



# Town of Conway, Massachusetts

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## *General Bylaws of the Town of Conway, Massachusetts*

*General Bylaws as adopted on 7 May 1952 with Amendments and revisions current to 06 December 2025*

### *General*

**Section 1:** The following provisions shall constitute the General Bylaws of the Town of Conway which shall be in lieu of all bylaws heretofore in force.

**Section 2:** The repeal of a bylaw shall not thereby have the effect of reviving any bylaw heretofore repealed.

**Section 3:** Words or phrases specifying or naming any officer, board or committee of the Town shall be construed as including the lawful successor or the person or persons having the powers and performing the duties of such officer, board or committee.

**Section 4:** Any or all of these articles may be repealed or amended or other bylaws may be adopted at any Town Meeting, an article or articles for that purpose having been inserted in the warrant for such meeting, by Selectboard.

### *Form and Conduct of Town Government*

#### **THE TOWN MEETING**

**Section 1:** The ANNUAL TOWN MEETING for the election of Town Officers shall be considered the adjournment of the Town Meeting and shall be on the following Thursday after Annual Town Meeting each year.  
*(Amended – Annual Meeting – 04 June 2022)*

**Section 2:** All business of the ANNUAL TOWN MEETING to be held on the first Saturday in June  
*(Amended – Annual Meeting – 04 June 2022)*

**Section 3:** The polls shall be opened at eleven o'clock in the morning and shall remain open until seven o'clock in the evening.

**Section 4:** Notices for every Town Meeting shall be given by posting attested copies of the warrant therefor in at least two public places in the Town not less than seven days fixed for such meeting.

**Section 5:** Articles for the annual Town Meeting warrant will be received by the Selectboard not less than sixty days before the date set for the meeting. Articles from regional organizations, including regional school districts and the Franklin Regional Council of Governments, are exempt from warrant closing deadlines. If petitioned, each article must be signed by ten registered voters. This shall not be construed to prohibit the Selectboard from re-opening the warrant if it so desires.

*(Amended – Annual Meeting – 14 April 1986) (Amended – Annual Meeting – 12 April 2010)*  
*(Amended – Special Town Meeting – 31 January 2011) (Amended – Annual Meeting – 11 May 2015)*  
*(Amended – Annual Meeting – 14 May 2018)*

**Section 6:** As soon as the Town Reports are received from the printer, the Selectboard shall cause them to be posted on the website, with print copies available at the Town Hall, Town Offices, Field Memorial Library, Conway transfer station, and the Conway Post Office or mailed or emailed upon request.  
*(Amended – Special Meeting – 06 December 2025)*

**Section 7:** At least three days before the date of any special Town Meeting the Selectboard shall cause to be mailed, or otherwise delivered, to each head of family of the Town, a notice of the business to be transacted.  
*(Amended – 10 Feb 1969)*

**Section 8:** As soon as practical after the adjournment of any Town Meeting, on a vote to adjourn to another day, the Town Clerk shall cause a brief statement of the day and hour to which adjournment was voted, to be posted in at least two public places and, if time permits, such notice to be given to the papers.

**Section 9:** The number of voters necessary to constitute a quorum shall be twenty-five provided, however, that a number less than a quorum may from time to time adjourn the same. This section does not apply to such parts of a meeting as is devoted exclusively to the election of Town officers.

**Section 10:** The Moderator will use the most recently published edition of "Town Meeting Time" as the manual for conducting Town Meetings.  
*(Adopted – Special Meeting - 09 December 2023)*

**Section 11:** Articles of the warrant shall be acted upon in the order in which they appear unless otherwise determined by vote of the meeting.

**Section 12:** All motions shall be presented in writing if so directed by the Moderator.

**Section 13:** If a motion is susceptible of division, it shall be divided and the questions put separately upon each part thereof, if ten of the voters present so request.

**Section 14:** On proposed amendments involving sums of money, the larger or largest amount shall be put to the question first, and an affirmative vote shall be a negative vote on any smaller amount.

**Section 15:** Any person who is employed as an attorney by another interested in any matter under consideration at a Town Meeting shall disclose the fact of his employment before speaking thereon.

**Section 16:** When a question is put, the sense of the meeting shall be determined by a show of hands, and the Moderator shall declare the vote as it appears to him. If the decision of the chair is doubted, or a division of the house is called for, the Moderator shall request all persons in the house to be seated, and may appoint tellers. The question shall then be distinctly stated and those voting in the affirmative and negative respectively, shall rise and stand in their places until they are counted by the Moderator or tellers, if any.

**Section 17:** The meeting may order that the vote on any motion shall be taken by a “yes or no” ballot.

**Section 18:** No person shall speak more than once on any question to the exclusion of any other person who may desire to speak thereon, nor more than twice without first obtaining leave of the meeting, except in either case for the brief correction of an error in or misunderstanding of his previous statement.

**Section 19:** No person shall speak for more than ten minutes on any question unless his time shall be extended by vote of the meeting.

**Section 20:** No vote of the meeting shall be reconsidered unless notice of intention to ask for reconsideration shall have been given within one hour after the vote to which such notice relates has been passed.

