

Conway Planning Board

December 20, 2018

Minutes

Present: Beth Girshman, Mary McClintock (on phone), Bill Moebius, Joseph Strzegowski, Andy Jaffe

Other attendees: Phil Bowden, Alexis Fedorjaczenko (Administrative Assistant)

Location: Conway Town Offices

Meeting called to order at 6:03 pm

1. Minutes from the previous meeting, November 15, 2018, were reviewed. Motion by Bill to approve the minutes as presented; seconded by Beth. Motion passes, 5-0-0.
2. Plan approval - Thomas Shaw Ashfield Rd property division
 - a. No discussion.
3. Phil Bowden attended to discuss the marijuana proposal.
 - a. Phil's summary included the following: Tom Lesser will help walk us through the process; he recommended holding off until final state approval of the bylaw. The intent is to do vertical integration but retail will be the last piece of the puzzle (cultivator and processor will be first). Have been meeting with individuals and groups in town. The intent is to do a solvent-less natural extraction processes and low-carbon model.
 - b. Mary asked does anyone know how many cultivators now and, is everything sold have to be cultivated in state? The answer to the second question is yes.
 - c. Joe asked about organic provisions. Phil explained that in the latest iteration of the laws there are provisions for getting organic certification that avoid using the federal organic certification.
 - d. Beth asked on next steps. Waiting on the Bylaw and the Board. Joe says can start with selectmen; they are working on a policy and an agreement. Joe thinks that they expect to hear from the state by end of January.
4. Administrative Assistant - Alexis Fedorjaczenko
 - a. The Planning Board's new Administrative assistant was present at the meeting, and was introduced.
5. Site Plan Review – planning board application and fee schedule
 - a. Joe explained that the solar providers are anxious to get started and that to expedite creation of these documents, he used Deerfield's as a basis.

- b. Motion by Beth to approve the application and fee schedule as a public hearing draft and to schedule a public hearing; seconded by Mary. Motion passes, 5-0-0.
 - c. Discussion about scheduling a public hearing, with the assumption that it can be held in the normal meeting room. Discussion about the process: this version was approved for public hearing, and it will be tweaked if needed after the hearing (the Board would approve a revised version).
 - d. A public hearing was tentatively set for Feb 7 to precede the regular meeting.
6. Private Drives issue
- a. There are four places in town that have three or more houses/buildings per driveway. The State recently changed the laws pertaining to these and, if any of them have existed for ten years and the town has not pursued them, they are now legally nonconforming. This likely will apply to all of them. The Board will we leave this topic alone for now.
7. Assessors request for clarification on E. Squires access
- a. This history of this issue was explained. The solution can be to assign a number to the residence in question, for emergency responders. The assessor wants the Planning Board to take a position on accessibility. Another issue is posting of the numbers; people's mail boxes are in some cases on the wrong side of the street, and only numbered from direction mailman comes, not where emergency responders would come from.
 - b. The Planning Board will finalize a letter to Mr. Squires giving him a number and will also finalize a general letter to the residents of Conway regarding posting of numbers. The latter should be reviewed with the emergency management folks when they come to a Planning Board meeting. Mary and Beth will clean up these letters.
8. FEMA Middle Connecticut Watershed Meeting Update.
- a. Joe went to the FEMA meeting. Kimberly MacPhee (county land planner) was in attendance. There is now better mapping technology (LIDAR) which allows for contours within a couple of feet; the original FIRM maps are 10 or 20 feet so you lose details about the contours. This project appears to be all about remapping. They have flown the whole state and have LIDAR data.
 - b. Related to this, Conway can sign up for a national/federal flood insurance program so that people in town can sign up to purchase it.
 - c. Joe thinks the Board will have to attend the meeting for the Deerfield River as well, and expects that it will be the same topic.
9. Planning Priorities discussion for FY 2019
- a. The Board discussed a list of possible planning priorities for FY 2019. There are likely to be public hearings related to marijuana and solar projects, which will take a good portion of the Board's time.

- b. Commercial signage (Greenfield Bank). The ZBA rejected the bank's signage, and a possible next step could be to look at our signage bylaw and put in a provision for a special permit process. This means researching some other towns and finding something that works for us. Alexis will look into whether Ashfield has something. Joe will ask Peggy if she has something
- c. Zoning use table revision. Town Administrator Tom Hutcheson would like the PB to work on the zoning use table. An issue for the village center is sewer., and there is no clear solution in sight
- d. 2013 Master Plan review & update. Andy suggested to take this off the list, as the plan is not that old. Joe agreed this could be delayed another year. Bill will take a look at it and see if there's one piece that can be addressed in the coming year. Beth wondered if working on the zoning use table could be a way to feed in to the master plan.
- e. Small scale solar bylaw. The PB would need to write a new bylaw, and there is a model state bylaw that could be used. Beth will look at this and Joe will send her a copy of the state reg.
- f. South river erosion zoning. This item will wait.

10. Mail/email

- a. The "Guide for Town Appointees and Elected Officials" is located for reference in the PB mailbox. Joe will also find an electronic copy and send it to the group.
- b. The Town received approval from the Attorney General for the Large Scale Industrial and Commercial Facilities Bylaw. The letter, dated December 3, 2018, contains analysis of the Bylaw and details regarding the approval.

11. Old Business (none)

12. New Business (none)

13. Next scheduled meetings:

- a. January 3, 2019
- b. January 17, 2019
- c. February 7, 2019 (will be a public hearing and the date the PB will invite Bob Baker and Emergency Management to attend)

Motion by Andy to adjourn; seconded by Bill. Motion passes 5-0-0.

Adjourned at 7:45.

Respectfully submitted,
Alexis Fedorjaczenko