



**Congregate Living & Social Services Licensing Board**

**Tuesday, June 23, 2026, 6:00 PM  
Council Chambers, 2<sup>nd</sup> fl of City Hall, 3 Washington St.**

**AGENDA**

- I. **Call to Order:** Roll Call
- II. **Minutes of Previous Meeting:** March 24, 2026
- III. **Unfinished Business:**
  - a. Complaints
  - b. New Applications
  - c. Updates to Ordinance Changes/Timeline
- IV. **Applications:**
- V. **New Business:**
  - a. Annual City Council Report
- VI. **Adjournment:**



City of Keene  
New Hampshire

CONGREGATE LIVING AND SOCIAL SERVICES LICENSING BOARD  
MEETING MINUTES

Tuesday, March 24, 2026

6:00 PM

Council Chambers,  
City Hall

**Members Present:**

Jennifer Seher, Chair  
Tom Savastano, Vice Chair  
Robert Hamm  
Alison Welsh  
Ian Matheson

**Staff Present:**

Mike Hagan, Building Division Manager  
Corinne Chaisson, Board Clerk  
Amanda Palmeira, City Attorney  
Brandon Latham, Deputy City Attorney

**Members Not Present:**

*All Present*

**1) Call to Order: Roll Call**

Chair Seher called the meeting to order at 6:00 PM. Roll call ensued.

**2) Minutes of Previous Meeting: February 24, 2026**

A motion by Mr. Hamm to adopt the February 24, 2026 meeting minutes as presented was duly seconded by Mr. Matheson. The motion carried unanimously.

**3) Unfinished Business:**

Board Staff Liaison Mr. Hagan reported no unfinished business at this time.

**4) Applications:**

- A) Continued CLSS-2026-07: Applicant, Greg 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.**

Chair Seher opened the Public Hearing and welcomed the Applicant, Greg Burdett, Executive Director for Covenant Living of Keene, requesting renewal for their Congregate Living & Social Services License for a Residential Care Facility, located at 100 Wyman Rd.

34 Chair Seher requested City staff comments. The Board's Staff Liaison and the City's Building  
35 Official, Mr. Hagan, reported that City staff completed inspections at this facility on January 15,  
36 2026. There were no comments on the inspections from the City staff.

37  
38 Chair Seher said she noticed that the inspection mentioned something about a range hood not  
39 having been addressed and she asked if that had been resolved. Mr. Burdett said yes, the range  
40 hood was rectified within about one week. Covenant Living of Keene works with Encore Fire  
41 Protection. Covenant was unaware that it was red tagged. Mr. Burdett said they are pretty  
42 diligent about those inspections, so they fixed it immediately, with no issues. He said they also  
43 just received a 100% from the City of Keene Health Inspector who assessed the kitchen.

44  
45 Ms. Welsh said she had typical neighborhood relations questions. She asked for more clarity on  
46 some of the volunteer opportunities at Covenant Living of Keene that were referenced in their  
47 Neighborhood Relations Plan. Mr. Burdett said Covenant Living certainly welcomes volunteers  
48 and has a pretty thorough vetting program to do things within the community, due to being  
49 licensed federally and statewide. However, there are opportunities such as for companions,  
50 musical entertainers, and readers. He said Covenant Living of Keene does not have a huge  
51 volunteer base due to the nature of its business, but they are certainly welcome. Ms. Welsh was  
52 keenly interested in all the different things Covenant Living does in the local community, such as  
53 donating to community food banks and the literacy program; that all sounded really interesting to  
54 her, and she appreciated the good public relations that provides for the community. Ms. Welsh  
55 said that part of the Plan was really well done. Mr. Burdett said the organization certainly tries to  
56 be a good corporate citizen and is involved in a number of different philanthropic organizations.  
57 He provides time off for his senior leadership team to serve on boards and committees in the  
58 community, which he thinks is a hallmark of who Covenant Living of Keene is. Ms. Welsh  
59 called that wonderful.

60  
61 Vice Chair Savastano asked how full Covenant Living was at this time. Mr. Burdett replied that  
62 there are 140 residential units at 95 Wyman Road and at this time, there were over 100 people on  
63 the waiting list for that building. At the Health Center, there are 81 units: 61 assisted living (58  
64 occupied, 3 reserved) and a 20-bed skilled nursing facility that is basically full every single day.  
65 Mr. Burdett said Covenant Living had become a significant pressure relief valve for the patients  
66 at Cheshire Medical Center. So, he said Covenant Living was essentially 100% occupied and had  
67 been for some time.

68  
69 Mr. Hamm asked whether Covenant Living of Keene has a dementia unit and if so, how it  
70 functions. Mr. Burdett said yes, a part of the assisted living community is an 18-bed memory  
71 support unit: a secure unit, staffed 24/7 by nurses and nursing assistants, for people who are in  
72 various stages of progressive dementia disease. Mr. Burdett noted it is sadly full and there is a  
73 constant need. That unit of Covenant Living's skilled nursing facility is licensed by the State of  
74 New Hampshire and the Centers for Medicare & Medicaid Services, which is a federal  
75 organization.

76  
77 Mr. Matheson asked about the types of efforts or steps Covenant Living of Keene has taken to  
78 mitigate its impact on City staff. For example, the Keene Fire Department having to come out  
79 versus contracting with a transport company for more routine, non-emergent needs. Mr. Burdett

80 said it could be a dilemma. Given the demographics served, there tend to be a higher percentage  
81 of issues that involve EMS. Residents are certainly free to call 911 if they deem necessary; that is  
82 not preventable. The healthcare unit has nurses on staff but there are times when they do need to  
83 call 911 and certainly appreciate the City's efforts, as evidenced by Covenant Living's pilot  
84 program: payment in lieu of taxes to compensate the City. Mr. Burdett said transportation is an  
85 issue, and the facility has contracts with area companies like Smart Ride, which will come for  
86 things like wheelchair transport. Still, he said transportation in the City continued to be an issue.  
87

88 Chair Seher followed up on the volunteer pieces. She noticed that the Neighborhood Relations  
89 Plan was adopted in September 2023, so she assumed that it was current and ongoing. She asked  
90 if it was reviewed periodically. Mr. Burdett said yes, each year in preparation for this meeting, so  
91 they appreciate the opportunity. He noted that Covenant Living of Keene does not have many  
92 neighbors; it is not a downtown community, but they consider the entire City all their neighbors.  
93 He said there are two different things they look at: (1) their contiguous neighbors, which are  
94 mostly wildlife vs. (2) their community neighbors. Mr. Burdett thought it was a good plan and  
95 said the facility honors it, reviews it, and tries to maintain it.  
96

97 Chair Seher asked if Covenant Living works with any specific organizations or if there are  
98 specific projects that staff or residents volunteer for. Mr. Burdett a number of residents are local  
99 retirees and serve on numerous philanthropic boards, and arts and culture groups. The employees  
100 also serve on numerous boards, and Covenant Living likes to support a number of local  
101 organizations: Keene Lions Club, Keene Kiwanis Club, different arts organizations (e.g.,  
102 Ashuelot Concerts), the Keene SwampBats, and the Cheshire Health Foundation. Those things  
103 are all in Covenant Living's philanthropic charter.  
104