**Section 21:** All committees shall report as directed by the Town. If no report is made within one year after its appointment, a committee shall be discharged, unless in the meantime, the Town shall have granted an extension of time.

**Section 22:** No motion, the effect of which would be to dissolve the meeting, shall be in order until every article in the warrant therefor has been duly considered and acted upon, but this shall not preclude the postponement of any article to an adjournment of the meeting to the stated time and place.

## **TOWN OFFICERS, BOARDS AND COMMITTEES**

**Section 1:** The Selectboard shall have the general direction and management of the property and affairs of the Town. When deemed advisable, care and operation of certain properties and affairs may be delegated to other persons or committees.

**Section 2:** Only Conway residents shall be allowed to serve as voting members of Boards, Committees, and Commissions, except that a serving member of the Planning Board or Zoning Board of Appeals who becomes a non-resident may: a) continue as a member until the end of their appointed or elected term; and/or) be appointed for 1-year terms by the Selectboard as an associate member of the same board on which they served if such first appointment is made within 18 months of becoming a non-resident.  
*(Amended – Annual Meeting – 09 May 2016), (Amended – Annual Meeting – 07 June 2025)*

**Section 3:** It shall be the duty of the Town Clerk immediately after every Town Meeting to notify in writing all members of committees who may be elected or appointed at such meeting, stating the business upon which they are to act and the names of the persons composing the committee; and also to notify all officers, boards and committees of all votes passed at such meetings in any way affecting them.

**Section 4:** There shall be a Finance Committee of five registered voters of the Town who shall be appointed by the Moderator as hereinafter provided. No individual serving the Town of Conway as an elected official nor as an appointed individual that has administrative responsibility over a budget, nor as an employee working more than half-time shall be eligible to serve on this committee.  
*(Amended – Annual Meeting – 9 April 1990), (Amended – Annual Meeting – 11 April 2011)  
(Amended – Special Meeting – 30 October 2017)*

The Moderator of the Town Meeting, when this bylaw is adopted, shall within thirty days after such bylaw become effective, appoint two members for a term of three years, two for a term of two years, and two for a term of one year. At each annual Town Meeting thereafter, the Moderator thereof shall appoint two members of said committee for a term of three years. The term of office of said members shall commence immediately upon qualification and shall expire at the close of final adjournment of the annual Town Meeting at which their successors are appointed. Said committee shall choose their own officers and shall serve without pay. The Finance Committee shall recommend the appropriations for the Town's budget and shall recommend and authorize all transfers from the Reserve Fund.

**Section 5:** Under Chapter 60, Section 2 of the General Laws, the Tax Collector, once in each week or oftener, pay over to the Treasurer all moneys received by him during the preceding week or lesser period on account of taxes and interest, including any sums received as interest on moneys received by him on account of taxes and interest and deposited in any bank. *(Amended – Annual Meeting – April 1980)*

**Section 6:** Removed 12 April 2010

**Section 7:** Except as otherwise provided by law, the Treasurer shall have custody of deeds, bonds, contracts, insurance policies and other similar documents owned by the Town, except that the bonds given by the Treasurer, the Collector of Taxes to the Town shall be in the custody of the Selectboard.

**Section 8:** The Selectboard shall have the right to take any steps necessary to apply for any federal, state, or private grants without prior Town Meeting approval. *(Amended – Annual Meeting – April 1980)*

**Section 9: Personnel Bylaw** - There shall be a three (3) member Personnel Committee pursuant to authority contained in M.G.L. Chapter 41, Section 108. The purpose of the Personnel Committee Bylaw is to establish a permanent Personnel Committee (Committee) to serve in an advisory capacity to the Selectboard (Board) and other appropriate Town committees and personnel.

- 1) The committee shall be composed of the following persons:
  - a) one (1) Conway residents appointed by the Town Moderator as voting members for a term of three (3) years;  
*(Amended- Annual Meeting - 11 May 2015)*

- b) one (1) Conway resident, appointed by the Selectboard as a voting member for a term of three (3) years;
  - c) one (1) Conway resident, serving on or appointed by the Finance Committee as a voting member for a term of three (3) years;
  - d) A majority of the voting members of the committee shall constitute a quorum;
  - e) Members shall serve without compensation and shall serve until their successors are appointed and sworn in;
  - f) All voting members appointed must not be currently paid employees of the Town of Conway.
- (Amended – Annual Meeting – 03 June 2023)*
- 2) The roles and responsibilities of the Personnel Committee will be in the areas of personnel matters and personnel policy for the Town of Conway, which will include the following for all Town employees:
    - a) revision of Conway personnel handbook outlining policies including, but not limited to, hiring and firing, attendance, benefits, classification, compensation, discrimination, employee discipline, employee safety, grievances, harassment, privacy policies, substance abuse, termination, worker compensation, working hours, workplace civility;
    - b) assist in administering and interpretation of the personnel handbook;
    - c) assist in administering and interpreting various personnel requests from Town department heads, including but not limited to sections a) and b) above;
    - d) serve as a resource to the Selectboard for the resolution of complaints and grievances, with the exception of school personnel as per M.G.L. Chapter 40, Section 21B;
  - 3) Hiring and firing decisions, as well as updates to any policy changes will be made by the Conway Selectboard, after reviewing any recommendations that may be made by the Personnel Committee, when requested by the Select Board.
  - 4) The Committee shall act in an advisory capacity to the Town Meeting and shall prepare a written report on all warrant articles involving personnel matters as requested by the Board.
  - 5) The Committee shall make an annual report, in writing, to the Board on or before January 15 of each year to be included in the town report.
- (Adopted – Annual Meeting – 12 April 2010)*  
*(Amended – Annual Meeting – 11 April 2011)*  
*(Amended – Annual Meeting – 13 May 2019)*

