

**Congregate Living & Social Services Licensing Board**  
**Tuesday, December 27, 2022 6:00 PM**  
**City Hall, 2<sup>nd</sup> Floor Council Chambers**

**AGENDA**

I. **Call to Order:** Roll Call

II. **Minutes of Previous Meeting:** November 22, 2022

III. **Unfinished Business:**

IV. **Applications:**

**LB 22-08:** Applicant, Trevor Grauer of Keene Cribs, is requesting a Congregate Living & Social Services License for a Lodging House, located at 85 Winchester St., and is in the High Density District and as defined in Chapter 46, Article X of the Keene City Ordinances.

**LB 22-09:** Applicant, Brianna Glasser of Keene Student Rentals, is requesting a Congregate Living & Social Services License for a Lodging House, located at 57 Winchester St., and is in the High Density District and as defined in Chapter 46, Article X of the Keene City Ordinances.

**LB 22-10:** Applicant, Rhoda Jurkowski of Keene Housing, is requesting a Congregate Living & Social Services License for a Lodging House, located at 85 Winter St., and is in the Downtown Transition District and as defined in Chapter 46, Article X of the Keene City Ordinances.

V. **New Business:**

Adoption of the 2023 meeting schedule

VI. **Non Public Session:** (if required)

VII. **Adjournment:**

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1 City of Keene  
2 New Hampshire

3  
4  
5 CONGREGATE LIVING AND SOCIAL SERVICES LICENSING BOARD  
6 MEETING NOTES  
7

Tuesday, November 22, 2022

6:00 PM

Council Chambers,  
City Hall

Members Present:

Andrew Oram, Chair  
Medard Kopczynski, Vice Chair  
Thomas Savastano  
Jennifer Seher

Staff Present:

John Rogers, Building & Health Official  
Corinne Marcou, Board Clerk

Members Not Present:

Alison Welsh

8  
9  
10 **I. Call to Order – Roll Call**

11  
12 Chair Oram called the meeting to order at 6:00 PM.

13  
14 **II. Minutes of the Previous Meeting – October 25, 2022**

15  
16 A motion by Vice Chair Kopczynski to approve the minutes of October 25, 2022 was duly  
17 seconded by Mr. Savastano and the motion carried unanimously.

18  
19 **III. Applications:**

- 20 **A) Continued LB 22-01: Applicant, Samuel L. Lake, Executive Director, of the**  
21 **Keene Serenity Center, located at 34 Mechanic St., Keene, which is in the**  
22 **Downtown Limited District and owned by DEW Properties, LLC; is**  
23 **requesting a Congregate Living & Social Services License for a Group**  
24 **Resource Center as defined in Chapter 46, Article X of the Keene City**  
25 **Ordinances.**

26  
27 Mr. Rogers recalled that Mr. Lake was here earlier this year, when the application was  
28 conditionally approved, pending additional application details, which were now provided to the  
29 Board. Mr. Rogers confirmed that Ms. Seher had read the May meeting minutes and was well-  
30 informed of this application and the previous discussion. Thus, she could participate and vote on  
31 this matter.

32  
33 Chair Oram welcomed the applicant, Samuel Lake, Executive Director of Keene Serenity Center.  
34 Mr. Lake said he presented most of the application in May, stating that he was the first

35 application before the Board, who asked for more information on the operational security plan,  
36 life safety plan, staff training plan, health and safety plan, emergency response plan,  
37 neighborhood issues plan, and building and site maintenance plan. Mr. Lake said he submitted  
38 those procedures and further details along with virtually the same application. He recalled that  
39 the Serenity Center is a peer resource recovery center that meets with individuals one-on-one and  
40 in-group settings for trainings and more. They try to help people find solutions to theirs or  
41 others' substance use disorders. Carl Jacobs of 81 Wyman Road is a member of the Serenity  
42 Center Board and was present with Mr. Lake, but Mr. Jacobs did not comment. Mr. Lake  
43 welcomed questions.

44  
45 Vice Chair Kopczynski asked how big the office space is. Mr. Lake said 3,100 square feet, with  
46 one emergency exit to the rear of the building. Vice Chair Kopczynski asked if the training and  
47 procedures plan was a written one. Mr. Lake said he submitted the whole training and procedure  
48 manual initially, which Ms. Marcou displayed on the screen. Initially, the applicant thought this  
49 license would be more of a discussion and collaboration with the Board and less about  
50 submitting documents. Vice Chair Kopczynski said sometimes it is just the latter.

51  
52 Mr. Savastano asked Mr. Rogers whether all inspections had been conducted and Mr. Rogers  
53 replied in the affirmative, noting that all inspections were completed before the initial application  
54 was heard in May and anything minor was corrected at the time. The Police and Fire  
55 Departments signed-off on the application in May.

56  
57 Chair Oram heard public comment.

58  
59 Bill Bradford Hutchinson of Marlboro Street spoke to this topic and some others. On this topic,  
60 he stated that he had visited the Serenity Center a few times over the years as a recovering  
61 alcoholic and prescription drug user. He said that with various social issues in our community,  
62 the Serenity Center's services are needed now more than ever. He said it sounded like the  
63 inspections and overall impression of the building were excellent. He was glad the Serenity  
64 Center had good collaborative relationships with the Police and Fire Departments to maximize  
65 the efficiency of services provided. He thought the Serenity Center would continue doing  
66 positive work on a difficult problem for the community. He hoped they would continue working  
67 with the various City departments to help people find services they need. Mr. Hutchinson  
68 concluded that we all want the same thing, which is to help people. He thanked the Board for  
69 their support.

70  
71 Ms. Marcou confirmed that the staff training and procedure plan was available in the agenda  
72 packet.

73  
74 Hearing no further comments, Chair Oram closed the public hearing.

75  
76 Vice Chair Kopczynski said he knew Mr. Lake had worked with Staff to clarify things on the  
77 application. The Vice Chair applauded City Staff for their collaborative relationship with all



78 applicants. He said this process was meant to establish criteria on how to deal with some  
79 challenges. He said one of the reasons this Board was created through the Land Development  
80 Code was to provide opportunities to ensure these services have a chance to be successful and  
81 are properly placed and representative throughout the City's Wards.

82

83 The Board continued reviewing the criteria for approving the application, which are listed in the  
84 book of Ordinances:

85 *The licensing board shall consider the following criteria when evaluating whether to approve,*  
86 *renew, or deny a congregate living and social services license application.*

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

90

91 Vice Chair Kopczynski said there was only positive public comment and Mr. Rogers testified  
92 that this application was compliant with Zoning, Building, Police, and Fire Codes. Vice Chair  
93 Kopczynski made the following motion, which Mr. Savastano seconded.

94

95 On a vote of 4-0, the Congregate Living and Social Services Licensing Board found continued  
96 application LB 22-01 compliant with criteria one.

97

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

100

101 Vice Chair Kopczynski said there was no evidence of any issues with noise, odors, glare, or  
102 vibration. He added that the Fire Department is right next door and says the Serenity Center is a  
103 good neighbor. Vice Chair Kopczynski made the following motion, which Mr. Savastano  
104 seconded.

105

106 On a vote of 4-0, the Congregate Living and Social Services Licensing Board found continued  
107 application LB 22-01 compliant with criteria two.

108

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

111

112 Vice Chair Kopczynski said there was no testimony that there were any nuisances coming from  
113 the Serenity Center and no evidence that the Police must visit the Center often. Vice Chair  
114 Kopczynski made the following motion, which Mr. Savastano seconded.

115

116 On a vote of 4-0, the Congregate Living and Social Services Licensing Board found continued  
117 application LB 22-01 compliant with criteria three.

