



## Town of Concord Zoning and Planning Board Meeting Minutes

Wednesday, November 20, 2024 at 6:00pm

Town of Concord Municipal Offices

**Present:** *James Gochie, Steven Bean, Danielle Cote-Sukkaew, Jessica Hudson, Brenden Monahan (as Alternate Board Member)*

**Absent:** *Rodger Sheldon*

**Quorum** Y/N: *Yes*

1. **Call to Order** at 6:01pm by James Gochie

2. **Approval of Agenda-** 6:02pm

Motion: James Gochie, Moved by: Steven Bean, Seconded: Jessica Hudson

✓ Approved

3. **Approval of Minutes:**

September 18th, 2024 Meeting Minutes

**Motion:** James Gochie

**Moved** by: Danielle Cote-Sukkaew, **Seconded:** Jessica Hudson

✓ **Approved** Minutes “as written”

October 16th, 2024 Meeting Minutes

**Motion:** James Gochie

**Moved** by: James Gochie, **Seconded:** Danielle Cote-Sukkaew

✓ **Approved** Minutes as Amended:

○ 2. Hearing

- A Motion to **adjourn**... corrected and revised wording to state “Motion to **recess**”

4. **Citizens’ concerns (5 mins)** – *No citizen concerns*

5. **Zoning Administrator Report-**

Zoning Administrator provided a written report updating the PZ Board of continuing work.

Discussed an older P&Z form titled Certificate of Board unanimously agreed to PZA use of a Certificate of Compliance form in place of Certificate of Occupancy forms (when applicable).

## 6. Chair & Vice Chair-

James Gochie spoke on the Vice Chair and Chair board positions, explaining that he is currently in the role of “Acting Chair” nobody else seems to want to.

His appointment ends October of 2025 and would consider staying on the board after that if he has a reappointment, but not in the capacity of Vice Chair or Chair.

Mr. Gochie proposed the Board move on appointing a Chair and Vice Chair. Steven Bean nominated James Gochie as Chair.

**Motion:** James Gochie as Planning & Zoning Board Chair

**Nominated** by: Steven Bean, **Seconded:** Jessica Hudson

✓ **Approved** (& effective immediately)

**Motion:** Vice Chair

Brenden Monahan as Alt. Board Member discussed possibly filling the role as Vice Chair while still an Alternate Board Member.

Danielle Cote-Sukkaew asked if an Alt. Board Member could do the role of Vice Chair. James Gochie

Danielle Cote-Sukkaew moved that Brendan Monahan be nominated as Vice Chair, continued discussion and determination ended with a **motion to table** the Vice Chair role until the next meeting.

**Motion:** Table Vice Chair decision until the next meeting

**Moved** by: Steven Bean, **Seconded:** Brendan Monahan

✓ **Approved**

## 7. Update on pond application:

Board member visits to pond site:

- James & Rodger visited as a group of 2 to review the pond,
- James & Brendan visited as a group of 2 to review the pond
  - large project, almost formidable to have upstream from your property,
  - Important to have engineering certification that it is constructed properly.
  - Do we have the authority to require proof of liability insurance
  - Very deep with a high dam, which would be a lot of force if the dam goes.
  - Force of water would potentially destroy the road and damage any downstream properties.
  - PZA to continue researching proof of liability insurance consideration
  - PZ Board has a responsibility to everybody, the applicant and neighbors.
  - Pond hearing is on hold/recess until we get more answers.

- Noted: The PZ Board should not concern itself on the specifics of the construction because that is what the engineer would do. For example, a septic system was brought up in a prior meeting by a citizen concern. If the design is an approved design that fails, either the design was flawed or the construction did not follow the design. A liability issue that does not come back to the PZ Board. We want to stay as uninvolved in the details as we can as a Board. Hearing on pond remains on hold until we receive more technical information.
- Jim Hayes asked if the PZ Board has looked at the sample engineering plans he provided a few weeks ago to reference how the pond should have been constructed to ensure that they and neighbors won't suffer a possible catastrophic event. He wants to help the neighbor be able to do his pond, but also keep the protection of neighboring properties, which is why he wants to ensure an engineering study happens for the pond since it is so large, upstream, not dug into the ground as a traditional pond, but more is a dam coming up out of the ground.

**8. ZA / PZB Sec. / PZB Procedures / PZB Sec. Pay**

Pay had been addressed by Select Board in their prior meeting.

Procedures: No majors concerns in the procedures packet.

Chair offered to table the procedures review.

**Moved** to table making any amendments/Item A: Danielle Cote-Sukkaew, **Seconded:** Jessica.

✓ **Approved**

Would be good to accumulate a series of items for future review with the ByLaws for future updating or amending of the ByLaws

**9. Next Meeting Date - January 15<sup>th</sup>, 2025**

Several Board Members will be unavailable for December's meeting.

Board agreed to cancel December 18, 2024 meeting and schedule next regular meeting for January 15, 2025.

**10. Other - none**

**11. Executive Session- not warranted**

**12. Adjourn at 6:33pm**

**Motion** by: James Gochie

**Moved** by: Steven Bean, **Seconded:** Jessica

✓ **Approved**

\*Minutes will be reviewed for approval by the board in the next regularly scheduled meeting.