

# Town of Randolph

## Planning Board Minutes - draft

January 2, 2025

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

**Members Excused:** Kevin Rousseau

**Public Present:** Mark Kelley, Randolph Forest Commission Chair, and Shelli Fortin, Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 7:04 pm.

William Demers was appointed to take the place of Kevin Rousseau, who was absent.

2. Roll Call

3. Review of Minutes

**On a motion by Robert Ross, seconded by Tim Mather, the Board voted to accept the minutes of the November 7, 2024, meeting with one amendment; adding to the motion for the acceptance to the Land Use Ordinance amendments, that the date for the submission of the Forest Commission budget will be the first Thursday in January.**

4. Communications to the Board

Communications to the Board will be discussed later in the meeting.

5. Report of Officers and Committees

a. Selectboard

Michele Cormier advised that they are looking for budget proposal from Boards for the Town Meeting.

b. Randolph Forest Commission

Tim Mather advised that the Forest Commission will be meeting next week. Mather reported that the “no parking” signs at the end of Randolph Hill Road have been put up and the area has been quiet.

6. Applications

There were no new applications.

7. Public Hearings

June Hammond Rowan opened the Public Hearing at 7:08 pm for the 2025 Randolph Forest Commission Budget.

Mark Kelley reviewed the Randolph Forest Commission Budget, noting that revenues consist of timber sales and income from the maple taps, and is estimated at \$106,000, with an additional \$4,000 for a possible grant from NH Fish and Game.

In reviewing expenses, Mr. Kelley advised that they did some maintenance work on two sections of the Pond of Safety Road, and plan to do work on Jimtown Road next year. Mr. Kelley noted that there is an agreement the US Forest Service for maintenance of the Pond of Safety Road, and that they will send their crew next year to help with re-grading the road. The Forest Commission may have to supply the gravel for this, but USFS will supply the labor. They have also budgeted money for maintenance of the transects and boundary work, along with two gates and brush cutting. Mr. Kelley advised that they will need to do more mowing next year. They are planning for habitat work on the Potter site, and have budgeted for Habitat Improvement for Elise Lawson, who has helped in the past with the iNaturalist program, the transects, and Forest Day. Mr. Kelley advised that taxes for 2022, 2023, and 2024 were paid this year, and there is a plan to notify the Commission when bills are sent so that it can be paid on an annual basis in the future. The Commission will also be paying the town for timber tax based on the timber harvest.

June Hammond Rowan noted that the expenses were greater than the revenues in the budget, however they do have funds in the Revolving Fund, which can help with expenses. There was also discussion about the Gifts and Grants account, the history of the money in the account, and the purpose for which the funds could be used for. Hammond Rowan also stated that they will have the Town Attorney review the Activity Manager Agreements, and the Forest Commission will help with the legal expenses.

Michele Cormier asked if there was a plan to purchase any additional land for the Town Forest, or any expansions. Mark Kelley advised he does not know of anything at this time. Cormier asked if this could be paid for with the Gifts and Grants money, and was advised that there are restrictions on those funds.

June Hammond Rowan closed the Public Hearing at 7:29 pm.

June Hammond Rowan opened the Public Hearing for the Well Easement Deed and Agreement at 7:30 pm.

Mark Kelley advised that Mr. Ashley, who owns a camp on Ingerson Road, requested an easement for his well, which is on Randolph Town Forest property. The well was originally installed in the 1960's with permission from the Brady's, who owned the property at the time. Mr. Ashley agreed to pay any legal expenses required for the easement. Mr. Kelley shared pictures of the well and property. Mr. Kelley advised that the easement has been signed by Mr. Ashley, and by the Chair of the Forest Commission with approval from the Commission.

There were no questions. The Board discussed that the Town's attorney had written the agreement, indicating that the Chairs of the Forest Commission and the Planning Board were the appropriate people to sign the deed.

June Hammond Rowan closed the Public Hearing at 7:35 pm.

8. Other Business

a. Randolph Community Forest

i. 2025 Randolph Community Forest Budget

**On a motion by William Demers, seconded by Robert Ross, the Board voted unanimously to approve the Randolph Forest Commission budget as presented.**

ii. Well Easement Deed and Agreement

**On a motion by Robert Ross, seconded by William Demers, the Board voted unanimously to approve June Hammond Rowan to sign the Well Easement Deed and Agreement granting water rights on the Town Forest to Mr. Ashley.**

Once signed, Mark Kelley advised he will file the agreement with the Registry of Deeds. Mr. Ashley will pay the filing fee.

b. Land Use Ordinance 2025 Proposed Amendments – Warrant Articles and Town Report  
June Hammond Rowan shared the warrant articles and wording for the ballot, which was prepared by Tara Bamford. Hammond Rowan also shared the explanation of the amendments which will be included in the Town Report.

**On a motion by Tim Mather, seconded by William Demers, the Board voted unanimously to approve the Warrant Articles, wording for the ballots, and the information for the Town Report on the Land Use Ordinance Amendments as presented.**

c. Planning Board Rules of Procedure – Proposed Amendment

June Hammond Rowan proposed that the Rules of Procedure for the Planning Board be updated to say that the Planning Board Chair may not serve as the Forest Commission Chair, or as the Chair of any Activity Manager.

