



Congregate Living & Social Services Licensing Board
Tuesday, February 25, 2025, 6:00 PM
Council Chambers, 2nd fl of City Hall, 3 Washington St.

AGENDA

- I. **Call to Order:** Roll Call
- II. **Voting for Chair & Vice Chair**
- III. **Minutes of Previous Meeting:** October 22, 2024
- IV. **Unfinished Business:**
- V. **Applications:**

CLSS-2025-05: 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.

CLSS-2025-07: Applicant, Gregg Burdett, Executive Director for Covenant Living of Keene, is requesting a Congregate Living & Social Services License for a Residential Care Facility, located at 100 Wyman Rd., and is in the Rural District and as defined in Chapter 46, Article X of the Keene City Ordinances.

CLSS-2025-08: 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

CLSS-2025-09: 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.

- I. **New Business:**
2025 Meeting Calendar
- II. **Non-Public Session:** (if required)
- III. **Adjournment:**

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were none he was aware of, adding that he visited the site in July. Vice Chair Kopczynski noted that he likes to have these things on the record.

Chair Oram welcomed the applicant, Beth Daniels, CEO of Southwestern Community Services, who said she had nothing new to add to the application.

Chair Oram opened the floor to public comments, and hearing none, he closed the public hearing.

Vice Chair Kopczynski said that from past experience, Southwestern Community Services are very good at communicating to the public, to the City, and to their neighbors. Hence why he wanted to ensure it was on the record that there were no complaints, noting that it is something the organization pays attention to. Vice Chair Kopczynski said he knew from years past that the facility had been well run, which is important. He asked if anything else had changed since the application was last reviewed. Ms. Daniels said that there had been some facility work including installation of a new ramp at the family shelter and new siding for curb appeal and to reinvest in the properties. Vice Chair Kopczynski said those were good things.

The Board considered the three criteria for approving the application.

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.*

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

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.*

Chair Oram said that the City staff report indicated that the three criteria for approving the application had been met. There were no objections from the Board.

A motion by Vice Chair Kopczynski to approve application CLSS-2024-17 for the Southwestern Community Services homeless shelter at 139 Roxbury Street was duly seconded by Mr. Savastano. The motion carried unanimously.

B) Continued CLSS-2024-18: Applicant, Beth Daniels, Executive Director for Southwestern Community Services, is requesting a renewal Congregate Living & Social Services License for a homeless shelter, located at 32 Water

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

Chair Oram requested staff comments. Mr. Wood stated that all inspections were complete, and he was unaware of any outstanding issues. Having personally visited the facility, Mr. Wood found it to be clean and well kept. He checked the record and found no complaints against the property in the previous few years. Chair Oram said the application and summary documents appeared to be complete.

Chair Oram welcomed the applicant, Beth Daniels, CEO of Southwestern Community Services, who said she had nothing new to add to the application.

Chair Oram opened the floor to public comments, and hearing none, he closed the public hearing.

Vice Chair Kopczynski noted that he was familiar with this site and changes made over time. He mentioned the neighbors: another congregate living facility, a private property owner, and a rental property that the Vice Chair said did not seem to be very well maintained or updated in a lot of ways. The Vice Chair referred to the rental property and asked Ms. Daniels if it had any less than desirable effects on Southwestern Community Services' operations. Ms. Daniels replied that she had not heard any feedback from her staff related to that property other than ensuring that the fence is intact and ensuring that the property boundaries are very clearly visible so that everyone is aware. Vice Chair Kopczynski said that in years past, there had been fairly raucous parties, etc., at that rental property, which was why he was curious if there were any challenges. Ms. Daniels reiterated that she had not heard about anything from her staff. Vice Chair Kopczynski said to let the Board know if she does.

The Board considered the three criteria for approving the application.

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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.*

Chair Oram said that the City staff report indicated that the three criteria for approving the application had been met. There were no objections from the Board.

A motion by Mr. Savastano to approve application CLSS-2024-18 for the Southwestern Community Services homeless shelter located at 32 Water Street was duly seconded by Vice Chair Kopczynski. The motion carried unanimously.

C) CLSS-2024-20: Applicant, Rhoda Jurkowski, Property Manager for Monadnock Affordable Housing, is requesting a renewal Congregate Living & Social Services License for a lodging house, located at 86 Winter St., and is in the Downtown Transition District and as defined in Chapter 46, Article X of the Keene City Ordinances.

Chair Oram requested staff comments. Mr. Wood stated that the application was complete and there were no complaints against the property.

Chair Oram welcomed the applicant, Rhoda Jurkowski, Property Manager for Keene Housing; this lodging house at 86 Winter Street is one of the properties she manages. She had nothing new to add to the application.

Mr. Savastano stated that—as a neighbor—he personally really appreciated how the property was being managed compared to the past. He said that a few years prior, things were tough there, and changes Ms. Jurkowski implemented—such as moving the outdoor socializing space to the back of the property—had been very helpful to the neighborhood. So, Mr. Savastano thanked Ms. Jurkowski for her work. Ms. Jurkowski thanked Mr. Savastano for his comments.

Vice Chair Kopczynski said he was very pleased to hear Mr. Savastano’s comments because this property had issues as recently as a few years ago, including challenges with the City property next door. So, the Vice Chair said kudos to Ms. Jurkowski.

