

City of Keene
New Hampshire

CONGREGATE LIVING AND SOCIAL SERVICES LICENSING BOARD
MEETING MINUTES

Tuesday, March 25, 2025

6:00 PM

**Council Chambers,
City Hall**

Members Present:

Medard Kopczynski, Vice Chair
Alison Welsh
Jennifer Seher
Tom Savastano

Staff Present:

Mike Hagan, Plans Examiner

Members Not Present:

Andrew Oram, Chair

I. Call to Order: Roll Call

Vice Chair Kopczynski called the meeting to order at 6:00 PM and declared a quorum present.

II. Minutes of Previous Meeting: February 25, 2025

A motion by Ms. Welsh to adopt February 25, 2025, minutes was duly seconded by Mr. Savastano. The motion carried unanimously.

III. Unfinished Business:

None presented.

IV. Applications:

The applications were heard out of the order presented on the meeting agenda.

Ms. Seher noted that she had a family member living at one of the applicant facilities and asked the Board if she should be recused. The Vice Chair noted that usually recusal would be for pecuniary matters and confirmed that Ms. Seher's interests were not pecuniary. Ms. Welsh agreed, she did not think Ms. Seher's interests were pecuniary. A motion by Ms. Welsh to allow Ms. Seher to be present and vote for all applications at this meeting was duly seconded by Mr. Savastano and the motion carried unanimously.

Ms. Welsh notified the Board of her non-pecuniary interest related to Live Free Recovery because members of her program were residing there. Vice Chair Kopczynski said Ms. Welsh's interest was to provide service to clients who were residents of some of these applicants, he did not think it was pecuniary. Ms. Welsh confirmed it was not pecuniary. A motion by Mr. Savastano to allow Ms. Welsh to vote on all applications at this meeting was duly seconded by Ms. Seher and the motion carried unanimously.

- A) **CLSS-2025-02: Applicant, Patricia Forman, House Supervisor for Emerald House, is requesting a renewal 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.**

The applicant could not be present. A motion by Ms. Welsh to continue application CLSS-2025-02 until April 22, 2025, the next regular meeting of the Congregate Living and Social Service Licensing Board was duly seconded by Mr. Savastano and the motion carried unanimously.

- B) **Continued: CLSS-2025-05: Applicant, Hilary Seifer, Executive Director for American House Keene, is requesting a renewal 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.**

Vice Chair Kopczynski welcomed the applicant, Hilary Seifer, Executive Director for American House Keene, who had nothing to add.

Vice Chair Kopczynski requested staff comments. Mike Hagan, Plans Examiner, reported that American House Keene was requesting a renewal for a Residential Care Facility at 197 Water Street in the Business Growth & Reuse District. American House Keene operated this facility, including 109 apartments with 144 NH-licensed Assisted Living Residential Care beds, along with business operations at this onsite facility. This was the second Congregate Living & Social Services (CLSS) renewal sought by American House Keene for the 197 Water Street property. Staff reported that this application was complete, and no changes were provided to their application except that the Neighborhood Plan was updated. There were no complaints on file for the property.

The Board briefly discussed that for renewal, it would learn about any changes from staff, the applicant, or the public.

There were no public comments.

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.*

A motion by Ms. Welsh to find that Criteria 1 was met was duly seconded by Mr. Savastano and the motion carried unanimously on a vote of 4–0.

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

A motion by Mr. Savastano to find that Criteria 2 was met was duly seconded by Ms. Welsh and the motion carried unanimously on a vote of 4–0.

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.*

A motion by Ms. Welsh to find that Criteria 3 was met was duly seconded by Ms. Seher and the motion carried unanimously on a vote of 4–0.

A motion by Mr. Savastano was duly seconded by Ms. Welsh to approve CLSS-2025-05 for the American House Keene to operate a Residential Care Facility located at 197 Water Street, with the following condition: the payment is to be received for the application by April 22nd, 2025. The motion carried unanimously on a vote of 4–0.

- C) **Continued: CLSS-2025-07: Applicant, Gregg Burdett, Executive Director for Covenant Living of Keene, is requesting a renewal Congregate Living & Social Services License for a Residential Care Facility, located 95 Wyman Rd., and is in the Rural District and as defined in Chapter 46, Article X of the Keene City Ordinances.**

Vice Chair Kopczynski asked for staff comments. Mike Hagan, Plans Examiner, reported that Covenant Living of Keene operated this Residential Care Facility consisting of 140 independent living units, 43 assisted living units, 18 memory support units, and 20 skilled nursing beds, along with business operations at this onsite facility. This was the second CLSS renewal sought by Covenant Living of Keene for the 100 Wyman Road property. No changes have been made to their documentation. Staff found their application to be complete. Community Development's inspection was completed on January 16, 2025. There were no departmental comments from Property & Housing, Fire, or Police. Mr. Hagan said there were no complaints on file for the property,

Gregg Burdett, Executive Director for Covenant Living of Keene, reported no changes to operations.

