

**NEWRY PLANNING BOARD**  
**MINUTES OF BOARD MEETING**  
**Wednesday, August 20, 2025**  
**Raymond C. Foster Municipal Building**

*Full discussion on the topics below is available on audio recording at the Newry Town Office.*

**Members Present:** Edward (Ted) Baker, Board Chair; John (Gootsch) Gauthier, Board Vice Chair; Heidi Marotta, Board Secretary; Meredith Harrop, Alternate; Rob Kates, Alternate

**Members Late:**

**Staff Present:** Joelle Corey, Code Enforcement Officer; Becky Bean, Recording Secretary

**Members & Staff Absent:**

**Public Attendees:** Brooks Morton, Kelly Mathieson, Carson Deeds, Peter Roberts

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**Call to Order:** Chairman, Ted Baker, called the meeting to order at 6:00 PM and proceeded with his opening statements.

**Current Attendance/Quorum:** The Chair took attendance and confirmed the presence of a quorum.

**Prior Attendance/Voting Eligibility:** There were no recent absences. However, the Chair noted that voting eligibility would be a little muddled as the Board makes its way through tonight's agenda. He explained that for the Sunday River Application 25-288 the members who are eligible to vote are Gootsch and Rob. Both Ted and Meredith will recuse themselves since they work for Sunday River. Heidi was not yet on the Board at the time Application 25-288 was submitted for review, and she has not had exposure to all the materials submitted. Heidi may participate in discussion on this application, however.

With all three full-Board members present tonight and in attendance at the previous meeting, they are eligible to vote unless otherwise noted below.

**Previous Meeting's Minutes:** The Board reviewed the minutes of the August 6, 2025, Annual Meeting, which was a continuation of the July 2<sup>nd</sup> Annual meeting. **Gootsch moved to approve the minutes of the Annual Meeting, and Heidi seconded. With no discussion, the motion passed with all voting in favor.**

The Board reviewed the minutes of the August 6<sup>th</sup> regular Planning Board meeting. **Gootsch moved to approve the minutes of the meeting of Wednesday, August 6<sup>th</sup>; Heidi seconded. With no discussion, the motion passed with all voting in favor.**

**Correspondence Received:**

- a) The new submittal packet for Application #25-286 was distributed to Board members. Ted pointed out to Gootsch that since he has been recused from any participation in Application 25-286, Gootsch will be leading the Board's review of this Application. The CEO stated that she conferred with the Town's attorney as well as the appellant's attorney and there is no timeline for the review of this application.

Ted noted that he is recusing himself from the next two agenda items listed under Old Business and under Findings of Fact since those topics involve an application from Sunday River. He added that he has been directed to recuse himself from anything to do with the agenda item listed under New Business, Application 25-286, Timberline TH, LLC, and he, therefore, stepped down as chairman at this time.

Being a Team Member of Sunday River, Meredith recused herself as well.

Heidi clarified that, although she does not need to recuse herself, she is not a voting member on the Sunday River application as stated earlier in the meeting under Voting Eligibility.

**Gootsch moved to raise Rob up to be a full Planning Board member for this business, and Heidi seconded. The vote passed unanimously.**

### Old Business

- a) **South Ridge Bicycle Trails; Sunday River Skiway Corp.; Map and Lots R13/034 & R12/026 – Application # 25-288:** Peter Roberts, representing Sunday River Skiway Corporation, provided the Board with three copies of the full revised application with the two typos, which were discovered during the application's review at the Board's previous meeting, now corrected. For the remaining Board members, Peter distributed copies of the revised pages. Peter also submitted two checks to the CEO: check # 00097860 totaling \$475 and check # 0098321 in the amount of \$250; the application fee is now paid in full.

**Gootsch moved that the Conditions of Approval for Application 25-288 have been met; Rob seconded, and the motion passed unanimously with 2 votes.** Gootsch and Rob proceeded to sign the final plans.

Meredith has rejoined the meeting.

### New Business

- a) Review/Discussion – Board of Appeals *Decision and Findings of Fact and Conclusions of Law* dated 7/30/2025, Timberline TH, LLC appeal application: Heidi recused herself from any discussion on this topic. Joelle clarified that the Planning Board's attorney, Greg Braun, has advised the Board to accept the new material from Main-Land Development Consultants on behalf of Timberline TH, LLC. Joelle confirmed that all Board members have a copy of the remand and stated that the Board Members are tasked for the next two weeks to review this material.

Joelle read aloud from an email chain correspondence between her and Michael Barnes of Main-Land Development with Rick Dunton, also of Main-Land Development cc'd; dated Aug 19 & 20, 2025; RE: "Submittal: Village at Timberline – 24-289". Within this correspondence, Joelle included a list of items that she found to be either inconsistent or incorrect during her review of the materials. She advised the applicant to wait and submit corrections following the Planning Board's review at their September 3<sup>rd</sup> meeting in case the Board finds additional items needing to be addressed.

During the discussion, Rob stated that he would like to request that the applicant come back with a list of items that have been changed since the previous submittal. This would aid the Board in its review since this application is so large.

### Findings of Fact

- a) **South Ridge Bicycle Trails; Sunday River Skiway Corp.; Map and Lots R13/034 & R12/026 – Application #25-288:** This item was tabled until the next meeting.

Ted resumed as Chair, and Heidi rejoined the meeting.

### CEO Reports – none

### Open Discussion

- a) Heidi stated that she is still researching the Rules of Procedures document that the Board will be reviewing at another time.
- b) Meredith expressed interest in having a working session soon where the Board can have more discussion about procedures.
- c) Heidi noted that she is scheduled to attend the October 28<sup>th</sup> Planning Board and Board of Appeals Workshop put on by MMA. The Chair encouraged her to attend an in-person seminar rather than doing the online session.

d) The Chair passed along a gentle reminder to the Board that they are a self-sufficient Board. This Board does not have a Town Planner to assist the Board, nor a legal staff. He explained that unfortunately, that puts the onus on the Board members to do all the required work in preparation, which bigger towns and city have a planner tasked to handle. The Chair noted that the Recording Secretary cannot wordsmith poorly articulated motions, findings of fact and conclusions of law. She needs to type them verbatim. The Chair noted that the Ordinance is extremely comprehensive and extremely detailed. Ted pointed out that in any given application, there will be at least 31 motions with findings of fact and conclusions of law. Those motions with findings of fact and conclusions of law should not be made on the fly. They should be prepared ahead of time, so they can be articulated clearly and concisely to be transcribed into the minutes of the meeting. Ted clarified that most motions need to have findings of fact. Every finding of fact needs to point back to evidence that was submitted by the applicant or otherwise submitted during the review process – such as memorandums from the Town’s engineering consultants, etc.

**Next Scheduled Meeting** – Wednesday, Sept 3, 2025

Joelle noted that she will not be able to attend the Sept 3<sup>rd</sup> meeting due to a scheduling conflict.

Also – prior to the call to order of tonight’s meeting, Becky informed the Chair that she is not able to attend the Sept. 3<sup>rd</sup> meeting.

**Adjournment** Gootsch moved to adjourn the August 20<sup>th</sup>, 2025, and reconvene here on September 3<sup>rd</sup>. Heidi seconded. Motion passed with all voting in favor. The meeting adjourned at 6:44 PM.

APPROVED