

**Conway Planning Board**  
**Thursday, August 19, 2021, 7:00-8:30 p.m.**  
**MINUTES**

**Location: Town Hall General Purpose Room**

**Present:** Beth Girshman (chair), Jenn Mullins (vice-chair), Susan Fentin, Bill Moebius, Joe Strzegowski (associate member); Lara De Lucca (administrative assistant)

**Other Attendees:**

Chris Larabee, Greenfield Recorder  
Katrina Ruby-Chiro

Meeting called to order 7:08 pm by Chair Beth Girshman

**1. Review and approve minutes of previous meeting, July 22, 2021**

Motion to approve minutes as submitted by Susan, seconded by Bill

Vote:

Fentin - Aye

Girshman - Aye

Moebius – Aye

Mullins - Aye

Motion passed

**2. NexAmp – outstanding issues, T&B contract/inspection schedule**

Planting has started. New contract signed with Tighe and Bond, and did site inspection today. Grass and wildflowers are growing well. A few washouts on steep slope which will be in the T&B report.

DEP complaint: sand washed from driveway and through culvert. The responsibility to work out a resolution is shared with DEP and Nexamp.

Landowner asked that fence slats be taken out and more trees added. Slats will remain for abutters.

System was up briefly but then went down. Generator is not currently running but will need to be restarted if the issue can't be resolved.

Abutters reported brief power outages, and Veronique contacted Eversource. Eversource and Nexamp have not determined if the outages were related to the solar array, but Eversource asks that in future all power outages be reported directly to them.

### **3. Flood plain bylaws, updated as required by state - next steps, scheduling**

Public Hearing required, information session isn't required but would be useful. These changes to the bylaws are required, otherwise property owners can't get flood insurance. For the June 2022 Town Meeting, the deadline to get onto the warrant is usually February. The Public Hearing must be within 6 months of the vote at Town Meeting.

Information session will be part of the regular PB meeting on March 3, 2022

Public Hearing will be part of the regular PB meeting on April 21, 2022

The information session does not need to be advertised in the newspaper, the Public Hearing requires advertisements 14 days and 7 days before.

Susan made a note to send the draft of the warrant article to the town administrator in March.

### **4. River corridor easement**

Joe has draft of easement agreement from the Franklin Land Trust - potential compensation to property owners if they allow the river to flow naturally through their property. Related to that they just got a new grant for work on flood mitigation projects along the South River.

### **5. River corridor overlay zoning – update from work group, FRCOG assistance**

Work group hasn't met. Jenn will follow up with Kimberly about the possible FRCOG assistance.

### **6. Update re: proposed town purchase of Main Street lot**

South River group is interested in this lot for flood mitigation, and the 30% match part of their grant is expected to be for the purchase of it.

Selectboard checked with town counsel, says Conway can spend all money in warrant article to purchase it.

### **7. Roaring Glen Farms, LLC – town counsel opinion, continued discussion on bylaw sections Q, R clarification**

This item was removed from the agenda by request of the individuals involved.

Beth talked to the MA Ethics Commission, they reiterated that their decision is legally binding. Any questioning of a PB member's role would be between the individual and state ethics commission.

### **8. Future meetings – to include Zoom component as public option?**

Concern about the increased risk of the Delta variant and the possibility of vaccines becoming less effective over time. The law allowing for Zoom meetings is still in place.

Susan moves that all Planning Board meetings in September and October be conducted virtually via Zoom. Jenn seconds.

Vote:

Fentin - Aye

Girshman - Aye

Moebius – Aye

Mullins - Aye

Motion passed

Beth will inform Roaring Glenn Farms that next meeting will be via Zoom. She will set up the link and arrange that the town calendar be changed.

PB will reassess the situation in early October. A future discussion will be whether to keep a Zoom option once meetings go back to in-person, to encourage additional participation.

#### **9. Records/archives/documents storage and organization – town-wide project**

Beth and Lara took a first look at the PB documents stored upstairs at the Town Hall. It's a huge project needing decisions about what is important to keep as well as long-term organizational and storage solutions.

Veronique wants to make this process town-wide and move to digitalization of all documents. Meanwhile, Beth and Lara will cull items that clearly do not constitute a public record and can be recycled. They will also work on a new storage approach for the large rolled maps and plans, some of which are very old and fragile. An idea is to invite department heads and others for help in assessing what is important to keep.

Joe thinks there may be PB records stored in other places as well. There may be grants available for this kind of archival work, and it is something Lara can research and pass on to Veronique.

#### **10. New planning board member – ?**

Beth will call Bill McLaughlin, who expressed some interest in serving. She'll let him know he can also contact other board members if he wants to get their perspective on the role.

#### **11. Master Plan update**

Beth agrees with Veronique that updating the Master Plan should be a priority this year. MA law requires a Master Plan, and it is also needed for the town to apply for certain grants. Beth will find out if FRCOG can provide assistance with the process, which they have done in the past.

PB will hold public meetings to brainstorm and collect information. Per Joe, in the past PB had several neighborhood meetings/coffee hours during this process.

Susan has her notes and the PowerPoint from a webinar she attended about Master Plans. Will send the PowerPoint link to everyone.

Discussion to be continued next meeting. Many copies of the 2013 version (most current) are available if anyone is interested.

## **12. Mail/email**

Lara sent mail summary

## **13. Old business**

None

## **14. New business (not anticipated 48 hours in advance)**

- Potential Citizen Planner trainings – which 3 sound most relevant/helpful? Beth will reply to the FRCOG email with this list chosen by the group:
  - Site plan review
  - Special permits and variances
  - Writing reasonable and defensible decisions
  
- After speaking with a resident who is trying to do this, Joe is wondering if we can put something on our website about how to navigate the process of getting a building permit.

## **Motion to close the meeting:**

Susan moves, Second by Bill

Vote:

Fentin - Aye

Girshman - Aye

Moebius – Aye

Mullins - Aye

Motion passed. Meeting is closed 8:06 p.m.

**Upcoming Meetings:**

- September 2 & 16, 7:00 p.m. (will be held virtually via Zoom)