Ms. Welsh asked if the application fee was submitted. Mr. Hagan said yes.

There were no public comments.

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.*

A motion by Mr. Savastano to find that Criteria 1 was met was duly seconded by Ms. Welsh and the motion carried unanimously.

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

A motion by Ms. Welsh to find that Criteria 2 was met was duly seconded by Mr. Savastano and the motion carried unanimously.

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.*

A motion by Mr. Savastano to find that Criteria 3 was met was duly seconded by Ms. Welsh and the motion carried unanimously.

A motion by Ms. Seher was duly seconded by Mr. Savastano to approve CLSS-2025-07 for the Covenant Living of Keene to operate a Residential Care Facility located at 100 Wyman Road. The motion carried unanimously on a vote of 4–0.

Mr. Burdett complimented the Board Clerk, Corinne Marcou, for her diligent work to keep the applicants in line. He appreciated her efforts.

- D) CLSS-2025-01: Applicant, Melissa Castor, Executive Director for Alpine Healthcare, is requesting a renewal 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.**

Vice Chair Kopczynski welcomed the applicant Melissa Castor, Executive Director for Alpine Healthcare, present to request the second license for the facility.

Vice Chair Kopczynski requested staff comments. Mike Hagan, Plans Examiner, reported that Alpine Healthcare operated this facility, including 85 NH-Licensed long-term care beds, along with business operations at this onsite facility. This was the second CLSS renewal sought by Alpine Healthcare for this property at 298 Main Street. No changes had been made to their documentation and staff found their application to be complete, as the fee had been paid. Community Development's inspection was completed on February 4, 2025, and Fire, Housing & Property, and Police Departments all had no comments. There were no complaints on record for this property. Vice Chair Kopczynski recalled Alpine Healthcare having a fairly active outreach program and Mr. Hagan agreed.

Ms. Seher asked how full the facility was at this time. Ms. Castor said 79.

There were no public comments.

The Board considered the three criteria for approving the application.

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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.*

A motion by Ms. Welsh to find that Criteria 1 was met was duly seconded by Mr. Savastano and the motion carried unanimously on a vote of 4–0.

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

A motion by Ms. Welsh to find that Criteria 2 was met was duly seconded by Mr. Savastano and the motion carried unanimously on a vote of 4–0.

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.*

A motion by Ms. Welsh to find that Criteria 3 was met was duly seconded by Mr. Savastano and the motion carried unanimously on a vote of 4–0.

A motion by Ms. Seher was duly seconded by Ms. Welsh to approve CLSS-2025-01 for Alpine Healthcare to operate a Residential Care Facility located at 298 Main Street. The motion carried unanimously on a vote of 4–0.

- E) **CLSS-2025-03: Applicant, Jennifer Houston, Executive Director for Live Free Recovery, is requesting a renewal 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.**

Vice Chair Kopczynski welcomed the applicant, Jennifer Houston, Executive Director for Live Free Recovery, who reported no changes in operations or outreach, and said all was going well.

Vice Chair Kopczynski requested staff comments. Mike Hagan, Plans Examiner, reported that Live Free Recovery Services operated this facility, including 28 NH-licensed Drug and Alcohol treatment beds, along with business operations at this onsite facility. This was the second CLSS renewal sought by Live Free Recovery Services for this facility property at 881 Marlboro Road. No changes had been made to their documentation and staff found their application to be complete, as the fee had been paid. Community Development’s inspection was completed on February 4, 2025, and Fire, Housing & Property, and Police Departments all had no comments. Mr. Hagan said there were no complaints on record for this property.

There were no public comments.

Ms. Seher noted that the residential treatment could be up to 30 days and asked if someone helped with transition back into the community after the 30 days. Ms. Houston said yes, Live Free Recovery Services has a Case Manager, who sets up aftercare services for clients. Ms. Seher thought that it would be great for the community to know that and added that it would be awesome to have data on how successful that aftercare service is.

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.*

A motion by Ms. Welsh to find that Criteria 1 was met was duly seconded by Ms. Seher and the motion carried unanimously on a vote of 4–0.

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

A motion by Ms. Welsh to find that Criteria 2 was met was duly seconded by Ms. Seher and the motion carried unanimously on a vote of 4–0.

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.*

A motion by Ms. Welsh to find that Criteria 3 was met was duly seconded by Ms. Seher and the motion carried unanimously on a vote of 4–0.

A motion by Mr. Savastano was duly seconded by Ms. Welsh to approve CLSS-2025-03 for Live Free Recovery Services LLC to operate a Residential Drug and Alcohol Treatment Facility located at 881 Marlboro Rd. The motion carried unanimously on a vote of 4–0.

