



**Congregate Living & Social Services Licensing Board**

**SPECIAL MEETING**

**Tuesday, July 7, 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:** June 23, 2026
- III. **Unfinished Business:**
  - a. Updates to Ordinance Changes/Timeline
- IV. **Applications:**
- V. **New Business:**
- VI. **Adjournment:**



City of Keene  
New Hampshire

CONGREGATE LIVING AND SOCIAL SERVICES LICENSING BOARD  
MEETING MINUTES

Tuesday, June 23, 2026

6:00 PM

Council Chambers,  
City Hall

**Members Present:**

Jennifer Seher, Chair  
Tom Savastano, Vice Chair  
Ian Matheson

**Staff Present:**

Mike Hagan, Building Division Manager  
Corinne Chaisson, Board Clerk

**Members Not Present:**

Robert Hamm  
Alison Welsh

**1. Call to Order: Roll Call**

Chair Seher called the meeting to order at 6:08 PM.

**2. Minutes of Previous Meeting: March 24, 2026**

A motion by Mr. Matheson to adopt the March 24, 2026 meeting minutes was duly seconded by Mr. Savastano and the motion carried unanimously.

**3. Unfinished Business:**

**a. Complaints**

Mr. Hagan was happy to report that City staff had not received complaints on any licensed facilities in the City of Keene during the time since the last meeting.

**b. New Applications**

Mr. Hagan reported that the Community Development Department received one new application on June 12, 2026 and it was currently under review at this time. It is a new behavioral health small group home that will be located at 232 Winchester Street. Staff would be scheduling inspections and would review and issue a license based upon the current regulations.

Chair Seher asked if there were two locations for this applicant. Mr. Hagan said there are two locations, but this one is just for the group home and the other is for the clinical services area.

**c. Updates to Ordinance Changes/Timeline**

37 Mr. Hagan provided an update on the CLSS Ordinance changes and timeline. The proposed  
38 “family” definition was recently adopted by the City Council on Thursday, June 18, 2026. City  
39 staff needed to wait for that definition to be adopted before they could finish rewriting the CLSS  
40 regulations. At this time, City staff were finishing writing the updates to the CLSS regulations  
41 before a proposed special CLSS meeting on July 7, 2026 to review and discuss the proposed  
42 Ordinance language presented by the City Attorney. The purpose of the Special Meeting is to  
43 review and give the Committee an understanding of how not only the state laws changed and  
44 some of the regulations within the City of Keene have changed, but what the proposal is for  
45 CLSS, and to have a discussion. He noted that the Board would need to vote to have a special  
46 meeting on July 7.

47  
48 Mr. Savastano asked staff to share the text of the new Family definition. Staff proceeded looking  
49 it up.

50  
51 Mr. Matheson said he would be out of the country but happy to attend a July 7 Special Meeting  
52 remotely. Discussion ensued about confirming whether this could count toward quorum. Chair  
53 Seher and Mr. Savastano both confirmed their availability for the Special Meeting.

54  
55 A motion by Chair Seher proposing that the Congregate Living and Social Services Licensing  
56 Board have a Special Meeting on July 7, 2026 at 6:00 PM based on staff recommendations was  
57 duly seconded by Mr. Savastano. The motion carried unanimously.

58  
59 Chair Seher said the goal is to have a quorum if the Board is to take any action on July 7. Mr.  
60 Hagan reviewed the possible actions the Board can take depending on how it wants to move  
61 forward. He put the two options together in consultation with the City Attorney and in  
62 consideration of the different timelines for the Ordinance adoption process (i.e., going through  
63 certain public meetings). He explained the two different options:

