TOWN OF ORWELL

DEVELOPMENT REVIEW BOARD

DRAFT MINUTES - November 18, 2026

Date and time: November 18, 2026. The Chair called the Development Review Board to order at 7:00 pm.

Location / platform: Hybrid meeting, held in person at the Orwell Town Clerk's office and online by video conference.

Members present: Dan Redondo, Chair (in person); Joseph I. Andriano, Secretary (online); Robert "Bob" Almeida (online); Gary Murdock (in person); Aja Ewing (in person). Five members were present and constituted a quorum.

Members absent: Cian Quinn, Vice Chair; Lynn Gallagher; and alternate members David Burtch and Michelle Wigginton

Staff present: None. Tom Purdy, Zoning Administrator, was not present.

Other participants: Allen Savage, applicant (in person); Susan Paterson, appearing for the applicant Allen Savage (in person).

1. CALL TO ORDER

The Chair called the Development Review Board to order at 7:00 pm and conducted a roll call of the members. Ms. Ewing, appointed a full member by the Selectboard on October 26, 2026, attended her first meeting as a member.

2. APPROVAL OF PRIOR MINUTES

Motion to approve the minutes of the October 21, 2026 Development Review Board meeting (moved by Almeida, seconded by Ewing). The Chair called for comments, edits, or revisions; none were offered. Voice vote; carried, four in favor to none opposed, with Mr. Murdock, who had not attended the October meeting, abstaining.

3. PUBLIC COMMENT

The Chair noted that no members of the public other than the applicant were present in person and that no one was waiting online. No public comment was offered.

4. ZONING ADMINISTRATOR UPDATE

The Zoning Administrator was not present, and the item was not taken up.

5. OLD BUSINESS

5.1 APPLICATION: Allen Savage - Permit #09-10-26 - 43 Old Stage Rd., Orwell (Parcel #032004.000) - subdivision dividing an existing 169-acre parcel into two lots of 79 acres and 90 acres, sketch plan review hearing continued from October 21, 2026, and determination whether the subdivision is minor or major

The Chair opened the continued hearing at 7:04 pm and reviewed the application on the record, noting that the hearing had been continued from October 21, 2026 because notice to the adjoining owners had not yet been given. Proof of delivery of the notice to the adjoining owners was provided to the Chair at the meeting, including postal receipts. It was stated for the applicant that no response had been received from one adjoining owner; the Chair stated that an applicant is required to give notice, not to receive a response. The Chair stated that the proof would be entered into the record and copied, with the originals

returned to the applicant. No member had further questions on notice. No conflict of interest or ex parte contact disclosures were called for or made.

On the classification, it was stated that the application divides the parcel into two lots and that the property had not been subdivided within the past ten years.

Motion to determine that the Allen Savage subdivision, Permit #09-10-26, is a minor subdivision (moved by Ewing, seconded by Murdock). Voice vote; carried, five in favor (Redondo, Andriano, Almeida, Ewing, Murdock) to none opposed.

The Chair explained the next steps: the applicant is to complete the final plat application, including any requested waivers, and present it at the December 16, 2026 meeting, at which the Board will determine whether the application is complete; if it is complete, the final plat hearing would be scheduled for the January 20, 2027 meeting. The Chair stated that the Secretary would email the applicant the final plat application materials. It was stated that the new lot is to remain undeveloped for agricultural use, and the Chair noted that the State wastewater program has a waiver process for undeveloped land. The applicant left copies of materials with the Board for copying.

Concern was expressed about the length of the review process, from the October filing to a January final hearing. The Chair stated that the Board must follow the steps the Land Use Regulations require and cannot waive them, since doing so could expose a decision to appeal or invalidation, and that the Board hopes to shorten the process through amendments to the Land Use Regulations. The sketch plan hearing was closed.

5.2 Rules of Procedure, including a proposed rule on when an appeal is deemed filed with the Clerk of the Development Review Board (continued from October 21, 2026)

The Chair stated that the Land Use Regulations call for rules of procedure, that no previously adopted rules could be located, and that he had prepared the draft from the rules of several other towns. He stated that the goal was preliminary approval of the rules for review by the Town Attorney, with final adoption hoped for at the December or January meeting. The Secretary displayed the draft circulated November 17, 2026 on screen and recorded proposed changes in tracked changes as the Board reviewed it section by section.

The members present agreed to the following changes for a revised draft. No vote was taken on the changes.