- F) CLSS-2025-04: Applicant, Jennifer Houston, Executive Director for Live Free Recovery, is requesting a renewal 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.**

Vice Chair Kopczynski welcomed the applicant, Jennifer Houston, Executive Director for Live Free Recovery, who reported no changes in operations or outreach, and said all was going well. The Vice Chair said he had heard of no complaints.

Vice Chair Kopczynski requested staff comments. Mike Hagan, Plans Examiner, reported that Live Free Recovery Services operated this facility, including 28 NH-Licensed Drug and Alcohol Treatment beds, along with business operations at this onsite facility. This was the second CLSS renewal sought by Live Free Recovery Services for this property at 106 Roxbury Street. No changes had been made to their documentation and staff found their application to be complete, with all fees paid. Community Development's inspection was completed on February 4, 2025, and Fire, Housing & Property, and Police Departments all had no comments. Mr. Hagan said there were no complaints on record for this property.

Ms. Seher asked for an update on the applicant's Neighborhood Plan that they put so much effort into the previous year. Ms. Houston replied that she had tried to be as open as possible with neighbors, noting that there was a lot of moving population, so she had not had direct contact with many people. She did know most of the landlords, calling that great. She said Live Free Recovery had done a lot of other work in terms of the whole community to be partners with other agencies. The neighborhood is harder. She also has to protect the anonymity of her clients. Ms. Seher appreciated the relationship with the landlords, calling it half the battle. Vice Chair Kopczynski referred Ms. Houston to the East Side Group that had organized and was meeting

monthly (first Monday), which Ms. Houston was not yet familiar with. The Group was originally involved with the Skate Park, soccer fields, and Hundred Nights. Ms. Houston added that she just did a presentation to the Rotary Club and was connected with Monadnock Youth Prevention. Vice Chair Kopczynski said those would be good additions to the Communications Plan during renewal, as those things are key to successful operations.

No call for public comment (It was mentioned by Ms. Welsh once the application was already adopted).

The Board considered the three criteria for approving the application.

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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.*

A motion by Ms. Welsh to find that Criteria 1 was met was duly seconded by Mr. Savastano and the motion carried unanimously on a vote of 4–0.

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

A motion by Mr. Savastano to find that Criteria 2 was met was duly seconded by Ms. Welsh and the motion carried unanimously on a vote of 4–0.

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.*

A motion by Ms. Welsh to find that Criteria 3 was met was duly seconded by Mr. Savastano and the motion carried unanimously on a vote of 4–0.

A motion by Ms. Welsh was duly seconded by Mr. Savastano to approve CLSS-2025-04 for Live Free Recovery Services LLC to operate a Residential Drug and Alcohol Treatment Facility located at 106 Roxbury Street. The motion carried unanimously on a vote of 4–0.

- G) CLSS-2025-06: Applicant, Jay Haston, Executive Director for Cedarcrest Center, is requesting a renewal 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.**

Vice Chair Kopczynski welcomed the applicant's representative, Kristen Target, Director of Programs at Cedarcrest. Ms. Target reported no significant changes. Bed approval though July 1, 2025, was approved for up to 28 residents (vs. 26 in 2024). Without construction, they can comfortably allow 27 residents.

Ms. Welsh complimented the thoroughness and detail of the application, especially the really interesting Neighborhood Relations Plan. She said it should be a template.

There were no public comments.

Vice Chair Kopczynski requested staff comments. Mike Hagan, Plans Examiner, reported that Cedarcrest Inc operated this facility, including 28 NH-Licensed ICF/IID beds, along with business operations at this onsite facility. This was the second CLSS renewal sought by Cedarcrest Inc for the 91 Maple Street property. The only significant change was the increase in capacity from 26 to 28 beds, which was made to their documentation. Staff found their application to be complete. Community Development's inspection was completed on November 12, 2024, and Fire, Housing & Property, and Police Departments all had no comments. Mr. Hagan said there were no complaints on record for this property.

Ms. Seher asked how many residents were onsite at this time. Ms. Target said 25. Ms. Seher asked if 23–25 was typical? Ms. Target said yes, explaining their part of their short-term and respite model that causes the census to fluctuate weekly.

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.*

A motion by Ms. Welsh to find that Criteria 1 was met was duly seconded by Mr. Savastano and the motion carried unanimously on a vote of 4–0.

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

A motion by Mr. Savastano to find that Criteria 2 was met was duly seconded by Ms. Seher and the motion carried unanimously on a vote of 4–0.

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.*

A motion by Ms. Welsh to find that Criteria 3 was met was duly seconded by Ms. Seher and the motion carried unanimously on a vote of 4–0.

A motion by Mr. Savastano was duly seconded by Ms. Welsh to approve CLSS-2025-06 for Cedarcrest Inc to operate a Residential Care Facility located at 91 Maple Avenue. The motion carried unanimously on a vote of 4–0.