105 Chair Seher noted it could be an uncomfortable question but asked if residents either in memory  
106 care or skilled care have long-term care Medicaid as an option at Covenant Living of Keene. Mr.  
107 Burdett said Covenant Living does not accept Medicaid. However, as a mission of the  
108 Evangelical Covenant Church of America, Covenant Living does provide benevolent care. So, if  
109 somebody comes into the community on the residential side first as a life plan community  
110 member and should they outlive their assets through no fault of their own, Covenant Living has a  
111 benevolent program so they will never turn that person away, and will cover their costs; this was  
112 already occurring for some residents. This is a part of Covenant Living's corporate fund that  
113 currently has over \$100 million. Mr. Burdett called this benevolent program one of the things  
114 that separates Covenant Living from a lot of other communities. Still, they do not currently  
115 accept Medicaid and are very appreciative of other social services who do, stating that they serve  
116 a critical role in this community and Covenant Living will do everything they can to help them  
117 maintain. Chair Seher appreciated that ongoing commitment. She wondered about a Skills Day,  
118 especially being a support to Cheshire Medical Center; she said Medicaid makes a big difference  
119 in who you can accept in skills. Mr. Burdett agreed. He said that fortunately, the majority of  
120 people who are 65 and over are on Medicare. If they have an appropriate stay at the hospital,  
121 Medicare will cover up to 100 days at Covenant Living, which he said is typically enough. He  
122 said the majority of Covenant Living patients are on Medicare, and that Medicare Advantage  
123 Plans were increasing as managed care had pulled out of Cheshire County. He said Dartmouth  
124 Hitchcock does not even accept  
125 The Advantage Plans.

126 There being no public comments on the application, Chair Seher closed the Public Hearing.

127

128 A motion by Ms. Welsh to approve CLSS-2026-07 for Covenant Living of Keene to operate a  
129 Residential Care Facility located at 100 Wyman Rd was duly seconded by Vice Chair Savastano.

130

131 The Licensing Board considered the three Criteria that it is required to when evaluating whether  
132 to approve, renew, or deny a Congregate Living and Social Services License Application:

133

134 Criteria 1: *The use is found to be in compliance with the submitted operations and management*  
135 *plan, including but not limited to compliance with all applicable building, fire, and life safety*  
136 *codes.*

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

139 Criteria 3: *The use does not produce public safety or health concerns in connection with traffic,*  
140 *pedestrians, public infrastructure, and police or fire department actions.*

141

142 Mr. Hamm said that his only red flag would be whether the red tag on the hood was fixed, and  
143 Mr. Burdett said it was, so it sounded like they were fully compliant and safe. Chair Seher  
144 agreed.

145

146 The motion to approve CLSS-2026-07 for Covenant Living of Keene carried unanimously on a  
147 vote of 5–0.

148

149 Discussion ensued briefly to confirm the Board was following the correct process and they  
150 agreed.

151

152 **B) Continued CLSS-2026-08: Applicant, Amanda McSweeney, Executive**  
153 **Director for Keene Center Genesis Healthcare, is requesting a Congregate**  
154 **Living & Social Services License for a Residential Care Facility, located at**  
155 **677 Court St., and is in the High Density District and as defined in Chapter**  
156 **46, Article X of the Keene City Ordinances.**

157

158 Chair Seher opened the Public Hearing and welcomed the applicant, Amanda McSweeney,  
159 Executive Director of Keene Center Genesis Healthcare, requesting a renewal license for a  
160 Residential Care Facility located at 677 Court. Ms. McSweeney said she had nothing to add to  
161 the application.

162

163 Chair Seher requested staff comments. Mr. Hagan reported that Keene Genesis Center operates  
164 this facility, consisting of 106 NH-licensed Nursing Home beds along with business operations at  
165 this site. City Staff completed inspection on January 13, 2026, with no Departmental comments  
166 from Property and Housing, Fire, or Police.

167

168 Ms. Welsh asked about the Neighborhood Relation Plan, which she found a little vague. She did  
169 not know what, “active and friendly relationships” meant, per se. She did appreciate the Licensed  
170 Nursing Assistant (LNA) option. Ms. Welsh asked the applicant to expand upon what exactly  
171 Keene Center Genesis Healthcare does with their neighbors and how they enhance neighborhood

172 relationships. Ms. McSweeney said Keene Center works with a lot of community partners: Home  
173 Health Care, Hospice & Community Services (HCS), Bayada Home Health Care, and raise  
174 money with the Alzheimer's Association for the Alzheimer's walk. She said Keene Center works  
175 with the community, trying to enhance their partnerships in many different ways. Ms. Welsh  
176 asked about anything more specific to the organization's neighborhood in terms of relations (e.g.,  
177 invited tours, sharing information about the Center). At this time, Ms. McSweeney said the  
178 facility was hosting a weekly Alcoholics Anonymous (AA) meeting, which is something that one  
179 of the residents requested and she said that it had been very impactful for a group of residents  
180 and for the community as well; the group had grown in size over the prior year, from eight to 20  
181 people now coming to the Center. In quarter two, Keene Center would be opening a dementia  
182 support group, working hand in hand with HCS to try giving the community a little more support  
183 for those with loved ones at the facility who have dementia; impacted community members  
184 would be welcome to join. Ms. McSweeney also cited her quarters three/four goal to open a grief  
185 group. Ms. Welsh said that it all sounded great and she appreciated it. She was curious whether  
186 the AA meetings were also open to those with substance use disorders. Ms. McSweeney said yes.  
187 Ms. Welsh asked if Keene Center had future plans to offer anything like SMART Recovery or  
188 other types of meetings. Ms. McSweeney said not at this time. Ms. Welsh appreciated that the  
189 Center had opened to the community.

190  
191 Mr. Matheson said this was a really detailed application that he found interesting to read. He  
192 found the statistics included beneficial to paint a better picture of what Keene Center Genesis  
193 Healthcare is doing. He found some of it really eye opening to realize the impact that groups like  
194 this and locations like this have on the community with the elderly; he called it really touching to  
195 put that into perspective and thanked the applicant for doing that. Mr. Matheson asked what steps  
196 the applicant has taken to reduce impact on City staff, specifically the Fire Department and non-  
197 urgent transport requests; either through contracting with another company or finding some other  
198 solution to reduce that impact. Ms. McSweeney said Keene Center does not use the City of  
199 Keene for any non-urgent transportation, only in emergency situations. All transportation to the  
200 hospital for appointments is either provided by the facility or by contract through Smart Ride or  
201 another transportation company. A lot of the patients served are Medicaid patients or Medicaid  
202 pending, so they may not even have a pay; many times, the facility ends up owning that bill  
203 themselves or goes through the state of New Hampshire portal to book transportation and they  
204 provide a vendor.

205  
206 Mr. Matheson talked about details in the application on providing a school for LNAs. He asked if  
207 that is anything the facility works on with other groups in Keene or collaborates with clinical  
208 locations in the community. Ms. McSweeney said yes, Keene Center has LNA classes offered at  
209 Applewood Rehabilitation Center in Winchester, New Hampshire. Keene Center hires  
210 individuals as staff and from the apprenticeship course at Applewood. She said the Center was  
211 partnering with ApprenticeshipNH in hopes of expanding the Center's education and support to  
212 get a group of staff through the program for clinical rotations at all three Genesis Centers: Keene,  
213 Applewood, and Pheasant Wood.

214  
215 Chair Seher followed up on the Neighborhood Relations Plan, noting that she was unsure who  
216 the Center's neighbors are, and asked if any are private residences. Ms. McSweeney said not at  
217 this time, although there was some construction behind them, so there could be the next year.