#### **Section 10: Community Preservation Committee**

- A. There is hereby established a Community Preservation Committee, consisting of seven voting members pursuant to M.G.L Chapter 44B, Section 5. The composition of this Committee, the appointing authority, and the term of office for each Committee member shall be as follows:
  - (1) One member of the Conservation Commission as designated by the Commission for a term of three years.
  - (2) One member of the Historical Commission as designated by the Commission for a term of three years.
  - (3) One member of the Planning Board as designated by the Board for an initial term of one year and thereafter for a term of three years.
  - (4) If a Board of Park Commissioners or Recreation Commission exists, then one member of that Commission as designated by them for an initial term of two years and thereafter for a term of three (3) years. Should said Board of Park Commissioners or Recreation Commission not exist, then this position shall be named by the town Recreation and Trails Committee or its successors, serving as described above in this section.
  - (5) If a Housing Authority exists, one member of the Housing Authority as designated by the Authority for an initial term of one year and thereafter for a term of three years. Should the Housing Authority not exist, then this position shall be appointed from the Housing Committee. If none of these groups exist, then the member shall be determined from and by the Council on Aging.
  - (6) Two at-large members to be appointed by the Selectboard, appointed for initial terms of two years and thereafter for terms of three years.
- B. The initial appointment will end on June 30th of the last year of the appointment. Thereafter, terms shall run from July 1st through June 30th of the last year of the term.
- C. If a person designated by one of the boards, commissions, or committees set forth above no longer serves on the appointing authority, the appointing authority shall name a new member to complete that term. If any of the commissions, boards or authorities listed in this section no longer exists for whatever reason, the Selectboard shall appoint a person with similar interests to serve in his or her place.
- D. Any member of the Committee may be removed for cause by his or her respective appointing authority after a hearing conducted by such appointing authority.

- E. Vacancies shall be filled by the appointing authority within 60 days by appointment for the unexpired term. *(Adopted – Special Town Meeting – 31 January 2011)*

**Section 11:** The Town Clerk, or an agent designated by the Town Clerk, shall be authorized to assign appropriate numbers or letters to sections, subsections, paragraphs, and subparagraphs to Town general and zoning by-laws where none are approved by Town Meeting.

Where Town Meeting has approved numbering or lettering of sections, subsections, paragraphs, and subparagraphs of Town general and zoning by-laws, the Town Clerk, or an agent designated by the Town Clerk, after consultation with the Town Administrator, shall be authorized to make non-substantive editorial revisions to the numbering or lettering to ensure consistent and appropriate sequencing, organization, and numbering or lettering of the by-laws. *(Adopted – Annual Town Meeting – 14 May 2018)*

## *Financial*

**Section 1:** An audit of the accounts of the Town shall be made annually (or biannually) under the supervision of the State Division of Accounts as the Director of Accounts shall arrange, as provided by Section 25 of Chapter 44 of the General Laws. The Selectboard may enter into contracts for this purpose for up to and including five years. *(Amended- Annual Meeting - 09 May 2016)*

**Section 2:** No records or equipment belonging to the Town are to be taken from the Town Office.

**Section 3:** THE RESERVE FUND, CHAPTER 40, SECTION 6 OF THE GENERAL LAWS: To provide for extraordinary or unforeseen expenditures, the Town may, at an annual Town Meeting, appropriate a sum, not exceeding five percent of the tax levy of the preceding year, to be known as the Reserve Fund. No direct drafts against this fund shall be made, but transfers from the fund may, from time to time, be voted by the Finance Committee of the Town; the Town Accountant or the officer of the Town performing his duties, shall make such transfers, accordingly.

*(Adopted – Annual Meeting – 6 March 1961)*

**Section 4:** Deleted 12 May 2014

**Section 5:** Deleted 12 May 2014

**Section 6:** RESALE OF OBSOLETE PERSONAL PROPERTY (Under Chapter 40, Section 21, clause 11 of the General Laws) Any board or officer in charge of a department of the Town may, with the approval of the Selectboard, sell any personal property of the Town within the possession or control of the Department, which has become obsolete or is not required for further use by the department and which does not, in the opinion of the Selectboard, exceed five-hundred (\$500.00) in value.

*(Adopted – Annual Meeting – 6 March 1961)*

## *Revolving Funds*

**1. Purpose.** This by-law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by Massachusetts General Laws Chapter 44, Section 53E1/2.

**2. Expenditure Limitations.** An authorized department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund (except for those employed as school bus drivers.)

B. No liability shall be incurred in excess of the available balance of the fund.

C. The total amount spent during a fiscal year shall not exceed the amount authorized by this by-law or Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Selectboard and Finance Committee.

