

NEWRY PLANNING BOARD
MINUTES OF BOARD MEETING
Wednesday, February 4, 2026
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; Meredith Harrop, Alternate; TBD, Alternate

Members Late:

Staff Present: Joelle Corey, Code Enforcement Officer;

Members & Staff Absent: Becky Bean, Recording Secretary

Public Attendees: Pat Roma, Joyce Roma

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.

Voting Eligibility: Although Heidi was absent at the previous meeting, no business carried forward, and therefore, the Chair determined that all full Board members – he, Cindi and Heidi – are eligible to vote during tonight's meeting.

Minutes of Prior Meetings: The Board reviewed the previous meeting's minutes. **Cindi moved to approve the minutes of the Wednesday, January 21, 2026, meeting as written. Heidi seconded. With no discussion, the motion passed with all voting in favor.**

Correspondence Received: - none

Business

A. Applications:

- a) NEW- Amendment to Barker Mountain Subdivision; Lot #3 lot split; Patrick & Joyce Roma, applicant: The Chair clarified that this review is for an amendment to a major subdivision.

It was confirmed that the Planning Board has jurisdiction to review this request per UDRO Section 1.C.1. Heidi moved that the Board has jurisdiction, and Cindi seconded. With no discussion, the motion passed unanimously.

Ted moved that per the deed recorded in Oxford County Registry of Deeds in Book # 2223/page 009, shows that the applicant indeed has proof of ownership. Cindi seconded, and the motion passed unanimously with no discussion.

The applicants are representing themselves; they do not have an agent.

It was confirmed that no member of the Board members, including the alternate, has any pecuniary or family conflict of interest or bias with the applicant.

The Chair and the CEO discussed the additional fee needed to cover the cost of posting public notice in the local newspaper. Ted moved that the Board collect an additional fee of \$200 from the applicant to cover administrative costs to the Town in this application. Following discussion, Ted rescinded his previous motion and restated it. **Ted moved that the Board collect up to \$200 in the form of an additional fee to cover expenses for the Town in administrating this application. Cindi seconded. Following additional discussion, the motion passed unanimously.**

Pat Roma with his wife Joyce, residents of 70 Valley View Drive in the Barker Mountain subdivision, explained his request a change to the subdivision plan, which was approved in 1987 by the Newry Planning Board. The lot he purchased in 1995 as a single lot was split into two lots by a Town road, which the Town notes as Lot 3 and Lot 3A on its tax map. Pat would like to update the plan recorded at the Registry of Deeds to show the two separate lots.

Pat noted that he is asking for two waivers. The first is the submission requirements for Section 13.A through AH., which he believes were satisfied with the subdivision was originally approved. Secondly, he is requesting expedited approval due to the nature of the request, noting that the Town has recognized this property as 2 lots, and Pat feels that this should be reflected in the Oxford County Registry of Deeds.

The CEO stated that the application fee of \$200 has not yet been paid. The CEO said she will collect that fee tomorrow.

The application was numbered 26-290.

The Board reviewed UDRO Section 10.B.2., which states applications for review and approval must be submitted 2 weeks prior to the scheduled Planning Board meeting. Discussion ensued as to whether or not the Board should review this application at tonight's meeting since it was not submitted by the deadline. Following discussion, **Heidi moved to table until the next meeting, so the Board has time to review everything. Ted seconded the motion, and the motion passed unanimously.**

The Chair pointed out that because this is a major subdivision, the Board is required to hold a Public Hearing. He informed the applicant that they are required to inform abutters via certified mail.

The Chair noted that it is possible for the Board to find the application complete at the start of the Board's next meeting, then recess the meeting, go into Public Hearing, close the Public Hearing, and proceed with deliberations at that time. The Chair emphasized that abutters must be notified per the UDRO. Joelle stated that the Town will publish the notice of Public Hearing tomorrow. The Public Hearing will be scheduled for February 18th. The CEO offered to assist the applicant with the abutter's list, etc.