218 Chair Seher wondered how an immediate neighborhood would know the best way to contact the  
219 Center with a concern about a resident or something on the property; does the Center ever send  
220 letters to neighbors, even businesses? Ms. McSweeney said the Center would absolutely be  
221 willing to do that. She explained that the Center is open 24 hours per day and a lot of the  
222 surrounding businesses are dentists open 9:00 AM to 5:00 PM, Monday through Thursday. She  
223 said they know if they ever need anything or have a concern about a resident, that they can come  
224 right up to the building or call the facility to speak with her or her team, which happened before.  
225 Chair Seher called that great.

226  
227 Mr. Hamm appreciated the detailed application but hoped the font could be larger in the future  
228 for greater readability. He still found it really interesting. He followed the Chair's observation  
229 about Keene Center knowing its neighbors, noting that it is important just to have the addresses  
230 of abutters and the new Cottage Court developments behind the Center; he called it an  
231 opportunity for a real neighborhood relationship, which may be an chance for new neighbors to  
232 use some of the Center's community rooms. He said that outreach may foster something good for  
233 that community. Ms. McSweeney agreed that she looked forward to the partnership as well. Mr.  
234 Hamm suggested knowing who abutters are, their addresses, and their primary focus to interface  
235 with. Ms. McSweeney agreed. Chair Seher added that it is important for the abutters to know  
236 how to reach the Center. Even if it is open 24/7, neighbors might not always know the best  
237 contact for an issue or be comfortable reaching out to know who to ask. Ms. McSweeney thought  
238 that if any of her abutters were asked, they would say they feel comfortable coming up to the  
239 facility. If they call the building, they will get the extension for the administrator, which has her  
240 personal cell phone, so anybody can reach her at any time. Chair Seher appreciated having Ms.  
241 McSweeney present as the face of the facility, calling it great for the community.

242  
243 There being no public comments on the application, Chair Seher closed the Public Hearing.

244  
245 A motion by Mr. Hamm to approve CLSS-2026-08 Keene Center Genesis Healthcare to operate  
246 a Residential Care Facility located at 677 Court was duly seconded by Ms. Welsh.

247  
248 The Licensing Board considered the three Criteria that it is required to when evaluating whether  
249 to approve, renew, or deny a Congregate Living and Social Services License Application:

250  
251 *Criteria 1: The use is found to be in compliance with the submitted operations and management*  
252 *plan, including but not limited to compliance with all applicable building, fire, and life safety*  
253 *codes.*

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

256 *Criteria 3: The use does not produce public safety or health concerns in connection with traffic,*  
257 *pedestrians, public infrastructure, and police or fire department actions.*

258  
259 The motion to approve CLSS-2026-08 for Keene Center Genesis Healthcare carried  
260 unanimously on a vote of 5-0.

261  
262 C) **CLSS-2026-01: Applicant, Melissa Castor, Executive Director for Alpine**  
263 **Healthcare Center, is requesting a renewal Congregate Living & Social**

264 **Services License for a Residential Care Facility, located at 298 Main St., that**  
265 **is in the High Density District and as defined in Chapter 46, Article X of the**  
266 **Keene City Ordinances.**  
267

268 Chair Seher opened the Public Hearing and welcomed the applicant, Melissa Castor, Executive  
269 Director for Alpine Healthcare Center, requesting a renewal license for a Residential Care  
270 Facility located at 298 Main Street.  
271

272 Chair Seher requested staff comments. Mr. Hagan reported that Alpine Healthcare Center  
273 operates this facility, which includes 85 New Hampshire-Licensed long term care beds along  
274 with business operations at this onsite facility. City Staff completed facility inspections on  
275 February 4, 2026, with no comments from the Police and Fire Departments. There was one  
276 comment on the Property and Housing Inspection about missing and damaged ceiling tiles,  
277 which the Inspector said had since been resolved.  
278

279 Ms. Castor said she had nothing to add to the application at this time.  
280

281 Ms. Welsh asked about the Neighborhood Relations Plan, which mentioned tours. She asked  
282 how people tend to tour the facility and if there are any community events. Ms. Castor replied  
283 that tours occur essentially anytime somebody would like to do one; she cited a couple per week  
284 at this time, but some ebb and flow with the nature of their business. Typically, when there is a  
285 lot going on at the hospital, there will be more tours. She noted that it is a very small facility, so  
286 community events are a bit harder. Still, Ms. Castor said the facility is definitely open to the  
287 community. They had tried a couple of open house nights, without great turnout, and were  
288 working on the process for another one during nicer weather with more outdoor space. Alpine  
289 Health also works with the school behind them and was in very preliminary conversations about  
290 the holidays (e.g., trick or treating) and a block party-style barbecue during nicer weather.  
291

292 Vice Chair Savastano wondered if Alpine Healthcare is owned by a larger corporation that owns  
293 other locations too; he noticed its headquarters in Brooklyn. Ms. Castor said yes, this Alpine  
294 Healthcare facility is a part of 13 buildings within the state of New Hampshire. She said right  
295 now, it was in a “in-between phase”: the ownership is with five buildings, but the managing  
296 company is also with some of the other local buildings, including Langdon Place of Keene, LPK.  
297 Alpine’s managing company at this time was 603, so Ms. Castor said it was in-between  
298 technically not being owned but working with its sister centers.  
299

300 Mr. Matheson asked what kind of steps Alpine Healthcare has taken to reduce impact on City  
301 staff (i.e., Fire Department) regarding transportation requests for services. Ms. Castor said they  
302 are much like the Keene Center Genesis Healthcare versus Covenant Living of Keene. Alpine  
303 Healthcare does have a Medicaid population, with a lot of contracts through the State of New  
304 Hampshire. They also use MTM Health, which decides what services Alpine Healthcare will use  
305 within their contracts. Smart Ride does a lot of Alpine Healthcare Center’s transport for anybody  
306 in a wheelchair, both for Medicaid patients and a lot of private clients who already had  
307 established relationships with them while still in the home. So, Ms. Castor said Alpine  
308 Healthcare Center does not really use the City’s transportation unless it’s urgent, which would go  
309 through the Center’s Director of Nursing. Also, either the nurse practitioner, doctor, or third-

310 party helpers are on call nights and weekends to decide whether to call 911 or if something can  
311 be scheduled out (e.g., lab or X-ray). She said they try everything within their capabilities before  
312 calling 911. That said, Ms. Castor stated that she also has a very active population who likes to  
313 call 911 more often than she wishes; thankfully, she said the emergency responders usually call  
314 back into the building and ask if it is a true emergency so they can talk through it with the staff  
315 on call first before sending EMS to the building.

316  
317 Mr. Hamm liked what he heard about Alpine Healthcare Center’s proactive work with the school  
318 for the block party, calling it tremendously important, both for the students and the Center; he  
319 cited available outdoor space behind the Center and the courtyard in front. Mr. Hamm asked if  
320 Ms. Castor knew all her neighbors by name and had a way to communicate with all the abutters  
321 in a way that lets them know who the Center is and their contact information. Mr. Hamm said  
322 communication with neighbors can be tremendously fruitful for community relations. Ms. Castor  
323 said she could personally say that she knew all the abutters by name but there are long standing  
324 neighbors who have come and asked to speak (e.g., about maintenance of fences). There are  
325 surrounding residences. She said the Center had been very fortunate that neighbors came to  
326 speak to about concerns; they are a 24/7 facility, so they can come in anytime and staff will alert  
327 Ms. Castor, whether nights or weekends. Fortunately, she said they did not have to do that but  
328 absolutely could. About the open house, she noted that she would like an indoor–outdoor event  
329 because there had been a lot of improvements and drastic changes to the interior of the building.  
330 Specifically, the dementia care unit (e.g., amazing murals), which she would like the neighbors  
331 to experience, so they can understand who Alpine Healthcare Center is. Chair Seher appreciated  
332 the answer and said that it sounded wonderful for the community to see those changes.