3. **Interest.** Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.

4. **Procedures and Reports .** Except as provided in Massachusetts General Laws Chapter 44, Section 53E1/2 and this by-law, the laws, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

5. **Authorized Revolving Funds.** The Table establishes:

- A. Each revolving fund authorized for use by a Town department, board, committee, agency or officer.
- B. The department or agency head, board, committee, or officer authorized to spend from each fund.
- C. The fees, charges and other monies charged and received by the department, board committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant.
- D. The expenses of the program or activity for which each fund may be used.
- E. Any restrictions or conditions on expenditures from each fund.
- F. Any reporting or other requirements that apply to each fund, and
- G. The fiscal years each fund shall operate under this by-law.

Revolving Fund	Entity Authorized to Spend from Fund	Fee, Charges, or Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements/ Reports	Fiscal Years
Medicaid Reimbursement	Town Treasurer	Medicaid Reimbursements from the Federal Government for School Special Education Expenses Paid	Expenses Related to the Administration and Fees for Medicaid Reimbursement	Limit of \$5,000.00 Per Fiscal Year	Any Balance in Excess of the Annual Spending Limit on June 30th of each Fiscal Year shall be Transferred to the General fund	Fiscal Year 2023 and Subsequent Years
Dog Licenses	Town Clerk	Fees Received from Dog Licenses	Animal control expenses & services, dog shelter & tags, and related computer software	Limit of \$6,000.00 per Fiscal Year	None	Fiscal Year 2023 and Subsequent Years
Conway Currents Town Newsletter	Conway Currents Newsletter Committee	Fees received for advertising and subscription from the Conway Currents Newsletter	Supplies and services for the production and distribution of the Conway Currents Newsletter	\$10,000.00 per Fiscal Year	None	Fiscal Year 2023 and Subsequent Years

Conway Youth Sports Program	Conway Youth Sports Director & Committee	Youth Sports Program Fees & Receipts and Private Sponsorships	Supplies, Equipment and Services to support the Youth Sports Programs	\$20,000.00 per Fiscal Year	None	Fiscal Year 2023 and Subsequent Years
Transfer Station	Town Administrator	Income to the transfer station from fees charged for materials deposited at the transfer station.	Expenses Related to the administration of the transfer station.	Limit of \$10,000.00 Per Fiscal Year	None	Fiscal Year 2025 and Subsequent Years

*(Adopted – Annual Meeting – 04 June 2022)*  
*(Amended – Annual Meeting – 01 June 2024)*

## *Expenses*

Expenses for advertising, notices, inspections and professional review will be borne by the applicant.

**A. As provided by M.G.L. Ch. 44 §53G,** any Town of Conway Board, Committee, Officer or Commission may impose reasonable fees for the employment of outside consultants, engaged by the Official, Board, Committee or Commission for specific expert services when in the opinion of the Official, Board, Committee or Commission the services are necessary for the Official, Board, Committee or Commission to come to a final decision on an application submitted to the Official, Board, Committee or Commission pursuant to the requirements of: The Town of Conway Zoning or General Bylaws, Town of Conway Subdivision Regulations, or any other state or municipal statute, bylaw or regulation, as they may be amended or enacted from time to time. The Official, Board, Committee or Commission may also impose fees for other consultant services for the review of the plans, surveys or inspections under any of the above-referenced laws or regulations.

**B. Special Account.** Funds received pursuant to these rules shall be deposited with the town treasurer who shall establish a special account for this purpose. Expenditures from this special account may be made at the direction of the Official, Board, Commission or Committee without further appropriation as provided in G.L. Ch. 44 §53G. Expenditures from this account shall be made only in connection with a specific project or projects for which a consultant fee has been collected from the applicant and only in connection with the Official, Board, Commission or Committee carrying out its responsibilities under the law.. Expenditures of accrued interest may also be made for these purposes. Any excess amount in the account attributable to a specific project, including any accrued interest, at the completion of said project shall be repaid to the applicant or to the applicant's successor in interest and a final report of said account shall be made available to the applicant or to the applicant's successor in interest.

**C. Reporting Requirements.** The Town Accountant shall submit annually a report of said special account(s) to the Select Board and Town Administrator for their review. The report shall be published in the town annual report. The Town Account shall submit annually a copy of this report to the director or the bureau of accounts.

**D. Consultant Services.** In hiring outside consultants, the Official, Board, Committee or Commission may engage professional engineers, planners, landscape architects, wildlife scientists, lawyers, designers, or other appropriate professionals able to assist the Official, Board, Committee or Commission and to ensure compliance with all relevant laws, ordinances, bylaws and regulations. Specific consultant services may include but are not limited to analysis of applications,

title searches, mapping of lot and/or municipal boundaries and/or right of way, and environmental or land use law. Services may also include on-site monitoring during construction, or other services related to the project deemed necessary by the Official, Board, Committee or Commission. The consultant shall be chosen by, and report only to, the Official, Board, Committee or Commission and/or its administrator. Consultant's retained shall have an educational degree in or related to the field at issue or three or more years of practice in the field at issue or a related field.