- 64 1. Expedited Timeline: in which the Committee can participate in the public process.  
65 Mr. Hagan said this option would move the Ordinance through the process as quickly  
66 as possible. At the July 7 meeting, the City Attorney will review the draft Ordinance  
67 language. The first Ordinance reading before City Council would be July 16. Then  
68 there will be a September 14 Joint Planning Board-Planning, Licenses and  
69 Development (PB-PLD) Committee public hearing review process, followed by an  
70 October 7 PLD Committee meeting. If all goes smoothly, the second and final  
71 Ordinance reading and final vote by the City Council would be October 15, 2026.  
72 Under this timeline, the Board would have limited opportunity to review and provide  
73 feedback prior to the Ordinance being submitted to the formal adoption process.  
74 However, there would still be opportunities for the public input and comment through  
75 the City’s formal Ordinance adoption process, including the Joint PB-PLD  
76 Committee and the PLD Committee review stages. Mr. Hagan said this would be the  
77 fastest in order to work with the timeline that the board voted on in March 2026, with  
78 the licenses only extending until the October meeting.
- 79 2. Extended Timeline: This option provides a licensing Board with the opportunity to  
80 review the proposed ordinance language and provide comments before the Ordinance  
81 is introduced to City Council. It would be a timeline of the July 7 Special Meeting, a  
82 regular meeting on July 28 or the August meeting (because no Council committees

83 are meeting in August), or both, before the Ordinance’s first reading before Council  
84 on September 17. The next would be the Joint PB-PLB Committee meeting on  
85 October 13, the PLD Committee meeting on November 11 or December 9, and  
86 December 17 would be the second reading of the Ordinance and vote of the City  
87 Council. This option would allow the Board to meet again in July/August/both to  
88 review the proposed Ordinance language and provide feedback before the formal  
89 Council adoption process begins.  
90

91 Mr. Hagan said this was really the Board’s decision. Discussion continued briefly on the merits  
92 of each option. The Board did not need to make a decision at this meeting. They would be  
93 presented with the draft language at the July 7 meeting and review these two options again. He  
94 encouraged the Board to think about how involved they want to be in the process; the Ordinance  
95 may sound great to them on first read and they could send it through for the October timeline. He  
96 said it would require Board action to extend the licenses to December. It made sense to Chair  
97 Seher to wait until the Board hears from City Attorney Palmeira on July 7. Chair Seher’s initial  
98 instinct was that the Board had come this far, why would they not want to be able to weigh in on  
99 the Ordinance before it goes to City Council, which would mean extending.  
100

101 Mr. Savastano wondered what points the Ordinance would be hitting on: the family definition  
102 and how it relates to the kinds of organizations that the board is regulating and licensing? Mr.  
103 Hagan said that was correct. At this time, the City regulates nine different types of facilities and  
104 that list will be reduced based upon not only the family definition but also based upon some state  
105 and federal law changes on protected groups. That is in the City Attorney’s hands to be presented  
106 on July 7.  
107

108 Mr. Hagan read the new definition of “family” adopted by the City Council: “Family shall mean  
109 a natural person living alone or a group of natural persons living together as a single  
110 housekeeping unit that is primarily non-transient. For the purposes of this definition, “transient”  
111 shall mean occupancy of a room or dwelling unit for less than 30 consecutive days or rental of a  
112 room or dwelling unit for a term of less than one month.”  
113

114 Mr. Savastano said that definition was arrived at by the City Council out of consultation with  
115 state guidelines for families now. To answer Mr. Savastano’s question, Mr. Hagan said he could  
116 read the City’s old definition of “family,” noting that it can no longer be based on blood or  
117 marriage, so it is a more neutral approach in line with state law.  
118

119 Mr. Hagan read the *old* City definition of “family” for comparison: “Family shall mean one of  
120 the following: 1) two or more natural persons related by blood, marriage, civil union, adoption,  
121 or foster care, living together as a single housekeeping unit with or without customary household  
122 helpers in a dwelling unit; or 2) a group of four or fewer natural persons, who are not related by  
123 blood, marriage, civil union, adoption, or foster care, living together as a single housekeeping  
124 unit in a dwelling unit. This term shall not preclude one natural person from being the sole  
125 occupant of any dwelling unit.”  
126

127 Mr. Matheson asked if it would be possible to have one meeting before July 7 to go through this  
128 process, make any recommendations, and then meet on July 7 with those updates. Mr. Hagan

129 said the next available time for the draft Ordinance is July 7, which is why staff recommended it  
130 as the closest time available to still meet the timeline. That is the first opportunity to present it to  
131 the Board.