Chair Oram opened the floor to public comments, and hearing none, he closed the public hearing.

Ms. Seher noted that she had known both Ms. Jurkowski and Ms. Daniels for a long time. As such, Ms. Seher noted that Ms. Jurkowski is one of her favorite people in terms of providing housing and adapting to people in a person-centered way. Ms. Seher emphasized that it can be hard in neighborhoods, and she appreciated Ms. Jurkowski’s responsiveness, attention to this property over the years, and what she had done for people.

Vice Chair Kopczynski said that as these congregate living facilities are potentially constructed in neighborhoods, it is hugely important that any problem properties are improved and well-managed. The Vice Chair said that then, those that are improved—like this Monadnock Affordable Housing property—become a guiding light for others.

The Board considered the three criteria for approving the application.

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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.*

Chair Oram said that the City staff report indicated that the three criteria for approving the application had been met. There were no objections from the Board.

A motion by Ms. Seher to approve application CLSS-2024-20 for the Keene Housing lodging house located at 86 Winter Street was duly seconded by Vice Chair Kopczynski. The motion carried unanimously.

D) CLSS-2024-21: Applicant, Peggy Winchester, Property Manager for Finch Capital, is requesting a renewal Congregate Living & Social Services License for a lodging house, located at 57 Winchester St., and is in the High Density District and as defined in Chapter 46, Article X of the Keene City Ordinances.

Chair Oram requested staff comments. Mr. Wood stated that this would be the first renewal for this property owner. He said there was only one complaint in the system for this property, but it was for the previous owner, and it was rectified within one day, so there was no problem.

Chair Oram welcomed the applicant, Peggy Winchester, Property Manager for Finch Capital, who said she had nothing to add to the application, stating that she runs a pretty tight lodging house at 57 Winchester Street.

Vice Chair Kopczynski noted that in this process, it is important for the Board and City to receive feedback from applicants on how this process worked for them. Ms. Winchester said it was a smooth process and all required inspections were complete. She said their fire system was having some issues, so it was being rebuilt and would be completed the day after this meeting. Vice Chair Kopczynski said he had seen many iterations of uses of this property and different owners, noting that the prior owner brought it up to speed and completed the initial Congregate Living and Social Services License well. Now, the Vice Chair said that Ms. Winchester was managing the property very well compared to when he was originally involved with it. Vice Chair Kopczynski was pleased this had been an easy process for Ms. Winchester, noting that this is about ensuring

that properties are safe and well managed, so he congratulated Ms. Winchester. Ms. Winchester thanked the Vice Chair, noting that it is not always easy with 12 kids living there.

Chair Oram opened the floor to public comments, and hearing none, he closed the public hearing.

Vice Chair Kopczynski said he thought the application was well done and that the property was well maintained. He thought it was achieving the goals that the City set out for when this Ordinance was created, so he was pleased. He felt that the improvement to the property was dramatic.

Chair Oram agreed, stating that he got the sense from the application that the house was being tightly managed, and he appreciated the context about the fire suppression issue that Ms. Winchester was handling immediately; it is the Board's public duty to ensure these properties are safe. Ms. Winchester explained further that the fire system was working and would suppress a fire but was not correctly sending the daily check-in signal. Chair Oram appreciated the details indicating that it was being handled.

Ms. Seher asked if/how Ms. Winchester was communicating with Keene State College campus safety. Ms. Winchester replied that she had not worked with campus security, but she had security measures in place at the lodging house (e.g., the doors lock automatically). She said that if anything happens, the residents have her phone number and call her immediately. They also have a group text, and the residents will report on each other if they are not doing things, like taking out the trash.

The Board considered the three criteria for approving the application.

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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.*

Chair Oram said that the City staff report indicated that the three criteria for approving the application had been met. There were no objections from the Board.

A motion by Vice Chair Kopczynski to approve application CLSS-2024-21 for the Finch Capital LLC lodging house at 57 Winchester Street was duly seconded by Mr. Savastano. The motion carried unanimously.

E) CLSS-2024-19: Applicant, Trevor Grauer, COO for Keene Cribs, is requesting a renewal Congregate Living & Social Services License for a lodging house, located at 85 Winchester St., and is in the High Density District and as defined in Chapter 46, Article X of the Keene City Ordinances.

Chair Oram requested staff comments. Mr. Wood stated that the Housing & Fire Inspectors were on site the day of this meeting and everything was satisfactory. There had also been no complaints against this property during the licensing period.

Chair Oram welcomed the applicant, Trevor Grauer, COO for Keene Cribs, who had nothing to add to the application.

Vice Chair Kopczynski asked if things were working well at the property. Mr. Grauer said yes. The Vice Chair was glad to see that the property had improved over time.

Chair Oram opened the floor to public comments, and hearing none, he closed the public hearing.

Vice Chair Kopczynski said that again, this was a property that had significant problems in years past but now appeared to be very well managed, so he thought it was perfectly appropriate to renew the license.

The Board considered the three criteria for approving the application.

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

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

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.*

Chair Oram said that the City staff report indicated that the three criteria for approving the application had been met. There were no objections from the Board.

