

Town of Randolph

Planning Board Minutes

August 7, 2025 - draft

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

Members Excused: Michele Cormier and Kevin Rousseau

Public Present: Shelli Fortin, Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 7:00 pm.

Todd Ross and William Demers were appointed as regular members to sit in for Michele Cormier and Kevin Rousseau.

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 June 5, 2025, as presented.

4. Communications to the Board

June Hammond Rowan advised that the Town has received questions about both a second home on a property and short-term rentals. Hammond Rowan advised that per state law, an accessory dwelling unit must now be allowed. Hammond Rowan suggested that these questions be summarized so that information can be provided.

June Hammond Rowan advised that the monthly newsletter from North Country Council was also received.

5. Report of Officers and Committees

a. Selectboard

There was no report from the Selectboard.

b. Randolph Forest Commission

Tim Mather advised that they had about 20 people attend the Town Forest Day. They are working on reviewing the Activity Manager agreement with the Randolph Mountain Club, and are working with a lawyer to finalize the Maple Tap Lease. David Willcox presented

a Warrant Article to the Commission for the Town Meeting next year, to remove 4.5 acres of land from the Town Forest and return it to Town property. This is the land on which the emergency communications tower will sit. Mather advised that the foundation has been poured for the tower, and the pieces for the tower have been delivered to the site. June Hammond Rowan advised that the grant she wrote to the Randolph Foundation, for the matching funds for the communications tower, was approved.

6. Applications

There were no new applications.

June Hammond Rowan advised that in reference to the Cutter subdivision that was presented to the Board, the parcel of land has been sold to a family member.

7. Public Hearings

There were no public hearings.

8. Other Business

a. Maple Tap Lease Comments

June Hammond Rowan prepared a list of comments on the Maple Tap Lease and shared it with the Board. Additional comments were received from William Demers and Michele Cormier. Concerns included having an end date for the agreement so that it is reviewed periodically, the change of name, the use of the garage, insurance, and the bond or letter of credit. These comments were shared with the Forest Commission a few weeks ago.

b. Activity Manager Agreement - RMC

Hammond Rowan noted that there was an original agreement with the Randolph Mountain Club from 2003, and a newer version that was never signed. The RMC would like to be compensated for some of their work when it involves major trail projects. A new agreement has been drafted and shared with the Planning Board, RMC, and Forest Commission. Hammond Rowan suggested that the portions of trails on the Berry and Brown properties that are now part of the Town Forest should be included in the new version, along with a definition of what maintenance means. The Agreement will be sent to the Town Attorney for review after the Board receives comments from the RMC and the Forest Commission.

c. Legislation Update and Possible Amendments to the Land Use Ordinance

June Hammond Rowan advised that she attended the NHMA workshop about changes in legislation. Not many of the changes will affect Randolph. Some of the proposed changes were retained in committee and may come back later. The requirement to allow Accessory Dwelling Units was discussed and it was noted that the changes made to the Land Use Ordinance last year, limiting the size of an ADU to a 2-bedroom and 1200 square feet, will be in conformance with the law.

William Demers asked for clarification on short-term rentals for multiple units on the same property. The requirement is that the owner reside at the property if the other unit is used

for a short-term rental. The Board agreed that this is something that needs more discussion, as questions came up concerning two long-term rentals on one property.

Hammond Rowan noted that other areas they may want to look at for amendments to the Ordinance are solar, including solar hot water, and non-conforming uses and structures, which could be explained better. Robert Ross suggested that geothermal systems should also be addressed.

d. Meeting with Attorney Michael Malaguti

Hammond Rowan advised that Attorney Malaguti will be out of town during the September meeting, so they are planning to schedule the meeting for October 2. The purpose of the meeting will be to clarify and direct the Board about new legislation, not review all legislation.

e. Land Conservation in Randolph – Follow up

Hammond Rowan reminded the Board of David Willcox's request that they consider land conservation. Hammond Rowan suggested that they could look at tax maps for larger parcels. Robert Ross noted that too much land conservation diminishes the potential for additional income for the Town, as the Town is already 1/3 National Forest and 1/3 Town Forest.

f. North Country Council Transportation Safety Action Plan

June Hammond Rowan shared the NCC Transportation Safety Action Plan with the Board. Hammond Rowan advised that safety concerns were noted in the plan for both Route 2 and the trailhead parking area.

g. Other

There was no other business.

9. Public Comments

There were no public comments.

10. Adjournment

On a motion by William Demers, seconded by Robert Ross, the Board voted to adjourn the meeting at 7:54 pm.

Respectfully submitted,
Shelli Fortin
August 8, 2025