**E. Appeals of Choice of Consultant.** Applicants may appeal the selection of the consultant to the Select Board. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum, required qualifications. The required time limits for action upon an application by the Official, Board, Committee or Commission shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Select Board within one month following the filing of the appeal, the selection made by the Official, Board, Committee or Commission shall stand. Such an administrative appeal shall not preclude further judicial review if otherwise permitted by law, on grounds provided for in this section.

M.G.L. Chapter 44 Section 53G

Notwithstanding the provisions of section fifty-three, any city or town which accepts the provisions of this section may establish in the city or town treasury a revolving fund which shall be kept separate and apart from all other monies by the treasurer and in which shall be deposited the receipts received in connection with the conduct of self-supporting recreation and park services of said city or town. The principal and interest thereon shall be expended at the direction of the authority, commission, board or official of such city or town with said responsibility without further appropriation, but only with the written approval of the mayor in cities, or city manager in Plan E cities, or the selectmen in towns, or in towns which have adopted the town manager form of government the town manager and only for the purpose of operating self-supporting recreation and park services. The city auditor or town accountant shall submit annually a report of said revolving fund to the mayor, city council, city manager, board of selectmen or town manager for their review and a copy of said report shall be submitted to the director of the bureau of accounts; provided, however, that funds in said revolving fund shall not be used for the purpose of paying any wages or salaries for full-time, as defined in the guidelines issued by the director of accounts, recreation and park employees; provided, further, that the unreserved fund balance shall not exceed ten thousand dollars at the close of each fiscal year and any such amount in excess of ten thousand dollars shall be paid into the city or town treasury as provided in section fifty-three.

A city or town which has accepted the provisions of this section may, in like manner, revoke its acceptance; provided, however, that any city or town may require by by-law or ordinance, that the provisions of this section may be subject to annual authorization by a vote of the annual town meeting or city council.

*(Adopted – Annual Meeting – 03 June 2023)*

## *Legal*

**Section 1:** The Selectboard shall be agents of the Town to institute, prosecute and defend and all claims, actions and proceedings to which the Town is party, or in which the interests of the Town are or may be involved.

**Section 2:** The Selectboard may at their discretion, compromise or settle any claim or suit to which the Town is a party, which does not require the payment by the Town of an amount in excess of two thousand five hundred dollars (\$2,500.00). No settlement of a claim or suit obligating the Town in an amount in excess of two thousand five-hundred dollars (\$2,500.00) shall be made except as authorized by law, without the consent of the Town Meeting.

*(Amended – Annual Meeting – 11 April 2005)*

**Section 3:** The Selectboard in their annual report shall state what actions have been brought against the Town in behalf of the Town, what cases have been compromised or settled, and the current standing of all suits at law involving the Town or any of its interests.

**Section 4:** The Selectboard may annually appoint a member of the Bar who is in good standing, to serve as Town Counsel for the term of one year from the first day of July following annual Town Meeting, and until his successor is appointed and enters upon the performance of his duties. They shall



likewise fill any vacancy in said office for the unexpired term and may employ special counsel to assist said Town Counsel whenever, in their judgment necessity therefor arises.

*(Amended – Annual Meeting – 04 June 2022)*

**Section 5:** It shall be the duty of the Town Counsel to conduct the prosecution, defense and compromise of claims, actions and proceedings to which the Town is a party and the prosecution of actions or proceedings by or on behalf of the Town Officers, Boards or Committees, as such:

- ❑ to conduct the defense of any action or proceedings brought against the Town, Board or Committee as such, when the Selectboard, having determined that any right or interest of the Town are or may be involved therein, shall so request;
- ❑ to conduct proceedings brought by or against the Assessors before the Board of Tax Appeals;
- ❑ to assist in the prosecution of complaints for violation of any bylaw of the Town, when requested to do so by the Board or Officer enforcing same;
- ❑ to examine and report upon titles to all land to be acquired by the Town;
- ❑ to prepare or approve contracts, bonds, deeds and other legal instruments in which the Town is a party or in which any right or interest of the Town is involved;
- ❑ to appear at any and all hearings on behalf of the Town whenever his services may be required;
- ❑ and generally to advise and act for the Town Officers, Boards and Committees upon and in legal matters touching the duties of their respective offices.

## *Records*

**Section 1:** All Officers, Boards and Committees of the town shall cause records of their doings and accounts to be kept in suitable books. Said books shall, unless otherwise provided by law, be open for public inspection at any reasonable time, but shall remain during such inspection, under supervision of the Officer, Board or Committee having custody thereof.

**Section 2:** All Officers, Boards, Standing Committees and Special Committees of the Town having charge of the expenditure of Town money shall annually report thereon in writing in such manner as to give the citizens a fair and full understanding of the objects and methods of such expenditures, referring however, to the report of the Town Accountant (Treasurer) for statements in detail of receipts and expenditures, and may make therein recommendations as they deem proper. Such reports shall be submitted to the Selectboard for inclusion in the annual Town Report.