A motion by Mr. Savastano to approve application CLSS-2024-19 for the Keene Cribs lodging house at 85 Winchester Street was duly seconded by Vice Chair Kopczynski. The motion carried unanimously.

V. New Business

Mr. Wood sought any feedback from the Board on the updated staff reports. Chair Oram said that the reports had been a huge improvement, particularly for the renewals, and being able to proceed through the three criteria efficiently, having them essentially pre-approved unless there are objections from the Board. He felt the process was better organized and he appreciated the draft motion language.

Vice Chair Kopczynski agreed. He thought that perhaps the Board needed to ensure it asks about how the license holders/applicants are working with their neighbors, etc. He felt that a lack of complaints registered against a property would imply a lack of problems. Still, he said he was making a mental note to ask applicants, when they are present, because it was a hugely important factor when the City developed this Ordinance and when the original licensing occurred, especially with uses like homeless shelters, which some neighbors do not care for; communications can be very important and should be on the record. Vice Chair Kopczynski stated that the properties that were renewed at this meeting were “not the bad ones. They were the good ones from the standpoint of their operations and how they have turned things around.” He continued, noting that if a property had problems or complaints, the Board’s questioning might be different. Still, he said that all applicants went through the original licensing process and compiled their applications with the intent of making the renewal process as easy as possible so that they only need to discuss what might have changed during the past year vs. relitigating the original applications. So, Vice Chair Kopczynski said the staff reports were helpful.

Ms. Seher asked where the notes were in the staff report indicating whether anything had changed since the original application. Mr. Wood pointed it out under “completeness,” and whether any documentation changed. Vice Chair Kopczynski added that there could also be a change of ownership that might not be reflected under the change of documentation. He said those things are important to know because he wants to understand what makes quality management, so there is a basis for other applicants.

Mr. Savastano asked if there was a clear procedure on the City website for neighbors to raise concerns about any of these properties. Mr. Wood said yes, there is an online portal through the City of Keene website where people can lodge anonymous complaints or search any property in the City by address to see any history of complaints or if there are open complaints, including notes from staff. He said City staff had worked to improve that communication back to the complainant to let them know what happened for better communication using the system.

Vice Chair Kopczynski referred to the original CLSS applications that these license holders submitted, noting that their communications plan included things like inviting neighbors or the

public in annually for a meet-and-greet, etc. He said the Board wants to know that those are occurring as intended, but those are not the same as complaints, so Mr. Wood would not know if those engagements were occurring as planned without direct communication with the applicants. Chair Oram wondered if the Board should ask to address that at some point. Vice Chair Kopczynski replied that when the Board asks applicants if anything has changed during the past year, they can ask them to elaborate more on what they did to follow their communication plans. He said that importantly, these applicants spent a lot of time—and in some cases a lot of money—developing these plans that the City has integrated and kept on file, so for the long-range health of this licensing process, the Vice Chair thought the Board should be asking these questions; that the onus should be on the Board and not on City staff to follow-up. Ms. Seher agreed, citing Southwestern Community Services as a beautiful example of shelters that treat people as a part of that community who should be respected, which Ms. Seher said they can be proud of. Vice Chair Kopczynski thought that was true of the lodging houses too; even if their neighbors are other college students, he said that outreach and exercising the communications plans is an important part of an operation and marketing, if nothing else.

Chair Oram recognized Beth Daniels, CEO of Southwestern Community Services (SCS), who explained that there is a housing and homelessness crisis across the country, so SCS is always looking at the different types of housing, and said it takes being open to all kinds because we cannot solve the issue with just one way. She said these social service agencies have tasked the City with being open to looking at boarding houses, shelters, and alternative housing. She said this licensing process through the City had lent some legitimacy and provided a sort of structure to strive for that legitimacy. Further, she said it allowed for exploring other solutions to housing because the more City residents see the social service agencies being held to task—and being willing to be held to task—Ms. Daniels said it would open the conversation for other housing solutions down the road. So, overall, she thought this was a positive cycle, and that this Board and the City were lending legitimacy to everything the local agencies were doing by putting them through these paces, and she thought it would have other ways of paying off in the long run as well.

Ms. Seher added that she thought the nursing facilities might not have seen Ms. Daniels' perspective yet and might feel that this process is redundant with the State of NH processes, but Ms. Seher said it is different, so she appreciated Ms. Daniels' comments. Ms. Daniels agreed that this process is different than the State's licensure, as that the City's process focuses on abutters, community relations, and more.

Chair Oram thanked Ms. Daniels for providing him with valuable perspective. At certain times, the Chair said agencies had pushed back against this Board, which he said had been somewhat uncomfortable, and he had asked himself if the Board was putting those agencies through a process that was truly valuable to both them and the community. He said Ms. Daniels had answered that question for him in a way he did not know, which was beneficial, and he was appreciative. As such, Chair Oram felt more committed knowing that this was legitimately helping these agencies in some way.

