

City of Keene
New Hampshire

MINOR PROJECT REVIEW COMMITTEE
PRE-SUBMISSION MEETING MINUTES

Thursday, June 4, 2026

9:00 AM

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

Members Present:

Megan Fortson, Planner (Community
Development Director's Designee)
Evan Clements, Planner/Zoning
Administrator & Vice Chair
Richard Wood, Fire Marshal/Building
Official (Fire Chief's Designee)
TJ O'Brien, Infrastructure Project Manager
(Public Works Director's Designee)

Staff Present:

Lt. Shane Maxfield, Police Department

Members Not Present:

All Present

1. Call to Order – Roll Call

Vice Chair Clements called the meeting to order at 9:07 AM. Roll call was conducted.

2. Walk-In Pre-submission Inquiries

Ms. Liza Sargent of SVE Associates attended the meeting to discuss a potential expansion of the Bensonwood Production Facility at 25 Production Ave (TMP #110-007-000). City Staff discussed the proposal with Ms. Sargent, answered her questions, and provided her with feedback.

3. Upcoming Meeting Dates

- Pre-submission Meeting – Thursday, July 2, 2026 at 9:00 AM
- 1st Monthly MPRC Meeting – Thursday, July 2, 2026 at 10:00 AM
- 2nd Monthly MPRC Meeting – Thursday, July 16, 2026 at 10:00 AM *(If needed)*

4. Adjournment

With no more walk-in pre-submission inquiries, Vice Chair Clements adjourned the meeting at 9:35 AM.

Respectfully submitted by,
Megan A. Fortson, AICP - Planner

Reviewed and edited by,
Corinne Chaisson, Admin