

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Thursday, July 31, 2025

9:00 AM

**2nd Floor Conference Room,
City Hall**

Members Present:

Paul Andrus, Community Development
Director, Chair
Evan Clements, Planner & Deputy Zoning
Administrator, Vice Chair (Zoning
Administrator's Designee)
Richard Wood, Fire Marshal & Building
Official (Fire Chief's Designee)
Michael Hagan, Plans Examiner (City
Manager's Designee)

Staff Present:

Emily Duseau, Planning Technician
Lt. Shane Maxfield, Police Dept.

Members Not Present:

Public Works Director (*or their designee*)

1) Call to Order – Roll Call

Paul Andrus, Chair, called the meeting to order at 9:07 AM. Roll call was conducted.

2) Scheduled Pre-submission Inquiry

- a. Conceptual Planning Board Application – The ~1.6-ac parcel at 84 Arch St (TMP #560-003-000) is owned by the City of Keene and is located in the Rural District.**

Will Dodge from Downs Rachlin Martin and Peter Marchant from SAI/Verizon Vertical Bridge were present to discuss the potential Verizon Wireless Vertical Bridge (Cell Tower) project at the parcel located at 84 Arch Street. City Staff discussed the proposal with Mr. Dodge and Mr. Marchant and provided feedback.

3) Walk-In Pre-Submission Inquiries

There were no walk-in Pre-submission inquiries.

4) Upcoming Meeting Dates

- a) Pre-Submission Meeting – Thursday, September 4, 2025 at 9:00 AM**
b) 1st Monthly MPRC Meeting – Thursday, September 4, 2025 at 10:00 AM

c) 2nd Monthly MPRC Meeting – Thursday, September 18, 2025 at 10:00 AM (If needed)

5) Adjournment

With no walk-in Pre-submission inquiries, Chair Andrus adjourned the meeting at 9:52 AM.

Respectfully submitted by,
Emily Duseau, Planning Technician

Reviewed and edited by,
Megan Fortson, Planner