

# Town of Randolph

## Planning Board Minutes

June 1, 2023

**Members Present:** June Hammond Rowan, Robert Ross, Tim Mather, William Demers

**Members Excused:** John Turner and Kevin Rousseau

**Public Present:** Shelli Fortin, Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 7:03 pm, and noted that William Demers will be the alternate filling in for Kevin Rousseau, who is absent.

2. Roll Call

3. Review of Minutes

**On a motion by Robert Ross, seconded by Tim Mather, the Board voted unanimously to accept the minutes of the May 4, 2023 meeting as presented.**

4. Communications to the Board

June Hammond Rowan advised that she received a communication from Yvonne Jenkins in reference to an application for funding for the Energy Committee. This will be discussed under Other.

5. Report of Officers and Committees

a. Selectboard

There was no report.

b. Randolph Forest Commission

Tim Mather advised that they will be meeting next week. Mr. Mather advised that they will be starting work on the Pond of Safety culverts on June 12, 2023. They will also be discussing fees for the forest representative. June Hammond Rowan advised that the Planning Board is responsible for the Forest Commission budget each year, and that a management plan needs to be done every five years.

6. Applications

There were no new applications.

7. Unfinished Business

There was no unfinished business.

8. Other Business

a. Rules of Procedure

June Hammond Rowan reviewed a draft Rules of Procedure with the Board. Ms. Hammond Rowan noted that they may want to appoint a Secretary for record keeping, along with the Chair and Vice-Chair. It was also noted that the Board will need to work on application forms. William Demers suggested that the agenda include a public comment section in the beginning and end of the meeting.

Ms. Hammond Rowan noted that when possible, they should try to both accept applications as complete and hold the public hearing the same night. Ms. Hammond Rowan advised that when an application is denied, they do need to give findings of fact with specific reasons why. William Demers asked what would happen if an abutter did not agree with an application. Ms. Hammond Rowan advised that if the application meets the regulations, they cannot really deny it, however the abutter could share their concerns for the Board to consider. Formal notices of decision should be sent and posted within five days.

William Demers asked about the Cote subdivision and the procedure for accepting a road as a town road. It was noted that the Selectboard would vote on this, and they should have a road acceptance policy.

**On a motion by William Demers, seconded by Robert Ross, the Board voted unanimously to accept the Rules of Procedure as presented.**

b. Updates

June Hammond Rowan advised that the budget includes \$700 for minutes, \$2500 for the consultant, and \$2000 for public hearings. Ms. Hammond Rowan advised that they have only spent 30% of the consultant amount for Tara Bamford.

c. Application Forms and Fees

June Hammond Rowan advised that she did speak with Tara Bamford and was advised that the application forms and fees were something that the Board was planning to work on. Ms. Bamford will send forms for the Board to review and adopt at the July or August meeting. The application fee has been \$50, which was applied to the bill as a deposit. However, Ms. Hammond Rowan suggested that this should be just the application fee, and other charges should be billed separately.

d. Master Plan

Ms. Hammond Rowan advised that 2019 was the last time the Master Plan was looked at. The Master Plan should be reviewed every 5-10 years, or as needed.

Ms. Hammond Rowan suggested that members have a copy of the Planning Board Handbook with the state statutes, along with the Rules of Procedure, Land Use Ordinance, Subdivision Regulations, Site Plan Review, and Master Plan. Ms. Hammond Rowan will ask Linda Dupont if she could print these out to put in binders for members. Ms. Hammond Rowan advised that the state agency for planning has recorded webinars available for training.

The Planning Board email address was discussed. Ideally they will try to resurrect the old email to be used, but if they cannot they will create a new one.

e. Energy Committee Request

Yvonne Jenkins contacted the Board to request a letter of support for a grant that the Energy Committee is working on, which includes insulation upgrades to the town garage, solar panel installations, heat pumps, battery backup, an EV charging station, and streetlight replacements. June Hammond Rowan read a draft letter to the Board to consider.

**On a motion by William Demers, seconded by Tim Mather, the Board voted unanimously to send the letter of support for the grant for the Energy Committee.**

9. Member Comments

William Demers suggested moving the time of the meeting to 6:30 pm instead of 7:00 pm. The Board decided to wait for this discussion until Kevin Rousseau can be present.

William Demers asked about the building permit process and was advised that building permits go to the Selectboard. Subdivision applications and site plan reviews for commercial or multi-family properties come to the Planning Board. The Land Use Ordinance governs what the Planning Board does, and is created by the Planning Board and voted on by the residents. Enforcement is the responsibility of the Selectboard. Special exceptions or variances are handled by the Zoning Board of Adjustment.

William Demers noted that Airbnb properties need a special exception, however, the town is not enforcing the ordinance. A discussion on short-term rentals was held, and June Hammond Rowan suggested asking Tara Bamford for guidance on this issue. Ms. Hammond Rowan noted that the purpose of the Land Use Ordinance is the health, safety, and well-being of the community. Concerns regarding Airbnb properties or the glades should be tied to the impact on the town, such as the cost of additional road maintenance or police response.

Robert Ross updated the Board on his son's building permit application, and advised that no variance was needed as construction will be on the same spot as the demolition. Mr. Ross advised that they are still waiting on a septic design.

10. Public Comments

There were no public comments.

11. Adjournment

**On a motion by William Demers, seconded by Tim Mather, the Board voted to adjourn the meeting at 8:23 pm.**

Respectfully submitted,

Shelli Fortin

June 2, 2023