

**NEWRY PLANNING BOARD**  
**MINUTES OF BOARD MEETING**  
**Wednesday, December 17, 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; Heidi Marotta, Board Vice Chair; Cindi Wight, Board Secretary; TBD, Alternate

**Members Late:**

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

**Members & Staff Absent:** Meredith Harrop, Alternate

**Public Attendees:** Walter Hoffman,

---

**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.

**Election Of Officers:** Ted noted that the elections were not held at the previous meeting due to the full Board not being present. Following discussion, it was decided to vote on all officers of the Board at tonight's meeting.

Heidi nominated Ted Baker as Chair, and Cindi seconded. Ted accepted the nomination, and the vote was unanimously in favor.

Ted nominated Heidi Marotta as Vice Chair; Cindi seconded, and Heidi accepted the nomination. The vote passed unanimously.

Ted nominated Cindi Wight as Secretary. Heidi seconded, and Cindi accepted the nomination. The vote passed with all voting in favor.

**Prior Attendance/Voting Eligibility:** The Chair noted that with no unfinished applications, all full Board members are eligible to vote. Heidi stated that she has not listened to the audio recording of the Dec 3<sup>rd</sup> meeting, and will therefore, abstain from that vote.

**Previous Meeting's Minutes:** The Board reviewed the previous meeting's minutes. **Cindi moved to approve the minutes. Ted seconded. With no discussion, the motion passed with Ted and Cindi voting in favor; Heidi abstained.**

**Correspondence Received:**

- a) **Public notice of Planning Board Public Hearing:** January 7<sup>th</sup> at 6pm at the Town Office for the proposed amendments to the UDRO with a summary of changes available for view at the Town Office after Dec 23<sup>rd</sup>. Joelle read aloud the public notice for the record.
- b) **Stop Work Order and Notice of Violation letter sent to Forget Development Dec 16, 2025, regarding the Monkey Brook Road Subdivision:** Joelle explained that she is the inspecting official for the Monkey Brook Subdivision and noticed deficiencies during an inspection on Nov 3<sup>rd</sup>. The project developer was made aware of the deficiencies via multiple emails, and the Town has received little to no response. The CEO received authorization from the Select Board to send the Stop Work Order and Notice of Violation letter. A re-inspection is scheduled for January 20, 2026.

## **Business**

### **A. Applications:** - none

### **B. Other:**

- a) A proposal to adopt Rules of Procedure: With no questions or comments on this project, it was tabled until Board's next meeting.
  
- b) UDRO 2026 review and preparation
  - a. Discuss UDRO 2026 timeline – Town meeting is expected to be held May 12, 2026. Ted explained the various dates include on timeline that he created, and noted that per the Public Hearing public notice, he plans to have the entire Ordinance with the proposed changes ready and available by December 23<sup>rd</sup> for the public's view.
  
  - b. Public Hearing set for January 7, 2026. This will be followed by a Planning Board working session to discuss any additional proposed revisions and any comments made during the Public Hearing. Ted noted that the draft UDRO with proposed changes should be wrapped by the 21<sup>st</sup> of January.
  
  - c. Continue review of UDRO 2026 Proposed Changes – Ted reviewed his 5-page summary of proposed changes which include proposed changes to the UDRO structure, corrections of deficiencies noted in application reviews, and miscellaneous deletions, edits and additions as well as current and upcoming changes to State law: LD 427 implemented this past Sept and effects parking requirements for dwelling units; and LD 997 (which mandates residential use in commercial districts) & LD 1829 (which amends laws governing housing density) both with an implementation date of July 2027.

The Board reviewed the proposed changes to Section 3, Definitions. Ted noted some pen & ink edits/additions for the Board to add that were not included in the copy he handed out:

- Page 2 – In the definition for Abutters – 1000' should be changed to 500' as previously discussed.
- Page 3 – A new term and definition will be added for Authority Having Jurisdiction (AHJ), which comes from the NFPA-1 and is a term used in proposed Section 21 of the UDRO.

Ted also noted that he decided to leave Height of Structure as is, and the term Residence was left in definitions and just directs the reader to "see Dwelling Unit". A few small typos were noted for correction.