118

119 On the whole application, Mr. Savastano made the following motion, which was duly seconded  
120 by Ms. Seher. On a vote of 4–0, the Congregate Living and Social Services Licensing Board  
121 approved continued application LB 22-01.  
122

123 **IV. New Business**

124  
125 Mr. Rogers reported that they were still trying to work through the scheduled calendar, but they  
126 were not on schedule for the first year. The next set of applications would be for lodging houses.  
127 He said that different uses have different degrees to which the applications would be completed.  
128 For example, lodging houses are more strictly residential and might have thinner applications.  
129 He provided the specific example of a house by the college rented to five students, surpassing a  
130 single-family home, and qualifying as a lodging house. Board members should contact Mr.  
131 Rogers with any questions on applications. In response to the Chair, Mr. Rogers said the criteria  
132 and standards are uniform for all of these uses, except for homeless shelters, which have extra  
133 criteria to address. Chair Oram asked, if a lodging house has no employees, how they can ask for  
134 a staff and training manual. Mr. Rogers said that some parts of applications could be marked as  
135 not applicable to certain uses. The Chair said the Board’s purview was to realize all uses are  
136 different and have different levels of license involvement depending on the scale of the use and  
137 staffing. The Board will have to be creative in some cases. The Vice Chair said one reason for  
138 these criteria was to level the playing field between these uses so the City Council does not have  
139 to try to make educated guesses on these matters on the spot. Some of these applicants had also  
140 appeared before the Planning Board for Conditional Use Permits.  
141

142 Mr. Savastano noted that an agenda was not available for this meeting on the City website, and  
143 he questioned the public notice process. Ms. Marcou said there should have been an agenda and  
144 public notice posted to the City website. If those were not posted, Ms. Marcou apologized for the  
145 error. The notice was posted around City Hall.  
146

147 **V. Non-Public Session (if required)**

148 **VI. Adjournment**

149  
150 There being no further business, Chair Oram adjourned the meeting at 6:32 PM.  
151

152 Respectfully submitted by,  
153 Katryna Kibler, Minute Taker  
154 December 1, 2022  
155

156 Reviewed and edited by,  
157 Corinne Marcou, Board Clerk  
158 December 7, 2022  
159



City of Keene, NH

# Congregate Living & Social Services License Application

**For Office Use Only:**

Case No. \_\_\_\_\_  
Date Filled \_\_\_\_\_  
Rec'd By \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_

If you have questions on how to complete this form, please call: (603) 352-5440 or email: [communitydevelopment@keeneh.gov](mailto:communitydevelopment@keeneh.gov)

## SECTION 1: LICENSE TYPE

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Drug Treatment Center | <input type="checkbox"/> Group Home, Small                           | <input type="checkbox"/> Homeless Shelter          |
| <input type="checkbox"/> Fraternity/Sorority   | <input type="checkbox"/> Group Resource Center                       | <input checked="" type="checkbox"/> Lodginghouse   |
| <input type="checkbox"/> Group Home, Large     | <input type="checkbox"/> Residential Drug/Alcohol Treatment Facility | <input type="checkbox"/> Residential Care Facility |

## SECTION 2: CONTACT INFORMATION

I hereby certify that I am the owner, applicant, or the authorized agent of the owner of the property upon which this approval is sought and that all information provided by me is true under penalty of law. If applicant or authorized agent, a signed notification from the property owner is required.

OWNER	APPLICANT
<b>NAME/COMPANY:</b> 85 Winchester Street LLC	<b>NAME/COMPANY:</b> Trevor Grauer / Keene Cribs
<b>MAILING ADDRESS:</b> 268 Rowland Road Fairfield, CT 06824	<b>MAILING ADDRESS:</b> 268 Rowland Road Fairfield, CT 06824
<b>PHONE:</b> 203-414-6706	<b>PHONE:</b> 203-414-8058
<b>EMAIL:</b> Landlords@KeeneCribs.com	<b>EMAIL:</b> Landlords@KeeneCribs.com
<b>SIGNATURE:</b> 	<b>SIGNATURE:</b> 
<b>PRINTED NAME:</b> Lisa S. Grauer	<b>PRINTED NAME:</b> Trevor Grauer
AUTHORIZED AGENT (if different than Owner/Applicant)	OPERATOR / MANAGER (Point of 24-hour contact, if different than Owner/Applicant)
	<input type="checkbox"/> Same as owner
<b>NAME/COMPANY:</b>	<b>NAME/COMPANY:</b> Trevor Grauer
<b>MAILING ADDRESS:</b>	<b>MAILING ADDRESS:</b> 268 Rowland Road Fairfield, CT 06824
<b>PHONE:</b>	<b>PHONE:</b> 204-414-8058
<b>EMAIL:</b>	<b>EMAIL:</b> Landlords@KeeneCribs.com
<b>SIGNATURE:</b>	<b>SIGNATURE:</b> 
<b>PRINTED NAME:</b>	<b>PRINTED NAME:</b> Trevor Grauer

**SECTION 3: PROPERTY INFORMATION**

**PROPERTY ADDRESS:**

**85 Winchester Street**

**TAX MAP PARCEL NUMBER:**

**591-012-000-000**

**ZONING DISTRICT:**

High Density



**LOCATION MAP:**

*Please attach*

**SECTION 4: APPLICATION AND LICENSE RENEWAL REQUIREMENTS**

*Using additional sheets if needed, briefly describe your responses to each criteria:*

**1. Description of the client population to be served, including a description of the services provided to the clients or residents of the facility and of any support or personal care services provided on or off site.**

85 Winchester Street is a single family house that is rented to Keene State College Students. We do not rent individual bedrooms in the house, the entire house is rented to a group of students that they themselves formed. No specific additional support or care is provided to the tenants of the property when compared to any other single family rental property. 85 Winchester Street is not conducting business or serving customers at the property.

We provide our tenants with clean, safe, well maintained off-campus housing. We are responsible and attentive property managers who care about our tenants and our properties. We are a small family run business which prides itself on delivering the highest quality tenant services available.

**2. Description of the size and intensity of the facility, including information about; the number of occupants, including residents, clients staff, visitors, etc.; maximum number of beds or persons that may be served by the facility; hours of operations, size and scale of buildings or structures on the site; and size of outdoor areas associated with the use.**

85 Winchester Street is a 2,031 square foot single family residential house consisting of 5 bedrooms and 1.5 bathrooms. Under the current lodging house permit obtained for the property we are permitted to have a maximum occupancy of 8 tenants/occupants at the property. We however have never had more than 6 occupants lease the house at any one time and the usual number of occupants/tenants is 5.

85 Winchester Street is not a business, it is a dwelling so there are no hours of operations or services provided. The tenants have access to their home 24/7 during their lease term. The house has a front and side yard for recreation as well as a driveway for offstreet parking.

**3. For Congregate Living Uses, describe the average length of stay for residents/occupants of the facility.**

85 Winchester Street is a single family house rented to KSC students who are only allowed to live off campus during their Junior and Senior year. This means that the maximum stay for a tenant group is 2 years.

## SUBMITAL CHECKLIST

A complete application must include the following items and submitted by one of the options below:

- **Email:** communitydevelopment@keeneh.gov, with "CLSS License Application" in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for a Congregate Living & Social Services License application are outlined further in **Chapter 46, Article X** of the City of Keene Code of Ordinances.

*Note: Additional information may be requested to complete the review of the application.*

<input checked="" type="checkbox"/> <b>PROPERTY OWNER:</b> <i>Name, phone number and address</i>	<input checked="" type="checkbox"/> <b>POINT OF 24 HOUR CONTACT:</b> <i>Name, phone number, and address of person acting as the operator, if not owner</i> <input type="checkbox"/> Same as owner
<input checked="" type="checkbox"/> <b>REQUIRED DOCUMENTATION:</b> <i>Provide all required state or federal licenses, permits and certifications</i>	<input checked="" type="checkbox"/> <b>WRITTEN NARRATIVE:</b> <i>Provide necessary information to the submittal requirements</i>
<input checked="" type="checkbox"/> <b>PROPERTY INFORMATION:</b> <i>Description of the property location including street address and tax map parcel number</i>	<input checked="" type="checkbox"/> <b>APPLICABLE FEES:</b> \$165.00 application \$ 62.00 legal ad (checks made payable to City of Keene)
<input checked="" type="checkbox"/> <b>COMPLETED INSPECTION:</b> <i>Inspection date:</i> <u>12/20/21</u>	<input type="checkbox"/> <b>SCHEDULED INSPECTION:</b> <i>Inspection date:</i> _____
<input checked="" type="checkbox"/> <b>OPERATIONS AND MANAGEMENT PLAN:</b> Plan based on the industry standard "Best Management Practices" to include: <ul style="list-style-type: none"> <li>◇ Security Plan</li> <li>◇ Life Safety Plan</li> <li>◇ Staff Training and Procedures Plan</li> <li>◇ Health and Safety Plan</li> <li>◇ Emergency Response Plan</li> <li>◇ Neighborhood Relations Plan</li> <li>◇ Building and Site Maintenance Procedures</li> </ul> In addition, Homeless Shelters will need to provide: <ul style="list-style-type: none"> <li>◇ Rules of Conduct, Registration System and Screening Procedures</li> <li>◇ Access Policies and Procedures</li> </ul>	







Yellow = 85 Winchester Street

Green = Other Keene Cribs Managed Properties





**85 Winchester Street  
Lodging House Operations and Management Plan**

85 Winchester Street is a 5 bedroom single family house that is rented to KSC students on an annual basis. There are 5 bedrooms in the house and the current lodging house permit gives permission for a maximum capacity of 8 people to occupy the house. However, we have never had more than 6 people occupy the house at any one time and 5 people is the usual number of tenants in the house.

