

**City of Keene  
New Hampshire**

**MINOR PROJECT REVIEW COMMITTEE**  
**PRE-SUBMISSION MEETING MINUTES**

**Thursday, August 1, 2024**

**9:00 AM**

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

**Members Present:**

Megan Fortson, Planner / Community  
Development Director’s Designee  
Mari Brunner, Senior Planner / Acting  
Zoning Administrator’s Designee  
Richard Wood, Fire Marshall / Building &  
Health Official  
Rebecca Landry, Deputy City  
Manager/Economic Development Director &  
City Manager’s Designee

**Staff Present:**

Lt. Shane Maxfield, Police Dept.  
Michael Hagan, Plans Examiner

**1) Call to Order – Roll Call**

Megan Fortson, Planner, called the meeting to order at 9:03 am. Roll call was conducted. Ms. Fortson made a motion to elect Mari Brunner as the Chair Pro-Tempore for the meeting. Mr. Wood seconded the motion, which was approved unanimously.

**2) Scheduled Pre-Submission Inquiry**

There were no scheduled pre-submission inquiries.

**3) Walk-In Pre-Submission Inquiries**

Zach Luse, owner of Paragon Digital, attended the meeting to discuss the potential review process and requirements for the installation of geothermal wells on his property at 34 Court St (TMP #568-022-000). City Staff discussed the proposal with Mr. Luse and provided feedback.

**4) Upcoming Meeting Dates**

- Pre-submission Meeting – Thursday, September 5, 2024 at 9:00 am
- 1<sup>st</sup> Monthly MPRC Meeting – Thursday, September 5, 2024 at 10:00 am
- 2<sup>nd</sup> Monthly MPRC Meeting – Thursday, September 19, 2024 at 10:00 am *(If needed)*

**5) Adjournment**

There being no further business, Acting Chair Brunner adjourned the meeting at 9:38 AM.

Respectfully submitted by,  
Megan Fortson, Planner

Reviewed and edited by,  
Mari Brunner, Senior Planner