett, Executive Director for Covenant Living of Keene, is requesting a Congregate Living & Social Services License for a Residential Care Facility, located 100 Wyman Rd., and is in the Rural District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

Chair Oram requested comments from City Staff. Mr. Rounds said that the applicant submitted some additional materials. Ms. Marcou agreed that the application was updated and focused specifically on 100 Wyman Road. All that was missing from the application was the neighborhood relations plan, which the applicant provided paper copies of to the Board. The Board took some time to review the plan.

Chair Oram welcomed the applicant, Greg Burdett, Executive Director of Covenant Living of Keene, and Andy Mackey, Facilities Director. Mr. Burdett reported that the application was updated to confirm the address as 100 Wyman Road, which is the Centers for Medicare and Medicaid Services accredited health center, with assisted living and skilled nursing care. Across the street at 95 Wyman Road is independent living and does not require this license. Ms. Marcou confirmed that all of this was updated in the application.

Mr. Kopczynski asked if a copy of the neighborhood relations plan would be posted to Covenant Living's website. Mr. Burdett said he would ensure that.

Chair Oram opened the floor to public comment, and hearing none in opposition or support, he closed the public hearing.

Chair Oram recalled some questions about this application at the last meeting regarding the training procedure plan. In reviewing the Ordinance requirements, the Chair felt the application more than met the requirements, with a two-page plan clearly delineating their onboarding process and links to other training materials. Chair Oram added that all that was missing from the application was the neighborhood relations plan, which the applicant had now provided.

Chair Oram recalled that the Board had struggled to review neighborhood relations plans in a consistent way for organizations that are so diverse. In this case, there was also a geographic distinction, with the facility a long walk/short drive from any neighbors.

Mr. Kopczynski warned against getting trapped in bureaucracy. All applications and cases are unique. He recalled when this isolated property was zoned and constructed originally. Due to the isolation, Mr. Kopczynski thought a communications plan might be more important than a neighborhood relations plan; he thought this has been addressed adequately.

The Board reviewed the criteria for granting the license:

*The licensing board shall consider the following criteria when evaluating whether to approve, renew, or deny a congregate living and social services license application.*

Criteria 1: *The use is found to be in compliance with the submitted operations and management plan, including but not limited to compliance with all applicable building, fire, and life safety codes.*

Hearing no objections from the Board, Chair Oram declared that Criteria 1 was met.

Criteria 2: *The use is of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.*

Hearing no objections from the Board, Chair Oram declared that Criteria 2 was met.

Criteria 3: *The use does not produce public safety or health concerns in connection with traffic, pedestrians, public infrastructure, and police or fire department actions.*

Hearing no objections from the Board, Chair Oram declared that Criteria 3 was met.

A motion by Mr. Kopczynski to approve Continued Application CLSS-2024-07 was duly seconded by Mr. Bahl. On a vote of 4–0, the motion carried unanimously.

- C) **Continued CLSS-2024-03: Applicant, Ryan Gagne, Executive Director for Live Free Recovery, is requesting a Congregate Living & Social Services License for a Residential Drug/Alcohol Treatment Facility, located at 881 Marlboro Rd., and is in the Rural District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

The representative of Live Free Recovery was unable to be present. As such, the Board reviewed the application based on the additional information submitted by the applicant since the last meeting.

Chair Oram requested comments from City Staff. Mr. Rounds agreed that the applicant submitted additional information—included in the meeting packet—that addressed the training question. There were remaining Fire Department (FD) concerns, and FD Lt. Megan Manke said the outstanding issue was for the applicant to work with the Community Development

Department to address an unpermitted space created on the first floor. As of the afternoon of this meeting, Ms. Marcou said there was no permit on file yet.

Chair Oram opened the floor to public comment, and hearing none in opposition or support, he closed the public hearing.

Chair Oram felt that the training materials submitted made it clear that their means of training is particular, and more like one-on-one mentoring. He did not feel that the Ordinance required the Board to evaluate the training, but merely to determine that it exists. He agreed that the nature of this business—focused on personal recovery from substance abuse—and its location make neighborhood outreach more so about the neighbors having a clear means of contact should any issues arise. So, he thought the application could be approved conditionally.