Prior to our ownership the house was used as a fraternity house that had a less than desirable reputation from what I have been told. Since we acquired the property, we have spent thousands of dollars improving the property both inside and outside. We have had no issues with any our tenant groups that I am aware with the police or fire department and have passed all required town inspections.

The house is a single-family house but has a sprinkler system and a monitored fire alarm system which give it significant life and safety enhancements compared to a conventional single-family dwelling. Because of the additional life safety equipment installed in the house and the house having 5 bedrooms, it made sense for us to obtain a lodging house permit to allow us to utilize the 5<sup>th</sup> bedroom. We hope to keep the lodging house status and are happy to present the following plans as requested.

**Security Plan:**

85 Winchester Street is a single family residential home. It has the same potential risks as any other single-family home in Keene. It is not a place of business or have any customers or persons visiting the property regularly besides the leased tenants.

The front and rear exterior doors have both a knob lock and a dead bolt. Each of the 5 interior bedrooms also have a keyed lock on the entry doors. All windows have locks on them as well. There is also exterior lighting at the front and rear of the building to keep the area illuminated and safe.

The leased tenants are advised to keep all windows and doors closed and locked when not at the residence as well as overnight.

In the event of any security issue each tenant as well as their co-signer (parent) has direct access to me via my cell phone as well as email address. They are also advised to call the local police or fire department depending on the nature of the issue.

**Life Safety Plan**

85 Winchester Street has a monitored fire alarm that if set off will notify the tenants via the buzzer and flashing lights, as well as notify the city Fire Department, as well as notify the call center who then calls me directly to notify me that the alarms were initiated. There are fire alarm pull handles on each floor as well so if the tenant notices a fire or safety issue prior to the

alarms sounding, they can initiate the alarm themselves. The fire alarm system is inspected annually to ensure it is operating properly.

As well as a monitored fire alarm system, 85 Winchester Street is also a fully sprinklered building. The fire sprinkler prevention system is also inspected annually to ensure all sprinkler heads and equipment are in good working order and operable.

The house is also equipped with emergency lighting so that should there be a fire or safety issue all common areas and hallways will be lit.

Being a single-family home with one central staircase the interior layout of the property is not elaborate or confusing. The building is the leased tenants home and as their home they are intimately familiar with the layout of the space and location of the entry/exit doors.

### **Staff Training and Procedure Plan**

85 Wilson Street is owned and operated by Keene Cribs LLC which is a small family run business consisting of my wife and myself as well as a trusty group of contractors that I have been employing for years. We have owned and managed Keene Cribs since 2002 and have been successfully renting our residential property to college students in Keene since that time. We take our tenants well being very seriously.

Because we are a small family run business, the tenants of 85 Winchester Street have direct access to me, the owner operator. I am the person who originally answered their call, text or email when they were initially inquiring about rental property options. I am the person who moved them into the house, and I am the person who routinely checks in on them to make sure everything is going well. I am the top of the funnel and everything flows through me. This allows for a centralized and streamlined communication process for the tenants and contractors that is simple and safe.

If the tenants contact me with an issue at the property that requires a contractor to come onto the property, the tenants first notify me of said issue and then I coordinate directly with one of the contractors I have used for years and keep the tenants informed as to the estimated arrival of the contractor as well as who that person is and what duty they will be performing once at the property.

All of the contractors I hire have been working for me for years and are not only trustworthy but know that my tenants safety and comfort is the utmost priority. They have all worked directly with me for years on and off of various rental properties and I have witnessed their behavior and character firsthand. They know that they must introduce themselves and explain who they are and what they are there to do.



### **Health and Safety Plan**

Being a single-family house that houses a group of tenants and not a business that is serving customers the health and safety plan is fairly simple.

All tenants occupy their own rooms in the house and share communal space such as the kitchen, living room and bathrooms. It is important to note that I do not rent out individual bedrooms in the house. I rent the entire house to a group of people. So, all the tenants know each other and are choosing to live together.

There are general housekeeping rules as set forth in the lease such as not storing garbage or empty bottles and cans inside the rental so as not to encourage pests. Tenants are not allowed to store any belongings in the stairwell, hallway or entryways that would prohibit access in and out of those areas. The house also has a monitored fire alarm and a fire sprinkler system for life safety protection.

There is a washer and dryer provided for the tenants on site so they can keep their clothes clean. I also do routine checks on the property and can identify any issues with cleanliness or life safety issues and address it with the tenants if needed.

### **Emergency Response Plan**

In the event of an emergency the tenants have several options. They can contact me directly on my cell phone and I can assist them. Or they can contact the Police, Fire Dept directly or dial 911 directly for assistance.

The leased tenants at time of move in are informed of standard operating procedures in case of emergency such as;

- Leave the house immediately if the fire alarm goes off or they smell smoke.
- Contact me if they think there is anything out of the ordinary or unsafe within the building.

In the event I am contacted for an emergency at the property I can physically show up at the property or have one of my contractors go to the property in a timely manner.

In the event the fire alarm goes off both the fire department and myself are automatically notified. The fire department is automatically dispatched to the house, and I receive a text message as well as a phone call from the call center notifying me of the alarm which lets me know to contact the tenants and access the situation.

### **Neighborhood Relations Plan**

As you can see in the accompanied highlighted parcel map, 85 Winchester Street is just one of many residential rental properties I manage in the area. All parcels highlighted in green are

owned and managed by Keene Cribs. I am very familiar with the other property owners in the neighborhood through my years of owning managing various properties in the area. I have personally met all the neighbors, provided them with my contact information and have had many a conversation with them over the years.

The property abutting 85 Winchester st on the west side is a property that I own and manage. The property abutting to the north is a very nice local resident by the name of Wayne Estey. Wayne has my number and recently called me for a recommendation for a plumber. I stop and talk to Wayne every time I see him.

All Keene Cribs tenants are encouraged to introduce themselves to their neighbors and provide them with their name and contact info so as to promote a good sense of community and to allow neighbors who may have moved in recently to get to know each other.

### **Building and Site Maintenance Procedures**

As the owner and manager of roughly 50 rental units in the Keene area I am very responsible and attentive to my properties. I do exterior visual site checks on the properties weekly. I go into every rental property quarterly at the very least to inspect and make sure there are no issues or maintenance needs. Tenants are also required to notify me if there is a maintenance need or if anything malfunctions or breaks at any point during their tenancy.

Because I rent to KSC students and only Juniors and Seniors are allowed to live off campus, the maximum stay for any group of tenants in one of my properties is 2 years. Every time a tenant group leaves and prior to a new tenant group entering the property, we do a complete inspection and have the property professionally cleaned. We go through every detail of the house and ensure that all fixtures, appliances, doors, windows, faucets, toilets and the like are not defective or in need of repair. Once the new tenant group occupies the property we continue to monitor the house on a quarterly basis minimally. Most properties I am inside much more frequently than once a quarter just through the basic operations of the business such as showing it to prospective tenants or meeting contractors to have them perform annual service on different systems.

Should any of you have any questions or comments, I may be reached on my cell at 203-414-8058 or by email at [Landlords@KeeneCribs.com](mailto:Landlords@KeeneCribs.com) and am happy to discuss or explain anything further.

Thank you,  
Trevor Grauer  
Keene Cribs

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City of Keene, NH

## Congregate Living & Social Services License Application

**For Office Use Only:**

Case No. \_\_\_\_\_  
 Date Filled \_\_\_\_\_  
 Rec'd By \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_

If you have questions on how to complete this form, please call: (603) 352-5440 or email: [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov)



### SECTION 1: LICENSE TYPE

<input type="checkbox"/> Drug Treatment Center	<input type="checkbox"/> Group Home, Small	<input type="checkbox"/> Homeless Shelter
<input type="checkbox"/> Fraternity/Sorority	<input type="checkbox"/> Group Resource Center	<input checked="" type="checkbox"/> Lodginghouse
<input type="checkbox"/> Group Home, Large	<input type="checkbox"/> Residential Drug/Alcohol Treatment Facility	<input type="checkbox"/> Residential Care Facility

### SECTION 2: CONTACT INFORMATION

I hereby certify that I am the owner, applicant, or the authorized agent of the owner of the property upon which this approval is sought and that all information provided by me is true under penalty of law. If applicant or authorized agent, a signed notification from the property owner is required.