The Board reviewed proposed changes to Section 19, Road Design and Construction Standards. Discussed topics included:

- Subsection A.2. regarding the requirement to ensure that existing roads leading to a new subdivision be "suitably improved" if necessary to meet new traffic demands. Lengthy discussion ensued which included existing roads (Town Roads and private roads) that perhaps were built to a standard (Primary, Secondary, or Neighborhood) that does not support the number of lots or dwelling units accessed by those roads. The group also discussed the process of having a private road changed to a Town Road (it would need to meet the Town's road standards and be accepted by the Town voters at Town Meeting); potential development in Riley where access to that unorganized territory would be via roads in Newry (development in that territory would be overseen by the State's Land Use Planning Commission, aka LUPC); and impact fees. It was noted that this proposed revision may need to be re-worded before it is submitted to the Town's attorney for review.
- Subsection B.4. a former note regarding road grades has been pulled out and made into two new subsections: Subsection 5 – "Maximum grades on Primary and Secondary roads..."; and Subsection 6 – "If the road exceeds 5%...". No changes were made to the verbiage in these two former notes.
- Also, in Subsection B.4 in Note #1 – the first comma in the following sentence "...road intersections to any non-town maintained, primary, secondary and/or neighborhood road." will be removed.
- Subsection C.2.f. – regarding culverts, "corrugated metal" was removed.

- Subsection E, Road Names and Signs – Road Names was discussed, and Joelle noted that a reference to the Town Addressing Ordinance could be added, but what is shown is sufficient.

The Board reviewed proposed changes to Section 20 – Parking and Entrance Design Standards, and discussed topics included:

- Subsection A.3, where the proposed edit at the end of the sentence was shown as “...on the municipal and / or private road systems.”, it was decided that the “/ or” should be deleted.
- Subsection A.7 may need to change with the passage of LD 427. Ted will look at this paragraph more closely.
- Subsection A.9 regarding off street parking spaces, Ted has proposed moving this paragraph to the existing Subsection C (Parking Area Design Standards) as item 4 with no changes.
- The newly proposed subsection B, Vehicular Entrance Design Standards, was discussed. Ted and Joelle explained that the standards and requirements noted in this section are based on standards used in planning in general and found in the State’s DOT manual as well as MMA recommendations. Ted stated that what is written is a first draft and encouraged the Board members to review the details noted in this section and come up with edits in written form to be discussed at the next meeting.
- Subsection C, Parking Area Design Standards – Ted explained his proposed edits and spoke about the effects that LD 427 may have on this section. Using the term “Residential Dwelling Unit” instead of “Residential” was discussed. The group discussed the possibility of the proposed changes not being passed at Town Meeting and how the changes required to comply with State law would be handled.
- Also in Subsection C, in the Notes area under the table – the numbering needs to be corrected. It’s currently shown as: 1. 2. 2. 3.

The Board reviewed the newly proposed Section 21 – First Responder Access and Fire Lanes. An excerpt from the NFPA-1 with Section 18.2, Fire Department Access, was shared with the Board. Joelle clarified that NFPA-1 is not State Law; it is a standard that the State’s Fire Marshal’s office has adopted and is used as a guideline. Ted explained that the standards in 18.2 have been condensed and added to Section 21 with no reference to NFPA-1. The Fire Department will be asked to review this proposed Section and provide feedback.

Ted stated that he will distribute revision #4 to the Board electronically along with Joelle and Retta first thing tomorrow morning. A few more edits will be made before the document will be ready for distribution to the Town for public view on the 23<sup>rd</sup>.

- c) Update Contact Sheet – Board members were asked to send their contact information (cell phone #, etc.) to Becky. This is an internal sheet, and will be used to contact Board members in case a meeting is canceled last minute.

### **Reports**

- a) Comprehensive Plan Review Committee: Heidi reported the committee is still reviewing survey results. The committee received a lot of feedback, which is helpful. The committee decided to only include a subset of graphs and charts. The committee discussed the responses regarding restaurants or food options – noting that particular question was not defined well. The next meeting is Monday, January 5<sup>th</sup>, at 5pm at the Town Office.
- b) CEO: Joelle announced that she will be gone for 2 weeks beginning Monday. She added that VEDshe will be able to respond to inquiries regarding the Public Hearing while she’s away and will send pdfs of the UDRO updates electronically.

### **Open Discussion**

- a) Heidi and Cindi attending the MMA Zoom meeting. Ted mentioned that MMA holds an in-person meeting in October, and he added that while the material is pertinent, it does not address the process for an application review. He is working with Erica Bufkin at AVCOG to create some training on that topic. This may possibly happen at the Board’s second meeting in January.

**Next Scheduled Meeting** – Wednesday, January 7, 2026 – begins with a public hearing at 6pm and will be followed by the Board’s regular meeting. Draft copies of the 30 sections of the UDRO plus the appendix will be available online through requests from the CEO. Ted is hoping to have a presentation prepared as well.

**Adjournment** Heidi moved to adjourn; Cindi seconded. Motion passed with all voting in favor. The meeting adjourned at 7:53 PM.

APPROVED