

Town of Randolph

Planning Board Minutes

July 6, 2023

Members Present: June Hammond Rowan, Robert Ross, Tim Mather, Kevin Rousseau, and John Turner

Members Excused: William Demers

Public Present: Shelli Fortin, Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 7:03 pm.

2. Roll Call
3. Review of Minutes

On a motion by Kevin Rousseau, seconded by Tim Mather, the Board voted unanimously to accept the minutes of the June 1, 2023 meeting as presented.

4. Communications to the Board

June Hammond Rowan advised that Linda Dupont sent out information to the Board about training. Ms. Hammond Rowan advised that these trainings are recorded and can be watched at a later date.

5. Report of Officers and Committees
 - a. Selectboard

John Turner advised that the Selectboard has been spending a majority of their time discussing the Durand Road project. Three culverts will be replaced. It was noted that the outhouse was moved.

A member asked about the outhouses that were at the AMC trailhead and was advised that the USFS originally put them there, but wanted other non-profit agencies to pay for the maintenance, which they would not do.

- b. Randolph Forest Commission

Tim Mather advised that they have approved a rate adjustment in the contract with the Forester. For the past 10 years, the contracted rate has been \$48 per hour. The current going rate is \$75-100 per hour. The rate has been increased to \$68 per hour.

Mr. Mather advised that Forest Day is August 5. They will be dedicating a bench to John Scarinza at the Farrar Farm clearing. Mr. Mather also advised that the bridge project has started on the Pond of Safety Road.

A Board member asked about the Rainbow Gathering, and Mr. Mather advised the forester did not notice any issues when he checked the property early on.

6. Applications

There were no new applications.

7. Unfinished Business

There was no unfinished business.

8. Other Business

a. Notebooks

June Hammond Rowan passed out notebooks, and thanked Linda Dupont for putting them together for the Board members. The notebooks contain the Rules of Procedure, the Planning Board Handbook, the Master Plan, Land Use Ordinance, Subdivision Regulations, and Site Plan Review Regulations. Ms. Hammond Rowan advised that the Rules of Procedure have been filed with the Town Clerk.

b. Planning Board Email Address

June Hammond Rowan advised that nobody has access to the Planning Board email for the town. Ms. Hammond Rowan advised John Turner that she will either attend the next Selectboard meeting or send a letter asking for a resolution. They should either create a new email address, or have any emails sent to that address forwarded to Linda Dupont so that she can forward them to the Board.

c. Application Forms and Fees

June Hammond Rowan presented the Board with the updated Subdivision Application form that was created by Tara Bamford. Ms. Hammond Rowan asked about the location of the maps for the Wetland and Shoreland Conservation Overlay Districts. She will check with David Willcox on these. The steep slopes are for areas greater than a 15% grade. It was noted that the preliminary and final application lines should be removed, as that is for the Board to decide. Agent should have a description, so the applicant understands what this is for, such as surveyor or engineer. Under Signatures, Bethlehem Planning Board needs to be changed to Randolph. Water and Sewer District should be changed to Road Agent on the last page. There is also a checklist that is included with the application, so that the applicant knows what is required.

On a motion by Robert Ross, seconded by John Turner, the Board voted unanimously to accept the Subdivision Application with the edits as presented.

d. Community Forest and Planning Board Responsibilities

June Hammond Rowan advised that she spoke with David Willcox concerning the Planning Board's responsibilities for the Community Forest. These include adopting the management plan, approving a Forester, approving the budget, and appointing activity managers. Current activity managers are the RMC, Waumbek Methna Snowmobile Club, Granite State Backcountry Ski Alliance, and the Presidential Gem and Mineral Society. Kevin Rousseau asked about the bird count, but it was noted they are not managing the area, just using it. It was suggested that this may be a good time to review those agreements to see if any need to be renewed. Tim Mather will bring this to the Forest Commission.

The Planning Board is also responsible for holding public hearings on the management plan and the budget.

e. Other Land Use Issues

Ms. Hammond Rowan suggested that the Board start to review the Master Plan, as it should be updated every 5-10 years or when a town needs to. There have been a lot of things that have changed since the last plan, which provides new things to consider such as solar panels, cell towers, short-term rentals, and storage units. Ms. Hammond Rowan noted that it would also be a good idea to read over a Master Plan from another town, such as Gorham, to compare. Money could be added to the next budget for the Master Plan, to have a consultant such as Tara Bamford or North Country Council assist.

Ms. Hammond Rowan asked about the police survey that was sent out to residents and was advised this was most likely sent by Dave Ruble, as there is a group working on this.

Kevin Rousseau advised that in the minutes last month they discussed changing the time of the meeting, and he would like to see it stay at 7pm. The Board agreed to keep it at this time.

9. Public Comments

There were no public comments.

11. Adjournment

On a motion by Robert Ross, seconded by Tim Mather, the Board voted to adjourn the meeting at 7:53 pm.

Respectfully submitted,

Shelli Fortin

June 7, 2023