

## **Town of Conway**

### **Minutes of the Conway Planning Board Meeting, June 16, 2016**

Present: Chairman Joseph Strzegowski, Mary McClintock, Andy Jaffe, Sue McFarland and David Chichester.

Absent:

Guests:

Chairman Strzegowski opened the meeting at 7:00 p.m. in the Conway Town Office.

1. The minutes of the June 2, 2016, regular Planning Board meeting were approved.
2. Mr. Strzegowski reported on his and Ms McClintock's discussion with the Selectboard about the need to coordinate the projects looking for land in town and each Committee's interest. At times there appear to be conflicts, lack of communication and confusing short term planning. The Planning Board is suggesting bringing all interested parties together to discuss and assemble information such as parcel sizes, percability, terrain, special characteristics, infrastructure support, timing and other elements. In the context of proper future planning, the BOS agreed on the need and asked the PB to coordinate such a meeting. Would include: Fire, Police, Senior Housing, Ambulance, Solar, Energy, Town Park, Wastewater, School septic, Parks and Rec, Open Space, Town Garage, et. Al.

#### **ACTION ITEM:**

Ms McClintock will ask the Town Administrator to call such a meeting, proposing July 28th as the date.

3. Mr. Strzegowski reported on additional communication with a Conway property owner re: his wish to convert a particular parcel of land into a legitimate building lot. Previously, Mr. S. had sent him a letter of explanation as to why that was not legally possible and referred him to the ZBA. Mr. S. offered to provide additional information if it would be helpful to the landowner. Nothing further at this point.
4. The Planning Board voted to approve a request from Mr. & Mrs. Scott Decker to use the name "Windy Ridge Drive" for their shared private drive off South Deerfield Road, as shown on the Franklin County Registry of Deeds plan recorded in book 125, page 59. They were advised to contact the Highway Superintendent for assignment of a house number and were asked to be aware that, should they decide to build a third dwelling to be served by this common drive, they are required to comply with Section 41.5 of Conway's Zoning Bylaws, prior to the issuance of a building permit for that third dwelling. Vote 5-0-0.
5. There was a brief discussion regarding complaints received by the Town Administrator from Conway citizens about junk, trash and unattractive nuisances at several town homesites. The discussion involved the issue of Bylaw definitions and at what point, the situation becomes one of public health and safety...and therefore a Board of Health issue.

#### **ACTION ITEM:**

Mr. Strzegowski will talk with the Town Administrator, trying to sort out the complaints and applicability of town bylaws. Possibly include Town Counsel.

6. Mr. Jaffe raised the subject of job descriptions for Planning Board members. It was agreed that it would be good to delineate job functions and clarify roles and would also be of value in the learning process for new members. Discussion expanded to defining specific functions and authorities of the PB and how they differ/relate to other Departments (e.g., naming of private roads). It was agreed, there is a lot of institutional knowledge among the members that needs to be coded into a useable tool and resource.

**ACTION ITEM:**

Mr. Jaffe asked all members to provide him with brief descriptions of their role and duties, including specific expertise and other PB related activities.

7. On a related subject, someone referred to the Town of Scituate's web site that has a section entitled, "How do I...?" It was agreed that could be very useful in describing and differentiating the various needs citizens have of their government and how to navigate through the various departments. Further, the comment was made that it could be a very useful tool to be able to index the elements of the Town's Protective Bylaws to be able to quickly answer questions and find "how to" answers.

**ACTION ITEM:**

Mr. Strzegowski will go through a few of the existing bylaw sections and, as a demonstrable effort, highlight key words. Ms McClintock will then turn that into a workable and intelligible index as a possible model for enlargement.

8. Mr. Strzegowski reported that the Regional Pipeline Committee had its final meeting and has dissolved as a working group. The money previously committed by the Town to that project (\$13,500) will be returned to the Town.

There being no further business, the members voted unanimously to adjourn the meeting at 8:50 p.m.

**NEXT MEETING:** The next regularly scheduled meeting will be on Thursday, July 21, 2016, at 7:00 p.m. at the Conway Town Office. The joint committee meeting on the subject of land requirements is scheduled for July 28<sup>th</sup> in the Town Hall.

Respectfully submitted,  
David I Chichester