

Town of Randolph
Planning Board Minutes
October 2, 2025 - draft

Members Present: June Hammond Rowan, Robert Ross, Michele Cormier, Todd Ross, and Kevin Rousseau

Members Excused: Tim Mather and William Demers

Public Present: Paul Cormier, Guy Stever (via Zoom), and Shelli Fortin, Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 6:59 pm.

Todd Ross was appointed to sit in for Tim Mather, who was absent.

2. Roll Call

3. Meeting with Attorney Malaguti

Attorney Malaguti joined the meeting via Zoom and introduced himself to the Board. June Hammond Rowan advised Attorney Malaguti that the Board has reviewed legislative changes and NHMA guidance. Attorney Malaguti stated that the Town has done a good job with the Land Use Ordinance, which is efficiently drafted and worded. Attorney Malaguti noted that the Town has been keeping up with amendments to the Ordinance every year. June Hammond Rowan advised that the proposed amendments for 2026 are to clean up language in the Ordinance.

Key areas to discuss include changes in the law relative to accessory dwelling units and short-term rentals. Hammond Rowan advised that Randolph has a long history of seasonal rentals of summer cottages, and the Town wanted to maintain that use. It was also noted that enforcement of short-term rentals is difficult. Attorney Malaguti recommended that if the Town started to have problems, then he advised starting with a simple registration process for short term rentals, so that contact information is available if needed.

On a motion by Robert Ross, seconded by Kevin Rousseau, the Board voted unanimously by roll call vote to enter non-public session at 7:15 pm under NH RSA 91-A:3 II (l) consideration of legal advice provided by legal counsel. Cormier – yes, R. Ross – yes, T. Ross – yes, Hammond Rowan – yes, Rousseau – yes

Attorney Malaguti advised the Board of possible items to consider for amendments to the Land Use Ordinance.

Two members of the Zoning Board of Adjustment were in attendance for the non-public session. No votes were taken.

On a motion by Michele Cormier, seconded by Robert Ross, the Board voted unanimously by roll call vote to leave non-public session at 7:33 pm. Cormier – yes, R. Ross – yes, T. Ross – yes, Hammond Rowan – yes, Rousseau – yes

Attorney Malaguti left the meeting.

4. Proposed Land Use Ordinance Amendments

June Hammond Rowan provided a copy of the proposed Land Use Ordinance amendments, which include amendments to 5.01 Lot Size and Density, 3.42 Owner Occupied, 4.02 Permitted Uses, and 4.03 Special Exceptions. Amendments also include adding definitions for Solar Collector and Commercial Solar. Hammond Rowan advised that she did have Tara Bamford review the proposed amendments.

Michele Cormier advised that she would definitely like to see the Board move forward with the amendment to Lot Size and Density, adding that only one principal building or one principal use shall be permitted on each lot, and remove that one principal use shall be permitted for each 80,000 contiguous square feet of buildable land. Michele Cormier advised that they should also look at the definition of a lot in the Ordinance, which discusses soil types.

The Board will discuss the Amendment to Owner Occupied, which adds clarification that an owner be physically present for three months for seasonal dwellings or nine months for year-round dwellings, at the November meeting.

June Hammond Rowan noted that the amendments for solar include a broader definition to include solar water, and a definition of commercial solar to differentiate between on-site use and commercial use. Michele Cormier noted that this was a good clarification to make. It was noted that all commercial uses in the Land Use Ordinance are by special exception only.

5. Review of Minutes

On a motion by Robert Ross seconded by Kevin Rousseau, the Board voted to accept the minutes of September 4, 2025, as presented.

6. Communications to the Board

June Hammond Rowan advised that they received a communication from North Country Council concerning the GACIT hearing schedule.

5. Report of Officers and Committees

a. Selectboard

There was no report from the Selectboard.

b. Randolph Forest Commission

Michele Cormier advised that the Maple Tap Lease is under legal review. Cormier also advised that the parking area at the end of Randolph Hill Road will be open this winter. They are still working on who will do the plowing. There will be additional signage added to the area. This will be a soft opening of the parking area to access the glades, and will not be advertised.

6. Applications

There were no new applications.

7. Public Hearings

There were no public hearings.

8. Other Business

a. NHDOT 2027-2036 Ten Year Plan – Route 2 Intersection Projects

June Hammond Rowan advised that due to a shortfall in funding for projects, the Route 2 intersections with Randolph Hill Road and Raycrest, along with many other projects statewide, have been removed from the Ten-Year Plan.

