

CONWAY PLANNING BOARD

MINUTES

MAY 26, 2011

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CONWAY PLANNING BOARD

MINUTES

MAY 26, 2011

A meeting of the Conway Planning Board was held on Thursday, May 26, 2011 beginning at 7:04 pm at the Conway Town Office in Center Conway, NH. Those present were: Chair, Steven Porter; Selectmen's Representative, Mary Carey Seavey; Vice Chair, Martha Tobin; Alternate, Ray Shakir; Planning Director, Thomas Irving; and Recording Secretary, Holly Meserve.

REVIEW AND ACCEPTANCE OF MINUTES

Ms. Tobin made a motion, seconded by Mr. Porter, to approve the Minutes of May 12, 2011 as written. Motion carried with Ms. Seavey and Mr. Shakir abstaining from voting.

RUSSELL KENNETT – MINOR SITE PLAN REVIEW (PID 265-38) FILE #MR11-04

Dimitri Savchick and Russell Kennett appeared before the Board. This is a request to convert the existing industrial building to 2,500 square feet of industrial space, 1,600 square feet of office space and a 1,600 square foot, 20-child daycare. **Ms. Tobin made a motion, seconded by Mr. Shakir, to accept the application of Russell Kennett for a Minor Site Plan Review as complete. Motion unanimously carried.**

Ms. Seavey asked if there is land outside for kids to be outside. Mr. Kennett stated we have not allocated the area yet; it depends on the State requirements, but there will be an area on the greenspace. Mr. Irving stated the pending items are to demonstrate compliance with lighting, the NHDOT driveway permit needs to represent all of the uses it is serving and they must show compliance with the window requirement. Mr. Porter asked for public comment; there was none.

Mr. Porter read the waiver requests for §123-20.F/§131-67.C.8.b; §123-20.F/§131-67.C.8.f; §123-20.G; §123-21.A.1; §123-22.A; and §123-29.A.2 & A.3. **Ms. Tobin made a motion, seconded by Mr. Shakir, to grant the waiver requests for §123-20.F/§131-67.C.8.b; §123-20.F/§131-67.C.8.f; §123-20.G; §123-21.A.1; §123-22.A; and §123-29.A.2 & A.3. Motion unanimously carried.**

Ms. Tobin made a motion, seconded by Mr. Shakir, to continue the Minor Site Plan Review for Russell Kennett until June 9, 2011. Motion unanimously carried.

FIRST READING OF PLANNING BOARD BYLAWS REGARDING ALTERNATE MEMBERS

Mr. Irving read the attached amendments to the Bylaws under Article III. Mr. Irving stated that this provides for the alternates to sit in the audience and still ask questions. Mr. Shakir asked if this is a change from previous practice. Mr. Irving stated the previous practice the Board allowed the alternates free range, but state law states that you cannot do that unless it is in your rules. Mr. Irving stated that this mirrors more closely what we use to do.

Mr. Shakir asked does this change his policy of showing when needed. Mr. Irving stated that this would change his preference, but it doesn't mean you absolutely have to, just expected to. Mr. Irving stated that the Board has not found that it is necessary that alternates must attend.

Ms. Tobin made a motion, seconded by Ms. Seavey, to hold the second reading of the Bylaws on June 9, 2011. Motion unanimously carried.

OTHER BUSINESS

Seth Winslow/Northview Cottages (PID 277-283) – Request to extend conditional approval (File #FR10-07 & #S10-10): Burr Phillips of Civil Solutions and Seth Winslow appeared before the Board. **Mr. Shakir made a motion, seconded by Ms. Tobin, to grant the extension for Seth Winslow until August 25, 2011. Motion unanimously carried.**

Committee Reports: There were none.

Meeting adjourned at 7:35 pm.

Respectfully Submitted,



Holly L. Meserve
Planning Assistant

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. Alternates shall be appointed for one (1) year terms. Alternates are expected to regularly attend meetings so that, if they are called upon to sit in place of absent members, they are familiar with the applications and agenda items being considered by the Board. -Alternates may ask questions during public hearings however they are not permitted to otherwise participate in discussions, deliberations, motions, seconds or votes unless they are appointed to replace an absent Board Member. 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

Adopted on ~~March 15, 2001~~ **DRAFT**

Previous Revision: ~~March 15, 2001~~ ~~by 13, 2000~~

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TOWN OF CONWAY, NH
PLANNING BOARD BY LAWS

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 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 that 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.

Adopted on ~~March 15, 2001~~ **DRAFT**

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