Section 1 (Authority): add “and rules of ethics.” The Secretary noted that the Planning Commission could in the future adopt separate rules.

Section 2 (Policy): no change other than punctuation.

Section 3 (Definitions): replace the definition of conflict of interest in subsection A with the definition in State law that the Secretary read on the record (a direct or indirect personal interest of a board member, a member of the member’s immediate family, or a business associate), removing the separate references to employer and employee; add “or appearance of a conflict of interest” to the defined term; keep subsections B (prejudgment) and C (undisclosed ex parte communication); in the definition of deliberative session, change “is excluded” to “may be excluded,” at Mr. Murdock’s suggestion, so that it agrees with the Land Use Regulations, and add the making of arguments to what may not occur in a deliberative session; delete the definition of public deliberations as redundant; replace the definition of executive session with the Secretary’s language tracking 1 V.S.A. Section 313 (executive session only if listed on the agenda, on a motion stating its nature, with any required finding).

Section 4.A (Members): replace “7 voting members” with the number of members set by the Selectboard, and “shall appoint 2 alternates” with “may appoint.” The Chair stated his strong preference that the Board remain at seven members.

Section 4.B (Alternates): replace “not more than 7 members” with “not more than the number of regular members.”

Section 4.C (Election of officers): add the Secretary, and add a definition stating that the Secretary is the Clerk of the Development Review Board.

Section 4.D (Absences and vacancies): a resignation letter goes to the Secretary.

Section 4 (Duties of the Chair): replace “any issue appealed” with “any issue before the Development Review Board,” and add that the Chair signs decisions, approved plats, and municipal action memoranda. The Chair stated that he would like to administer an oath to applicants routinely.

Section 4 (Secretary): replace the minutes provisions with the Secretary’s language tracking the Open Meeting Law, including that draft minutes be posted on the Town website within five calendar days after the meeting and remain posted for at least one year; delete “issue decisions” and file records in the Town Clerk’s office and other town offices, in place of the planning and zoning office; delete item 8 as duplicating items 5 and 6; and add that the Secretary keep a sign-in sheet at each hearing, with persons attending online asked to email their name and address to the Secretary for inclusion.

With about a third of the draft reviewed, the Chair noted that the Board had operated without rules for a number of years and that he was not opposed to continuing the review at the next meeting. Members agreed that the section-by-section review was helpful and that members would review the remaining sections in advance.

Motion to postpone further discussion of the Rules of Procedure to the next regularly scheduled Development Review Board meeting (moved by Andriano, seconded by Almeida). Voice vote; carried, five in favor to none opposed. The proposed rule on when an appeal is deemed filed with the Clerk of the Development Review Board was not reached.

5.3 Applicant process guides by permit type: members’ comments, and review and approval for use (continued from October 21, 2026)

The Secretary reported that the Chair had given him markups of two of the guides and that he had begun revising them, and proposed working with the Chair over the next month to have one or two guides ready for review, and possible approval, at the next meeting. The Chair stated that the guides must match the Land Use Regulations exactly and proposed focusing first on the guides for minor subdivisions, boundary adjustments, and conditional use, for discussion at the next meeting. No motion was made and no vote was taken, and the guides were not approved for use at this meeting.

5.4 Ethics and conflict of interest training for members (continued from October 21, 2026)

The Chair reported that he had found the link to the State Ethics Commission training and would email it to all members, and that Mr. Almeida, Ms. Ewing, and the Secretary have not yet completed it. The Secretary stated that he would keep a log of completion dates as a spreadsheet in the Board’s Google Drive, and asked members who have completed the training to email him the date, or an approximate date. No motion was made and no vote was taken.

6. NEW BUSINESS

6.1 Zoning Administrator responsibilities and hours

Not taken up by the Development Review Board; the item was discussed under the Planning Commission’s agenda.

6.2 2027 budget recommendation for the Development Review Board

The Chair reported that the budget has carried a line item of $3,500, which covers legal warnings, newspaper notices, mailings, and copies, and that no breakdown of its use is available; he expects the

Town to track costs more closely going forward. The Secretary asked whether the Municipal Planning Grant match should be included, and noted that the permit portal server would cost about $120. It was stated that the Development Review Board and Planning Commission budget is a single combined line. Members discussed the uncertainty over which line item bears legal fees on Board matters. The item was carried to the Planning Commission portion of the meeting. No motion was made and no vote was taken.

