

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Thursday, September 4, 2025

9:00 AM

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

Members Present:

Paul Andrus, Community Development
Director & Minor Project Review
Committee Chair
Evan Clements, Planner / Deputy Zoning
Administrator & Minor Project Review
Committee 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
Megan Fortson, Planner
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 9:02 AM. Roll call was conducted.

2) Scheduled Pre-submission Inquiries

- a. **Conceptual Planning Application** – The ~36.26-ac parcel at 95 Wyman Rd (TMP #221-019-000) is owned by the Covenant Living of Keene and is located in the Rural District.

Liza Sargent from SVE Associates and Doug Brown from Bergeron Construction were present to discuss the potential modifications to Covenant Living at 95 Wyman Road. City Staff discussed the proposal with Ms. Sargent and Mr. Brown and provided feedback.

- b. **Conceptual Planning Application** – The ~18.43-ac parcel at 44 Black Brook Rd (TMP #221-021-000) is owned by NH Black Brook LLC and is located in the Corporate Park District.

Ms. Sargent and Mr. Brown were also present to discuss the potential Planning Board Application for AMETEK Precitech at 44 Black Brook Road. City Staff discussed the proposal with Ms. Sargent and Mr. Brown and provided feedback.

- c. **Fieldstone BLA – 35 & 39 Kendall Rd** – The ~0.58-ac parcel at 35 Kendall Rd (540-013-000) and the ~0.47-ac parcel at 39 Kendall Rd (540-012-000) are located in the **Low-Density District**.

Jonathan Lefebvre from Fieldstone Land Consultants was present to discuss the potential BLA located at 35 & 39 Kendall Rd. City Staff discussed the proposal with Mr. Lefebvre 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, October 2, 2025 at 9:00 AM**
- b) **1st Monthly MPRC Meeting – Thursday, October 2, 2025 at 10:00 AM**
- c) **2nd Monthly MPRC Meeting – Thursday, October 16, 2025 at 10:00 AM (If needed)**

5) **Adjournment**

With no walk-in pre-submission inquiries, Chair Andrus adjourned the meeting at 9:30 AM.

Respectfully submitted by,
Emily Duseau, Planning Technician

Reviewed and edited by,
Megan Fortson, Planner