

# Town of Randolph

## Planning Board Minutes

April 3, 2025 - draft

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

**Members Excused:** Michele Cormier and Kevin Rousseau

**Public Present:** Edith Tucker, Nathan Peters, Gary Newfield, Burke York, Shelli Fortin,  
Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 7:02 pm.

Todd Ross and William Demers were appointed to take the place of Kevin Rousseau and Michele Cormier, who were absent.

2. Roll Call

3. Election of Officers

**On a motion by Robert Ross, seconded by William Demers, the Board voted unanimously to appoint June Hammond Rowan as Chair, and Robert Ross as Vice Chair.**

4. Review of Minutes

**On a motion by Robert Ross, seconded by Tim Mather, the Board voted to accept the minutes of February 6, 2025, as presented.**

5. Communications to the Board

June Hammond Rowan advised that she received an email from a resident with a link to an article on housing. This link was forwarded to Board members.

Hammond Rowan also advised that the NHMA legislative bulletin was sent to Board members.

6. Report of Officers and Committees

a. Selectboard

There was no report from the Selectboard.

b. Randolph Forest Commission

Tim Mather advised that the land has been cleared for the repeater and they are working on the road. The site will still need to be prepped. Gorham is still asking for some money toward the project, and the Selectboard is dealing with that.

Mather also noted that Jeremiah Hawkins attended this month's Forest Commission meeting with proposals for opening the parking area for the glades next year. The Commission suggested that a public hearing be held in May or June for discussion and comments. June Hammond Rowan suggested June, as the Forest Commission will not meet again until after the May Planning Board meeting.

7. Applications

June Hammond Rowan advised that a preliminary application was received from George Stanley Cutter, Trustee of the George Stanley Cutter Revocable Trust, for a 3-lot subdivision of R15, Lot 13A, on Durand Road and US Route 2. Abutters were noticed per NH law; however it is not a public hearing, and is non-binding.

Burke York presented the plan, which divides the property into three lots which all meet the requirements of 80,000 square feet of contiguous area for building. Lot A would be 12.72 acres and Lot B 5.46 acres, both with frontage on Durand Road. Lot C would have 11.87 acres with frontage on US Route 2. However, the family has decided that they would like three lots with frontage on Durand Road, four lots total, and had requested the application be withdrawn. This change would cause one of the lots to not meet the 80,000 square foot requirement, and they would need to apply to the Zoning Board of Adjustment for a variance. Mr. York advised that the family will need to determine if they will move forward, but for now the application will be on hold.

June Hammond Rowan noted that the 25-foot wetland buffer is noted on the plan, and that the 200 feet of road frontage requirement is met.

A member of the public asked about the area labeled "suitable for disposal system", and Mr. York advised that the state requires 4000 square feet for the septic system, and a test pit was dug in that area. June Hammond Rowan noted that DES will also need to be notified along with abutters for the subdivision application.

When asked about the pipeline right of way, Burke York advised that the pipeline was notified, and that they have marked the area. The family will work with the pipeline engineers, as there are rules about the weight of equipment that can cross the pipeline.

A driveway permit has already been granted on US Route 2. Town permits have not been issued for Durand Road. Nathan Peters asked if the Durand Road driveway would be by the landing, and Burke York advised it would be.

The Board members agreed that, as presented, the subdivision plan would meet the requirements. However, if changed, it would not meet the requirement for the 80,000 square feet of buildable area.

Gary Newfield noted that there should be oversight on the part of the Town when there are applications. Mr. Newfield noted the recent driveway that was installed off of Route 2 that was done before a variance was applied for.

8. Public Hearings

There were no public hearings.

9. Other Business

a. Planning Board Applications – Instructions for Website

June Hammond Rowan shared a draft document which outlines procedures for applicants, to try to avoid any confusion. Hammond Rowan will work with Linda Dupont to add it to the website.

b. Attorney for Planning Board

Hammond Rowan advised that she called several firms to see if they would be available to represent the Planning Board. Drummond Woodsum seemed to be the best choice, as two of the others had conflicts and one did not reply. Drummond Woodsum does represent 80 other municipalities, so they do have experience with land use and zoning. They are also the firm at which the former Town Attorney was employed.

Edith Tucker asked if it was necessary to have a legal review of the activity manager contracts with the Forest Commission, and June Hammond Rowan advised that some of the contracts are 20 years old and should be updated and reviewed. Hammond Rowan noted that they are hoping to draft a template that can be used for each activity manager.

The Board noted that the former attorney used to attend a meeting once per year to review updates to the laws. Hammond Rowan advised that Drummond Woodsum can do this, and will probably do this by Zoom to save on travel costs.

c. Planning Board Rules of Procedure

Hammond Rowan provided a draft copy of the amended Rules of Procedure. A Public Hearing will need to be held before adopting them. This will possibly be held in June, along with the public hearing for the Forest Commission.

d. Land Use Ordinance SolSmart Review

June Hammond Rowan advised that SolSmart, which is a national non-profit program, reviewed the Randolph Land Use Ordinance for solar related regulations. This is a program led by Clean Energy NH to help NH municipalities establish smart solar zoning and permitting at the local level. Hammond Rowan provided comments on the review. Hammond Rowan suggested that the Board may want to define on-site use with a future amendment. Todd Ross also suggested that solar hot water be addressed as well. Hammond Rowan will send the comments to Howard Wemyss, who is participating in the program.

e. Fuller Lease for Maple Taps in the Randolph Community Forest

June Hammond Rowan advised that the Planning Board does not have a copy of the Fuller lease. Tim Mather will work on getting this from the Forest Commission. Hammond Rowan advised that it is a 15-year lease, which will end in 2031.

f. North Country Council Transportation Advisory Committee Update

June Hammond Rowan advised that she attended the recent meeting of the North Country Council. The Council voted to put forth the Route 2 project for the Randolph Hill Road and Raycrest intersections. The proposed plan is to widen the road to create a middle turning lane. If selected, the design phase would begin in 2031, with the project scheduled for 2035 or later. Hammond Rowan noted that a traffic counter is available from North Country Council and could be placed at the intersections to count the number of cars turning.

**On a motion by Robert Ross, seconded by William Demers, the Board voted to move forward with the plan to request a traffic counter from North Country Council on Route 2 at the Randolph Hill Road and Raycrest intersections.**

g. Other

William Demers advised that he visited Cote Acres Road and reported that the road is in good shape and the ledgepack is solid. June Hammond Rowan advised there has not been a formal request yet for the Town to take ownership the road.

William Demers asked if there had been a formal request for documents belonging to the Town to be returned, and June Hammond Rowan advised that the Selectboard was handling that request.

9. Public Comments

There were no public comments.

10. Adjournment

**On a motion by William Demers, seconded by Tim Mather, the Board voted to adjourn the meeting at 8:07 pm.**

Respectfully submitted,  
Shelli Fortin  
April 4, 2025