

CONWAY PLANNING BOARD

MINUTES

OCTOBER 28, 2021

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CONWAY PLANNING BOARD

MINUTES

OCTOBER 28, 2021

A meeting of the Conway Planning Board was held on Thursday, October 28, 2021 beginning at 7:00 pm at the Conway Town Office, Conway, NH. Those present were: Chair, Benjamin Colbath; Selectmen's Representative, Steven Porter; Vice Chair, Ailie Byers; Bill Barbin; Eliza Grant; Erik Corbett; Planning Director, Jamel Torres; and Planning Consultant, Will Haskell of Gorrill-Palmer. Alternates Ted Phillips, Steven Hartmann and Steven Steiner were in attendance.

APPOINTEMENT OF ALTERNATE MEMBER

Mr. Colbath appointed Mr. Phillips as a voting member.

REVIEW AND ACCEPTANCE OF MINUTES

Mr. Porter made a motion, seconded by Ms. Grant, to approve the Minutes of October 14, 2021 as written. Motion carried with Ms. Byers and Mr. Barbin abstaining from voting.

HAROLD AND CYNTHIA GILMORE (FILE #FR21-12) – FULL SITE PLAN REVIEW (PID 244-9)

Andrew Fisher of Ammonoosuc Survey Company appeared before the Board. This is an application to construct a 1,600 square foot garage and wood processor enclosure roofed with open sides with associated infrastructure. **Mr. Colbath made a motion, seconded by Ms. Grant, to accept the application of Harold and Cynthia Gilmore for a full site plan review as complete. Motion carried unanimously.**

Mr. Fisher reviewed the application. Mr. Colbath asked for Board comment; Ms. Grant asked about the building elevations. Mr. Haskell stated this is in the Industrial District, and not required. Mr. Colbath asked for public comment; there was none.

The waiver for §110-29.A.(2) was withdrawn, and a notation was added to the plan that the gravel will be removed from the buffer.

Mr. Fisher read waiver requests for §110-20.E; §110-20.I.; §110-22.B; §110-29.D.(8); and §110-20.F/§130-66.C.(8)(g). **Mr. Porter made a motion, seconded by Ms. Grant, to grant the waiver for §110-20.E; §110-20.I.; §110-22.B; §110-29.D.(8); and §110-20.F/§130-66.C.(8)(g).** Mr. Colbath asked for Board comment; Mr. Haskell stated he made a comment in the staff report that the driveway entrances shall conform with the NHDOT driveway permit; he just wants to make sure that is clear. Mr. Fisher stated that note has been added to the plan. **Motion carried unanimously.**

**Adopted: December 9, 2021 – As Written
CONWAY PLANNING BOARD – OCTOBER 28, 2021**

Mr. Colbath made a motion, seconded by Mr. Porter, to conditionally approve the full site plan for Harold and Cynthia Gilmore conditionally upon Town Engineer approval; Redstone Fire Chief approval; NHDOT Driveway permit and indicating permit number on plan; revising plans per email [2893.42 Gilmore (#FR21-12) - Additional Comments] from Will Haskell dated 10/27/2021; revising waivers granted table as necessary; submitting four copies of revised plans with original stamps and signatures; \$200 for inspection fees; a performance guarantee for all site improvement; a performance guarantee for all off-site improvements (if necessary); when the conditions have been met, the plans can be signed out-of-session; and this conditional approval will expire on January 27, 2022. Motion carried unanimously.

SECOND READING OF PLANNING BOARD BYLAWS AMENDMENT REGARDING ALTERNATE MEMBERS

Mr. Colbath read the proposed amendment (attached). Mr. Colbath asked for Board comment; there was none. Mr. Colbath asked for public comment; there was none.

Mr. Porter made a motion, seconded by Ms. Grant, to amend Article III of the Conway Planning Board Bylaws as read. Motion carried unanimously.

OTHER BUSINESS

There was no other business.

Meeting adjourned at 7:28 pm.

Respectfully Submitted,

Holly L. Whitelaw
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.~~ **Although alternates cannot vote, make motions, or second a motion unless they are appointed to replace an absent Board Member, alternates are allowed to sit at the table and participate in discussions and deliberations as a nonvoting member if invited to do so by the board. All alternates will still be permitted to speak in public comment even if not invited to sit at the table and discuss and deliberate with the board.** 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.

TOWN OF CONWAY, NH
PLANNING BOARD BY LAWS

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 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.