

City of Keene
New Hampshire

BUILDING BOARD OF APPEALS
MEETING MINUTES

Thursday, January 25, 2024

3:30 PM

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

Members Present:

Malcolm Katz, Chair
Donald Flibotte
Doug Brown

Staff Present:

Corinne Marcou, Board Clerk
TJ O'Brien, Commercial Building Inspector,
Interim Building Official

Members Not Present:

Corinne Park
Steven Walsh

1) Introduction of Board Members

Chair Katz called the meeting to order at 3:32 PM and the Board shared introductions. Moving forward, the Board will have at least one annual meeting to handle administrative business. The former Building Official, John Rogers, retired and TJ O'Brien is the Interim Building Official.

2) Vote for Chair and Vice Chair

A motion by Mr. Flibotte to nominate Mr. Katz as Chair for 2024 was duly seconded by Mr. Brown and the motion carried unanimously.

The Board tabled election of a Vice Chair until a later date.

3) Minutes of the Previous Meeting: Board of Appeals – June 13, 2023 & Housing Board of Appeals – November 9, 2022

A motion by Mr. Brown to approve the June 13, 2023 Board of Appeals meeting minutes as presented was duly seconded by Mr. Flibotte and the motion carried unanimously. A motion by Mr. Brown to approve the November 9, 2022 Housing Board of Appeals minutes as presented was duly seconded by Mr. Flibotte and the motion carried unanimously.

4) New Business

None.

5) Unfinished Business

a. Rules of Procedure

i. Board of Appeals

ii. Housing Board of Appeals

The Board reviewed the draft Rules of Procedure that were in need of the updates recommended by City Staff. There were no major changes, and the Rules were essentially the same for both the Board of Appeals and the Housing Board of Appeals. The quorum requirement means that 3 members of the Board must be present to act on official business. The Boards now have an assigned Minute Taker. The Boards would not have regular monthly meetings (only 1 per year for administrative tasks) but are required to meet within 10 days of an applicant filing an appeal. Anytime there are new Board members or alternates, they would take part in an orientation.

A motion by Mr. Flibotte to adopt the 2024 Board of Appeals and Housing Board of Appeals Rules of Procedure was duly seconded by Mr. Brown and the motion carried unanimously.

6) Adjournment

There being no further business, Chair Katz adjourned the meeting at 3:51 PM.

Respectfully submitted by,
Katryna Kibler, Minute Taker
February 1, 2024

Edits submitted by,
Corinne Marcou, Board Clerk