Vice Chair Kopczynski said there was an ongoing shift in how the City relates to its neighborhoods. Of late, Mr. Wood had been visiting neighborhoods many evenings through the Ward Optimization Weeks (WOW!) initiative and Senior Planner, Mari Brunner, was working on the Master Plan update and community planning. Things were ongoing at the neighborhood level. In the past, Keene's community planning had been more so at the macro level, which the Vice Chair said works in some ways. However, at the neighborhood level, he said it was clear that the Water Street and School Street neighborhoods are very different, for example. Vice Chair Kopczynski said that this licensing process is a mechanism that the City thinks makes it possible for these congregate living and social service uses to fit in every potential neighborhood in the City, honoring the concept of neighborhoods and how these uses would fit into the neighborhood fabric because they will only work if they do fit. Ms. Daniels stated that whether it is neighborhood revitalization, housing development, or a shelter, the use must work with the neighbors. While it could be nerve-wracking, Ms. Daniels thought the other license holders would agree that this licensure was lending legitimacy to their overall processes, which would open further opportunities for them to find more solutions for community members in the future. So, Ms. Daniels thanked the Board.

VI. Adjournment

There being no further business, Chair Oram adjourned the meeting at 6:41 PM.

Respectfully submitted by,
Katryna Kibler, Minute Taker
October 29, 2024

Reviewed and edited by,
Corinne Marcou, Board Clerk

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City of Keene, NH

Congregate Living & Social Services License Application

For Office Use Only:

Case No. _____
Date Filled _____
Rec'd By _____
Page _____ of _____
Tax Map# _____
Zoning District: _____

If you have questions on how to complete this form, please call: (603) 352-5440 or email: communitydevelopment@keenenh.gov

SECTION 1: LICENSE TYPE

- | | | |
|--|--|---|
| <input type="checkbox"/> Drug Treatment Center | <input type="checkbox"/> Group Home, Small | <input type="checkbox"/> Homeless Shelter |
| <input type="checkbox"/> Fraternity/Sorority | <input type="checkbox"/> Group Resource Center | <input type="checkbox"/> Lodging House |
| <input type="checkbox"/> Group Home, Large | <input type="checkbox"/> Residential Drug/Alcohol Treatment Facility | <input checked="" type="checkbox"/> Residential Care Facility |

SECTION 2: PROPERTY LOCATION

ADDRESS: 197 Water St Keene NH 03431

SECTION 3: CONTACT INFORMATION

I hereby certify that I am the owner, applicant, or the authorized agent of the owner of the property upon which this approval is sought and that all information provided by me is true under penalty of law. If applicant or authorized agent, a signed notification from the property owner is required.

OWNER		APPLICANT	
NAME/COMPANY: American House LLC		NAME/COMPANY: Hilary Seifer	
MAILING ADDRESS: 1 Towne Sq Ste 1600 Springfield		MAILING ADDRESS: 197 Water St Keene NH	
PHONE: 603 480740 248 436 4663		PHONE: 603 352 1282	
EMAIL: jfloyd@americanhouse.com		EMAIL: keene@americanhouse.com	
SIGNATURE: [Signature]	DATE: 1/07/25	SIGNATURE: [Signature]	DATE: 1/2/25
PRINTED NAME: JERRY M. FLOYD	TITLE: PRESIDENT	PRINTED NAME: Hilary Seifer	TITLE:
AUTHORIZED AGENT (if different than Owner/Applicant)		OPERATOR / MANAGER (Point of 24-hour contact, if different than Owner/Applicant) <input type="checkbox"/> Same as owner	
NAME/COMPANY:		NAME/COMPANY: Hilary Seifer	
MAILING ADDRESS:		MAILING ADDRESS: 197 Water St Keene NH	
PHONE:		PHONE: 603 352 1282	
EMAIL:		EMAIL: keene@americanhouse.com	
SIGNATURE:	DATE:	SIGNATURE:	DATE:
PRINTED NAME:	TITLE:	PRINTED NAME:	TITLE:

SUBMITTAL CHECKLIST

A complete application must include the following items and submitted by one of the options below:

- **Email:** communitydevelopment@keenenh.gov, with "CLSS License Application" in the subject line

- **Mail / Hand Deliver:**

Community Development (4th Floor)
Keene City Hall,
3 Washington St, Keene, NH 03431

The submittal requirements for a Congregate Living & Social Services License application are outlined further in **Chapter 46, Article X** of the City of Keene Code of Ordinances.

Note: Additional information may be requested to complete the review of the application.

PROPERTY OWNER: <i>Name, phone number and address</i>	POINT OF 24 HOUR CONTACT: <i>Name, phone number, and address of person acting as the operator, if not owner</i> <div style="text-align: right;">Same as owner</div>
REQUIRED DOCUMENTATION: <i>Provide all required state or federal licenses, permits and certifications</i>	WRITTEN NARRATIVE: <i>Provide necessary information to the submittal requirements</i>
PROPERTY INFORMATION: <i>Description of the property location including street address and tax map parcel number</i>	APPLICABLE FEES: \$165.00 application <i>(checks made payable to City of Keene)</i>
COMPLETED INSPECTION: <i>Inspection date: <u>1/6/23</u></i>	SCHEDULED INSPECTION: <i>Inspection date: _____</i>
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> OPERATIONS AND MANAGEMENT PLAN: Plan based on the industry standard "Best Management Practices" to include: <ul style="list-style-type: none"> ◇ Security Plan ◇ Life Safety Plan ◇ Staff Training and Procedures Plan ◇ Health and Safety Plan ◇ Emergency Response Plan ◇ Neighborhood Relations Plan ◇ Building and Site Maintenance Procedures </div> <div style="width: 48%;"> LOCATION MAP: </div> </div>	
<p>In addition, Homeless Shelters will provide:</p> <ul style="list-style-type: none"> ◇ Rules of Conduct, Registration System and Screening Procedures ◇ Access Policies and Procedures 	