Discussion ensued about the Board’s licensing procedures, and specifically the types of provisions the Board can place on application approvals. In the past, the Board had issued some “conditional” licenses, dependent on the applicant to submit additional materials (i.e., required plans) or complete other processes (e.g., FD inspection). Mr. Rounds explained the actual procedures, which do not allow “conditional” approvals. Instead, the Ordinance allows for issuing a “provisional” license or issuing a full license. Also, the Board can revoke or deny a license. The provisional licenses can be granted with a maximum limit of up to 180 days to comply; the Board can require shorter timeframes to comply within those 180 days.

Based on this explanation, Chair Oram suggested provisional approval of this license, with up to 180 days to complete the application.

Mr. Kopczynski said that this Board is convened to review the information provided in applications and make a judgement—to some extent—but not really to debate the information. Further, for this specific application, Mr. Kopczynski felt that the location of the facility is not embedded in a neighborhood like many other facilities; it is a woodsier area with neighbors like an automobile junk yard and a jail. So, he thought that a communications plan for the elected and appointed officials would be appropriate.

Mr. Savastano described how he charted all of these applications’ elements to help compare and identify remaining questions. Ms. Marcou confirmed that any parts of the original applications that were unchanged were not included in this meeting’s packet because it was so large. Mr. Kopczynski added that asking applicants to repackage what they provided in their originally approved applications would be wasting everyone’s time.

The Board reviewed the criteria for granting the license:

*The licensing board shall consider the following criteria when evaluating whether to approve, renew, or deny a congregate living and social services license application.*

Criteria 1: *The use is found to be in compliance with the submitted operations and management plan, including but not limited to compliance with all applicable building, fire, and life safety codes.*

Hearing no objections from the Board, Chair Oram declared that Criteria 1 was met, with the exception of the unpermitted space needing approval.

Criteria 2: *The use is of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.*

Hearing no objections from the Board, Chair Oram declared that Criteria 2 was met.

Criteria 3: *The use does not produce public safety or health concerns in connection with traffic, pedestrians, public infrastructure, and police or fire department actions.*

Hearing no objections from the Board, Chair Oram declared that Criteria 3 was met.

A motion by Mr. Savastano to provisionally approve Continued Application CLSS-2024-03, with up to 30 days to rectify Building and Fire Code issues, was duly seconded by Mr. Bahl. On a vote of 4–0, the motion carried unanimously.

- D) Continued CLSS-2024-04: Applicant, Ryan Gagne, Executive Director for Live Free Recovery, is requesting a Congregate Living & Social Services License for a Residential Drug/Alcohol Treatment Facility, located at 106 Roxbury St., and is in the Downtown Edge District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

The representative of Live Free Recovery was unable to be present. As such, the Board reviewed the application based on the additional information submitted by the applicant since the last meeting.

Chair Oram asked for comments from City Staff. Mr. Rounds reported that the training plan, which the applicant had now provided, was the only outstanding issue from the previous meeting. Ms. Marcou reported that FD Lt. Manke stated that 106 Roxbury Street had some minor issues remaining, but there was nothing that made Lt. Manke recommend stalling the license approval.

Chair Oram opened the floor to public comment, and hearing none in opposition or support, he closed the public hearing.

Chair Oram thought that the changes to the training plan were outstanding.

The Board reviewed the criteria for granting the license:

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Criteria 1: *The use is found to be in compliance with the submitted operations and management plan, including but not limited to compliance with all applicable building, fire, and life safety codes.*

Hearing no objections from the Board, Chair Oram declared that Criteria 1 was met.

Criteria 2: *The use is of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.*

Hearing no objections from the Board, Chair Oram declared that Criteria 2 was met.

Criteria 3: *The use does not produce public safety or health concerns in connection with traffic, pedestrians, public infrastructure, and police or fire department actions.*

Hearing no objections from the Board, Chair Oram declared that Criteria 3 was met.

A motion by Mr. Kopczynski to approve Continued Application CLSS-2024-04 was duly seconded by Mr. Savastano. On a vote of 4–0, the motion carried unanimously.

- E) CLSS-2024-01: Applicant, Melissa Castor, Executive Director for Alpine Healthcare, is requesting a Congregate Living & Social Services License for a Residential Care Facility, located at 298 Main St., and is in the High Density District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

Chair Oram requested comments from City Staff. Mr. Rounds reported that all documentation was provided, and all inspections had been completed successfully.

