

NEWRY PLANNING BOARD
MINUTES OF BOARD MEETING
Wednesday, December 3, 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; Cindi Wight, Member, Board Vice Chair (vacant); Meredith Harrop, Alternate; TBD, Alternate

Members Late:

Staff Present: Joelle Corey, Code Enforcement Officer; Becky Bean, Recording Secretary; Loretta Powers, Town Administrator

Members & Staff Absent: Heidi Marotta, Board Secretary

Public Attendees: Therese Kellener; Stacey Lawler

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

The Chair welcomed Cindi Wight as a new member, and since all members of the Board are not present tonight, the Chair tabled election of officers until the next meeting.

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

Prior Attendance/Voting Eligibility: The Chair appointed Meredith as a voting member of the Board in Heidi's absence. The Chair clarified that he and Meredith are eligible to vote on any unfinished business at tonight's meeting. Since Cindi was not present at the previous, she is not eligible to vote on unfinished business; however, she may vote on any new business.

Previous Meeting's Minutes: The Board reviewed the previous meeting's minutes. **Meredith moved to approve the meeting minutes for the November 5th meeting. Ted seconded. With no discussion, the motion passed unanimously.**

Correspondence Received:

- a) Packet of information on LD 427, LD 997, and LD 1829, along with an email from the Town's attorney, Brandon Mazer, regarding the effects of these new LDs on the UDRO. Joelle noted that these effects are immediate. The email from Brandon to Joelle, Newry's CEO, is dated November 24th; subject: "New LD's effects on UDRO" and is response to Joelle's email to Brandon and Jim Katsiaficas dated Nov 13, 2025. The Chair pointed out that these new LDs would also effect the Comprehensive Plan.

Business

A. Applications

- a) Application 25-289; Amendment to Baker Acres III subdivision; change to lot line; Lyons Maine, LLC applicant – Findings of Fact and Conclusions of Law: The Chair summarized for Cindi the details of this application, and its approval process.

Ted moved to approve the Findings of Fact and Conclusions of Law for Application 25-289. Meredith seconded, and the motion passed unanimously with no discussion.

Ted proceeded to sign two copies of the document with Meredith witnessing his signature.

B. Other:

- a) A Proposal to Adopt Rules of Procedure – Joelle mentioned that Heidi was working on a particular section of this proposal. The Chair summarized for Cindi the proposed change to this Rules of Procedure from the Planning Board’s Bylaws, which were adopted in 1992 and amended over the years – most recently 2024. The Rules of Procedure document is proposed to follow the recommendation in MMA’s Manual for Planning Boards and Boards of Appeals Chapter 2, and mimics the way the Planning Board has been doing business.

Ted asked Retta if MMA could review this document. Retta noted that MMA is short staffed, but she can send it to them for their review. Ted noted that he would like the Planning Board to tentatively approve the draft before it is sent to the Town’s attorney for review. He noted that since this document not only deals with members of the Planning Board but also includes responsibilities for the CEO and Recording Secretary, it will need to be approved by the Select Board.

This topic is tabled until the Board’s next meeting.

- b) A Proposal to Reorganize the Sections of the UDRO – Ted explained to Cindi his proposal to make changes to the UDRO noting that over the years, new material was usually added to the General Performance Standards section, even though the new material was not a General Performance Standard – i.e., Solar Energy Systems, along with others. Ted proceeded to review his proposed changes stating that in his research, he noted that he is proposing to repeal the existing ordinance and replace it with the newly proposed ordinance – which is essentially the same ordinance but reorganized. Retta noted that the Board should have a few Public Hearings prior to the Town Meeting to explain the proposed changes to the public.

Ted explained the process – the Planning Board drafts the proposed changes, the proposed amended ordinance then is sent to the Town’s attorney for their input, then it goes to the Select Board – they vote to put it on the warrant (or not), and then if it is added to the warrant, a Public Hearing is held within 30 days of the Town Meeting, and then it is voted on at the Town Meeting.

Ted reviewed his proposed additions and changes with the Board and explained his thought process behind each one:

- Proposed new definitions include Corner Clearance, Impervious Surface Ratio, Intersection Sight Distance, Open Area, Open Space, Parking Area, Stopping Sight Distance, Vehicular Entrance, and Way.
- Definitions that have proposed changes include Abutters, Accessory Use or Structure, Bed and Breakfast, Commercial, Height of Structure, Multi-Unit Housing (change to Multi-Unit Dwelling), Net Residential Acreage, Occupied Building, Planned Unit Development, Private Road, Residence, Road, and Site Plan.
- *NOTE:* Joelle will research definitions in State laws for Hotel, Motel, Inn, and Bed & Breakfast to see if these need to be updated or added.
- Section 1.A.: Repeal and Replacement.
- Section 1.E.3.c - Exemptions: In paragraph 3, detached single-family and two-family dwelling units, it is proposed to add information from Section 27 Solar Energy Systems to this section.

As a result of discussions on the above proposed revisions, Ted will continue to make edits to the proposed revisions for review and discussion at the Board’s next meeting.

Reports

- a) Comprehensive Plan Review Committee: This committee meets next Monday. That will be Heidi’s second meeting. Retta noted that the Board is still working away analyzing the survey results.
- b) Town Administrator’s Monthly Summary of Escrow Accounts: no change / nothing to report.

- c) CEO updates: The CEO mentioned that she will never be the third-party inspector [inspecting official] on a project again. It has not worked out well for the minor subdivision for which she is currently the inspecting official. Ted explained to Cindi the requirement of having an inspecting official for approved subdivisions.

Open Discussion

- a) Cindi is taking her MMA seminar on Monday. It is a 3-hour Zoom seminar.
- b) Ted noted that he has been working with Erica Bufkins, the Planner and Transportation person at AVCOG, to put together a training session for the Planning Board to discuss the review process. This is being planned for January.

Next Scheduled Meeting – Wednesday, December 17, 2025

Adjournment Cindi moved to adjourn; Meredith seconded. Motion passed with all voting in favor. The meeting adjourned at 7:57 PM.

APPROVED