

Town of Randolph

Planning Board Minutes

August 3, 2023

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

Members Excused: William Demers

Public Present: Jonathan Larrivee, Linda Larrivee, Tara Bamford (via phone), and Shelli Fortin, Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 7:01 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 July 6, 2023 meeting as presented.

4. Communications to the Board

There were no new communications to the Board.

5. Report of Officers and Committees

a. Selectboard

John Turner advised that the Selectboard has been spending the majority of their time discussing the Durand Road project, which is going well overall.

b. Randolph Forest Commission

Tim Mather advised that Forest Day is August 5. The work on the bridges is done, or almost done, and lunch is planned at the Pond of Safety that day. Forest Day will begin at the Town Hall at 9 am.

6. Applications

Jonathan and Linda Larrivee were in attendance for a preliminary review of a Subdivision Application that they are planning to submit for their property on Route 2 which also has frontage on the Valley Road. The plan will subdivide the lot into four parcels. The Board recommended that they contact the State for driveway permits on Route 2, and the Randolph Road Agent for the permits for the driveways on Valley Road. The Board noted that the lots have the required road frontage and meet the minimum lot size. Mr. Larrivee advised that the surveyor is Boulanger Consulting out of Littleton. June Hammond Rowan also noted that since the lots are less than 5 acres in size, subdivision approval for the septic will be needed from DES. It was suggested that the location of the existing well and septic for the current parcel be included on the plans. It was also requested that a pdf file of the plans be sent to the Board, along with the updated application.

7. Unfinished Business

There was no unfinished business.

8. Other Business

a. Master Plan

June Hammond Rowan commented that she had emailed copies of the Master Plan updates from 2019, along with links to Master Plans from other towns, for the Board to review. Tara Bamford explained that in 2019 the Board had worked on the updates to help address several changes to the Land Use Ordinance. A Public Hearing was held in 2019 on the suggested Master Plan updates, but the updated Plan was never adopted. Ms. Hammond Rowan advised that Tara Bamford did send a memo with the changes to be made, which she will forward to the Board. It was decided that this will be discussed again in September after the Board reviews the information, and a public hearing will be scheduled in October.

b. Land Use Ordinance

June Hammond Rowan advised that the Moose River and Israel River studies were printed, which include the information on wetlands referenced in the Land Use Ordinance. These will be available in the Planning Board's box at the Town Hall for review.

Ms. Hammond Rowan also advised that the definition of structure in the Land Use Ordinance does not specify in or underground, so septic systems would not have to meet the setback requirements. Setback requirements for a septic system from a body of water would be regulated by DES.

c. Site Plan Review Application Forms and Checklist

Tara Bamford advised that the updated site plan application and checklist will be ready for review at the September meeting.

9. Public Comments

There were no public comments.

11. Adjournment

On a motion by Kevin Rousseau, seconded by Tim Mather, the Board voted to adjourn the meeting at 7:44 pm.

Respectfully submitted,

Shelli Fortin
August 4, 2023