132  
133 Chair Seher thought it was not just the family definition in the Ordinance, but there are also some  
134 other things playing into it that were alluded to that the Board was not aware of yet. She was  
135 interested to hear exactly what is being presented, noting it is the state law piece that is being  
136 used for facilities that are already licensed by the state and this is the only City trying to also  
137 license; she assumed some of that would be reconciled through this process. Mr. Hagan said in  
138 conjunction with this Ordinance the City is also working on the definition of short-term rentals,  
139 so there is not only the family definition, which is essential for a part of the Land Development  
140 Code, which was the first step. Then additional terms could be added for the short-term rentals  
141 based on the 30-days. He explained the challenges of reconciling the Ordinance. There are two  
142 codes being affected in two locations that need to be codified: the licensing portion under City  
143 Council and the Land Development Code.

144  
145 Mr. Matheson said he liked the expedited option because he thinks the Board has batted this  
146 around for too long already. He said the Board is going to potentially be right up at the deadline  
147 of what they said they were comfortable with or have to extend again. He thinks it makes more  
148 sense to get it done and over with, noting the Board members still have the opportunity to attend  
149 these public meetings and share their pieces as CLSS members, it just will not be in this  
150 formalized setting.

151  
152 Unless others felt strongly about deciding right now, Chair Seher wanted to wait to choose an  
153 option until after hearing the City Attorney's presentation on July 7.

154  
155 Vice Chair Savastano agreed with Mr. Matheson's point that it is a public process. Mr.  
156 Savastano's gut feeling was to agree with Mr. Matheson about the shortest term unless there is  
157 something really glaring in the Ordinance because Mr. Savastano questioned how much  
158 opportunity the Board would have to change it; how much input would the Board be able to  
159 effectively have in advance of this public process?

160  
161 Mr. Matheson heard about a Joint PB-PLD Committee meeting and asked if there could not be a  
162 joint meeting with the CLSS. Mr. Hagan did not believe so but would check with the City  
163 Attorney but he did not believe that would believe it would be a part of the process. Mr.  
164 Matheson understood that it could be an issue because then any City committee could request  
165 input in that way.

166  
167 Chair Seher said no action was needed at this time. She looked forward to hearing the City  
168 Attorney's presentation, noting then it would be easier to know if the Board needs to push back  
169 or not. Vice Chair Savastano agreed.

170  
171 **4. Applications:**

172  
173 Discussed above.

174

175 **5. New Business:**  
176 **a. Annual City Council Report**  
177

178 Mr. Hagan explained that the Committee's staff gives a report for the Committee and an update  
179 to City Council on where the Committee is at and a brief update on the licenses; members are  
180 more than welcome to attend. He was unsure of the exact date that it would be presented to City  
181 Council but would get that information to the Board. Ms. Chaisson noted there is a report that  
182 staff could assist the Chair in writing and then she could present it to the Board and staff could  
183 present it to the Council. She imagined the Board would want to wait until the end of the  
184 Ordinance update process to provide this update and staff thought the Council would understand  
185 the delay since they are also in this process.  
186

187 Looking at the sparse audience, Mr. Matheson wondered about having something on the City's  
188 social media talking about the Ordinance change, how it affects all these different City boards,  
189 and that the CLSS is a place to have input regarding licensees. Mr. Hagan could not answer that  
190 directly but said that as the process moves forward, those are the conversations that occur with  
191 the Board and during public hearings; those are things the Board members should bring up if  
192 they feel strongly. Mr. Hagan was unsure that there were advertisements but knew there was  
193 information on the website. Mr. Matheson had seen the City's other informational/advertisement  
194 videos and thought about something like that. Mr. Savastano recalled proposing something  
195 similar in the form of a Letter to the Editor of The Sentinel about two years prior, so he drafted it  
196 and it was approved. That was one form of public notice. Chair Seher agreed that it had been a  
197 topic of conversation for some time: a big part of the point is to let people know that there is a  
198 place for their voices to be heard, positive or negative. She thought the Board was on the same  
199 page.  
200

201 **6. Adjournment**  
202

203 There being no further business, Chair Seher adjourned the meeting at 6:40 PM.  
204

205 Respectfully submitted by,  
206 Katryna Kibler, Minute Taker  
207

208 Reviewed and edited by,  
209 Corinne Chaisson, Clerk