American House Keene- Neighborhood Plan 2025

American Houe Keene host several different groups in our community. We are happy to share our community spaces, we currently host the local BNI group, Branch River Theatre group, and The East Keene neighborhood group. This year we will begin collaborating with Monadnock Peer Support group to offer a grief group for seniors. We continue to work with Rise for Baby and family hosting an intergenerational play group. We have 2 current interns from MC2 charter school and hope to add a third.

Monadnock therapy dogs continue to visit to get their hours for certification. We host preshow rehearsal's for the Lions club as well as MOCO arts.

We sponsor the swamp bats each year, and host he welcome dinner for the players and their host families.



City of Keene, NH

Congregate Living & Social Services License Application

For Office Use Only:

Case No. _____

Date Filled _____

Rec'd By _____

Page _____ of _____

Tax Map# _____

Zoning District: _____

If you have questions on how to complete this form, please call: (603) 352-5440 or email: communitydevelopment@keenenh.gov

SECTION 1: LICENSE TYPE

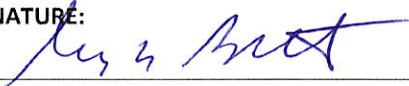
- | | | |
|---|---|--|
| <input type="radio"/> Drug Treatment Center | <input type="radio"/> Group Home, Small | <input type="radio"/> Homeless Shelter |
| <input type="radio"/> Fraternity/Sorority | <input type="radio"/> Group Resource Center | <input type="radio"/> Lodging House |
| <input type="radio"/> Group Home, Large | <input type="radio"/> Residential Drug/Alcohol Treatment Facility | <input checked="" type="radio"/> Residential Care Facility |

SECTION 2: PROPERTY LOCATION

ADDRESS: 100 Wyman Rd. Keene, NH 03431

SECTION 3: CONTACT INFORMATION

I hereby certify that I am the owner, applicant, or the authorized agent of the owner of the property upon which this approval is sought and that all information provided by me is true under penalty of law. If applicant or authorized agent, a signed notification from the property owner is required.

OWNER	APPLICANT
NAME/COMPANY: Covenant Living of Keene	NAME/COMPANY: same as above
MAILING ADDRESS: 100 Wyman Rd. Keene, NH	MAILING ADDRESS:
PHONE: (603) 283-5150	PHONE:
EMAIL: gburdett@covliving.org	EMAIL:
SIGNATURE:  DATE: 1/29/2025	SIGNATURE: DATE:
PRINTED NAME: Gregg Burdett TITLE: Exec Dir	PRINTED NAME: TITLE:

AUTHORIZED AGENT (if different than Owner/Applicant)	OPERATOR / MANAGER (Point of 24-hour contact, if different than Owner/Applicant)
	<input type="checkbox"/> Same as owner
NAME/COMPANY: n/a	NAME/COMPANY: s/a
MAILING ADDRESS:	MAILING ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:
SIGNATURE: DATE:	SIGNATURE: DATE:
PRINTED NAME: TITLE:	PRINTED NAME: TITLE:

SUBMITTAL CHECKLIST

A complete application must include the following items and submitted by one of the options below:

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Note: Additional information may be requested to complete the review of the application.

<input type="radio"/> PROPERTY OWNER: <i>Name, phone number and address</i>	<input type="radio"/> POINT OF 24 HOUR CONTACT: <i>Name, phone number, and address of person acting as the operator, if not owner</i> Same as owner
<input type="radio"/> REQUIRED DOCUMENTATION: <i>Provide all required state or federal licenses, permits and certifications</i>	<input type="radio"/> WRITTEN NARRATIVE: <i>Provide necessary information to the submittal requirements</i>
<input type="radio"/> PROPERTY INFORMATION: <i>Description of the property location including street address and tax map parcel number</i>	<input checked="" type="radio"/> APPLICABLE FEES: <i>PLEASE SEND INVOICE IF POSSIBLE</i> \$165.00 application (checks made payable to City of Keene)
<input checked="" type="radio"/> COMPLETED INSPECTION: Inspection date: <u><i>MAY 14, 2025</i></u>	.or <input type="radio"/> SCHEDULED INSPECTION: Inspection date: _____
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="radio"/> OPERATIONS AND MANAGEMENT PLAN: Plan based on the industry standard "Best Management Practices" to include: <ul style="list-style-type: none"> ◇ Security Plan ◇ Life Safety Plan ◇ Staff Training and Procedures Plan ◇ Health and Safety Plan ◇ Emergency Response Plan ◇ Neighborhood Relations Plan ◇ Building and Site Maintenance Procedures </div> <div style="width: 48%;"> <input type="radio"/> LOCATION MAP: </div> </div>	

In addition, Homeless Shelters will provide:

- ◇ Rules of Conduct, Registration System and Screening Procedures
- ◇ Access Policies and Procedures

SECTION 4: APPLICATION AND LICENSE RENEWAL REQUIREMENTS

Using additional sheets if needed, briefly describe your responses to each criteria:

1. Description of the client population to be served, including a description of the services provided to the clients or residents of the facility and of any support or personal care services provided on or off site.