ACTION ITEMS

Joseph I. Andriano, Secretary - Email the Savage applicant the final plat application materials - as soon as possible.

Allen Savage, applicant - Submit the final plat application, with any waiver requests, for the Board's completeness review - December 16, 2026.

Joseph I. Andriano, Secretary - Prepare a revised draft of the Rules of Procedure with the changes agreed at this meeting - for the next meeting (December 16, 2026).

Members - Review the remaining sections of the draft Rules of Procedure and bring comments - for the next meeting (December 16, 2026).

Joseph I. Andriano, Secretary, and Dan Redondo, Chair - Finalize one or two applicant process guides for discussion and possible approval - for the next meeting (December 16, 2026).

Members - Review the process guides for minor subdivisions, boundary adjustments, and conditional use - for the next meeting (December 16, 2026).

Dan Redondo, Chair - Email the State Ethics Commission training link to all members - November 19, 2026.

Members - Complete the ethics training, if not already done, and email the completion date to the Secretary - no date set.

Joseph I. Andriano, Secretary - Keep a log of ethics training completion dates in the Board's Google Drive - no date set.

7. ADJOURNMENT

Motion to adjourn the Development Review Board (moved by Murdock, seconded by Almeida). Voice vote; carried, five in favor to none opposed. Time of adjournment was 8:18 pm.

Respectfully submitted,

Joseph I. Andriano, Secretary, Orwell Development Review Board

Minutes drafted November 18, 2026. Posted as draft on _____. Approved as submitted / as amended on _____.

TOWN OF ORWELL
PLANNING COMMISSION
DRAFT MINUTES - November 18, 2026

Date and time: November 18, 2026, called to order at 8:18 pm, immediately following the Development Review Board meeting.

Location / platform: Hybrid meeting, held in person at the Orwell Town Clerk's office and online by video conference.

Members present: Dan Redondo, Chair (in person); Joseph I. Andriano, Secretary (online); Robert "Bob" Almeida (online); Gary Murdock (in person); Aja Ewing (in person). Five members were present and constituted a quorum.

Members absent: Cian Quinn, Vice Chair; Lynn Gallagher; and alternate members David Burtch and Michelle Wigginton

Staff present: None.

Other participants: None.

1. CALL TO ORDER

The Chair called the Planning Commission to order at 8:18 pm, immediately following adjournment of the Development Review Board, and conducted a roll call. A quorum was present.

2. APPROVAL OF PRIOR MINUTES

Motion to approve the minutes of the October 21, 2026 Planning Commission meeting (moved by Ewing, seconded by Almeida). The Chair called for edits, comments, or revisions; none were offered. Voice vote; carried.

3. PUBLIC COMMENT

The Chair noted that no members of the public were present in person or online. No public comment was offered.

4. OLD BUSINESS

4.1 Land Use Regulations rewrite: report on the Municipal Planning Grant (Addison County Regional Planning Commission scope and price estimate, application deadline, and Town match), and identification of rewrite subgroups (continued from October 21, 2026)

The Secretary reported that Adam Lougee, Executive Director of the Addison County Regional Planning Commission, had sent a work plan and budget that afternoon for a Municipal Planning Grant application to fund a rewrite of the Land Use Regulations, after the Regional Planning Commission advised that the application deadline had been extended from early November to early December. He displayed the work plan on screen. He reported that the work plan covers amending and updating the Land Use Regulations, including bringing them into compliance with State law; work with the Department of Housing and Community Development, including on village center designation; public outreach, including three meetings or trainings; final edits; and a management fee. He reported that the Regional Planning Commission would absorb any cost above the budget, and that the Commission had told Mr. Lougee its members do not have the capacity to do the drafting themselves but want to provide input. He reported that the grant requires a Town match and, after checking during the meeting, that the match is 10 percent, or $1,918 on the estimate of about $19,000.

The Chair suggested asking Mr. Lougee to add coordination with the Planning Commission to item 1(D) of the work plan, and the Secretary stated that he expected Mr. Lougee would agree. The Secretary stated that the Commission's main role would be to bring forward what residents want the Land Use Regulations to look like, so that they suit a town of Orwell's size. Members discussed the public outreach meetings. The Commission did not identify rewrite subgroups at this meeting.