OWNER	APPLICANT
<b>NAME/COMPANY:</b> Keene Student Rentals	<b>NAME/COMPANY:</b> Keene Student Rentals
<b>MAILING ADDRESS:</b> 23 Ralston St Keene, NH 03431	<b>MAILING ADDRESS:</b> 23 Ralston St Keene NH 03431
<b>PHONE:</b> 603-352-5510	<b>PHONE:</b> 603 352 5510
<b>EMAIL:</b> keenestudentrentals@gmail.com	<b>EMAIL:</b> keenestudentrentals@gmail.com
<b>SIGNATURE:</b> 	<b>SIGNATURE:</b> 
<b>PRINTED NAME:</b> Donna Forte	<b>PRINTED NAME:</b> Brianna Glasser

AUTHORIZED AGENT (if different than Owner/Applicant)	OPERATOR / MANAGER (Point of 24-hour contact, if different than Owner/Applicant)
<b>NAME/COMPANY:</b> Keene Student Rentals	<b>NAME/COMPANY:</b> Keene Student Rentals
<b>MAILING ADDRESS:</b> 23 Ralston St Keene NH 03431	<b>MAILING ADDRESS:</b> 23 Ralston St
<b>PHONE:</b> 603 724 4138	<b>PHONE:</b> 603 724 4138
<b>EMAIL:</b> keenestudentrentals@gmail.com	<b>EMAIL:</b> keenestudentrentals@gmail.com
<b>SIGNATURE:</b> 	<b>SIGNATURE:</b> 
<b>PRINTED NAME:</b> Brianna Glasser	<b>PRINTED NAME:</b> Brianna Glasser



SECTION 3: PROPERTY INFORMATION

<b>PROPERTY ADDRESS:</b> 57 Winchester ST	<b>TAX MAP PARCEL NUMBER:</b> 584007000000000
<b>ZONING DISTRICT:</b> High Density	<input checked="" type="checkbox"/> <b>LOCATION MAP:</b> <i>Please attach</i>

SECTION 4: APPLICATION AND LICENSE RENEWAL REQUIREMENTS

Using additional sheets if needed, briefly describe your responses to each criteria:

1. Description of the client population to be served, including a description of the services provided to the clients or residents of the facility and of any support or personal care services provided on or off site.

57 Winchester st is a Lodging house. This location provides and has provided housing to college students for during our time of ownership since 2017. We do not provide an individual/employee on site to manage the location internally.

We manage and maintain the property through Keene Student Rentals. The services provided are an 24 hour emergency line and maintenance when needed or requested. We provide multiple lines of communciation for our tenants to the office. Those include, the office line (landline), email, moblie line (texts accepted), and the online program which also provides another email, maintenance requests and another line to text. Within the building we have hard wired smoke and carbon monoxide detectors, sprinkler system, fire box which keeps direct commuication with the Keene Fire department and lastly fire extinguishers. You will find a copy of our most recent inspections for the fire extinguishers, smoke detectors and sprinkler system which were completed on July on the 19th 2022.



**2. Description of the size and intensity of the facility, including information about; the number of occupants, including residents, clients staff, visitors, etc.; maximum number of beds or persons that may be served by the facility; hours of operations, size and scale of buildings or structures on the site; and size of outdoor areas associated with the use.**

Our occupancy is set for 16 with 11 individual bedrooms/units. However we have never had anymore than 11 and currently we have a total of 10 tenants at this location. There are no hours of operation as the this house is not a business nor its own entity. This is student/tenant housing. Please see attachments regarding what the building entails from square footage, bedrooms, occupancy etc.

**3. For Congregate Living Uses, describe the average length of stay for residents/occupants of the facility.**

The duration of each lease runs June 1st till May 15th.

## SUBMITAL CHECKLIST

A complete application must include the following items and submitted by one of the options below:

- **Email:** communitydevelopment@keenenh.gov, with "CLSS License Application" in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for a Congregate Living & Social Services License application are outlined further in **Chapter 46, Article X** of the [City of Keene Code of Ordinances](#).

*Note: Additional information may be requested to complete the review of the application.*

<input checked="" type="checkbox"/> <b>PROPERTY OWNER:</b> <i>Name, phone number and address</i>	<input checked="" type="checkbox"/> <b>POINT OF 24 HOUR CONTACT:</b> <i>Name, phone number, and address of person acting as the operator, if not owner</i> <input type="checkbox"/> Same as owner
<input checked="" type="checkbox"/> <b>REQUIRED DOCUMENTATION:</b> <i>Provide all required state or federal licenses, permits and certifications</i>	<input checked="" type="checkbox"/> <b>WRITTEN NARRATIVE:</b> <i>Provide necessary information to the submittal requirements</i>
<input checked="" type="checkbox"/> <b>PROPERTY INFORMATION:</b> <i>Description of the property location including street address and tax map parcel number</i>	<input checked="" type="checkbox"/> <b>APPLICABLE FEES:</b> \$165.00 application <i>(checks made payable to City of Keene)</i>
<input type="checkbox"/> <b>COMPLETED INSPECTION:</b> <i>Inspection date: _____</i>	<input type="checkbox"/> <b>SCHEDULED INSPECTION:</b> <i>Inspection date: _____</i>
<input checked="" type="checkbox"/> <b>OPERATIONS AND MANAGEMENT PLAN:</b> Plan based on the industry standard "Best Management Practices" to include: <ul style="list-style-type: none"> <li>◇ Security Plan</li> <li>◇ Life Safety Plan</li> <li>◇ Staff Training and Procedures Plan</li> <li>◇ Health and Safety Plan</li> <li>◇ Emergency Response Plan</li> <li>◇ Neighborhood Relations Plan</li> <li>◇ Building and Site Maintenance Procedures</li> </ul> In addition, Homeless Shelters will need to provide: <ul style="list-style-type: none"> <li>◇ Rules of Conduct, Registration System and Screening Procedures</li> <li>◇ Access Policies and Procedures</li> </ul>	

Keene Student Rentals  
23 Ralston St  
Keene NH 03431  
603 352 5510  
603 724 4138  
[keenestudentrentals@gmail.com](mailto:keenestudentrentals@gmail.com)

#### 57 Winchester St Operations and Management Plan

##### **Security Plan:**

\*57 Winchester has a keyed entry. All units/bedrooms are individually keyed. Keys to the two entry doors are released to all tenants and keys to each unit/bedroom are released to the tenant whom occupies each room. KSR has a master set and an additional master set is held in a "knox box" for the Keene Fire Department on the property. KSR supports any tenant wishing to install a ring device for their own safety however this is truly at the tenant's discretion.

\*There is outside lighting by each entry way.

\*Detection systems: smoke and carbon monoxide detectors are hardwired through the building. Sprinkler system is inspected annually. We provide a monitored alarm system that communicates with the KFD. Fire extinguishers are provided on each floor. Exit signs are lit, there is an emergency light system to provide assistance during an emergency.

\*Fire rated doors are located on each floor, within each entry way for preventative methods in case of an emergency.

##### **Life Safety Plan:**

KSR is diligently working on updating the fire escape plan for each floor; 2.5 floors total. KSR has an emergency 24 hour that is accessible for tenants, the community, the city, KFD and KPD. If there is any concern at all, we ask our tenants to communicate the best they can regardless of the time of day.

##### **Staff Training and Procedures Plan:**

We do not have a staff member solely responsible or occupying this residence. Our office is located two blocks away. We have an office staff available Mon-Fri from 9am till 4:30pm. We provide a 24 hour emergency service that our tenants may text or call. We provide maintenance and repair as requested by our tenants. We also incorporate other companies with the correct licenses for repair issues. For example, any plumbing and heating issues are addressed by a NH licensed tech. Any electrical issues are addressed by NH licensed electricians.

##### **Health and Safety Plan:**

KSR supports and honors the recommendations set forth by Keene State College. We are not CDC enforcement officials however we highly recommend and support the measures KSC has in place for all of their students and faculty.

