

CONWAY PLANNING BOARD

MINUTES

MARCH 15, 2001

A meeting of the Conway Planning Board was held on Wednesday, March 15, 2001 beginning at 6:30 p.m. at the Conway Town Office in Center Conway, NH. Those present were: Sheila Duane; Selectmen's Representative, Gary Webster; Conrad Briggs; Arthur Bergmann; Martin Frank; Brian Glynn; Town Manager, Earl Sires; Planning Director, Thomas Irving; and Recording Secretary, Holly Meserve.

APPOINTMENT OF ALTERNATE MEMBER

Since the appeal period for town vote is still in effect, the new members cannot be sworn in until after the appeal period ends. Ms. Duane appointed Mr. Frank as a voting member for this evening.

PLANNING BOARD BY-LAWS

The Board reviewed the by-laws. The Board agreed under Article IV to change the RSA to 673:16. The Board agreed that the change was administrative and can be changed without a public hearing.

Mr. Sires reviewed the use of staff time and legal services. Mr. Sires stated that the resources are there if the Board needs legal council at the meetings. **Mr. Briggs made a motion, seconded by Mr. Frank, to continue under the existing by-laws. Motion unanimously carried.**

OFFICERS

Mr. Briggs made a motion, seconded by Mr. Frank, to re-elect Ms. Duane as Chair. Mr. Bergmann stated that the Board should wait to select the officers until after the appeal period so all Board members can vote. **Motion carried with Mr. Bergmann abstaining from voting.**

Ms. Duane made a motion, seconded by Mr. Frank, to nominate Mr. Briggs as Secretary. Motion carried with Mr. Bergmann abstaining from voting. The Board agreed to nominate a Vice President after the appeal period.

ONE-YEAR PLANNING BOARD TERM

Bob Drinkhall appeared before the Board. Mr. Irving stated that Mr. Drinkhall has sent a letter of interest to the Board. After a brief discussion, **Mr. Webster made a motion, seconded by Mr. Briggs, to appoint Mr. Drinkhall to the one-year Planning Board position. Motion carried with Mr. Bergmann abstaining from voting.**

COMMITTEES:

Consultant Selection Committee: **Mr. Briggs made a motion, seconded by Mr. Frank, to appoint Penny Deans to the consultant selection committee. Motion unanimously carried. Mr. Frank made a motion, seconded by Mr. Bergmann, to appoint Bob deFeyter the consultant selection committee. Motion was defeated with Ms. Duane, Mr. Webster, and Mr. Briggs voting in the negative.**

Mr. Frank made a motion, seconded by Mr. Briggs, to appoint Gary Chandler to the consultant selection committee. Motion carried with Mr. Bergmann voting in the negative. Mr. Frank made a motion, seconded by Mr. Webster, to appoint Mr. Briggs to the consultant selection committee as the Planning Board representative. Motion carried with Mr. Bergmann voting in the negative.

Mr. Frank made a motion, seconded by Mr. Bergmann, to appoint Mr. Drinkhall to the consultant selection committee as the Planning Board representative. Motion unanimously carried.

Adopted: May 10, 2001 – As Written
CONWAY PLANNING BOARD – MARCH 15, 2001

Ordinance Amendment Committee: Mr. Frank made a motion, seconded by Mr. Bergmann, to appoint Ms. Duane to the ordinance amendment committee as a Planning Board representative. Motion carried with Ms. Duane abstaining from voting.

Ms. Duane made a motion, seconded by Mr. Bergmann, to appoint Mr. Frank to the ordinance amendment committee as a Planning Board representative. Motion unanimously carried.

Mr. Webster made a motion, seconded by Mr. Briggs, to appoint Dot Seybold, Randy Cooper and Thom Steele to the ordinance amendment committee. Motion unanimously carried.

Citizen Design Review Committee: Mr. Frank made a motion, seconded by Mr. Webster to appoint Mr. Glynn to the Citizen Design Review Committee as a Planning Board Representative. Motion carried with Mr. Bergmann abstaining from voting.

MEETINGS – DATE AND TIMES

The Board agreed to meet the second and fourth Thursdays of the month at 7:00 p.m. The board agreed to meet a third Thursday every month for a workshop clear of applications.

SITE PLAN AND SUBDIVISION PROCESS

Mr. Irving reviewed the attached generalized site plan and subdivision process.

Meeting adjourned at 8:34 p.m.