**On a motion by Tim Mather, seconded by William Demers, the Board voted unanimously to approve the amendment to the Rules of Procedure for the Planning Board, stating that the Planning Board Chair may not serve as the Forest Commission Chair, or as the Chair for any Activity Manager.**

The updated Rules of Procedure will be filed with the Town Clerk.

d. Cote Subdivision

June Hammond Rowan advised that Tara Bamford was able to provide the Notice of Decision for the file. The Board reviewed the details provided in the Notice and Conditions of Approval. It was noted that the original subdivision plan that was approved was never recorded at the registry, but a second plan that included a lot line adjustment with the church, was filed in November of 2023 (Plan #4793). The Selectmen's Office located the road plan in their property records. There is no record of a performance bond at Town Hall. Funds do not appear to have been escrowed to

cover the cost of inspection, however everything was paid by the developer. There is no record of the will-serve letter from Eversource, but power has been installed. There is no NHDOT permit on file at Town Hall, but the permit number was listed in the notes on the plan. The list of covenants was filed at the registry, however it is unknown if this was reviewed by the Town Attorney. There are three reports from Horizon Engineering for the road inspection, and the road is within standards. A culvert was added to the road during construction, along with a change in fabric for soil stabilization. There is no record of an “as built” plan at Town Hall, and not all driveway are in conformance with the Land Use Ordinance as required.

Hammond Rowan advised that an email was sent to the Selectmen’s Office from Mr. Cote noting that he has provided what was required, and suggesting legal action would be taken against the Town if full support was not given.

Michele Cormier noted that there is a record in the Selectboard minutes that the Selectboard agreed to allow Mr. Cote to hold \$50,000 in a savings account in place of a Performance Bond, and he was true to his word.

Hammond Rowan asked Cormier if Mr. Cote has officially asked the Selectboard to accept the road, and Cormier advised he has not. Hammond Rowan noted that the road is a dedicated public way. The NH Municipal Association has advised that, per RSA 674:40, the developer needs to file either a petitioned warrant article or request the Selectboard insert a warrant article for the Town to accept the road as a town road. Once this is done, it will come to the Planning Board for review. If the Planning Board recommends that it be accepted, it will require a majority vote at Town Meeting. If the Planning Board does not recommend that the road be accepted, it would require a 2/3 majority vote at Town Meeting.

The Board discussed the water line that runs under the road. Gorham holds an easement for that line dating back to 1949, and plans to replace it, but they are unsure when. One of the driveways runs across the neighbor’s property with a temporary easement, until such time as the repairs and upgrades are made by the Town of Gorham.

Todd Ross asked if the Town could accept the road while the driveway is not in compliance with Town specifications. June Hammond Rowan noted that there are two outstanding issues, one being the “as built” road plan, and the other being the driveway. The Board discussed these and decided that no action was needed at this time because a formal request to the Selectboard first needs to be made by the developer and then the Selectboard will ask for the Planning Board’s review.

A letter will be sent to Mr. Cote advising him of the process to request that the road be accepted by the Town.

e. 2025 Planning Board Budget

June Hammond Rowan reviewed the proposed 2025 Planning Board budget, noting increases in the minutes line to \$1,025. Meetings and Trainings is level funded at \$250.

The budget for Planner is budgeted the same as last year at \$2,500 for professional services from Tara Bamford. Hammond Rowan suggested increasing the budget for Public Hearings, as the cost of advertising may increase. Hammond Rowan questioned why the legal line is shared with the Board of Adjustment, and Michele Cormier advised that this could be separated. After discussion, it was decided to keep the Legal budget at \$1,800.

William Demers asked if there is a plan in place for when Tara Bamford retires. Hammond Rowan advised that North Country Council may be able to offer services. There are other consultants, but they may charge more.

**On a motion by Robert Ross, seconded by Tim Mather, the Board voted unanimously to approve the proposed 2025 Planning Board budget as discussed.**

Michele Cormier asked about the status of the Master Plan, and Hammond Rowan advised that an update was completed in 2023.

- f. Planning Board's 2024 Report for Town Report  
Hammond Rowan requested that Board members review the Planning Board draft report for the Town Report and send any suggestions to her by the end of next week.
- g. Other Business  
Hammond Rowan noted that they have a new Planning Board town email, and she will share this with members once she has accessed it.

Hammond Rowan noted that Tim Mather is up for re-election this year, and advised him that he will need to file with the Town Clerk if he would like to continue to serve on the Board. Hammond Rowan noted that William Demers was appointed as an alternate until 2026, and Todd Ross until 2027.

9. Public Comments

There were no public comments.

10. Adjournment

**On a motion by Tim Mather, seconded by Robert Ross, the Board voted to adjourn the meeting at 9:05 pm.**

Respectfully submitted,  
Shelli Fortin  
January 6, 2025