*(Amended–Annual Meeting–11 April 2005)*

**Section 3:** The annual Town Report shall contain in addition to the reports of the Officers, Boards and Committees as hereinbefore provided, a detailed report of all moneys received into and paid out of the Town treasury in the financial year preceding, showing separately payments made from the proceeds of loans as capital outlays for permanent improvements; the report of the Collector of Taxes, of receipts, payments, and abatements; statements of all funds belonging to the Town or held for the benefit of its inhabitants; a statement of the liabilities of the Town on bonds, notes, certification of indebtedness or otherwise, and of indebtedness authorized but not incurred, and the purpose thereof; a statement of transfers made to or from any appropriation; abstracts of the records of the Town since publication of the last annual report; and such other matters as the said report is by law required to contain, or may be inserted by the Selectboard, under the discretion granted them by law.

**Section 4:** The Selectboard of the Town may direct that the Assessors' valuation list, the bylaws and standing votes of the Town and the rules or regulations adopted by any Officer, Board or Committee be printed either separately or as part of the annual Town Report.

## *Condition and Development of Property*

### **PUBLIC NUISANCE**

**Every owner of land** within the limits of the Town of Conway, upon which is located an abandoned well, or well in use, shall forthwith either provide a covering for such well capable of sustaining a weight of three-hundred pounds or shall fill the same to the level of the ground.

The penalty for violation of this bylaw shall be a fine of not less than one-hundred dollars nor more than five-hundred dollars as authorized under Section 21 of Chapter 40, Paragraph 20, of the General Laws.

*(Adopted – Special Meeting – 6 June 1960)*

## **REGULATION OF THE BOARD OF HEALTH OF THE TOWN OF CONWAY ADOPTED UNDER THE AUTHORITY OF SECTIONS 128A AND 31 OF CHAPTER 111**

**It shall be** the legal duty of every person, firm or corporation, owning the site of a demolished or removed building or structure, in the Town of Conway, to level the site to a uniform grade by sanitary fill, suitable to prevent rodent infestation and other sanitary and dangerous conditions.

The penalty for violation of this regulation shall be the imposition of a fine, not to exceed the sum of twenty dollars for each infraction.

*(Adopted – 1966)*

### *Unregistered Motor Vehicles*

**Section 1:** Whoever violates any provisions of Section 32.5 of the Protective Bylaws of the Town of Conway, Unregistered Motor Vehicles, shall be liable to a penalty of five dollars (\$5.00) per day for each day of violation, commencing ten days following the receipt of written notice from the Selectboard *or their designees*.

**Section 2:** Applicants seeking to be licensed by the Selectboard to do business under Massachusetts General Laws Chapter 140, Section 58, Classes 1 – 3 and intending to keep more than one unregistered motor vehicle on the premises and not in an enclosed building must obtain a Special Permit from the Planning Board in accordance with section 32.5 of the Protective Bylaws of the Town of Conway prior to issuance of said license. This regulation shall be in effect for new applicants and for transfers of ownership initiated after the effective date of this regulation.

*(Adopted – Annual Meeting – 14 Feb 1966) (Amended- Annual Meeting - 09 May 2016)*

### *Recycling Requirements*

**Residents of every household** shall separate waste material into the following categories before depositing same for disposal: (1) glass; (2) cans and containers; (3) paper; (4) other waste. If no separation takes place, waste materials shall not be accepted at the disposal location. Repeat offenders shall be liable of a fine per offense to be set by regulation of the Board of Health.

*(Adopted – Annual Meeting – 10 April 1989)*

### *Dogs*

#### **DOG LEASH LAW**

Any dog within the Town of Conway shall be restrained by a chain or leash not exceeding eight feet in length, unless such dog is on the premises of the owner or keeper, or upon the premises of another person with permission of such other person.

*(Adopted – May 1974)*

If any dog owner or keeper is found to be out of compliance with the dog leash law, a fine shall be assessed in accordance with the “Non-Criminal Disposition” section of the General Bylaws.

*(Amended – Special Town Meeting 09 Dec 2019)*

#### **DOG LICENSING DEADLINE AND FINES**

All dogs six (6) months of age and older owned or kept in the Town of Conway must be licensed. Licenses expire on March 31<sup>st</sup> of each year. A fine of fifteen dollars (\$15.00), in addition to the regular licensing fee, shall be assessed for every dog a dog-owner fails to properly license, in accordance with M.G.L. Chapter 140, by July 1 of any year. Such fine shall be increased in addition to the regular

licensing fee, for every dog a dog-owner fails to properly license, in accordance with the “Non-Criminal Disposition” section of the General Bylaws and in accordance with M.G.L. Chapter 140, for any dog that is still unlicensed at the time that a complaint is filed in Greenfield District Court against the dog-owner for keeping an unlicensed dog.

*(Amended – Special Town Meeting - 09 Dec 2019)*

## *Town Infrastructure*

**Section 1: Stretch Energy Code**, for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115 AA of the Massachusetts Building Code, 780 CMR, the “Stretch Energy Code”, including amendments or modifications thereto, is on file with the Town Clerk.

*(Adopted – Special Town Meeting – 17 Oct 2011)*

## *Non-Criminal Disposition*

Any by-law of the Town of Conway, or rule or regulation of its officers, board or departments, the violation of which is subject to a specific penalty, may in the discretion of the Town official who is the appropriate enforcing person, be enforced in the method provided in Section 21D of Chapter 40 of the Massachusetts General Laws. The non-criminal fine for each violation, if not specified, shall be \$50 for the first violation, \$100 for the second violation, and \$150 for the third and subsequent violations.