333  
334 There being no public comments on the application, Chair Seher closed the Public Hearing.

335  
336 A motion by Ms. Welsh to approve CLSS-2026-01 for Alpine Healthcare Center to operate a  
337 Residential Care Facility located at 298 Main Street was duly seconded by Mr. Hamm.

338  
339 The Licensing Board considered the three Criteria that it is required to when evaluating whether  
340 to approve, renew, or deny a Congregate Living and Social Services License Application:

341  
342 Criteria 1: *The use is found to be in compliance with the submitted operations and management*  
343 *plan, including but not limited to compliance with all applicable building, fire, and life safety*  
344 *codes.*

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

347 Criteria 3: *The use does not produce public safety or health concerns in connection with traffic,*  
348 *pedestrians, public infrastructure, and police or fire department actions.*

349  
350 The motion to approve CLSS-2026-01 for Alpine Healthcare Center carried unanimously on a  
351 vote of 5–0.

352  
353 **D) CLSS-2026-04: Applicant, Jennifer Houston, Executive Director for Live**  
354 **Free Recovery Services, a Residential Drug/Alcohol Treatment Facility,**

355 **located at 106 Roxbury St., that is in the Downtown Edge District and as**  
356 **defined in Chapter 46, Article X of the Keene City Ordinances.**  
357

358 Staff Liaison Mike Hagan explained that the Renewal Application was sent to the address the  
359 City of Keene had for Live Free Recovery, but they had changed locations; they are no longer  
360 based in Manchester, New Hampshire. Mr. Hagan said City staff would work with the Applicant  
361 to get their updated information and recommended that the Board continue the Application until  
362 the next month's meeting.

363  
364 Chair Seher opened the Public Hearing.

365  
366 A motion by Mr. Matheson to continue CLSS-2026-04 for Live Free Recovery Services until the  
367 April 28, 2026 meeting at 6:00 PM in the City Hall Council Chambers was duly seconded by  
368 Ms. Welsh. The motion carried unanimously on a vote of 5-0.

369  
370 **E) CLSS-2026-09: Applicant, Michael Johnson, Executive Director for Langdon**  
371 **Place of Keene, is requesting a renewal Congregate Living & Social Services**  
372 **License for a Residential Care Facility, located at 136 Arch St., that is in the**  
373 **Rural District and as defined in Chapter 46, Article X of the Keene City**  
374 **Ordinances.**  
375

376 Chair Seher opened the Public Hearing.

377  
378 Chair Seher requested staff comments. Mr. Hagan reported that Applicant Michael Johnson  
379 requested a renewal license for a Residential Care Facility located at 136 Arch Street, which is in  
380 the Rural District. Langdon Place of Keene operates this facility, which includes 156 New  
381 Hampshire-licensed beds in the Supported Residential Care section and 24 New Hampshire-  
382 licensed beds in the Nursing Home Section, along with business operations onsite at this facility.  
383 Mr. Hagan said City staff completed inspections of this facility on February 12, 2026, with no  
384 Departmental comments from Property and Housing, Fire, or Police.

385  
386 Chair Seher welcomed the applicant, Michael Johnson, Administrator at Langdon Place of Keene  
387 (LPK), requesting renewal for their facility's application. Mr. Johnson noted that their rehab unit  
388 actually has 25 beds, but Mr. Hagan had cited 24 beds. Mr. Hagan said he would address it.

389  
390 Mr. Matheson asked what kind of steps LPK has taken to reduce any impact on City of Keene  
391 staff, especially the Fire Department, with any contracts with outside companies for non-urgent  
392 transports, for example. Mr. Johnson replied that over the prior year, LPK hired a full-time driver  
393 for a lot of its own transportation (i.e., anything non-emergent). For emergencies, they use  
394 Cheshire EMS, sometimes Great Brook EMS, or Smart Ride occasionally. Otherwise, LPK  
395 performs all its own non-emergency rides; this includes all wheelchair van transportation. Mr.  
396 Matheson commended all of that. He asked whether LPK's agreements with Cheshire EMS and  
397 Great Brook EMS were contracts. Mr. Johnson said yes, and they have a contract with Smart  
398 Ride as well if needed.  
399

400 Ms. Welsh asked if the facility knows its neighbors and what LPK's community involvement is  
401 with them. Mr. Johnson replied that LPK does know its neighbors, including sharing a driveway  
402 with two of its neighbors; LPK plows the driveway. He said he communicates with his staff to  
403 watch their speed in the driveway. One neighbor has a young family. So, Mr. Johnson said LPK  
404 does know its neighbors and the neighbors are good at communicating if they need to. He also  
405 cited a storage facility neighbor, who they do not know, although LPK had reached out in the  
406 past; sometimes they hear parties there on weekends. Mr. Johnson said Langdon Place of Keene  
407 knows its neighbors. He knew about some intention for construction behind another facility  
408 across the street but did not know more details yet.

409  
410 Mr. Hamm asked whether the LPK facility is open for outside groups to use, and how the  
411 community interfaces with the staff and residents. Mr. Johnson cited a few opportunities at this  
412 time for LNAs to learn and grow in this good environment: Keene High School students taking  
413 an LNA class at Langdon Place of Keene is going well (third or fourth time; there are  
414 consecutive classes for graduates), and LNA Health Careers comes to the facility (5-Star rated  
415 for care) to perform all their clinicals. LPK has heavier care at the very acute nursing home  
416 setting, with 22 of 25 beds being short term rehab (a lot of people come directly from the  
417 hospital for therapy). With the community, Mr. Johnson cited a community brunch, when people  
418 are invited to tour the building, but it is more for marketing and admission purposes. He said  
419 LPK has some involvement with Home Healthcare, Hospice & Community Services (HSC).  
420 LPK is a member of the Keene Chamber of Commerce and a part of the CNT Network of  
421 business leaders that meets at HCS and are invited to LPK for some meetings. Mr. Johnson  
422 thought Langdon Place of Keene has a pretty good rapport with the community and they open a  
423 lot of their good, available space to the community.

424  
425 Chair Seher recalled that LPK was in the process of updating a part of its dementia facility. Mr.  
426 Johnson said no, it was a part of its shower whirlpool spa, which occurred about four years prior  
427 and was the last major update. Chair Seher asked if LPK accepts Medicaid for skilled nursing  
428 stays. Mr. Johnson said there were three residents on Medicaid at this time and the rehab unit is  
429 licensed through the State of New Hampshire, so half of the 25 beds are for Medicaid patients.

430  
431 There being no public comments on the application, Chair Seher closed the Public Hearing.

432  
433 A motion by Ms. Welsh to approve CLSS-2026-09 for Langdon Place of Keene to operate a  
434 Residential Care Facility located at 136 Arch Street was duly seconded by Mr. Hamm.