##### **Emergency Response Plan:**

We provide a 24 hour emergency service that our tenants may text or call. Once the call is made, we determine who to call out from KPD, KFD, heating tech, plumber, maintenance, and or electrician. Responding to each call effectively and efficiently is our top priority for all of our



occupants. We rely heavily on our city's trained personnel for their incredible response times as well as advisement during any emergency.

**Neighborhood Relations Plan:**

This specific location is surrounded by a similar population and demographic. More specifically, most neighbors are also college student/tenants and have a similar lease and time frame of occupancy. We rely on communication to and from our neighbors as well as our city representatives to help support the goals of our community. The emergency line we provide to our tenants is also equally available for every neighbor, every city representative and any individual that may feel the need to communicate any issue large or small.

**Building and Site Maintenance Plan:**

We provide multiple services for our tenants during the duration of their lease agreement:

Trash removal: weekly service provided

Snow Removal: tenants are notified from our office as to a window of time that the plows will be addressing snow accumulation. Sanding and salting is provided based on the New England weather.

Mowing: 10-14 day rotation during summer and fall months and/or provided as needed based on the season.

Tenants have access to a portal. This portal gives them the ability to submit maintenance orders, communicate via text or email and submit rent. This portal gives KSR the opportunity to track how each maintenance request is handled, which company is called to provide the service necessary, communication to and from the tenant and the time frame of completion. Again, all emergencies are handled through the emergency line.

Electrical Issues: addressed as needed by a licensed electrician

Heat Issues: addressed as needed by a licensed tech

Appliance Issues: addressed as needed by Monadnock Appliance Company

Fire Extinguishers: Addressed annually or as needed by Fire Safety

Alarm Box, smokes, co's: addressed annually or as needed by Amer Electric

Maintenance: Addressed as requested and/or as needed promptly. During maintenance service calls, maintenance is instructed to identify any other issues not communicated, review each combination detector, and/or check basements and plumbing.

Complete Annual or semi-annual inspections as requested or scheduled

Maintain compliance to city and code enforcements

When our tenant's lease expires, we perform the final walk through. Maintenance addresses any and all issues that were not communicated by the occupants, painters are then brought in to repaint the full interior, then professional cleaners. This preparation for the next group of tenants generally runs from May 16<sup>th</sup> till May 29<sup>th</sup> annually.



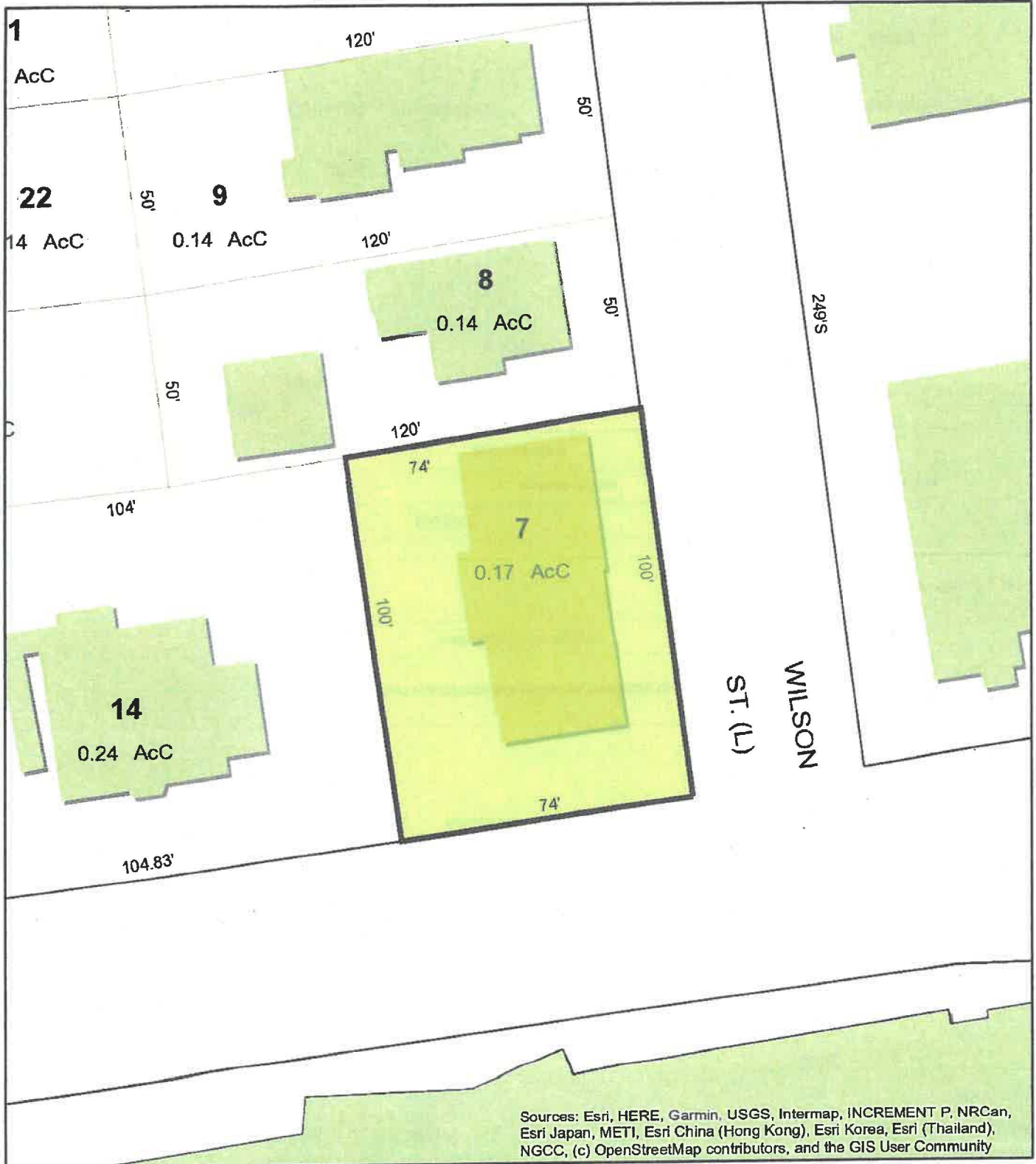
Keene, NH



November 30, 2022

1 inch = 34 Feet

www.cai-tech.com



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

**57 WINCHESTER ST.**

**Location** 57 WINCHESTER ST.

**Map/Lot #** 584 / / 007/000 000/000

**Acct#** 584007000000000

**Owner** FORTE DONNA

**Building Name**

**Assessment** \$634,100

**Appraisal** \$634,100

**PID** 2557

**Building Count** 1

**Current Value**

Appraisal			
Valuation Year	Improvements	Land	Total
2022	\$349,000	\$285,100	\$634,100

Assessment			
Valuation Year	Improvements	Land	Total
2022	\$349,000	\$285,100	\$634,100

**Parcel Addresses**

Additional Addresses
No Additional Addresses available for this parcel

**Owner of Record**

**Owner** FORTE DONNA

**Co-Owner**

**Address** 23 RALSTON ST.

KEENE, NH 03431-3643

**Sale Price** \$450,000

**Book & Page** 2998/0750

**Sale Date** 08/31/2017

**Ownership History**

Ownership History			
Owner	Sale Price	Book & Page	Sale Date
FORTE DONNA	\$450,000	2998/0750	08/31/2017
57 WINCHESTER STREET LLC	\$25,000	2305/0073	12/02/2005
PHI MU DELTA	\$32,900	1640/0476	03/01/1998
BLAIR JOHN H.	\$90,000	/	05/01/1983

## Building Information

### Building 1 : Section 1

**Year Built:** 1910  
**Living Area:** 4,316  
**Replacement Cost:** \$477,809  
**Building Percent Good:** 72  
**Replacement Cost Less Depreciation:** \$344,000

#### Building Attributes

Field	Description
Style:	Rooming House
Model:	Commercial
Grade	C+
Stories:	2.5
Occupancy	16.00
Exterior Wall 1	Vinyl
Exterior Wall 2	
Roof Structure	Gable
Roof Cover	Asphalt
Interior Wall 1	Drywall/Sheetrock
Interior Wall 2	Plaster
Interior Floor 1	Hardwood
Interior Floor 2	Pine/Softwood
Heating Fuel	Oil
Heating Type	Hot Water
Air Conditioning	None
Bldg Use	Apartments - Com
Bedrooms	11
Full Baths	3
Half Baths	
Frame	Wood Frame/Joist/Beam
Plumbing	Above Normal
Partitions	Above Normal
Wall Height	8.00
FBLA	
Condo Complex	
Cov Park Spaces	0