Chair Oram welcomed the applicant, Melissa Castor, Executive Director of Alpine Healthcare. Ms. Castor had no new information to present.

Mr. Savastano and Chair Oram agreed that the neighborhood relations plan seemed to be missing from the application. Ms. Castor said that was submitted in 2023. Mr. Kopczynski thought this led to an important topic of what the Board seeks when applications are renewed. If everything is in the file as a public record and available for review, he did not see why the applicants should repeat that effort. Mr. Savastano thought that could only be an issue if some Board members are not present for certain hearings; he asked for a checklist from Staff for each renewal confirming what is already complete in the application. Ms. Marcou noted that this was another instance of the plan being excluded only due to the size of the meeting packet.

Chair Oram opened the floor to public comment, and hearing none in opposition or support, he closed the public hearing.

The Chair felt that this facility was a good neighbor. He lives 4–5 houses away and enjoys talking with residents when he walks his dogs.

The Board reviewed the criteria for granting the license:

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Criteria 1: *The use is found to be in compliance with the submitted operations and management plan, including but not limited to compliance with all applicable building, fire, and life safety codes.*

Hearing no objections from the Board, Chair Oram declared that Criteria 1 was met.

Criteria 2: *The use is of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.*

Hearing no objections from the Board, Chair Oram declared that Criteria 2 was met.

Criteria 3: *The use does not produce public safety or health concerns in connection with traffic, pedestrians, public infrastructure, and police or fire department actions.*

Hearing no objections from the Board, Chair Oram declared that Criteria 3 was met.

A motion by Mr. Savastano to approve Application CLSS-2024-01 was duly seconded by Mr. Bahl. On a vote of 4–0, the motion carried unanimously.

- F) **CLSS-2024-05: Applicant, Hilary Seifer, Executive Director for American House Keene, is requesting a Congregate Living & Social Services License for a Residential Care Facility, located at 197 Water St., and is in the Business Growth & Reuse District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

Because the applicant had not paid the application fee, Chair Oram continued this application until the May 2024 meeting.

- G) **CLSS-2024-06: Applicant, Jay Haston, Executive Director for Cedarcrest Center, is requesting a Congregate Living & Social Services License for a Residential Care Facility, located at 91 Maple Ave., and is in the Low Density**



**District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

Chair Oram requested comments from City Staff. Mr. Rounds reported that the application was complete and ready for renewal.

Chair Oram welcomed the applicant, Jay Haston, President and CEO of Cedarcrest Center. Mr. Haston reported that there were some updates to the neighborhood relations plan with new initiatives. Also, one more bed was reported than in 2023; this extra bed would be maintained through July 2024 per a legislative action. Mr. Kopczyński said this was the sort of report he would like for license renewals.

Mr. Savastano recalled that this original application had one of the best neighborhood relations plans the Board had reviewed. Chair Oram agreed.

The Board reviewed the criteria for granting the license:

*The licensing board shall consider the following criteria when evaluating whether to approve, renew, or deny a congregate living and social services license application.*

Criteria 1: *The use is found to be in compliance with the submitted operations and management plan, including but not limited to compliance with all applicable building, fire, and life safety codes.*

Hearing no objections from the Board, Chair Oram declared that Criteria 1 was met.

Criteria 2: *The use is of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.*

Hearing no objections from the Board, Chair Oram declared that Criteria 2 was met.

Criteria 3: *The use does not produce public safety or health concerns in connection with traffic, pedestrians, public infrastructure, and police or fire department actions.*

Hearing no objections from the Board, Chair Oram declared that Criteria 3 was met.

A motion by Mr. Savastano to approve Application CLSS-2024-06 was duly seconded by Mr. Bahl. On a vote of 4–0, the motion carried unanimously.

- H) CLSS-2024-08: Applicant, Amanda McSweeney, Executive Director for Keene Center Genesis Healthcare, is requesting a Congregate Living & Social Services License for a Residential Care Facility, located at 677 Court**

**St., and is in the High Density District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

Chair Oram requested comments from City Staff. Mr. Rounds reported that the application was complete and ready for renewal.

Amanda McSweeney, Executive Director of Keene Center Genesis Healthcare, could not be present. Michael Johnson, Administrator of Langdon Place, spoke for Ms. McSweeney. Mr. Johnson reported that there had been no changes to this application since it was first approved in 2023.