No changes

2. Description of the size and intensity of the facility, including information about; the number of occupants, including residents, clients staff, visitors, etc.; maximum number of beds or persons that may be served by the facility; hours of operations, size and scale of buildings or structures on the site; and size of outdoor areas associated with the use.

No changes

SECTION 4: APPLICATION AND LICENSE RENEWAL REQUIREMENTS CONTINUED

Using additional sheets if needed, briefly describe your responses to each criteria:

3. For Congregate Living Uses, describe the average length of stay for residents/occupants of the facility.

No Changes



October 30, 2024

Langdon Place Genesis Healthcare
Michael Johnson
136A Arch St.
Keene, NH 03431

Re: Residential Care Facility - Congregate Living & Social Services License Renewal Notice

Dear Michael Johnson,

On March 27, 2024, Langdon Place Genesis Healthcare was issued a Residential Care Facility Congregate Living & Social Services License. As this is an annual endeavor, your agency is scheduled for renewal by April 1. **It is suggested to record the upcoming dates mentioned as it is your responsibility to adhere to this notice.**

During this process, an inspection is conducted approximately 45-50 days prior to the scheduled meeting date to provide your agency time to address any outstanding violations discovered by the Keene Fire Department and/or the Community Development Department. During the meeting, this will provide staff with the complete requirements to present to the Board who can then renew licenses promptly.

Also note that for those agencies who hold Assembly Permits from the Fire Department, these inspections will be conducted concurrently, eliminating the need for a separate inspection. The Assembly Permits will be valid for the same one-year period.

Note that your next inspection is scheduled for January 16, 2025, at 10:00 AM. **Please email me to confirm your availability by January 2, 2025. This confirmation is your responsibility.** If not confirmed, your inspection date may be rescheduled, which will delay your meeting time, potentially putting you in violation of your renewal license.

In preparing for this renewal application, know that resubmitting the Operations and Maintenance Plans from your initial application will not be required as they are currently on file. We ask that these plans not be resubmitted but only **if there are any significant changes to the originally submitted materials**. The Board requests that only those plans which have been amended and/or updated to reflect current practices be submitted for consideration. Additionally, the Board requests that all agencies review their **Neighborhood Relations Plan**, as this is a critical aspect of the licensing process.

Though the Operations and Maintenance Plans will not be required to be annually submitted, a new application will be. One has been included with this letter and a fillable

pdf version can also be found online at <https://keenenh.gov/congregate-living-social-services-licensing-board>. Please note that your deadline to have all material submitted to this office is January 27, 2025, with the meeting scheduled for **February 25, 2025 at 6pm, Council Chambers, 2nd floor of City Hall, 3 Washington St.**

Please contact this office if you would like to review the original application and support documentation.

If your agency has seen substantial changes to the original license, or is no longer operating as originally licensed, please inform this office so that our records can be updated, and that we can assist you in moving forward if a new license is needed.

Staff are available to assist you with any questions during regular business hours, Monday through Friday, 8:00 am – 4:30 pm.

Corinne

Corinne Marcou
Board Clerk



City of Keene, NH

Congregate Living & Social Services License Application

For Office Use Only:

Case No. CLSS-2025-09
Date Filled 1/27/2025
Rec'd By CSM
Page 1 of 0
Tax Map# _____
Zoning District: _____

If you have questions on how to complete this form, please call: (603) 352-5440 or email: communitydevelopment@keenenh.gov

SECTION 1: LICENSE TYPE

- | | | |
|--|--|---|
| <input type="checkbox"/> Drug Treatment Center | <input type="checkbox"/> Group Home, Small | <input type="checkbox"/> Homeless Shelter |
| <input type="checkbox"/> Fraternity/Sorority | <input type="checkbox"/> Group Resource Center | <input type="checkbox"/> Lodging House |
| <input type="checkbox"/> Group Home, Large | <input type="checkbox"/> Residential Drug/Alcohol Treatment Facility | <input checked="" type="checkbox"/> Residential Care Facility |

SECTION 2: PROPERTY LOCATION

ADDRESS: 136 Arch Street, Keene, NH 03431

SECTION 3: CONTACT INFORMATION

I hereby certify that I am the owner, applicant, or the authorized agent of the owner of the property upon which this approval is sought and that all information provided by me is true under penalty of law. If applicant or authorized agent, a signed notification from the property owner is required.

