

Approved Minutes: Marlboro Planning Commission October 14, 2025

In attendance: Tim Segar, William Shakespeare, Don Sherefkin, Brian Potter,
Mary Sargent, zoning administrator
Via Zoom:, Jennifer Girouard, Jean Boardman

Meeting opened at 5:20 pm

Minutes: Minutes from September 23, 2025, approved unanimously.

Correspondence: Tim communicated with Nick to share with the Select Board about the plan for our upcoming meetings to finalize the draft subdivision regulations. We do NOT have to have an Article in the Marlboro Annual Report, 2025, and there will not be a public vote, so we do not have the pressure of submitting an Article for the Annual Report.

Discussions

The Select Board contracted with a replacement for Mary as the Zoning Administrator. Her name is Jessicas Roberts, and she has a significant track record in Zoning Administration, including having been the Zoning Administrator for Wilmington. She has started this week.

The Select Board has asked the Planning Commission to draft a budget for any time that Mary would be working for the Planning Commission. The MPC would like to keep Mary on as a consulting assistant to Jessica for an annual cost of \$550. As the Zoning Administrator, Jessica is welcome and encouraged to join us in the meetings to provide technical consultation. These meetings can be done from her home or in Marlboro.

The Select Board will provide a budget for the Zoning Administrator and hope that it will be a profit center budget and not a cost center budget, meaning she will be responsible for collecting all appropriate fees for Zoning related projects.

Jennifer will complete the final draft Google Docs document for the planning commission to review and make final edits, including the new section on Conservation Subdivision completed by Don and Patty. The initial schedule for the completion of the Marlboro Zoning Regulations will be as follows.

November 11th: Commission (including Jessica Roberts) will review final draft and make final edits.

December 9th: Commission (including Jessica Roberts) will continue reviewing final draft and make final edits.

January 13th: Commission (including Jessica Roberts) will finish final draft and make final edits to the Regulations.

January 14: Final Zoning Regulations are past to Bob Fischer for legal review.

January 20: Bob Fischer has completed his review, and MPC meets to review his edits.

January 22nd: MPC presents the final Zoning Regulation document to the Marlboro Select Board to review. (4th Thursday of the month.)

January 29th: Select Board prepares for a public hearing of the Zoning Regulations to be completed before February 28th.

February 17th, 2026: Public Hearing of new Zoning Regulations in Community Center.

February 10th: MPC reviews the comments and suggestions of the public meeting and suggestions from the Select Board.

The schedule is revised and anticipated to be longer.

Jean Boardman joined the meeting on Zoom around 6:00pm and Tim reviewed the above.

Will to email Jessica and invite her to come to the November meeting of the MPC to welcome her and review the proposed plan and timeline for completing the Zoning Regulations.

Meeting adjourned at 6:20 pm.

The next meeting is scheduled for November 11, 2025 at 5pm.

Respectfully submitted,

William Shakespeare