435  
436 The Licensing Board considered the three Criteria that it is required to when evaluating whether  
437 to approve, renew, or deny a Congregate Living and Social Services License Application:

438  
439 Criteria 1: *The use is found to be in compliance with the submitted operations and management*  
440 *plan, including but not limited to compliance with all applicable building, fire, and life safety*  
441 *codes.*

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

444 Criteria 3: *The use does not produce public safety or health concerns in connection with traffic,*  
445 *pedestrians, public infrastructure, and police or fire department actions.*

446  
447 The motion to approve CLSS-2026-09 for Langdon Place of Keene carried unanimously on a  
448 vote of 5–0.  
449

450 **5) New Business:**

451 **A) Presentation from City Attorney**

452  
453 Chair Seher welcomed City Attorney Amanda Palmeira, who provided handouts to the Board.  
454 The City Attorney explained to the Board that a change to New Hampshire State Statute RSA  
455 674:16 took effect in September 2025. RSA 674:16 is the granting power for regulating land use  
456 law locally. Specifically, the change directly addresses how the City can and cannot regulate the  
457 occupancy of dwellings. At this time, City staff and the City Council were working to adjust to  
458 this change in state law.  
459

460 One of the changes already introduced by City staff in response was a change to the definition of  
461 “family” used in Keene’s Land Development Code (LDC). The City Attorney said that it would  
462 be a significant shift for the LDC, Zoning Code, and how things are regulated in Keene; not the  
463 least of which is the definition of “family” described in ordinances. This change in definition  
464 would also affect this Board, as the categories it had been using to license for some time would  
465 be changing in response. For example, the definition of “Group Home” is one that directly relies  
466 on and would be changed by the “family” definition. The same would be true for Lodging  
467 Houses. There could also be buildings or residences [agencies] that would now fall into the  
468 family definition that this Board would now have to account for regulating  
469 Therefore, with all this coming up, the City Attorney was before the Board to advise and suggest  
470 a pause on Board operations to allow these new ordinances to take effect. City staff and City  
471 Council were reconfiguring the LDC to be in line with state law at this time. Rather than  
472 continuing to license Congregate Living facilities for one year at a time, with what may soon be  
473 outdated definitions, City Attorney Palmeira recommended halting. She provided the Board with  
474 a draft motion that in her opinion would accomplish the logistics of allowing everyone who has  
475 outstanding licenses for the rest of 2026, who would typically come in for renewals, to be issued  
476 automatic renewals for one more year, with the same expiration date in 2027; everyone already  
477 licensed to date in 2026 would proceed with their same 2027 expiration dates. She also gave the  
478 Board a part of the City Code that lists the deadlines for each of the agencies, which includes  
479 language about being able to postpone renewals for “good cause.” City Attorney Palmeira  
480 suggested that this was good cause. So, per her recommendation, the Board would adopt the  
481 motion and allow this postponement for the rest of the 2026 licenses.  
482

483 Another logistic the City Attorney wanted to review was the inspection timeline, to which these  
484 licensees would still be subject during the Board’s pause. Many of the agencies have State of  
485 New Hampshire licensing requirements, which depend on the City of Keene’s inspections. So,  
486 City Attorney Palmeira said that during this proposed pause, City inspections of these facilities  
487 would remain ongoing, despite the agencies not appearing before the Board for renewal. As she  
488 understood, most of these inspections were already pre-scheduled for the upcoming year. She  
489 noted that there was also a stipulation within the recommended motion for any first-time License  
490 Applications during this pause: to delegate that work to Community Development Department  
491 administrative review using the Code and inspection information. Then, in 2027, the Board

492 would be able to provide full input for those new licensees. The City Attorney welcomed  
493 questions.

494  
495 Mr. Hamm said this looked like the Board ceasing operations for one year. The City Attorney  
496 had it going until the end of 2026, so nine months. Mr. Hamm asked if that was only for this  
497 board specifically, The City Attorney said yes. Mr. Hamm asked if this would be the last meeting  
498 for the 2026 calendar year. City Attorney Palmeira said the Board could convene for other  
499 reasons; for example, to talk about related draft ordinances with the City Attorney. That would  
500 have to wait for the “family” definition to work its way through the City Council process, which  
501 was happening at this time. However, in terms of meeting with licensees and adjudicating  
502 applications, Mr. Hamm said that would cease for the calendar year. The City Attorney agreed.  
503

504 Vice Chair Savastano asked what procedures there would be for neighborhood relations issues; if  
505 neighbors have challenges with any one of these facilities, what recourse would they have. The  
506 First, the City Attorney thought the ones who would be coming in for the rest of the calendar  
507 year would be renewals, so the Board would have seen how they function before, have their  
508 contact information, their Neighborhood Relations Plans, and know how they have addressed  
509 concerns in the past; assuming nothing has significantly changed, she thought the Board could be  
510 pretty comfortable thinking that is how they would continue to operate for the rest of the  
511 calendar year. For new licenses or new issues that have not been addressed, she talked with City  
512 staff about the ways Code Enforcement or Law Enforcement might otherwise be able to address  
513 certain things. She said the City has a very robust ability to address disruptions on the property:  
514 from trash to noise complaints, all of those things exist in other areas of the law that can be  
515 addressed through City Code Enforcement.  
516

517 Mr. Matheson asked if the pause had to be for one year or if the Board could choose six months  
518 instead, at which time to revisit and get an update from the City Attorney. The City Attorney  
519 agreed that it would be possible, noting that she picked December 2026 to revisit for two  
520 reasons: (1) what makes the most sense on the license cycle with inspections and when  
521 applicants are subject to certain deadlines in the City Code, and (2) to provide enough time for  
522 the typical process of City Code Ordinances to go through, which is extensive and lengthy (i.e.,  
523 several months). So, City Attorney Palmeira thought nine months was a happy medium, and the  
524 Board could reconvene at the end of 2026 to decide whether another postponement would be  
525 required if the process were not completed by then. She agreed that it could be for a shorter  
526 period and hopefully City staff would know by then what is on the horizon for City Code  
527 changes.  
528

529 Vice Chair Savastano followed up about the recourse question and procedures the City Attorney  
530 mentioned, asking what public knowledge would be; would the process for addressing things be  
531 on the City’s website? He thought about those who had educated themselves about this Board  
532 and knew that it would be an opportunity to speak out about anything. He wondered what means  
533 the Board would have to communicate with the public during this time. Vice Chair Savastano  
534 provided examples of noise complaints, loitering, or vagrancy. The City Attorney thought that,  
535 for example, City Hall (City Manager, Mayor, Community Development Department) gets  
536 questions regularly, which are directed to the most appropriate places. Noise complaints go to the  
537 Police Department, and loitering would depend on the specifics, like time of day and whether

538 Police need to respond to things like trespassing. Mr. Hagan added that on April 6, 2026, the  
539 City would be rolling out OpenGov, a software/app for residents to pinpoint and log their  
540 complaints and see how they are being tracked by the City in live map view. He said it would be  
541 a really great system. That way, people do not have to call into the City to find out what is  
542 happening with a particular issue, they can find out through the user-friendly app/software. If  
543 there were a lot of complaints in one area, it could be indicative of something in that community.  
544 He said it would also be a really good system for people to find out whether their neighbors have  
545 building permits, which would be listed. Other activities would be flagged on the map: Fire,  
546 Building, or Community Development Department complaints. The City Attorney said that  
547 OpenGov would be advertised and broadcast wide across the City. Mr. Hamm hoped it would be  
548 easy to use, and the City Attorney agreed. Mr. Hagan said 12 other communities were using it at  
549 this time, and he heard good feedback from contractors about how user friendly it is for tracking  
550 information throughout a process and to show workflow. The City tried to keep its process to  
551 three pages, so that users can be in and out; it can save their information for easy log-in the next  
552 time. Mr. Hamm recommended inviting the public, especially certain demographics, in for  
553 tutorials. Mr. Hagan said City staff would absolutely see what they could do.  
554