OWNER		APPLICANT	
NAME/COMPANY: <u>Keene SNF Opco LLC</u>		NAME/COMPANY: <u>Langdon Place of Keene</u>	
MAILING ADDRESS: <u>2420 Knapp Street, 2nd floor</u> <u>Brooklyn, NY</u>		MAILING ADDRESS: <u>136 Arch Street, Keene, NH 03431</u>	
PHONE: <u>603-714-4935</u>		PHONE: <u>603-357-3902</u>	
EMAIL: <u>sstevenson@righthealthcare.com</u>		EMAIL: <u>mjohnson@langdonkeene.com</u>	
SIGNATURE:	DATE:	SIGNATURE: 	DATE:
PRINTED NAME: <u>Sean Stevenson</u>	TITLE: <u>Owner</u>	PRINTED NAME: <u>Michael Johnson</u>	TITLE: <u>Administrator</u>
AUTHORIZED AGENT (if different than Owner/Applicant)		OPERATOR / MANAGER (Point of 24-hour contact, if different than Owner/Applicant) <input checked="" type="checkbox"/> Same as owner	
NAME/COMPANY:		NAME/COMPANY:	
MAILING ADDRESS:		MAILING ADDRESS:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	
SIGNATURE:	DATE:	SIGNATURE:	DATE:
PRINTED NAME:	TITLE:	PRINTED NAME:	TITLE:

SUBMITTAL CHECKLIST

A complete application must include the following items and submitted by one of the options below:

- **Email:** communitydevelopment@keenenh.gov, with "CLSS License Application" in the subject line

- **Mail / Hand Deliver:**

Community Development (4th Floor)
Keene City Hall,
3 Washington St, Keene, NH 03431

The submittal requirements for a Congregate Living & Social Services License application are outlined further in **Chapter 46, Article X** of the [City of Keene Code of Ordinances](#).

Note: Additional information may be requested to complete the review of the application.

<p>✓ PROPERTY OWNER: Name, phone number and address</p>	<p>POINT OF 24 HOUR CONTACT: Name, phone number, and address of person acting as the operator, if not owner Same as owner</p>
<p>✓ REQUIRED DOCUMENTATION: Provide all required state or federal licenses, permits and certifications</p>	<p>WRITTEN NARRATIVE: Provide necessary information to the submittal requirements</p>
<p>✓ PROPERTY INFORMATION: Description of the property location including street address and tax map parcel number</p>	<p>✓ APPLICABLE FEES: \$165.00 application (checks made payable to City of Keene)</p>
<p>COMPLETED INSPECTION: Inspection date: _____</p>	<p>SCHEDULED INSPECTION: Inspection date: _____</p>
<p>OPERATIONS AND MANAGEMENT PLAN: Plan based on the industry standard "Best Management Practices" to include:</p> <ul style="list-style-type: none"> ◇ Security Plan ◇ Life Safety Plan ◇ Staff Training and Procedures Plan ◇ Health and Safety Plan ◇ Emergency Response Plan ◇ Neighborhood Relations Plan ◇ Building and Site Maintenance Procedures <p>In addition, Homeless Shelters will provide:</p> <ul style="list-style-type: none"> ◇ Rules of Conduct, Registration System and Screening Procedures ◇ Access Policies and Procedures 	<p>LOCATION MAP:</p>



City of Keene, NH

Congregate Living & Social Services License Application

For Office Use Only:

Case No. _____
Date Filled _____
Rec'd By _____
Page _____ of _____
Tax Map# _____
Zoning District: _____

If you have questions on how to complete this form, please call: (603) 352-5440 or email: communitydevelopment@keenennh.gov

SECTION 1: LICENSE TYPE

- | | | |
|--|--|---|
| <input type="checkbox"/> Drug Treatment Center | <input type="checkbox"/> Group Home, Small | <input type="checkbox"/> Homeless Shelter |
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| <input type="checkbox"/> Group Home, Large | <input type="checkbox"/> Residential Drug/Alcohol Treatment Facility | <input checked="" type="checkbox"/> Residential Care Facility |

SECTION 2: PROPERTY LOCATION

ADDRESS: 136 Arch Street, Keene, NH 03431

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OWNER		APPLICANT	
NAME/COMPANY: Keene SNF Opco LLC		NAME/COMPANY: Langdon Place of Keene	
MAILING ADDRESS: 2420 Knapp Street, 2nd floor		MAILING ADDRESS: 136 Arch Street, Keene, NH 03431	
PHONE: 603-714-4935		PHONE: 603-357-3902	
EMAIL: sstevenson@righthealthnc.com		EMAIL: mjohnson@langdonkeene.com	
SIGNATURE: 		SIGNATURE: 	
DATE: 1/23/25		DATE:	
PRINTED NAME: Sean Stevenson		PRINTED NAME: Michael Johnson	
TITLE: Owner		TITLE: Administrator	
AUTHORIZED AGENT (if different than Owner/Applicant)		OPERATOR / MANAGER (Point of 24-hour contact, if different than Owner/Applicant)	
NAME/COMPANY:		NAME/COMPANY:	
MAILING ADDRESS:		MAILING ADDRESS:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	
SIGNATURE:		SIGNATURE:	
DATE:		DATE:	
PRINTED NAME:		PRINTED NAME:	
TITLE:		TITLE:	



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF OPERATIONS SUPPORT
HEALTH FACILITIES ADMINISTRATION
129 PLEASANT STREET, CONCORD, NH 03301

LICENSE

Under provisions of New Hampshire Revised Statutes Annotated Chapter RSA 151, a license is issued to:

Licensee: KEENE SNF OPCO LLC

Name: LANGDON PLACE OF KEENE

Located at: 136A ARCH ST
Keene NH 03431

To Operate: Nursing Home

Subtype:

This license is effective under the conditions and for the period stated below:

License#: 04773

Effective Date: : 09/01/2024

Expiration Date: 08/31/2025

Administrator: MICHAEL JOHNSON

Medical Director: MICHAEL KASSCHAU, MD

Laboratory Director:

Total Number of Beds: 25

COMMENTS:

A handwritten signature in black ink, appearing to read "Michael Kasschau", is located in the bottom right area of the document.

