

City of Keene  
New Hampshire

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

**Tuesday, February 25, 2025**

**6:00 PM**

**Council Chambers,  
City Hall**

**Members Present:**

Andrew Oram, Chair  
Medard Kopczynski, Vice Chair  
Alison Welsh  
Jennifer Seher  
Tom Savastano

**Staff Present:**

Rick Wood, Fire Marshal/Building Inspector

**Members Not Present:**

*All Present*

**I. Call to Order: Roll Call**

Chair Oram called the meeting to order at 6:10 PM.

**II. Voting for Chair & Vice Chair**

Chair Oram stated that the Committee held elections at their last meeting and therefore did not need to vote.

**III. Minutes of Previous Meeting: October 22, 2024**

A motion by Mr. Savastano to adopt the October 22, 2024, minutes was duly seconded by Vice Chair Kopczynski and the motion carried unanimously.

**IV. Unfinished Business:**

Although the official meeting time was 6:00 PM, the meeting was scheduled at 6:30 PM on the City meeting calendars, causing potential confusion for applicants. Thus, the Board agreed that it would hold the meeting until at least 6:30 PM in case any applicants arrived.

Discussion ensued following up on past questions from the Board as to whether an applicant must be in attendance for the Board to deliberate on an application. The Board's Staff Liaison, Rick Wood, Fire Marshal/Building Inspector, had not yet found that stipulation in the Land Development Code. He recalled that at a recent meeting, the Board required an applicant to have a representative present. None of the applicants were yet present for this evening's hearings. Unless advised differently by City staff, Chair Oram proposed considering and voting on each application, staying until 6:30 PM, and then if an applicant were to arrive, they would have an opportunity to add anything if wanted. He asked if the Board should wait until 6:30 PM instead. Ms. Welsh said that historically, the Board had not moved forward without an applicant present, though she was unsure if it was an explicit rule in the Code; Chair Oram said that was true. Mr. Wood said another concern would be that if

voting on the applications, it would presume a public hearing and with the meeting time discrepancy, Mr. Wood did not recommend having a public hearing without the public.

Vice Chair Kopczynski agreed that the applicants should be present if they want to bring something to the Board's attention or in case the Board has questions, regardless of what is codified. Ms. Seher agreed, noting that since there had already been confusion with some applicants, it would be good to have them present to understand that there is a permitting process.

Mr. Wood referred the Board to the Rules of Procedure, under Section III.D.d, Conduct of Public Hearings-Records, it says that *"If an applicant fails to appear to present an application to the Board at the noticed public hearing, the application may be dismissed with prejudice"*, absent unusual circumstances; if stating that it could be dismissed, that led Mr. Wood to believe that the applicant's presence is required. Vice Chair Kopczynski agreed.

**V. Applications:**

- A) 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.**

The applicant was not present.

- B) 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.**

The applicant was not present.

- C) 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.**

The applicant was not present.

- D) 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.**

The applicant was not present.

**VI. New Business:**

**A) 2025 Meeting Calendar**

Mr. Wood confirmed that City staff would correct the meeting time on the City calendar so this conflict would not arise in the future.

A motion by Vice Chair Kopczynski to adopt the 2025 meeting calendar as presented was duly seconded by Ms. Welsh and the motion carried unanimously.

Mr. Savastano expressed concern about how this meeting occurred and that no applicants showed up. In looking at the calendar, he saw the inspection dates of January 14–16 and a deadline for this meeting of January 27 for renewals. He questioned how applicants did not realize this meeting was happening. Mr. Wood said it was a good question that he shared, and he would contact the applicants to determine the miscommunication. He would also review the existing process to ensure that no time would be wasted in the future. Discussion ensued on how meetings had been canceled for several months, during which time, Chair Oram agreed that it could be easy for the Board to lose a sense of purpose. Vice Chair Kopczynski suggested scheduling a meeting during those gaps for the Board to check-in, stimulate conversation about processes, or discuss Ordinance changes. Ms. Seher shared that an applicant during the past year said it was not clear that they needed to appear at their Board application hearing. Mr. Wood agreed that he would want to strive for efficiency in the future and to make everything clear for applicants. He asked the Board to confirm that they wanted him to schedule meetings during three-month gaps (including summer and winter), regardless of applications. (there was no reply)

Discussion ensued about the role of administrative staff. Chair Oram wanted to ensure the same level of focus and commitment as in the past; he stated that his comment was not critical, and he respected that there had been many staff transitions in the past year. For instance, he used to have separate meetings in advance to prepare for these meetings and those suddenly stopped without notice. It spoke to him about missing clarity overall. Discussion continued. Mr. Wood recalled that this was his second meeting as Staff Liaison and his intent was to look into this fully and report back to the Board, mapping out a process that the Board could agree to. He apologized for the misstep, and he looked forward to solving the challenge.

**VII. Non-Public Session: (if required)**

**VIII. Adjournment**

A motion by Ms. Welsh to adjourn the meeting was duly seconded by Vice Chair Kopczynski and the motion carried unanimously. There being no further business, Chair Oram adjourned the meeting at 6:42 PM.

Respectfully submitted by,  
Katrina Kibler, Minute Taker  
March 3, 2025

Reviewed and edited by,  
Corinne Marcou, Board Clerk