555 Mr. Matheson asked which licensees specifically would be impacted by this RSA change. The  
556 City Attorney said it was a great question and what she was actively trying to work on. She  
557 explained the few parts that had made it challenging: (1) currently, the LDC is written with all  
558 definitions in Article 29, and how those affect each other would have to be determined, so City  
559 staff were beginning with the “family” definition and how it would change “single-family  
560 dwellings” and what that means for the Code; (2) Short-Term Rental, Group Home, and Lodging  
561 House definitions all have terminology that have to change based on the new law regardless of  
562 changes to the “family” definition; (3) anything the Board addresses that qualifies as a “family”  
563 based on the new definition would have to be addressed differently under the Board; (4) another  
564 obstacle had been that it was not 100% clear how the existing CLSS licensees were assigned  
565 their categories (i.e., Lodging House), so those might change the definitions too.  
566

567 Chair Seher initiated discussions about Board members’ points of concern. In particular, if  
568 community members were to have an issue with any facility during this pause, would it be made  
569 clear somewhere that there is still a process for participation with the Board if needed. Chair  
570 Seher heard a process for lodging complaints with City staff. She wanted to know how this nine-  
571 month pause would be messaged to the public. Chair Seher heard the Board expressing that one  
572 year may be a long time to suspend the Board’s role, specifically what messaging that would  
573 indicate about the Board’s relevance. Board members understood that there would be a website  
574 for complaint lodging and tracking, but asked what about concerns for a CLSS facility in one’s  
575 neighborhood or if someone is worried about how long-term care is going for people with  
576 Medicaid versus those without; how could the public participate in those conversations for the  
577 next nine months? Chair Seher noted that the City’s handling of complaints during this time  
578 would not be participatory like the Board’s process would be. The City Attorney thought the  
579 strictly legal answer was that the CLSS Licensing Board, as it exists right now, was partially  
580 created for that public engagement opportunity. Now, the Board is subject to be changed in the  
581 City Code because there is a need to adjust the Ordinance and what this Board will be authorized  
582 to do. Therefore, the City Attorney said there would have to be a Board pause to accommodate  
583 that. She was unsure there would be 24/7 Board response to the public because the vehicle

584 constructed for that (i.e., the Board) would be pausing. However, City Attorney Palmeira’s legal  
585 analysis showed that it was necessary to take this slight break to allow adjustment of the City  
586 Code, so that going forward it will be coherent, licenses will not need to be tailored later, and the  
587 City is not setting itself up for any issues under the state law.  
588

589 Mr. Hamm and Vice Chair Savastano reiterated their concerns that this pause would telegraph to  
590 the community that this Board is redundant and by saying “one year,” it indicates there is no  
591 “vehicle” to raise concerns and that there will not be. The concern was for accountability. Ms.  
592 Welsh felt that the recommended motion indicated this would be left in the hands of the more  
593 than capable Community Development Department staff to address reports or complaints. The  
594 City Attorney agreed that her intention would be for new applications and complaints to go  
595 through City staff. In line with Vice Chair Savastano’s point, though, City Attorney Palmeira  
596 noted that for the applicants licensed at tonight’s meeting, the Board would not have another  
597 opportunity for accountability for one full calendar year, until their next deadline in 2027—with  
598 or without this recommendation from the City Attorney. It was also her understanding that the  
599 Board does not convene to address complaints; it takes up complaints during the renewal phase.  
600 The City Attorney reiterated that this would not be a one-year pause, but nine months, until  
601 December 2026. Therefore, it would only affect a portion of the year’s licensees expiring during  
602 that time and the Board would not have an opportunity to address any complaints until their 2027  
603 renewals. If the Board started reconvening in 2027, it could start addressing the complaints then  
604 as well, bringing them up earlier. The City Attorney hoped to have more guidance on who would  
605 be subject to this Board and what the Board could address based on the correct definitions by  
606 December 2026.  
607

608 Mr. Matheson and Chair Seher agreed that their perspective was not a negative perception of  
609 City staff. Mr. Matheson stated that he was still incredibly apprehensive about a one-year  
610 pause. As someone who was affected by seeing that an overnight warming shelter was going  
611 around the corner from his residence all the sudden with no word from the City or anything in  
612 the news. He thought it was great for new licensees to get a more streamlined process through  
613 City staff and that is really important to make it easier for everybody all around. However, he  
614 said it really eliminates knowledge of what is going on in your community. Neighbors do not  
615 know about the new licensees coming in necessarily; he lives in an apartment, where it is hard to  
616 come into the building and intentionally share information, so he had no idea. Therefore, Mr.  
617 Matheson was apprehensive about completely closing Board business for one year and the public  
618 not having knowledge of what is going on that could have an adverse impact or a positive impact  
619 on their community. He understood that the Board continuing operations would present a very  
620 significant liability for the City, but if the Board stopped immediately and turned everything over  
621 to City staff’s responsibility, Mr. Matheson said the community voice that the Board provides  
622 would be lost. He was unsure whether the Warming Shelter was reviewed by the Board, but said  
623 he would have loved to have spoken his piece about it, and say he thought it was really great as  
624 someone who works in this field and that we need more locations like this, but that he had  
625 questions about residual impact on the community; he said the facility draws people in at no fault  
626 on any of the individuals that access those services, but it does create an impact on the  
627 neighborhood. Mr. Matheson said this Board is the vehicle for the community to address those  
628 impacts because they may not always get results from the Community Development Department,  
629 Police Department, Fire Department, or Mayor. He reiterated his apprehension with a one-year

630 pause and suggested revisiting in six months instead and perhaps there could be another vehicle  
631 during that time for the community to voice concerns or at least hear about new applicants. He  
632 suggested the Board could still meet but the licenses could be arbitrarily approved, with the  
633 opportunity for public comment.

634  
635 The City Attorney noted that any new applicants would go to the Planning Board for a  
636 Conditional Use Permit and those hearings are all publicly noticed (probably better than this one)  
637 by law. So, she thought that would resolve the concern about public comments on new  
638 applications. Regarding the Warming Shelter, City Attorney Palmeira noted that it would never  
639 have been subject to the CLSS Licensing Board because it was a partnership with the City and  
640 thus, exempt. Mr. Matheson did not think that it mitigated the fact that people in the community  
641 would have similar situations to his, and he felt the Board needed to continue to provide a space  
642 for people to come forward on their own accord and speak their concerns. He suggested  
643 developing a different method than stopping carte blanche. Mr. Matheson thought it would  
644 require a balance of City staff and the Board so that issues would not end up across the street in  
645 court. He feels this Board is about providing that space for the community. Ms. Welsh  
646 appreciated the concerns raised but stated that she felt like they would be issues addressed by the  
647 Zoning Board of Adjustment and Planning Board.