Hammond Rowan advised that the GACIT hearing will be at City Hall in Berlin on October 6 at noon, and members are encouraged to attend and express their opinions. Hammond Rowan provided a copy of a letter she drafted to the Bureau of Planning and Community Assistance:

William Watson, PE
Bureau of Planning and Community Assistance
John O. Morton Building, 7 Hazen Drive
PO Box 483
Concord, NH 03302-0483

Dear Mr. Watson,

In the summer of 2024, the Town of Randolph submitted an application to the North Country Council's (NCC TAC) Transportation Advisory Committee for safety improvements on US Route 2 (US-2) at the intersection of Randolph Hill Road and the intersection of Raycrest Drive in Randolph, NH. This was selected as the top priority project from the NCC region for inclusion in the 2027-2036 Ten Year Transportation Improvement Plan.

The US-2 AADT on Gorham Hill is 5,195 (2023) making this section of US-2 one of the busiest roads in Coos County. Currently, motorists making a left-turn maneuver at either the Randolph Hill Road or Raycrest Drive intersections must wait in a passing lane for a gap in traffic in the opposite direction on US-2. During this wait, a turning vehicle in a passing lane on a steep hill in either traveling slowly or a stopped position with high-speed traffic, who do not expect to slow down or stop in the passing lane, approaching from the rear. There have been recent serious crashes at both intersections and many near misses. A rear-end crash with a stopped vehicle at 60+ mph could result in serious injuries or fatalities.

In August 2021, NHDOT evaluated the option of restriping US-2 in the proposed project area. NHDOT recognized the safety issues at US-2 intersections on Randolph Hill, but determined that the low-cost option of just re-painting the highway would be “an unacceptable impact on regional mobility for this corridor”. Instead, NHDOT recommended that the Town consider pursuing a transportation capital improvement project through the Ten Year Plan process to create proper safety improvements. The Town of Randolph submitted an application in 2022, which score high in the NCC region, but was not

selected. The Town submitted a revised application in July 2024 which was the selected as the top priority by the NCC TAC.

We are disappointed that NHDOT has not included any projects from Regional Planning Commissions in the 2027-2036 Ten Year Plan and that 49 individual projects in the current, approved 2025-2024 Ten Year Plan have been delayed or removed from the Plan due a lack of funding. These projects deserve to be funded and included in the Ten Year Plan. In particular, we believe that the project from the Town of Randolph for safety improvements on US Route 2 (US-2) at the intersection of Randolph Hill Road and the intersection of Raycrest Drive is important to the region and urge NHDOT to include it in the 2027-2036 Ten Year Plan.

Sincerely,
The Randolph, NH Planning Board

On a motion by Michele Cormier, seconded by Robert Ross, the Board voted to approve the letter to be sent to the Bureau of Planning and Community Assistance concerning the NHDOT Ten-Year Plan. Rousseau – abstain

b. Randolph Foundation's Listening Session about Durand Lake and Ravine House Pool
Hammond Rowan advised that the Randolph Foundation recently held a listening session about Durand Lake and Ravine House Pool. Comments can be submitted to the Randolph Foundation. Hammond Rowan noted that these recreational areas are not included in the Master Plan, and should be added in the future.

c. Moose River Watershed Study
June Hammond Rowan provided a draft letter of support for the Gorham Moose River Watershed Study. Hammond Rowan advised that Gorham is applying for funding to do an engineering study of the Moose River and requested a letter of support from Randolph.

Peter Gagnon, Town Manager
Town of Gorham
20 Park Street
Gorham NH 03581

Dear Peter,

The Randolph Planning Board is writing in support of the Town of Gorham's work on reducing flood hazards on the Moose River.

Much of the Moose River watershed is in Randolph and we are aware that several recent storms have impacted the Moose River channel in Gorham. Given Randolph's proximity to Gorham, Planning Board supports Gorham's interest in conducting a Moose River Flood Hazard Reduction Study in order to assess the current river channel in Gorham as well as predict where future flood hazard reduction projects would be best applied to protect property and infrastructure. We hope that Gorham will be successful in obtaining necessary funding to complete this important work.

Sincerely,
The Randolph Planning Board

On a motion by Kevin Rousseau, seconded by Todd Ross, the Board voted unanimously to send a letter to the Town of Gorham in support of their work to obtain funding to reduce flood hazards on the Moose River.

- d. Old Business
 - i. Maple Tap Lease
The Maple Tap Lease is under legal review.
 - ii. Activity Manager Agreement for Hiking Trails
Hammond Rowan advised that the RMC would like the insurance section of the agreement to be less detailed.

- e. Other
Hammond Rowan advised that the BEA Zoning Amendment calendar was provided to the Board. This lists the dates for petitioned zoning amendments to be received by the Town, which is between November 10 and December 10, 2025.

Hammond Rowan noted that Jennifer Scarinza returned a box of items to the Planning Board, which will be sorted and filed. The box included the signed Notice of Decision on the Cote subdivision.

9. Public Comments

There were no public comments.

10. Adjournment

On a motion by Robert Ross, seconded by Todd Ross, the Board voted to adjourn the meeting at 8:08 pm.

The next meeting of the Planning Board will be held on November 6, 2025.

Respectfully submitted,

Shelli Fortin
October 3, 2025