Chief Legal Officer



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF OPERATIONS SUPPORT
HEALTH FACILITIES ADMINISTRATION
129 PLEASANT STREET, CONCORD, NH 03301

LICENSE

Under provisions of New Hampshire Revised Statutes Annotated Chapter RSA 151, a license is issued to:

Licensee: KEENE SNF OPCO LLC

Name: LANGDON PLACE OF KEENE

Located at: 136A ARCH ST
Keene NH 03431

To Operate: Supported Residential Care Facility Subtype:

This license is effective under the conditions and for the period stated below:

License#: 04774

Effective Date: 09/01/2024

Expiration Date: 08/31/2025

Administrator: JENNIFER ROUSSEAU

Total Number of Beds: 156

Waivers:

1. He-P 805.17(ad)(1-4)

Comments:

1. PERM WAIVER TO 805.18(b)(1)

COMMENTS:

REVISED CERTIFICATE

A handwritten signature in black ink, appearing to read "Michael S. Kelly", is positioned above the title "Chief Legal Officer".

Chief Legal Officer



NEW HAMPSHIRE Online Licensing

nh.gov
Licensing
Home

Person Information

Name: MICHAEL F KASSCHAU

License Information

License No: 13287 **Profession:** Medicine **License Type:** Physician
License Status: Active **Issue Date:** 10/4/2006 **Expiration Date:** 6/30/2026

Additional Information

Specialty:

Family Practice/Family
Medicine

Board Certification Information

Board Certified	Certification	Expiration	ABMS Board Specialties
Yes	Family Medicine	Jan 1 2029 12:00AM	family medicine

Medical Education Information

Type	Facility Name	Country	Year
Medical School	UNIVERSITY OF TEXAS, DALLAS TX	US	1999
Internship	JOHN PETER SMITH HOSP, FORT WORTH TX		2000
Residency	JOHN PETER SMITH HOSP, FORT WORTH TX		2002

Remarks

No Related Documents

Disclaimer: The New Hampshire Office of Professional Licensure and Certification considers the information contained in this website to constitute primary source verification. The information viewed here is reflective of current records in our licensing database.



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NEW HAMPSHIRE Online Licensing

nh.gov
Licensing
Home

Person Information

Name: MICHAEL JOHNSON

Address Information

State: NH

License Information

License No: 3736 Profession: Nursing Home Administrators

License Type: Nursing Home Administrator

License Status: Active

Expiration Date: 12/31/2025

Remarks

No Related Documents

Disclaimer: The New Hampshire Office of Professional Licensure and Certification considers the information contained in this website to constitute primary source verification. The information viewed here is reflective of current records in our licensing database.



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SECTION 4: APPLICATION AND LICENSE RENEWAL REQUIREMENTS

Using additional sheets if needed, briefly describe your responses to each criteria:

1. Description of the client population to be served, including a description of the services provided to the clients or residents of the facility and of any support or personal care services provided on or off site.

Previously provided

2. Description of the size and intensity of the facility, including information about; the number of occupants, including residents, clients staff, visitors, etc.; maximum number of beds or persons that may be served by the facility; hours of operations, size and scale of buildings or structures on the site; and size of outdoor areas associated with the use.

104661 gross area
99531 finished living area
14.82 acres

SECTION 4: APPLICATION AND LICENSE RENEWAL REQUIREMENTS—CONTINUED

Using additional sheets if needed, briefly describe your responses to each criteria:

3. For Congregate Living Uses, describe the average length of stay for residents/occupants of the facility.

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CONGREGATE LIVING & SOCIAL SERVICES LICENSING BOARD **2025 Meeting Schedule**

RENEWAL DATE	DEADLINE	INSPECTION DATE	MEETING DATE
	December 30, 2024	*	January 28, 2025*
April 1	January 27, 2025	January 14 & 16, 2025	February 25, 2025
April 1	February 24, 2025	February 4, 2025	March 25, 2025
May 1	March 24, 2025	February 13, 2025	April 22, 2025
June 1	April 30, 2025	March 4, 2025	May 27, 2025
	May 26, 2025	*	June 24, 2025*
	June 23, 2025	*	July 22, 2025*
	July 28, 2025	*	August 26, 2025*
October 1	August 25, 2025	July 30, 2025	September 23, 2025
November 1	September 29, 2025	September 9, 2025	October 28, 2025
	October 27, 2025	*	November 25, 2025*
	November 24, 2025	*	December 23, 2025*
	December 29, 2025	*	January 27, 2026*

*Scheduled as needed

Meetings are held on the 4th Tuesday of the month, unless otherwise noted, begin at 6:00 PM, in Council Chambers, 2nd floor, City Hall, 3 Washington St.