648  
649 City Attorney Palmeira noted that this Board can decide to meet whenever it chooses. The City  
650 Attorney's recommended pause duration was to prevent any additional risk in light of the law  
651 changing (i.e., the legal rights of the agencies being licensed under the law). She stated her  
652 intention for the Board to operate with that understanding through the correct ordinances that  
653 would be coming. If the Board wants to address concerns about public comment, she said there  
654 may be a way to convene and take public comment without doing the licenses renewals, in  
655 addition to collecting the Board's thoughts on any ordinances the City staff are drafting during  
656 this postponement. Vice Chair Savastano thought that it was an interesting option to meet and  
657 have the forum available for residents; in a sense, the Board would be collecting information, so  
658 it has a history, while waiting for the legal clarification. Mr. Hamm agreed, reiterating that he  
659 would hate if the Board were to stop functioning for one year. He said this proposed function  
660 would still allow the public to raise any concerns in the appropriate forum. He asked if there is  
661 another place where that can happen. Mr. Hamm was sympathetic to some other options than the  
662 City Attorney's recommended motion as written. Chair Seher wanted it to be clear that the  
663 recommended motion was just about the licenses, it was not about the Board. City Attorney said  
664 that was correct. Chair Seher thought it was not about whether City staff would be able to  
665 manage complaints but how the Board would be communicating. Perhaps the Board could decide  
666 to hold public meetings quarterly during the license extension, so concerns could be voiced.  
667 Chair Seher was less concerned with renewing the licenses for one year and more so with what  
668 the interim message to the public should be.

669  
670 The City Attorney said she could help the Board decide its preferred next steps. She agreed that  
671 the recommended motion was about the pausing the license renewals, but meetings did not have  
672 to cease, and the Board could recommend to City staff how frequently they would like to meet. If  
673 there were no communications to the Board via the Community Development Department,  
674 public comments, or ordinances to review, the Board could spend time asking questions of the  
675 City Attorney as needed about the ongoing process. Ms. Welsh proposed quarterly meetings for

676 updates on statutory language and interpretation from the City Attorney, as well as public input if  
677 needed at appropriate times.

678  
679 Chair Seher still thought there needed to be a clear message to the public about what is  
680 happening during this time. She was less concerned about this Board and more about what  
681 message the public would hear, beyond the process for OpenGov; she loved that it would provide  
682 more transparency about City processes, but she thought people wanted more forums to come  
683 together and talk about facilities in their community and specific neighborhoods. Chair Seher felt  
684 like the collective message about community involvement in supporting or talking with these  
685 facilities and neighbors would be the Board's job to message now.

686  
687 Vice Chair Savastano asked if it made sense to change the motion from renewing licenses for  
688 one year to renewing them for six months. The City Attorney was unsure, noting that Board staff  
689 would need to review what licenses are due during that period and how it would adjust them. She  
690 had tried to account for inspection dates ahead of licenses, ensuring someone does not have to go  
691 through inspection before their renewal is deferred one year, etc. There is a gap in licensing  
692 during the summer. The City Attorney said the plan she proposed was to automatically renew 12  
693 of the Board's 20 annual licenses, so she would want to know how many fall within those six  
694 months before picking a time frame, as well as the Board's meeting schedule, which is driven by  
695 City Code.

696  
697 Mr. Hamm questioned whether the Board could rewrite the recommended motion all together.  
698 He asked whether it was the City Attorney's opinion/suggestion that this Board no longer had the  
699 authority to renew/grant/refuse any licenses. The City Attorney referred to the issue she  
700 explained at the beginning of her presentation, which was the state law change that called into  
701 question the compliance of the definitions that the City had been using. City Attorney Palmeira  
702 stated that she would not opine about the legality of the operations of this Board because there  
703 are agencies coming in who have been licensed and are currently subject to the Code of  
704 Ordinances and those licenses. So, at this time, there were people actively regulated by this body.  
705 However, the City Attorney reiterated that the Land Development Code, the Zoning Ordinance,  
706 and the City Code concerning this Board had to be updated in line with state law. Mr. Hamm  
707 said that was not what he heard three months ago when he first met with the City Attorney. City  
708 Attorney Palmeira called it a little more simplified.

709  
710 Mr. Matheson reiterated that if the Board continued operating as normal and issuing licenses,  
711 which it could in theory, and the Board refused a license to someone on grounds related to the  
712 law changes, it could be a liability for the City down the line. The City Attorney said that was a  
713 part of it. The other part was responsible governance: she said it would not be responsible to  
714 license someone as a Group Home and then halfway through their license, change the definition  
715 of that use to be more/less stringent, or so that different people are subject to it, for example. City  
716 Attorney Palmeira said it would not be advisable governance or helpful to the licensees either.  
717 The City Attorney said again that this would only be a "momentary" postponement to allow the  
718 City Ordinance to work out correctly, so that everything would be seamless going forward vs.  
719 setting the Board up with outdated language or definitions.

720

721 Discussion ensued very briefly among Board members about how they wanted to approach the  
722 recommended motion. Ms. Welsh was prepared to make the motion.

723  
724 Mr. Hagan agreed with the City Attorney that there were 12 applications remaining in 2026.  
725 Before the Board made a motion, Mr. Hagan wanted to provide some information. If the Board  
726 waited six months to take this action (i.e., commence postponing renewals), it would see six of  
727 those applicants during that time. If the Board chose to pause six months at this meeting (vs. the  
728 nine months recommended), they could discuss with the City Attorney seeing the remaining six  
729 applications at the end of 2026. Conversely, he suggested that the Board could accept the nine-  
730 month pause and continue meeting quarterly (June, September, and December 2026) for updates  
731 from staff on the “family” definition, applications, and any public comments. The Council would  
732 meet about the definition change mid-June, so it would align well for a Board update.

733  
734 Chair Seher heard that the responsible and legal thing to do would be for the Board to continue  
735 renewing the licenses for as long as needed (whether six months or one year to start), with  
736 regular updates from City staff on progress, while being able to continue meeting as a Board  
737 quarterly in the interim. Mr. Hagan agreed. Chair Seher still had questions about messaging to  
738 the public. Ms. Welsh confirmed whether the quarterly meetings could be public and have public  
739 comments. The City Attorney said yes, as a public body they would need to be public. Mr.  
740 Hamm wondered what the Board could do during those meetings; would they still see applicants.  
741 Mr. Hagan said no, the meetings would be for updates on the Code revision process and staff  
742 could provide reports on any of the administrative license renewals and inspections (required to  
743 continue under City Ordinance) during that quarter. Chair Seher said the three quarterly meetings  
744 started to meet her concern about an interim plan for public community participation and the  
745 Board continuing to meet and talk about Congregate Living during the licensing pause. She was  
746 comfortable if that was not an issue for the City.

747  
748 Vice Chair Savastano favored deferring license renewals for six months vs. one year, because  
749 when the Board meets again in six months it could extend again if City staff advise it is needed.  
750 He felt that one year was a long time and hopefully within six months, the City would know  
751 more about these definitions. Chair Seher supported that recommendation. Ms. Chaisson  
752 clarified that the recommended motion only suggested suspending license renewals until  
753 December 2026 (i.e., nine months). Vice Chair Savastano and Mr. Hamm felt the recommended  
754 motion read as though deferring for one year. So, Vice Chair Savastano preferred the idea of  
755 meeting quarterly for updates and a six-month extension on licenses instead, while these legal  
756 things are ironed out, vs. a 12-month extension. City Attorney said a six-month license extension  
757 vs. the full 12 months to their normal 2027 expirations would be fine as long as it makes sense  
758 for the deadlines set in City Code. Vice Chair Savastano said he could not support renewing  
759 Lodging House licenses from November 2026 until November 2027 without Board review; he  
760 could support six months and otherwise it would be telegraphing quite a long time before review.  
761 The City Attorney appreciated that but unfortunately the Board’s application deadlines are  
762 written in the City Code and she cannot legally allow the Board to completely separate from City  
763 Code and suspend those deadlines. She said if the Board does not see that Lodging House in  
764 November 2026, it does not get to see them again until November 2027; they could adjust the  
765 license term, but she wanted to be mindful that these license types are spread throughout the year  
766 for a reason for a proper cycle and interval of inspections and more. Vice Chair Savastano felt

767 that this was a hiccup and wondered about a period of six months. The City Attorney thought it  
768 might be possible for existing licenses by altering the license terms and new licensees would  
769 have to come in at regular intervals anyway. Vice Chair Savastano agreed he was thinking about  
770 existing licenses.