Mr. Hagan mentioned that Cedarcrest was also working on an energy efficiency project that would be great for the community and in-line with the Master Plan update.

H) Continued: CLSS-2025-08: Applicant, Amanda McSweeney, Executive Director for Keene Center Genesis Healthcare, is requesting a renewal 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.

Vice Chair Kopczynski welcomed the applicant, Amanda McSweeney, Executive Director for Keene Center Genesis Healthcare, who reported no changes.

Vice Chair Kopczynski requested staff comments. Mike Hagan, Plans Examiner, reported that Keene Center Genesis Health Care operated this facility, including 106 NH-Licensed Nursing Home beds, along with business operations at this onsite facility. This was the second CLSS renewal sought by Keene Center Genesis Health Care for the 677 Court Street property. No changes have been made to their documentation. Staff found their application to be complete and all fees were paid. Community Development’s inspection was completed on January 16, 2025, and Fire, Housing & Property, and Police Departments all had no comments. Mr. Hagan said there were no complaints on record for this property.

Ms. Seher asked the facility’s current census. Ms. McSweeney said the average daily for March was 82. Ms. Seher asked if that was typical. Ms. McSweeney said they liked to operate in the lower 90s, but it would ebb and flow.

There were no public comments.

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.*

A motion by Ms. Welsh to find that Criteria 1 was met was duly seconded by Ms. Seher and the motion carried unanimously on a vote of 4–0.

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

A motion by Ms. Seher to find that Criteria 2 was met was duly seconded by Ms. Welsh and the motion carried unanimously on a vote of 4–0.

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.

A motion by Ms. Welsh to find that Criteria 3 was met was duly seconded by Mr. Savastano and the motion carried unanimously on a vote of 4–0.

A motion by Ms. Welsh was duly seconded by Ms. Seher to approve CLSS-2025-08 for the Keene Center Genesis Health Care to operate a Residential Care Facility located at 677 Court Street. The motion carried unanimously on a vote of 4–0.

- I) **Continued: CLSS-2025-09: Applicant, Michael Johnson, Executive Director for Langdon Place of Keene, is requesting a renewal 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.**

Vice Chair Kopczynski welcomed the applicant, Michael Johnson, Executive Director for Langdon Place of Keene, who reported no changes. Vice Chair Kopczynski asked how communications were. Mr. Johnson said they had two great neighbors and despite some loud traffic from time to time going across the bridge, he thought things were going well. Additionally, Mr. Johnson said that sometimes their center could be a throughway from Arch St. to Rt. 9, which he called frustrating but said they cannot really manage; they have “Child At Play” signs for their neighbors and speed signs on their property.

There were no public comments.

Ms. Seher thanked the applicant because she was at Langdon Place the day of this meeting and met their amazing staff. She appreciated what they were doing by welcoming people and trying to meet them where they are as a long-term facility.

Vice Chair Kopczynski requested staff comments. Mike Hagan, Plans Examiner, reported that Langdon Place of Keene operated this facility, including 156 NH-licensed beds in the Supported Residential Care section and 24 NH-licensed beds in the Nursing Home section, along with business operations at this onsite facility. This was the second CLSS renewal sought by Langdon

Place of Keene for the 136 Arch Street property. Community Development's inspection was completed on January 16, 2025, and Fire, Housing & Property, and Police Departments all had no comments. Mr. Hagan said there were no complaints on record for this property.

Ms. Welsh asked the facility's current census. Mr. Johnson said 117, and typically it was 115–120. Mr. Savastano asked the difference between Supported Residential Care and Nursing Home Care. Mr. Johnson said Langdon Place had two operating licenses, one for the 25-bed Nursing Home and the remainder for the licensed Supported Residential Care, meaning assisted living.

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.*

A motion by Ms. Welsh to find that Criteria 1 was met was duly seconded by Mr. Savastano and the motion carried unanimously on a vote of 4–0.

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

A motion by Ms. Seher to find that Criteria 2 was met was duly seconded by Ms. Welsh and the motion carried unanimously on a vote of 4–0.

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.*

A motion by Mr. Savastano to find that Criteria 3 was met was duly seconded by Ms. Welsh and the motion carried unanimously on a vote of 4–0.

A motion by Ms. Welsh was duly seconded by Mr. Savastano to approve CLSS-2025-09 for the Langdon Place of Keene to operate a Residential Care Facility located at 136 Arch Street. The motion carried unanimously on a vote of 4–0.

V. New Business:

None presented.

VI. Non-Public Session: (if required)

VII. Adjournment

There being no further business, Vice Chair Kopczynski adjourned the meeting at 6:58 PM.

Respectfully submitted by,
Katryna Kibler, Minute Taker
March 31, 2025

Reviewed and edited by,
Corinne Marcou, Board Clerk