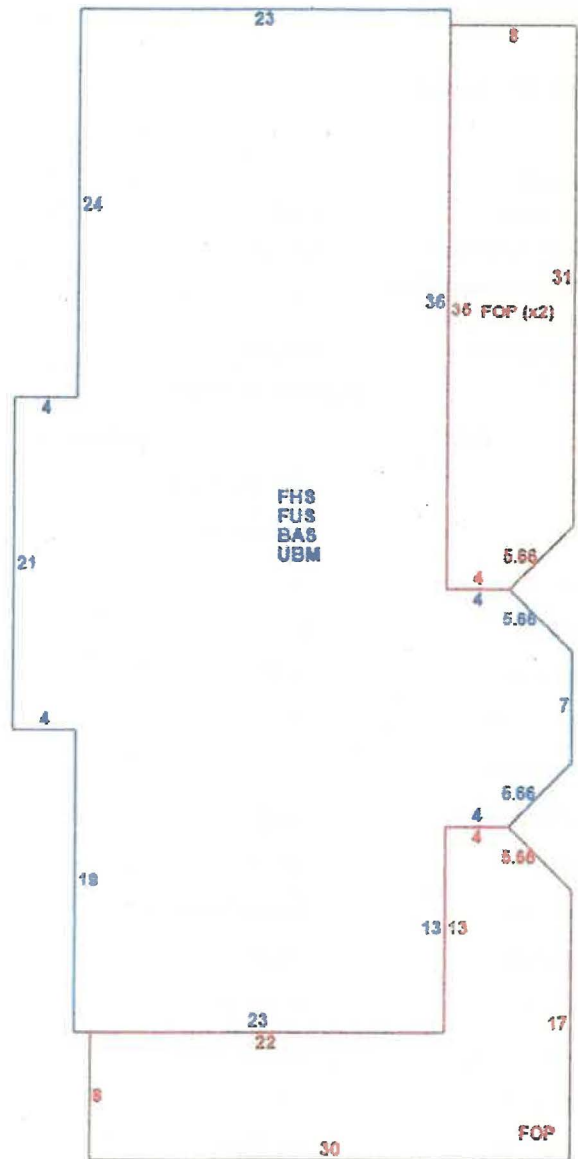
### Building Photo



([https://images.vgsi.com/photos2/KeeneNHPhotos/A0013/IMG\\_0019\\_1398](https://images.vgsi.com/photos2/KeeneNHPhotos/A0013/IMG_0019_1398))



**Building Layout**



(ParcelSketch.ashx?pid=2557&bid=2557)

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
BAS	First Floor	1,660	1,660
FUS	Framed Upper Story	1,660	1,660
FHS	Framed Half Story	1,660	996
FOP	Framed Open Porch	880	0
UBM	Unfinished Basement	1,660	0
		7,520	4,316

**Extra Features**

Extra Features	Legend
----------------	--------



No Data for Extra Features

**Land**

**Land Use**

**Use Code** 108  
**Description** Apartments - Com  
**Zone** HD  
**Category**

**Land Line Valuation**

**Size (Acres)** 0.17  
**Depth**  
**Assessed Value** \$285,100  
**Appraised Value** \$285,100

**Outbuildings**

Outbuildings						Legend
Code	Description	Sub Code	Sub Description	Size	Assessed Value	Bldg #
PAV1	PAVING- ASPHALT			5000.00 S.F.	\$5,000	1

**Valuation History**

Appraisal			
Valuation Year	Improvements	Land	Total
2021	\$349,000	\$285,100	\$634,100

Assessment			
Valuation Year	Improvements	Land	Total
2021	\$349,000	\$285,100	\$634,100

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# Annual Water-Based Fire Protection Systems Inspection

## Life Safety Fire Protection Inc NH

MA Lic#SC-006025  
97 Lower Jaffrey Road, Dublin, NH, 03444  
Phone (603) 563-7700  
Fax (603) 563-7070  
Website <http://www.lifesafetyfire.com>



Inspector: Matt Duncan

Inspection date: 07/19/2022

### Inspection Location

#### 57 Winchester Street Fire Sprinkler

57 Winchester Street  
Keene, NH 03431  
Phone:

### Customer

#### 57 Winchester Street

57 Winchester Street  
Keene, NH 03431  
Phone:

*Inspection performed in accordance with  
NFPA 25 Standard for the Inspection, Testing, and Maintenance  
of Water-Based Fire Protection Systems, 2017 edition.*

System Summary		Number of Systems at Site
Items	Total Systems	
Wet System	1	

**Wet System**  
**Wet System Inspection**

Sprinkler heads free of leakage, corrosion, external loading, damage or loss of fluid in glass bulb element, painted heads, and pointed in proper direction. (5.2.1.1.1; 5.2.1.1.2)	Pass
Escutcheons and coverplates in place, if applicable. (5.2.1.1.5)	Pass
Minimum clearance maintained below all sprinklers. (5.2.1.2)	Pass
Replacement sprinkler heads per number of installed sprinklers available in head box. (5.4.1.5.4)	Pass
Sprinkler head wrench for each type head provided in head box. (5.4.1.5.5)	Pass
List of sprinklers installed on the property posted on head box. (5.4.1.5.6)	N/A
System piping free of mechanical damage, leaks, corrosion, & without external loads on or hung from piping. (5.2.2.1 & 5.2.2.2)	Pass
Pipe hangers, braces & supports not damaged, loose or unattached. (5.2.3)	Pass
Sprinklers in the building in service for 50 years, have been replaced or sample tested. (5.3.1.1.1)	N/A
Sprinklers with fast-response elements in service for 20 years have been replaced or sample tested. (5.3.1.1.1.3)	N/A
Dry sprinklers in service for 10 years have been replaced or sample taken (if dry sprinklers present). (5.3.1.1.1.6)	N/A

**Wet Riser Main Drain/No Check Valve**

Exterior of connection in good condition and gauge operable.	Pass
Pressure (psi) shown on pressure gauge	95 PSI
Hydraulic nameplate, if applicable, securely attached and is legible (5.2.5)	Pass
Size of main drain	1"
Pressure (psi) shown on Supply Water pressure gauge. (13.2.5)	95 PSI
Residual Pressure with valve open (13.2.5)	80 PSI
Static Pressure after valve closed (13.2.5)	90 PSI
Main Drain Test Pressure less than 10% reduction in flow from original acceptance test or previous test results (13.2.5.3)	Pass
Valve Status Test - Valves open when returned to service. (13.3.3.4)	Pass
Gauge on valve, when compared to calibrated gauge is error less than 3% full or gauge has been recalibrated or replaced. (13.2.7.2 & 13.2.7.3)	N/I

**Control Valves**

Type	Area/Location	Model Size	Accessible	Condition	Secured	Exercised	Seal	Valve Test
Control Valve - locked/tamper	Main supply Supply side	Butterball 2"	Pass	Pass	Pass	Pass	N/A	Pass
Control Valve - locked/tamper	Main supply Supply side	Ball 2"	Pass	Pass	Pass	Pass	N/A	Pass
Control Valve - locked/tamper	Main supply System side	Ball 2"	Pass	Pass	Pass	Pass	N/A	Pass
Control Valve - locked/tamper	Main supply System side	Butterball 2"	Pass	Pass	Pass	Pass	N/A	Pass

**Supervisory Devices**

Type	Area/Location	Visual Insp	Functional Test
Valve Supervisory Switch	Main supply Supply side	Pass	Pass
Valve Supervisory Switch	Main supply System side	Pass	Pass

### Alarm Devices

Type	Area/Location	Visual Insp	Functional Test
Electric Bell	Main flow	Pass	Pass
Waterflow Alarm - Vane Type	Main flow	Pass	Pass 33 Seconds

### Common Components

#### Backflow Prevention Assembly Device

Isolation valves in normal open position, and secured properly. (13.7.1.2)	Pass
Internal inspection verifies all components operate correctly, move freely and are in good condition. (13.7.1.3)	N/I

#### Fire Department Connection

FDC visible and accessible, and signs in place. (13.8.1)	Pass
Couplings and swivels free of damage and rotate smoothly. (13.8.1)	Pass
Caps, plugs and gaskets in place and free from damage. (13.8.1)	Pass
Check valve free from leaks, automatic drain valve and clapper in place and operating properly. (13.8.1)	Pass
Interior of the connection free of obstructions. (13.8.1)	Pass
Visible piping supplying FDC undamaged. (13.8.1)	Pass
Internal inspection of check valve - components operate properly, cleaned/repared as needed. (13.4.2.1)	N/I
Hydrostatic test results of piping from FDC to check valve acceptable. (13.8.5)	N/I