Mr. Savastano quoted the first sentence of the neighborhood relations plan, which says the organization maintains “*active and friendly relationships with our neighbors and customers, both abutting the property and in the community.*” He asked for more specifics on outreach to neighbors. Mr. Johnson said that across the street there is a dental office, as well as another dental office on this property, a wooded area separating it from the nearest neighborhood, and a condominium establishment on the other side. The Center is regularly in communication with the dental office on this site that the Center owns; he thought the Center was in similar regular communication with the dental office across the street too in the event of any issues.

Mr. Kopczynski said an adjacent property is approximately 10 acres of land for sale. The Center might need an evolved plan if that property is developed.

Chair Oram opened the floor to public comments, and hearing none in opposition or support, he closed the public hearing.

Chair Oram questioned whether there was an open issue from the FD inspection. Ms. Marcou said no, Lt. Manke’s communication stated that there were minor violations with reinspection scheduled for April 4, but there was nothing that warranted the Board denying the license.

Chair Oram noted that this could be a case where the nature of the operation and surroundings might not require such a detailed neighborhood relations plan. This led to further discussion on why the Board needs more conversation on how to handle renewals. With a large, upscale condominium association next door, Mr. Kopczynski thought this location was not as isolated as some. Chair Oram thought that for the nature of the facility, an outreach plan might not be as clear. It might help the Board to further define some of these things based on the categories of licenses. Mr. Kopczynski said the Board had never created such policies and procedures. Mr. Savastano agreed with Chair Oram that the various applicants have different degrees of neighbors, with some having more residential interactions. Mr. Savastano suggested that the neighborhood relations plans would be good to include in the meeting packets for renewals in all cases, so the Board can refer to it if members of the public come to speak about any concerns during the renewal hearings. Chair Oram agreed.

The Board reviewed the criteria for granting the license:

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Criteria 1: *The use is found to be in compliance with the submitted operations and management plan, including but not limited to compliance with all applicable building, fire, and life safety codes.*

Hearing no objections from the Board, Chair Oram declared that Criteria 1 was met.

Criteria 2: *The use is of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.*

Hearing no objections from the Board, Chair Oram declared that Criteria 2 was met.

Criteria 3: *The use does not produce public safety or health concerns in connection with traffic, pedestrians, public infrastructure, and police or fire department actions.*

Hearing no objections from the Board, Chair Oram declared that Criteria 3 was met.

A motion by Mr. Kopczynski to approve Application CLSS-2024-08 was duly seconded by Mr. Bahl. On a vote of 4–0, the motion carried unanimously.

- I) **CLSS-2024-09: Applicant, Michael Johnson, Executive Director for Langdon Place of Keene, is requesting a Congregate Living & Social Services License for a Residential Care Facility, located at 136 Arch St., and is in the Rural District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

Chair Oram requested comments from City Staff. Mr. Rounds reported that all inspections were complete for this renewal.

Chair Oram welcomed the applicant, Michael Johnson, Executive Director of Langdon Place of Keene. Mr. Johnson said there were no additions to the application.

Chair Oram opened the floor to public comments, and hearing none in opposition or support, he closed the public hearing.

The Board reviewed the criteria for granting the license:

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Criteria 1: *The use is found to be in compliance with the submitted operations and management plan, including but not limited to compliance with all applicable building, fire, and life safety codes.*

Hearing no objections from the Board, Chair Oram declared that Criteria 1 was met.

Criteria 2: *The use is of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.*

Hearing no objections from the Board, Chair Oram declared that Criteria 2 was met.

Criteria 3: *The use does not produce public safety or health concerns in connection with traffic, pedestrians, public infrastructure, and police or fire department actions.*

Hearing no objections from the Board, Chair Oram declared that Criteria 3 was met.

A motion by Mr. Savastano to approve Application CLSS-2024-09 was duly seconded by Mr. Kopczyński. On a vote of 4–0, the motion carried unanimously.

