

**City of Keene**  
**New Hampshire**

**HISTORIC DISTRICT COMMISSION**  
**MEETING MINUTES**

**Tuesday, April 7, 2020**

**4:30 PM**

**Online Meeting**  
**Zoom Platform - [ww.zoom.com](http://www.zoom.com)**

**Members Present:**

Andrew Weglinski, Chair  
Councilor Catherine Workman  
Sam Temple  
Hans Porchitz  
Hanspeter Weber, alternate  
Tia Hockett, alternate

**Staff Present:**

Tara Kessler, Senior Planner  
Mari Brunner, Planner  
Megan Fortson, Planning Technician  
Corinne Marcou, Community Development  
Department

**Members Not Present:**

Nancy Proctor  
Erin Benik  
Joslin Kimball Frank, Alternate  
Peter Poanessa, Alternate  
Dave Bergeron, Alternate

**Authority to Hold Meeting Electronically**

Chair Weglinski read the following statement:

“As Chair of the Historic District Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Zoom platform for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #: (877) 853-5257 and entering Meeting ID: 824-030-796, or by clicking on the following website address [www.zoom.us/join](http://www.zoom.us/join) and entering the meeting ID.

*b) Providing public notice of the necessary information for accessing the meeting;*

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We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the City of Keene's website at:  
<https://ci.keene.nh.us/historic-district-commission>.

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem with access, please call (603) 757-0622

*d) Adjourning the meeting if the public is unable to access the meeting.*

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.”

**1) Call to Order & Roll Call**

Chair Weglinski asked Ms. Brunner to conduct roll call. Ms. Brunner asked Commission members to state whether they have anyone else in the room with them when their name is called, which is required under the NH Right to Know Law.

- Andrew Weglinski: Present
- Samuel Temple: Present
- Hans Porschitz: Present; Mr. Jim Bannon is in the room with him, but cannot hear the meeting.
- Erin Benik: Not present
- Nancy Proctor: Not present
- Councilor Catherine Workman: Present
- Hanspeter Weber: Present
- Joslink Kimball-Frank: Not present
- Dave Bergeron: Not present
- Tia Hockett: Present
- Peter Poanessa: Not present

**2) Review and Discussion of Zoom Online Meeting Platform**

Chair Weglinski asked Ms. Brunner to review the online meeting format. Ms. Brunner thanked everyone for attending today to test out the Zoom platform in advance of the HDC meeting next week. She said that all votes of the Commission will need to be done by roll call vote. If Commission members have a question or would like to speak, they can use the “raise hand” button, which will automatically put them at the top of the participant list. All of the HDC members and the Applicant should have received an invitation to join the meeting as a panelist. This invitation is unique to each person. If members use the link to join the meeting as a panelist, when they enter the meeting they will be able to talk and mute/unmute themselves. If they join using the meeting information shared publicly, they will enter the meeting as an attendee and will not be able to speak. However, the meeting host (Ms. Brunner) can “promote” an attendee to become a panelist.

Sam Temple said that he could not find the “raise hand” button. He originally joined the meeting as an attendee and was promoted to be a panelist. When this happened, he lost the “raise hand” button. Councilor Workman and Hans Porschitz also joined the meeting as attendees and were promoted to be

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panelists. Both Councilor Workman and Hans Porschitz were able to find the “raise hand” button. Sam Temple was able to find the “raise hand” button at the bottom of the chat box.

Ms. Brunner said that, in general, she will let Commission members WS and un-mute themselves unless there is a lot of background noise making it difficult to hear. She asked that Commission members follow the general practice of waiting on the chair to call on them before speaking. This is where the “raise hand” function will become helpful. This function allows Chair Weglinski and staff to see who raises their hand and in what order. Chair Weglinski asked about the meeting attendees, which are in a separate list on the Zoom platform. He said that, right now, only Rhett Lamb is listed in the attendee list. During the HDC meeting next week, who will be able to see the attendee list? What happens if an attendee raises their hand? Ms. Brunner responded that she, as the meeting host, would be monitoring the attendee list. Senior Planner Tara Kessler is in the room with her and is a co-host of the meeting, and can help monitor the attendee list. During the public comment portion of the meeting, Ms. Brunner will ask attendees to raise their hand if they would like to speak and let Chair Weglinski know when there is a member of the public who would like to speak. The meeting host will be able to un-mute attendees and allow them to speak. Senior Planner Tara Kessler joined the attendee list and used the “raise hand” function to demonstrate what it would look like. Ms. Brunner noted that attendees will only be allowed to speak during the public comment portion of the meeting; at all other times they will not be able to speak. Chair Weglinski said it would be helpful to let attendees know at the start of the meeting that they will only be able to speak during the public comment portion of the meeting. Ms. Brunner said that she will add a slide at the beginning of the meeting presentation with information about how the public can participate in the meeting, including when they will be invited to speak.