“Enforcing person: as used in this bylaw shall mean: any Town of Conway police officer with respect to any offense; as well as the Building Inspector and his designee, the members of the Conservation Commission and its designee, the members of the Board of Health, its Health Agent or other designee, and such other officials as the Selectboard from time to time designate, each with respect to violation of bylaws and rules within their respective jurisdictions. If more than one official has jurisdiction in a given case, any such official may be an enforcing person with respect thereto.

*(Adopted – Annual Town Meeting – 12 May 2014)*

## *Winter Parking*

### **A. Stipulations**

A town-wide winter parking ban will be in effect from November 1 of each year through April 1 of the succeeding year, between the hours of 12:00 a.m. –7:00 a.m. On-street parking on public roadways will not be permitted during these times. In addition, vehicles should be removed from public roadways during daylight hours in the instance of "inclement" weather or stated snow emergency for snow removal purposes.

### **B. Authorization**

As per M.G.L. Chapter 40, Section 21(16), the superintendent of streets or other officer having charge of ways, for the purpose of removing or plowing snow, or removing ice, from any way, to remove, or cause to be removed, to some convenient place, including in such term a public garage, any vehicle interfering with such work, and for imposing liability for the cost of such removal, and of the storage charges, if any, resulting therefrom, upon the owner of such vehicle.

### **C. Penalty**

The enforcing agent shall be the Police Department.

*(Adopted – Annual Town Meeting – 12 May 2014)*

## *Depositing Snow in Roads*

No person shall throw, or cause to be thrown, or put or cause to be put, by any means, any snow or ice onto any public way or public land. Anyone doing so is subject to non-criminal disposition. Homeowners are responsible for contractors' actions. The enforcing agent shall be the Police Department.

*(Adopted – June 20, 2020)*

# *The Right to Farm*

**Section 1: Legislative Purpose and Intent** - *The purpose and intent of this Bylaw is to restate with emphasis the Right to Farm already accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9, Chapter 11, Section 125A and Chapter 128 Section 1A. We the citizens of Conway restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution ("Home Rule Amendment").*

This General Bylaw encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the town of Conway by allowing agricultural uses and related activities to function with clear protocol for conflict resolution with abutters and local agencies. This Bylaw shall apply to all jurisdictional areas within the Town.

**Section 2: Definitions Striving for Best-Farming-Practices** - For the purposes of this Right-To-Farm Bylaw, the word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of agriculture. or accessory thereto. The words "farming" or "agriculture" or their derivatives shall include, but not be limited to the following:

- ☐ farming in all its branches and cultivation and tillage of the soil;
- ☐ dairying;
- ☐ production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodities;
- ☐ growing and harvesting of forest products upon forest land, and any other forestry or lumbering operations;
- ☐ raising of livestock including horses;
- ☐ keeping of horses as a commercial enterprise or as pets, for competition, recreation and pleasure, including rescues;
- ☐ keeping and raising of poultry, swine, cattle, sheep, goats, rabbits, ratites (such as emus, ostriches and rheas), and camelids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees.

For the purposes of this Right-To-Farm Bylaw, "Farming" shall encompass activities including, but not limited to, the following:

- ☐ operation and transportation of slow-moving farm equipment over roads within the Town;
- ☐ control of pests, including, but not limited to, insects, weeds, predators and disease organisms of plants and animals;
- ☐ application of manure and fertilizers;
- ☐ application of pesticides in accordance with state law;
- ☐ conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that the activities are related to marketing the agricultural output or services of the farm;
- ☐ processing or packaging of the agricultural output of the farm and the operation of a farmer's market or farm stand including signage thereto;
- ☐ maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the propagation, processing, management, or sale of the agricultural products; and
- ☐ on-farm relocation of earth and the clearing of ground for farm operations subject to applicable town and state laws.

**Section 3: Right-To-Farm Declaration** - This Right-To-Farm Bylaw acknowledges that we are all stewards of the land. It is in this spirit that the Right-To-Farm is hereby recognized to exist within the Town of Conway. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices as defined by the local Agricultural Extension

Agency. The benefits and protections of this bylaw are intended to apply to those agricultural and farming operations and activities conducted in accordance with the aforementioned normally accepted agricultural practices. This Right-To-Farm Bylaw also encourages individual citizens to comment on farm policies or practices that fall within the scope of the Agricultural Commission. Finally, nothing in this Right-To-Farm Bylaw shall be deemed as acquiring any interest in land, or as imposing any land regulation which is properly the subject of state statute, regulation, or local zoning law.

**Section 4: Disclosure Notification** - Prior to entering the purchase and sale contract, or prior to the sale or exchange of real property if no purchase and sale agreement exists, for the purchase or exchange of real property, or prior to the acquisition of a leasehold interest or other possessory interest in real property, located in the town of Conway, the landowner shall present the buyer or occupant with a disclosure notification which states the following:

"It is the policy of this community to conserve, protect and encourage the maintenance and improvement of agricultural land for the production of food, and other agricultural products, as well as for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy is within a community where farming activities occur. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors. Purchasing and/or occupying land within Conway means that one should expect and accept such conditions as a normal and necessary aspect of living in Conway."