The Chair talked about the Application Review Tracking sheet that's used as a tool when reviewing applications and explained to the new members of the Board the process of reviewing an application. The Chair emphasized that the Board cannot deliberate or make judgements on an application being in compliance or out of compliance with the ordinance until the application has been found complete. The Board must maintain a neutral frame of mind until the application is found complete. Then the Board will begin deliberation and proceed with review of the application in terms of compliance with the ordinance. The Board needs to ensure that there is enough evidence submitted to allow the Board to make Findings of Fact that show the application is either in compliance or not in compliance with the criteria for approval. Once an application is submitted, the Board has 30 days to find it complete or incomplete. Once the application is found complete, the Board has 60 days to approve, approve with conditions, or deny the application, unless mutually agreed to by the applicant and the Board to extend that deadline. When a Public Hearing is held, the Public Hearing must be held within 30 days of the application being found complete. Following the Public Hearing, the Board has 30 days to approve, approve with conditions, or deny the application. The applicant cannot submit additional material after an application is found complete unless the Planning Board specifically requests something. Ted emphasized that deliberation is amongst the Board only, the applicant and public can be present but can only engage in discussion if invited to do so by the Chair.

B. Other:

- a) Unfinished - A Proposal to adopt Rules of Procedure: This topic was tabled for one more meeting.
- b) Unfinished – UDRO 2026 review and preparation; continued review of proposed changes and edits: The Chair explained the document distributed entitled "UDRO 2026; Revision 6A" noting that it reflects the in-depth

conversation with Peter Roberts of Sunday River at the previous meeting. Ted noted that the Select Board has approved expending funds to have the Town's council review the UDRO 2026 through revision 6A. Ted will convert the document into a Word document to be forwarded to the Town attorney along with a cover letter asking the attorney to please pay particular attention to certain sections. Joelle was asked to share a copy of the timeline with the attorney when these documents are forwarded tomorrow.

Ted added that the Town would also like the attorney to review the proposed Planning Board Ordinance as well as other Town ordinances to ensure that they are all on the same level in terms of definitions, etc. Ted noted that the Town's attorney, working with Joelle, has been moving towards having the definitions in the UDRO be the central set of definitions.

Ted spoke about the concept of having a road split a lot in two. There are some subdivisions in town where a private road goes through one or more lots and there is a right-of-way for owners of interior lots to cross that road. Later additions of State law say that, whether the road is private or public, it has to be two separate parcels. However, if the subdivision was created prior to that State law, and you have a parcel that goes across, that is perfectly legal. Discussion ensued. Cindi read from an excerpt that states, "...lands located on opposite sides of public or private road are considered each a separate tract or parcel of land unless the road was established by the owner of land on both sides of the road after September 22, 1971". Further discussion ensued.

Reports

- a) **Comprehensive Plan Review Committee:** The next meeting is scheduled for next week. Heidi reiterated that the committee is continuing to make progress and plan to engage with Sunday River representatives to get a more complete profile of the community. Heidi expects Dana to attend the next meeting.
- b) **CEO:** Joelle reported that the Monkey Brook subdivision is now in compliance for the winter (frozen) season. Any water that runs off the mountain will go into a temporary little pond that the developer dug so the water stays on their site.

Open Discussion

- a) Cindi spoke of two articles in the MMA's Legislative Bulletin that pertain to Planning Board. One is titled, "Surprising turn of events for LD 1926". This could have impacts on sprinkling and densities. Ted noted that the Board may need a definition for a principle/primary residence and change the language in the definition of a driveway to: serve no more than 2 primary residences.

The second change that Cindi spoke of was the requirement for newspaper notice; the legislature is looking to end that requirement.

Next Scheduled Meeting – Wednesday, February 18, 2026. Assuming the Board finds application 26-290 complete, it will include a Public Hearing, before it resumes deliberations for that application with review of the Criteria for Approval in Section 5 of the UDRO.

Adjournment Heidi moved to adjourn; Cindi seconded. Motion passed with all voting in favor. The meeting adjourned at 7:12 PM.