- J) CLSS-2024-15: Applicant, Matthew McCall, Vice President of Community Services for Unity House, is requesting a Congregate Living & Social Services License for a Small Group Home, located at 39 Summer St., which is in the Downtown Transition District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

Chair Oram requested comments from City Staff. Mr. Rounds reported that this was a new application, and the Planning Board had granted the applicant a Conditional Use Permit, contingent upon this CLSS permit being granted. While there were minor inspection issues, there was nothing to defer this hearing and licenses approval. The building would not be open for business until later in 2024. Ms. Marcou added that in September 2022, Unity House was before this Board. However, their building needed renovations, which were now being finalized, and they had obtained a temporary Certificate of Occupancy.

Chair Oram welcomed the applicant, Matthew McCall, Vice President for Community Programs for The Home for Little Wanderers. Mr. McCall said all construction on the building was nearly completed. Having received the NH license, the morning of this meeting, the building was ready to open. Unity House was working through criteria to select the first group of kids. He said the only difference from the original 2022 application was that the State of NH asked them to expand the age range to 12–19, with few 12-year-olds accepted (unless necessary) and 19-year-olds accepted so that residents do not have to leave the moment they turn 18.

Mr. Kopczynski asked what the State of NH license was. Mr. McCall replied that it is a license to operate a group home. There is also a permit through the NH Department of Health and Human Services. The Board requested copies of those licenses for the file.

Mr. Savastano said he did not see an evacuation map included. Mr. McCall said the map was included as a part of the FD inspection. Mr. Savastano noticed that the 24-hour contact listed was for the CEO in Boston. Mr. McCall said that is the organization's contact, but he would be sending a post card to all neighbors with the 24-hour contacts for their staff, the administrator on call, and Mr. McCall. Mr. Savastano noted that the emergency response plan listed temporary evacuation sites for other locations in MA, but nothing was listed for this specific location. Mr. McCall said the temporary evacuation site for this location would be the Wediko School in Windsor, NH. Chair Oram asked Mr. McCall to submit the address of this Windsor location for the application.

Chair Oram opened the floor to public comments, and hearing none in opposition or support, he closed the public hearing.

Chair Oram thought the application was well-written and included good information. He did not think the address addition to the evacuation plan was a reason to deny the application. In response to Mr. Kopczynski, Mr. Rounds said he believed Unity House had received a temporary Certificate of Occupancy for 90 days.

The Board agreed that (if the City was not already in possession) Mr. McCall should submit: (1) a copy of the building evacuation maps, (2) the details about the Windsor emergency evacuation site, (3) a copy of the NH licenses, and (4) a copy of the post card being sent to neighbors with local contact information.

The Board reviewed the criteria for granting the license:

*The licensing board shall consider the following criteria when evaluating whether to approve, renew, or deny a congregate living and social services license application.*

Criteria 1: *The use is found to be in compliance with the submitted operations and management plan, including but not limited to compliance with all applicable building, fire, and life safety codes.*

Hearing no objections from the Board, Chair Oram declared that Criteria 1 was met.

Criteria 2: *The use is of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.*

Hearing no objections from the Board, Chair Oram declared that Criteria 2 was met.

Criteria 3: *The use does not produce public safety or health concerns in connection with traffic, pedestrians, public infrastructure, and police or fire department actions.*

Hearing no objections from the Board, Chair Oram declared that Criteria 3 was met.

A motion by Mr. Kopczynski to provisionally approve Application CLSS-2024-15 for up to 30 days, contingent upon submission of: (1) a copy of the building evacuation maps, (2) the details about the Windsor emergency evacuation site, (3) a copy of the NH licenses, and (4) a copy of the post card being sent to neighbors with local contact information. Mr. Bahl duly seconded the motion. On a vote of 4–0, the motion carried unanimously.

6) **New Business:**

Ms. Marcou reported that she was working with Mr. Rounds and Chair Oram to simplify this renewal process. Microsoft 365 allows for creating a “SharePoint location,” which should allow for streamlining these application packets significantly in the future. All Board members would have access to the SharePoint with all of the application information submitted to the City, and then the meeting packets would only include cover sheets for each application, much like the checklists suggested earlier in the meeting. All were appreciative of Ms. Marcou’s continued efforts.

7) **Non-Public Session: (if required)**

8) **Adjournment**

There being no further business, Chair Oram adjourned the meeting at 7:26 PM.

Respectfully submitted by,  
Katrnya Kibler, Minute Taker  
April 2, 2024

Reviewed and edited by,  
Corinne Marcou, Board Clerk