



## DEVELOPMENT REVIEW BOARD MEETING MINUTES OF DECEMBER 10, 2025

Members: Gary Nolan, Lenny Wing, Susanna Burnham, Christy Snipp, Paul Trudell, Mary Ann Wilson,  
Donald Blake, Jr.

Absent:  
Lenny Wing

ADMINISTRATION and STAFF: Tyler Machia Zoning and Planning Administrator

PARTICIPANTS/GUESTS:

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### CALL MEETING TO ORDER

Meeting was called to order at 6:03 PM. (Mary Ann Wilson was present remotely for the first part of the meeting but left due to technical difficulties.)

### PROPOSED CHANGES TO THE AGENDA

### APPROVE PRIOR MEETING MINUTES

1. **Approve minutes from 10/22/25.**  
**Motion by Donald Blake, Jr to approve the minutes of 10/22/25. Motion seconded by Susanna Burnham. Motion carried (6/0).**

### PUBLIC COMMENTS

### HEARING OF APPEALS AND DEVELOPMENT APPLICATIONS

### ACTION ITEMS TO BE CONSIDERED

1. **Discussion and possible approval of new DRB rules and procedures document.**  
The Development Review Board meeting focused on reviewing and refining their rules and procedures document, including discussions about application completeness requirements, interested parties, and decision-making processes. They discussed how to handle incomplete applications and the challenges of waiting for state permits before making decisions. The board also addressed concerns about the road policy requiring select board approval before final DRB approval. The board discussed procedural motions and decision-making processes, particularly regarding the review and signing of written findings and conclusions. They agreed to revert to a previous practice of sharing decisions with the full board before signing, rather than just the chair or vice chair. The group also discussed the definition of "interested persons" for zoning matters, with plans to seek clarity on what this phrase means.

### OTHER BUSINESS

1. **DRB Recap for 2025 and Town Report.**  
The Board discussed the process they wanted to take to draft their report for town meeting day. The Board agreed that Tyler would draft the report and circulate it for feedback.

**ADJOURN**

Motion to Adjourn made by Susanna Burnham. Motion seconded by Paul Trudell. Motion carried ( 5/0 Mary Ann Wilson was absent by this point).

Meeting Adjourn at 8:35 PM

Minutes Submitted and filed 12/12/25

Minutes Prepared by Tyler Machia, Zoning and Planning Administrator

*Please note all minutes are in Draft form and are subject to approval at the next Development Review Board meeting.*