### Not Inspected

#### Wet Riser Main Drain/No Check Valve

**Question:** Gauge on valve, when compared to calibrated gauge is error less than 3% full or gauge has been recalibrated or replaced. (13.2.7.2 & 13.2.7.3)

**Technician Response:** Gauge Replaced 09/09/2021

#### Backflow Prevention Assembly Device

**Question:** Internal inspection verifies all components operate correctly, move freely and are in good condition. (13.7.1.3)

**Technician Response:** Internal Inspection Conducted 09/09/2021

#### Fire Department Connection

**Question:** Internal inspection of check valve - components operate properly, cleaned/repared as needed. (13.4.2.1)


**Technician Response:** Conducted Internal Inspection on 09/09/2021

**Question:** Hydrostatic test results of piping from FDC to check valve acceptable. (13.8.5)

**Technician Response:** Hydrostatic Testing Conducted on 09/09/2021

Liability Release Statement:

The owner and/or designated representative acknowledges the responsibility of the operating condition of the component parts at the time of this inspection. It is agreed that the inspection service provided by the contractor as prescribed herein is limited to performing a visual inspection and/or routine testing, and any investigation or unscheduled testing, modification, maintenance, repair, etc., of the component parts is not included as part of the inspection work performed. It is further understood that all information contained herein is provided to the best of the knowledge of the party providing such information.



7/19/22

Customer: Sharon Laffond

Tech: Matt Duncan



IF REPORT IS NOT COMPLETED IN FULL, IT WILL BE RETURNED TO FACILITY.



**BACKFLOW PREVENTION DEVICE TEST REPORT**

NAME OF FACILITY: 57 Winchester St.

ADDRESS OF FACILITY: 57 Winchester St.

CITY: KEENE, NH ZIP: 03431

CONTACT PERSON: Sharon Laffond PHONE: 603-352-5510

FAX: \_\_\_\_\_ EMAIL: keeneStudentRentals@gmail.com

LOCATION OF DEVICE: Basement on Sprinkler Riser

- CONTAINMENT DEVICE 
  - DCVA  RPBA  PVBA  OTHER: \_\_\_\_\_
- NEW INSTALLATION  EXISTING  REPLACEMENT
- COMMERCIAL  RESIDENTIAL

MAKE: AMES MODEL: 2000B SERIAL NO.: 25795 SIZE: 2"

TESTING DATE: 7-19-22

NEXT TEST DUE: 7/2023

INITIAL TEST	FIRST CHECK	SECOND CHECK	RELIEF VALVE	BALL VALVE #2
PASSED <input checked="" type="checkbox"/> FAILED <input type="checkbox"/>	CLOSED TIGHT <input checked="" type="checkbox"/> <u>2.0</u> PSID LEAKED <input type="checkbox"/>	CLOSED TIGHT <input type="checkbox"/> <u>2.0</u> PSID LEAKED <input type="checkbox"/>	OPENED AT <u>N/A</u> PSID AIR GAP OK? <input type="checkbox"/>	CLOSED TIGHT <input checked="" type="checkbox"/> LEAKED <input type="checkbox"/>
TEST AFTER REPAIRS	CLOSED TIGHT <input type="checkbox"/> _____ PSID	CLOSED TIGHT <input type="checkbox"/> _____ PSID	OPENED AT _____ PSID	

COMMENTS: \_\_\_\_\_

[Signature]  
NH CERTIFIED TESTER'S SIGNATURE

WATT DUNCAN  
PRINT NAME

CERTIFICATION # 13685

EXP. DATE: 10-31-23

TEST KIT SERIAL #: 05191962

EXP. DATE: 11-22-22

Send results to:

City of Keene Public Works Department  
350 Marlboro Street  
Keene, NH 03431

Email: [citreq-dpw@ci.keene.nh.us](mailto:citreq-dpw@ci.keene.nh.us)  
Fax: 603-283-5667  
Phone: 603-352-6550

# Annual Fire Extinguisher Inspection

## Life Safety Fire Protection Inc NH

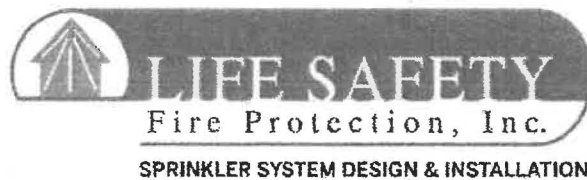
MA Lic#SC-006025

97 Lower Jaffrey Road, Dublin, NH, 03444

Phone (603) 563-7700

Fax (603) 563-7070

Website <http://www.lifesafetyfire.com>



Inspector: Matt Duncan

Inspection date: 07/19/2022

Inspection conducted at location:

### 57 Winchester Street Fire Extinguisher

57 Winchester Street

Keene, NH 03431

Phone: Fax:

For Customer:

### 57 Winchester Street

57 Winchester Street

Keene, NH 03431

Phone: Fax:

Inspection performed in accordance with NFPA 10 Standard for Portable Fire Extinguishers 2018 ed.

**Hand Portable Extinguisher Summary Totals**

Items	Total Devices	Total Inspected	Total Failed	Total Not Inspected
Dry Chem - st. press (ABC)	6	6	0	0
<b>Total</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>

Hand Portable Extinguishers								
#	Device Size	Area Location	S/N Barcode	Inspection	Maintenance	Last/Next 6 Yr. Maint.	Mfr Date	Last/Next Hydro Date
1	Dry Chem - st. press (ABC) 5 lb	1st Floor Kitchen	1	Pass 7/19/2022	Pass 7/19/2022		2021	
2	Dry Chem - st. press (ABC) 5 lb	2nd Floor By Room 2E	2	Pass 7/19/2022	Pass 7/19/2022		2021	
3	Dry Chem - st. press (ABC) 5 lb	2nd Floor By Front Stairs	3	Pass 7/19/2022	Pass 7/19/2022		2021	
4	Dry Chem - st. press (ABC) 5 lb	3rd Floor By Rear Stairs	4	Pass 7/19/2022	Pass 7/19/2022		2021	
5	Dry Chem - st. press (ABC) 5 lb	3rd Floor By Room 3A	5	Pass 7/19/2022	Pass 7/19/2022		2018	
6	Dry Chem - st. press (ABC) 5 lb	Basement Rear Near Electrical Panel	6	Pass 7/19/2022	Pass 7/19/2022		2009	4/19/2021/ 4/19/2033



Liability Release Statement:

The owner and/or designated representative acknowledges the responsibility of the operating condition of the component parts at the time of this inspection. It is agreed that the inspection service provided by the contractor as prescribed herein is limited to performing a visual inspection and/or routine testing, and any investigation or unscheduled testing, modification, maintenance, repair, etc., of the component parts is not included as part of the inspection work performed. It is further understood that all information contained herein is provided to the best of the knowledge of the party providing such information.



7/19/22

---

Customer: Sharon Laffond

---

Technician: Matt Duncan

Amer Electric Inc  
 PO Box 1090  
 Keene NH 03431

# Invoice

Invoice Date	Invoice #
7/29/22	112170
Service Date	
7/19/22	

(603) 357-8553

Keene Student Rentals  
 23 Ralston St  
 Keene NH 03431

P.O. No.	Project	Terms		
	57 Winchester St	Due on receipt		
Description	Quantity	Rate	Amount	
Fire/Security Technician(s): Inspect and Test Fire Alarm System and Fire Alarm Control Panel	4	100.00	400.00	
Tank of air, can of smoke for fire alarm test	1	50.00	50.00T	
Trip Charge. Miscellaneous Supplies. Fuel Charge.	1	5.00	5.00	
NH Sales Tax		0.00%	0.00	
		<i>29045-2hrs</i>		
		<b>Total</b>	\$455.00	

**Thank you! We appreciate your business!**  
*Proudly serving NH and VT since 1988 with electrical,  
 fire and security systems & service.*

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$455.00



City of Keene, NH

# Congregate Living & Social Services License Application

**For Office Use Only:**

Case No. \_\_\_\_\_  
Date Filled \_\_\_\_\_  
Rec'd By \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_

If you have questions on how to complete this form, please call: (603) 352-5440 or email: [communitydevelopment@keenehnh.gov](mailto:communitydevelopment@keenehnh.gov)

## SECTION 1: LICENSE TYPE

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Drug Treatment Center | <input type="checkbox"/> Group Home, Small                           | <input type="checkbox"/> Homeless Shelter          |
| <input type="checkbox"/> Fraternity/Sorority   | <input type="checkbox"/> Group Resource Center                       | <input checked="" type="checkbox"/> Lodginghouse   |
| <input type="checkbox"/> Group Home, Large     | <input type="checkbox"/> Residential Drug/Alcohol Treatment Facility | <input type="checkbox"/> Residential Care Facility |

## SECTION 2: CONTACT INFORMATION

I hereby certify that I am the owner, applicant, or the authorized agent of the owner of the property upon which this approval is sought and that all information provided by me is true under penalty of law. If applicant or authorized agent, a signed notification from the property owner is required.