Ms. Brunner asked if everyone could see the chat box. Chair Weglinski and Hans Porschitz said they could see it, and no one expressed any issues with finding the chat box. Ms. Brunner noted that the chat box will be available for panelists to use in case there are technical difficulties and they cannot speak; however, in general, she asked that Commission members not use the chat box because all discussion and commentary should be audible so that attendees can hear what is being said.

Councilor Workman said that she is not able to turn her video on, and asked whether this meeting would be televised. Ms. Brunner said that the Community Development Zoom account does not have video enabled. The video function allows those with web cameras to show a video of themselves during the meeting. The Community Development Department decided not to enable the video function, partly because it can slow down the Zoom platform, and partly because staff would like to avoid having a participant’s video overtake the meeting screen, since they will be relying on a slideshow to provide visuals throughout the meeting.

Ms. Brunner asked if there were any further questions about the Zoom platform. Hearing none, she said that there are a couple staff from the Community Development Department who are lined up to provide public comments during this meeting in order to test out how this process will work.

**3) Public Comment**

Chair Weglinski opened up the meeting to public comments. Ms. Brunner noted that the number to call to provide public comments is shown on the screen. Ms. Kessler said that there is one person on the line, Ms. Corinne Marcou. She asked Ms. Marcou to state her name and address, and provide her comment.

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Ms. Marcou, 3 Washington Street, said that she wanted to thank the Board members for their patience, understanding, and good humor while staff work through the logistics of the online meeting format. Ms. Kessler thanked Ms. Marcou for her comments.

Ms. Brunner noted that Ms. Marcou called in using the phone number displayed on the screen. When a caller uses a separate phone line (not the Zoom call-in number), staff will be muted in order to avoid audio feedback issues (since the phone is in the same room as staff). Members of the public can also provide public comment if they are attending the meeting online using the Zoom platform. For example, right now Ms. Kessler is an attendee in the meeting and has used the “raise hand” function to indicate that she would like to speak. Chair Weglinski invited Ms. Kessler to speak.

Ms. Kessler said that she is using her personal phone to join the Zoom meeting as an attendee. She said she raised her hand to show how attendees using the Zoom platform could provide comments during the meeting. Chair Weglinski asked if he should introduce everyone who speaks. Ms. Brunner replied that he should ask each person to state their name and address, then provide their comment or ask their question. Chair Weglinski asked whether he would need to do this for all attendees, or just those who request to speak. Ms. Brunner said he only needs to ask attendees who wish to speak to provide their name and address.

Chair Weglinski thanked everyone for participating in the meeting and asked if there were any further questions. Hearing none, he closed the public comment portion of the meeting.

**4) Next Meeting – April 15, 2020**

Ms. Brunner said that a packet for the April 15 meeting would be sent out this week, and that there is one public hearing on the agenda. Chair Weglinski asked those present whether they would be able to attend the HDC meeting next week. Ms. Brunner said that she heard from Nancy Proctor, who was not able to make the meeting today, that she would be able to attend the April 15 HDC meeting. Tia Hockett, Hans Porschitz, and Sam Temple all said they could attend the meeting. Hanspeter Weber he could attend the meeting, if needed. Ms. Brunner said that Joslin Kimball-Frank, an alternate member, told her she could attend the HDC meeting if needed as well.

**5) Adjourn**

There being no further business, Chair Weglinski adjourned the meeting at approximately 5:00 PM.

Respectfully submitted by,  
Mari Brunner, Planner