A copy of this disclosure notification shall be given on a form prepared by the Town and shall be signed by the landowner prior to the sale, purchase, exchange or occupancy of such real property. A copy of the disclosure notification must be filed with the Select Board or its designee prior to the sale, purchase, exchange or occupancy of such real property.

**Section 5: Resolution of Disputes** - Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Select Board or the Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Select Board shall forward a copy of any grievance under this section to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the referring Town authority within sixty days.

The Board of Health, except in cases of imminent danger or public health risk, shall forward a copy of any grievance under this section to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the Board of Health within sixty days.

**Section 6: Severability Clause** - If any part of the Bylaw is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this bylaw. The Town of Conway hereby declares the provisions of this Bylaw to be severable.

*(Adopted – Annual Town Meeting – 08 May 2017)*

## *A Bylaw Declaring Conway to be a Safe Community*

### **Purpose:**

The citizens of Conway would like you to know that no matter where you're from, if you are a resident, or visitor, or are just passing through town, you are welcome here.

Conway police shall not act as immigration officers and will not honor non-criminal, civil immigration detainer requests. In all interactions with Conway law enforcement and town employees you will be treated with respect.

We ask for your cooperation to help us ensure the safety and well-being of others.

### **Definitions:**

“Law enforcement official” means Conway department, or officer or employee of town department, authorized to enforce criminal statutes, regulations, or local bylaws.

“Civil immigration detainer request” means a non-mandatory request issued by an authorized federal immigration officer to a local law enforcement official, to maintain custody of an individual once that person is eligible for release from custody, or to notify the requesting immigration office prior to the release of that individual.

ICE administrative warrant” means a warrant, notice to appear, removal order, or warrant of deportation issued by a federal immigration officer, not a judicial officer, that does not confer detention authority on a local jurisdiction.

### **“Safe City Provisions”**

A law enforcement official shall not initiate an investigation or take law enforcement action on the basis of actual or perceived immigration status, including the initiation of a stop, and apprehension, arrest, or any other contact. Victims and witnesses to crimes may be asked their status for the purposes of the US Victims of Trafficking and Violence Prevention Act (U-VISA)

A law enforcement official shall not detain an individual on the basis of a civil immigration request or an ICE administrative warrant after the individual is eligible for release from custody, unless ICE has a criminal warrant, issued by a judicial officer, for the individual.

To the extent permissible by law, no employee of any Conway Town department shall perform the functions of an immigration officer, whether pursuant to 8 U.S.C. section 1357(g) or any other law, regulation, or policy, whether formal or informal.

### **Effective Date**

This Bylaw will become effective upon passage.

### **Severability**

If any section, subsection, paragraph, sentence, clause, or phrase of this bylaw is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this bylaw.

### **Compliance with Federal Law**

Nothing in this bylaw shall prohibit or restrain any law enforcement officer, or any Town employee or agent from sending to or receiving from, any local, state, or federal agency, information regarding citizenship or immigration status, consistent with 8 U.S.C. section 1373.

*(Adopted – Annual Town Meeting – 14 May 2018)*

## ***Festival of the Hills Committee Bylaw***

**Section 1:** There shall be a Festival of the Hills Committee of the Town of Conway consisting of up to seven citizens of the Town. The Selectboard shall appoint members to the committee for terms not to exceed three years, full terms to begin on the first day of July. The original members shall be appointed for terms so as to stagger the terms of office, 3 members to be appointed for a term of three years, 2 members to be appointed for a term of two years, and 2 members to be appointed for a term of one year, thereafter appointments shall be for three-year terms. The Festival of the Hills Committee shall elect its own officers. The Committee shall serve without salary. The Committee shall hold scheduled meetings at least once in every two months of the calendar years and more if necessary. A member absent from one third of the meetings in any year of his/her term or for other cause may be removed by a majority vote of the Selectboard after due notice to that member of the impending removal action.

**Section 2:** In the event of any vacancy in its membership, the Festival of the Hills Committee shall notify the Selectboard in writing, and the Selectboard and Committee shall fill the vacancy pursuant to M.G.L. c. 41, section 11. Such appointee shall serve the remaining portion of the term of the prior member.

**Section 3:** The Festival of the Hills Committee shall be responsible for planning, organizing and facilitating the Festival of the Hills in the Town of Conway annually. The Committee shall furnish for the Report for each annual Town Meeting a statement of the doings of the Committee for the fiscal year last closed and an accounting of the funds received and expended from the Festival of the Hills special fund for the fiscal year last closed.

**Section 4:** The Committee shall have authority and control over the Festival of the Hills special fund.

**Section 5:** A quorum of members will be a majority of the appointed members at the time of any meeting. Each vote taken shall require a quorum and a majority vote of the quorum to be effective.

**I, Laurie L. Lucier, duly elected Town Clerk for the Town of Conway, do certify that that the foregoing is a copy of the Town of Conway General Bylaws as amended through December 6, 2025.**

Laurie L. Lucier

Laurie L. Lucier, Town Clerk