771  
772 Mr. Hamm asked whether the Board could not postpone expiration dates of all outstanding CLSS  
773 Licenses slated to expire in the next six months by six months. Mr. Matheson did not think so, he  
774 thought it went back to the City Attorney's point about not being able to rewrite the City Code.  
775 Mr. Hamm asked if granting a license extension of six months would be a violation of City  
776 Code. The City Attorney replied, considering what applicants could argue if they were granted  
777 the six-month extension based on the November deadline example and how that would play out,  
778 attempting for May 2027 if the next deadline is in November. Mr. Hamm asked if she was saying  
779 "no." City Attorney Palmeira said, "I don't love it. I'm not going to say don't do it, because we  
780 are kind of in a weird area here and I think probably the agencies would be more grateful to get  
781 some extension versus none, and probably we'll have some direction before those six months  
782 expires, and we could address it then." It struck Vice Chair Savastano that then the Board would  
783 have direction.

784  
785 The City Attorney wanted to clarify what the Board was asking: (1) grant all the 12 licensees  
786 who would come up for renewal between now and the end of 2026 an extra six months? or (2)  
787 any licensee who comes up for renewal within the upcoming six months to be granted an extra  
788 six months? Mr. Hamm expressed favor for Option 2 because the Board could come in six  
789 months and City staff could say whether they need more time and another extension could be  
790 granted for a full year. Mr. Hagan described Option 2 in terms of the actual licenses for the  
791 Board. The license that the Board had just continued to the end of April would be extended to  
792 October 2026. He said that is where the "log jam" and overlap would come into play. He said the  
793 Board would not see the November applicants until June again if extended. Mr. Hamm said he  
794 saw the log jam. Mr. Hagan called the City Attorney's recommendation a pretty clean way that  
795 City staff looked at based on their inspection process. He said it would be the easiest way for  
796 staff to collect all of the inspections and continue reviewing licenses under the Ordinance, while  
797 taking a reasonable amount of time to rehear them later on with the same process once the  
798 updates happen.

799  
800 Vice Chair Savastano was not terribly worried about the log jam. Chair Seher thought this was  
801 getting at the messaging. Mr. Matheson asked whether applicants are required to appear before  
802 the Board; he did not think they had to. The City Attorney said yes, for renewals and new  
803 applications. Mr. Hamm said they appear remotely if not in person. Chair Seher recalled that for  
804 a renewal, if the Board is comfortable with the application, they can take action without the  
805 applicant present. Mr. Hagan said that the Chair was correct. Mr. Hagan said staff purposefully  
806 provide the application in its complete form and with all the information that would be needed to  
807 deliberate; if more information was needed, the applicant could be requested to come to the next  
808 meeting or to submit information. Traditionally, they want to represent their organizations.

809  
810 Mr. Hagan added that extending these licenses by six months would not only create a log jam,  
811 but it would also require re-writing the Ordinance, which he called "sticky," creating a lot of  
812 other issues. The City Attorney thought she could help the Board with what it wanted regarding

813 the log jam. Given the Board was talking about more meetings before the October/November  
814 break in the log jam, she thought the Board could pivot, then (i.e., at the quarterly meetings) if  
815 staff get more information about how many renewals are going to come into that first November  
816 meeting. Although, she thought that it was less organized than what she proposed. However, if  
817 the Board was looking for less than one year, she said fortunately there were only a couple dozen  
818 agencies. The City Attorney stated that it was possible, not her favorite, but the Board could do  
819 it; it would be their decision. Mr. Hamm asked about extending all licenses that expire before  
820 July 1, 2026 for one year. The City Attorney did not see a problem with that.

821  
822 Ms. Welsh saw a recommended motion to suspend this Board's process until December 2026  
823 (i.e., nine months) not for one year. Mr. Hamm said the motion was still to extend the licenses by  
824 one year. Mr. Matheson asked if per this motion, the Committee's process would resume in  
825 January 2027, and the City Attorney said yes. So, she did not think they should squabble about  
826 these six months and creating a log jam when it is really just a nine-month period. Mr. Hamm  
827 said it would be suspending the Committee from March 2026 to March 2027. Ms. Welsh said no,  
828 suspending until December 2026.

829  
830 The following motion by Ms. Welsh was duly seconded by Mr. Hamm: to postpone the  
831 expiration date for all outstanding CLSS Licenses slated to expire in 2026, which would end  
832 December 31, by one year (December 31, 2027), and to delegate the review and approval of new  
833 License Applications received in 2026 to the very capable hands of the Community  
834 Development staff, and for the CLSS Licensing Board to meet quarterly after this date (June,  
835 September, December 2026) during this period.

836  
837 Vice Chair Savastano was still not content with the one-year language. For an application set to  
838 expire in November 2026, he said the stipulation was really one year plus the seven months to  
839 this meeting date of the Board's suspension. He thought the six-month language would be more  
840 effective because it could be changed again in October 2026 before the applications in  
841 November, or the Board could find it needs to extend another six months. In the meantime, this  
842 felt like pushing it off a very long time to Vice Chair Savastano if there were the need to address  
843 something. His personal preference was to change it to six months.

844  
845 Discussion ensued about amending the motion on the table to extending licenses six months  
846 instead of one year and revisiting at the next quarterly meeting in June. The City Attorney agreed  
847 that the Board had discussed this option and it would be the Board's decision based on what it  
848 wanted to accomplish. She did say the ordinances would really need time to prepare and those  
849 would shift licenses and operations. The City Attorney reminded the Board that the six-month  
850 option would start making licenses overlap rather than the current calendar year under Code,  
851 where the applicants cycle through; that is something staff would have to help everyone to keep  
852 track of and licenses might be compounding with others. It is more administrative overhead, but  
853 that is the Board's choice and there would be the quarterly meetings to check in.

854  
855 Mr. Hamm moved to amend the motion to grant any CLSS Licensee with an expiration date  
856 within six months of March 24, 2026 a six month extension from their expiration date and to  
857 delegate the review and approval of new License Applications received in the next six months to  
858 the very capable hands of the Community Development staff, and for the CLSS Licensing Board

859 to meet quarterly after this date (June and September 2026) during this period. Mr. Matheson  
860 duly seconded the amendment. The motion to amend carried unanimously on a vote of 5–0.

861  
862 On a unanimous vote of 5–0, the Congregate Living and Social Services Licensing Board moved  
863 to grant any CLSS Licensee with an expiration date within six months of March 24, 2026 a six  
864 month extension from their expiration date and to delegate the review and approval of new  
865 License Applications received in the next six months to the very capable hands of the  
866 Community Development staff, and for the CLSS Licensing Board to meet quarterly after this  
867 date (June and September 2026) during this period.

868  
869 **6) Adjournment**

870  
871 There being no further business, Chair Seher adjourned the meeting at 7:57 PM.

872  
873 Respectfully submitted by,  
874 Katryna Kibler, Minute Taker

875  
876 Reviewed and edited by,  
877  
878 Corinne Chaisson, Board Clerk