OWNER	APPLICANT
<b>NAME/COMPANY:</b> Monadnock Affordable Housing Corp.	<b>NAME/COMPANY:</b> Keene Housing
<b>MAILING ADDRESS:</b> 831 Court St. Keene, NH 03431	<b>MAILING ADDRESS:</b> 831 Court Street Keene, NH 03431
<b>PHONE:</b> (603) 352-6161	<b>PHONE:</b> (603) 352-6161
<b>EMAIL:</b> jmeehan@keenehousing.org	<b>EMAIL:</b> rjurkowski@keenehousing.org
<b>SIGNATURE:</b> 	<b>SIGNATURE:</b> Rhoda Jurkowski, Property Manager <small>Digitally signed by Rhoda Jurkowski, Property Manager Date: 2022.11.28 11:57:11 -05'00'</small>
<b>PRINTED NAME:</b> Joshua R. Meehan, Executive Director	<b>PRINTED NAME:</b> Rhoda Jurkowski, Property Manager

AUTHORIZED AGENT (if different than Owner/Applicant)	OPERATOR / MANAGER (Point of 24-hour contact, if different than Owner/Applicant)
	<input type="checkbox"/> Same as owner
<b>NAME/COMPANY:</b>	<b>NAME/COMPANY:</b> on site Resident Managers Linda Hagg, Lenny Garrett or Keene Housing
<b>MAILING ADDRESS:</b>	<b>MAILING ADDRESS:</b>
<b>PHONE:</b>	<b>PHONE:</b> Resident Managers 358-5377 Keene Housing 352-6161
<b>EMAIL:</b>	<b>EMAIL:</b>
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>
<b>PRINTED NAME:</b>	<b>PRINTED NAME:</b>

**SECTION 3: PROPERTY INFORMATION**

<b>PROPERTY ADDRESS:</b> 86 Winter St. Keene, NH 03431	<b>TAX MAP PARCEL NUMBER:</b> 575
<b>ZONING DISTRICT:</b> Downtown Transition	<input checked="" type="checkbox"/> <b>LOCATION MAP:</b> <i>Please attach</i>

**SECTION 4: APPLICATION AND LICENSE RENEWAL REQUIREMENTS**

*Using additional sheets if needed, briefly describe your responses to each criteria:*

**1. Description of the client population to be served, including a description of the services provided to the clients or residents of the facility and of any support or personal care services provided on or off site.**

Individual Adult Tenants  
No services on or off site

**2. Description of the size and intensity of the facility, including information about; the number of occupants, including residents, clients staff, visitors, etc.; maximum number of beds or persons that may be served by the facility; hours of operations, size and scale of buildings or structures on the site; and size of outdoor areas associated with the use.**

Residential House (No services)

18 single private rooms (1 individual adult tenant per room)

1 (1 BR) apartment (on site resident managers)

This location is a home, there are no business operations at this property

**3. For Congregate Living Uses, describe the average length of stay for residents/occupants of the facility.**

minimum of 1 year lease



## SUBMITAL CHECKLIST

A complete application must include the following items and submitted by one of the options below:

- **Email:** communitydevelopment@keeneh.gov, with "CLSS License Application" in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for a Congregate Living & Social Services License application are outlined further in **Chapter 46, Article X** of the City of Keene Code of Ordinances.

*Note: Additional information may be requested to complete the review of the application.*

<input checked="" type="checkbox"/> <b>PROPERTY OWNER:</b> <i>Name, phone number and address</i>	<input checked="" type="checkbox"/> <b>POINT OF 24 HOUR CONTACT:</b> <i>Name, phone number, and address of person acting as the operator, if not owner</i> <input type="checkbox"/> Same as owner
<input type="checkbox"/> <b>REQUIRED DOCUMENTATION:</b> <i>Provide all required state or federal licenses, permits and certifications</i>	<input checked="" type="checkbox"/> <b>WRITTEN NARRATIVE:</b> <i>Provide necessary information to the submittal requirements</i>
<input checked="" type="checkbox"/> <b>PROPERTY INFORMATION:</b> <i>Description of the property location including street address and tax map parcel number</i>	<input checked="" type="checkbox"/> <b>APPLICABLE FEES:</b> \$165.00 application <del>\$ 62.00 legal ad (checks made payable to City of Keene)</del>
<input type="checkbox"/> <b>COMPLETED INSPECTION:</b> <i>Inspection date: _____</i>	<input checked="" type="checkbox"/> <b>SCHEDULED INSPECTION:</b> <i>Inspection date: <u>Corinne will schedule</u></i>
<input checked="" type="checkbox"/> <b>OPERATIONS AND MANAGEMENT PLAN:</b> Plan based on the industry standard "Best Management Practices" to include: <ul style="list-style-type: none"> <li>◇ Security Plan</li> <li>◇ Life Safety Plan</li> <li>◇ Staff Training and Procedures Plan</li> <li>◇ Health and Safety Plan</li> <li>◇ Emergency Response Plan</li> <li>◇ Neighborhood Relations Plan</li> <li>◇ Building and Site Maintenance Procedures</li> </ul> In addition, Homeless Shelters will need to provide: <ul style="list-style-type: none"> <li>◇ Rules of Conduct, Registration System and Screening Procedures</li> <li>◇ Access Policies and Procedures</li> </ul>	

### **Security Plan**

Locked secure building. Emergency lighting inside and motion detection lighting outside in front and back yard. Security cameras. Locked windows. Lit emergency exit signs.

### **Life Safety Plan**

Knox box for keys for fire department located outside of building. Annual inspections on electrical and fire safety systems. CO2/combo detectors (smoke, heat, carbon monoxide). Fire escape plans posted in individual rooms.

### **Staff Training and Procedures Plan**

No services are provided. Onsite resident managers ensure regular maintenance of interior and exterior of building.

### **Health and Safety Plan**

No services are provided.

### **Emergency Response Plan**

Residents are instructed to call the police in cases of emergency.

### **Neighborhood Relations Plan**

Keene Housing is a well-known community agency and accessible to anyone in the community via mail, phone, website and in person at its' main office or any of its' satellite offices.

### **Building and Site Maintenance Plan**

Regular onsite inspections conducted by staff annually for regular maintenance. Deficiencies are noted and work orders placed accordingly. Professional vendors perform annual inspections and service equipment.

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**CONGREGATE LIVING & SOCIAL SERVICES LICENSING BOARD**  
**2023 Meeting Schedule**

<b>APPLICATION DEADLINE</b>	<b>INSPECTION DATE</b>	<b>MEETING DATE</b>
December 23, 2022	Week of January 2	January 24, 2023
January 27, 2023	Week of February 6	February 28, 2023
February 24, 2023	Week of March 6	March 28, 2023
March 24, 2023	Week of April 3	April 25, 2023
April 21, 2023	Week of May 2	May 23, 2023
May 26, 2023	Week of June 5	June 27, 2023
June 23, 2023	Week of July 3	July 25, 2023
July 21, 2023	Week of July 31	August 22, 2023
August 25, 2023	Week of September 4	September 26, 2023
September 22, 2023	Week of October 2	October 24, 2023
November 3, 2023	Week of November 6	November 28, 2023
November 27, 2023	Week of December 11	December 26, 2023
December 22, 2023	Week of January 1	January 23, 2024

Meetings are held on the 4<sup>th</sup> Tuesday of the month, unless otherwise noted, begin at 6:00 PM, in Council Chambers, 2<sup>nd</sup> floor, City Hall, 3 Washington St.

Additional meetings to be scheduled as needed.