Respectfully Submitted

Holly L. Meserve
Recording Secretary

TOWN OF CONWAY, NH
PLANNING BOARD BY LAWS

- ARTICLE I** **NAME:** The name shall be "Town of Conway, New Hampshire Planning Board" as adopted at the Town Meeting on March 10, 1970. Hereafter, the term "Board" shall be used to simplify the text.
- ARTICLE II** **PURPOSE:** The purpose of the Board is to plan for the orderly short and long term development of the Town, and to adopt and administer such regulations that fall within its jurisdiction.
- ARTICLE III** **MEMBERSHIP:** The Board shall consist of seven members. Six members shall be elected, and one ex-officio member shall be appointed by the Board of Selectmen. All seven members have the power to vote. The Board may also appoint up to three alternates to serve in the absence of regular members. Selection, qualifications, terms, removal of members and filling of vacancies shall conform with RSA 673:5-14.
- ARTICLE IV** **OFFICERS:** The Board shall annually elect three officers at the first meeting after Town Meeting. The officers are Chair, Vice Chair and Secretary.
- ARTICLE V** **DUTIES OF OFFICERS:**
A. Chair: The Acting Chair shall call the meeting to order, preside over the deliberations, ensure that all proceedings are held in accordance with Town and State law (spell out), appoint committees, prepare an annual report, and perform other duties customary to the office.
B. Vice Chair: In the absence of the Chair, the Vice Chair shall perform all duties of the Chair. If neither the Chair or Vice Chair are available for a scheduled meeting a quorum of the remaining members shall appoint an Acting Chair to fulfill the aforementioned duties.
C. Secretary: The Secretary shall sign plans and document conditions pursuant to conditional approvals and summarize such conditions for motions related to conditional approvals.
- ARTICLE VI** **EMPLOYEES:** The Board, may utilize the services of Town Employees such as the Recording Secretary and Town Planner and other consultants as necessary per **RSA 673:16.** Specific requests shall be made in motion format by the Board.
- ARTICLE VII** **COMMITTEES:**
A. The Board may establish advisory committees by a majority vote. Such committees shall report directly to the Planning Board.
B. Committee members shall be Conway residents, and at least one member shall be a member of the Planning Board appointed by the Chair.
C. Upon creation of a committee, the Board shall establish by majority vote the following:
 1. number of committee members;
 2. clear statement of assignment;
 3. time frame for fulfilling assigned duties; and
 4. progress reports and final work product expected.
- ARTICLE VIII** **MEETINGS:**
A. Regular meetings shall be held at least monthly. The date, time and place of regular meetings shall be selected by majority vote of the Board at the first meeting following Town Meeting, or at another regular or special meeting.
B. A regular meeting may be postponed by the Chair upon ~~written~~ request by four members of the Board, and provided that all members are so notified. However, the Board shall hold at least one meeting each

Adopted on March 15, 2001

Previous Revision: July 13, 2000

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TOWN OF CONWAY, NH
PLANNING BOARD BY LAWS

month as required by RSA 673:10, II.

C. The order of business at regular meetings shall be as follows:

1. call to order by Chair
2. appointment of alternates by the Acting Chair, as necessary.
3. review of minutes
4. meeting business
5. other business
6. adjournment

D. Special meetings such as workshops and site walks may be called by the Chair or in his/her absence by the Vice Chair, upon request by four members of the Board. The date, time and place of special meetings shall be selected by the vote of the Board. No business shall be acted upon unless a quorum is present. Public notice shall be provided as specified in RSA 91-A:2.II.

ARTICLE IX

PUBLIC HEARING: The conduct of public hearings shall be governed by the following:

- A. The Chair shall open the public hearing and report on the matter for which notice was given.
- B. The applicant shall be called to present the proposal.
- C. The Chair shall allow all those in attendance to have an opportunity to speak regarding the proposal. The Chair shall allow each individual an opportunity to speak before allowing anyone to speak a second time, and may take action to avoid repetition of discussion.
- D. All discussion shall be directed through the Chair.
- E. After all comments have been received, the Chair shall either close or continue the hearing. The date, time and place of every continuance shall be specified.

ARTICLE X

RULES OF PROCEDURE:

The Board may adopt such Rules of Procedure as it deems necessary to conduct business, provided such rules comply with the following provisions:

- A. Four members of the Board shall constitute a quorum. No business may be transacted without a quorum, but a lesser number may meet and adjourn.
- B. A motion, duly seconded, shall be carried when a majority of members present and voting vote in the affirmative.

ARTICLE XI

SUSPENSION OF RULES: These by-laws may be temporarily suspended by an affirmative vote of at least five Board members.

ARTICLE XII

AMENDING THE RULES: These By-laws may be amended by a vote of the Board, provided that such amendment is read at two successive, regular meetings immediately preceding the meeting at which the vote is to be taken.



Town Of Conway

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(603) 447-3855
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Open Invitations to the Citizens of Conway

The Town of Conway Planning Board is seeking citizens that are interested in participating in the following planning projects:

One (1) Year Appointment to Planning Board

The Board is seeking a citizen of Conway to be appointed as a member of the Board for the remaining one (1) year of a vacated three (3) year term. If you are interested in filling this position, please contact the Planning Department for more information and application instructions.

Planning Board Alternate Members

The Board is seeking Conway citizens to fill three (3) positions as alternate members of the Board. If you are interested in becoming an alternate Board member, please contact the Planning Department for more information and application instructions.

Ordinance and Regulation Amendment Committee (Timing is urgent!)

The Board is seeking Conway citizens to fill four (4) positions on an advisory committee that will be preparing recommendations on amendments to the Town's growth management ordinances and regulations. If you are interested in helping to clarify and enhance the Town's ordinances, please contact the Planning Department for more information and application instructions.

Master Plan Consultant Selection Committee (Timing is urgent!)

The Board is assembling a committee to prepare recommendations regarding consultant(s) for the Master Plan. There are two (2) citizens at large positions on that committee. The Board is anticipating the outcome of the warrant article to fund consultant support for the master plan. To this end, the Board wants to be prepared so it can act as soon as the warrant article is confirmed. If you are interested in serving on the selection committee, please contact the Planning Department for more information and application instructions.

Master Plan Participation

The Planning Board extends an invitation to the citizenry of Conway to participate in the Master Planning Process. If you are interested in participating in any way, please contact the Planning Department for more information and instructions.