4.2 Municipal Planning Grant: vote to recommend that the Town apply for a Municipal Planning Grant to fund the Land Use Regulations rewrite

The Chair asked whether a motion was needed to recommend the application to the Selectboard or to authorize the Chair and the Secretary to present it; the Secretary suggested a motion authorizing them to present it to the Selectboard as an endorsement of the application. As restated by the Chair before the vote, the motion was to send the Chair and the Secretary to the Selectboard to request that the Selectboard commit $1,918 as the Town's matching funds for the Municipal Planning Grant (moved by Murdock, seconded by Ewing). Voice vote; carried, five in favor to none opposed. The Chair stated that he and the Secretary would present the application to the Selectboard at its meeting on Monday, November 23, 2026.

4.3 Permit portal: update on the records management questions, the Zoning Administrator review, and the Selectboard's review scheduled for November 23, 2026; next steps (continued from October 21, 2026)

The Secretary reported that he and the Chair had reviewed the permit portal with the Zoning Administrator earlier that day, that the Zoning Administrator liked the concept, and that his feedback included placing a description of what each required upload must contain next to that upload step. The Secretary reported that he and the Chair would present the portal to the Selectboard on November 23, 2026, and that he would recommend that the Selectboard refer it to the Town Attorney for legal review. No motion was made and no vote was taken.

5. NEW BUSINESS

5.1 Zoning Administrator responsibilities and hours

This item was discussed when the Chair introduced the permit portal item. The Chair reported that the Zoning Administrator will retire in May 2027, that the Commission will recommend a successor and the Selectboard will make the appointment, and that the Land Use Regulations assign duties to the Zoning Administrator that are not currently being performed, which became clear after the former Assistant Town Clerk's departure. He reported that the Selectboard may also consider hiring a town administrator, and stated that he would like to recommend that the next Zoning Administrator position have a dedicated eight hours per week. The Secretary suggested that, before any recommendation, he put into readable form the list of duties prepared at an earlier meeting with the Town Clerk and the Assistant Town Clerk and circulate it for discussion, so that the Commission could estimate and justify the hours to the Selectboard. The Chair agreed and noted the Selectboard's concern with overall budgets. The item was continued to the next meeting. No motion was made and no vote was taken.

5.2 2027 budget recommendation for the Development Review Board and Planning Commission

The Chair reported that the Selectboard Chair, Andrea Treadway, had asked for the Boards' anticipated 2027 budget and proposed recommending the current amount of $3,500. Members discussed whether the Municipal Planning Grant match belongs in the Boards' budget, which the Chair and the Secretary will raise with the Selectboard, and stated that they need to know how the $3,500 has been used in past years.

Motion to recommend to the Selectboard a 2027 combined Development Review Board and Planning Commission budget of $3,500, and to request an accounting of the use of the budget for the past two years (moved by Andriano, seconded by Murdock). Voice vote; carried, five in favor to none opposed.

OTHER BUSINESS

None.

ACTION ITEMS

Dan Redondo, Chair, and Joseph I. Andriano, Secretary - Present the Municipal Planning Grant application and the request for a $1,918 Town match to the Selectboard, and ask whether the match belongs in the Boards' budget - November 23, 2026.

Dan Redondo, Chair, and Joseph I. Andriano, Secretary - Present the 2027 budget recommendation and the request for an accounting of the past two years to the Selectboard - November 23, 2026.

Joseph I. Andriano, Secretary, and Dan Redondo, Chair - Present the permit portal to the Selectboard and recommend referral to the Town Attorney - November 23, 2026.

Joseph I. Andriano, Secretary, and Dan Redondo, Chair - Ask Adam Lougee to add coordination with the Planning Commission to item 1(D) of the work plan - no date set.

Joseph I. Andriano, Secretary - Put the list of Zoning Administrator and staff duties into readable form and circulate it for discussion - before the next agenda.

Planning Commission - Continue the discussion of Zoning Administrator responsibilities and hours - at the next meeting (December 16, 2026).

Joseph I. Andriano, Secretary - Obtain information on the town's records retention policy and, if there is none, work with the Selectboard and the Town Clerk toward adopting one (carried from October 21, 2026) - no date set.

6. ADJOURNMENT

Motion to adjourn the Planning Commission (moved by Murdock, seconded by Andriano). Voice vote; carried, five in favor to none opposed. Time of adjournment was 8:44 pm.

Respectfully submitted,

Joseph I. Andriano, Secretary, Orwell Planning Commission

Minutes drafted November 18, 2026. Posted as draft on _____. Approved as submitted / as amended on _____.