



TOWN OF Concord  
**PLANNING AND ZONING BOARD**  
JANUARY 19, 2021 MEETING MINUTES

Members Present: Cynthia Stuart, Chair, Judy Kurtz, Steve Bean, Meagan Johnson

Members Absent: John Christman, Jim Gochie

Board Secretary Present: Meagan Johnson

Other Officials Present: Audra Girouard, Zoning Administrator

Citizens Present: None

Cynthia brought the meeting to order at 6:00 p.m.

I. Approval of January 19, 2021 agenda

Cynthia asked to add an update on the rail trail. Judy made the motion to accept the January 19, 2021 agenda with suggested addition. Steve seconded the motion. The motion passed unanimously (4-0).

II. Approval of the December 15, 2020 minutes

Judy made the motion to approve the December 15, 2020 minutes as they are written. Steve seconded the motion. The motion passed unanimously (4-0).

III. Citizens' concerns

There were none.

IV. Zoning Administrator Report

Audra submitted a report of the items she has been working on (attached). There have been no new permit requests. She has been working on outstanding zoning issues and following up on a few issues that the board had asked about last month.

V. Swanson Hearing Clarification

There was some confusion on who owned the Swanson property that applied for a zoning permit last month. Audra called to clarify with Swanson and also spoke with town clerk, Cynthia. The property is owned by Keith Swanson, who will need to sign the application. Audra was going to reach out to get the signature so we can wrap up the application process.

VI. Board Member terms & reappointments

John will no longer be on the board in February as his term is up. Steve Bean will step up and fill that role. Judy's term is up in May - she has agreed to continue on the board. We will forward these to the Selectboard to approve.

VII. Municipal Planning Grant: selecting consultant

Cynthia has reached out to Annie McClain who now works for NVDA and she is able to serve as the consultant on the project to update the zoning bylaws and other ordinances. The board was all in agreement to move forward with Annie. Cynthia will bring this to the Selectboard to sign off on.

VIII. Follow up from Select Board meeting

Conversation occurred about the January meeting with the Selectboard when 2021 goals were discussed regarding updating the zoning bylaws, projects such as the Miles Pond Pavillion, a town store, and the possibility of hiring a consultant to work on these projects. The Selectboard will be considering and discussing as they prepare the budget.

IX. Rail Trail update

Judy was contacted by Tom Sexton from New England Regional Coordinator of the Rail Trail Conservancy to see how things were going with our rail trail project and express their interest in this project. He suggested that Judy contact the real estate agent for Pan American Railroad which owns this Maine Central Line with questions regarding the owner's view of working with the town on this route as a rail trail and what we might need to accomplish before they are willing to get serious. Judy has sent an email and is awaiting a response.

X. Executive Session if Warranted

The board did not meet in executive session.

Cynthia made the motion to adjourn the meeting at 6:45 p.m. Meagan seconded the motion. The motion passed unanimously (4-0).

Next Meeting: February 16, 2021 @ 6:00 PM via zoom

Respectfully Submitted,

Meagan Johnson  
Secretary

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Cynthia Stuart, Chair

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John Christman

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Jim Gochie

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Meagan Johnson

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Judy Kurtz

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Steve Bean

