

Town of Randolph

Planning Board Minutes

January 8, 2026 - draft

Members Present: June Hammond Rowan, Robert Ross, Michele Cormier, Todd Ross, and Tim Mather

Members Excused: Kevin Rousseau and William Demers

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

1. Call to Order

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

Todd Ross was appointed a voting member for the meeting, as Kevin Rousseau 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 December 4, 2025, as presented.

4. Communications to the Board

June Hammond Rowan shared a new mileage reimbursement form for the Town, if members ever have travel mileage to submit.

5. Report of Officers and Committees

a. Selectboard

Michele Cormier advised that they will be starting to work on the budget.

Cormier noted that they recently had a hearing with the Bureau of Tax and Land Appeals about current use valuation, and the BTLA ruled in favor of the Town. Sales price was used as the valuation.

Cormier advised that the new owner of the property at the end of Cote Acres is remodeling the house formerly owned by Larry Martin, Sr. They are discussing modifying the footprint and adding an accessory building. The Selectboard has not received an updated plan yet, however there are concerns about it meeting setback requirements. The lot abuts another lot owned by the same person, however the names on the deeds do not match. The possibility of merging lots was discussed, however the ownership names would have to be changed to match, in order

to merge the lots. June Hammond Rowan noted that an accessory building, such as a garage or barn, would have to be built on the lot with the primary building per the Land Use Ordinance.

b. Randolph Forest Commission

Tim Mather advised that the Forest Commission voted to move \$35,000 from the Grants and Gifts account to the Revolving Fund for wildlife projects planned this year.

Mather noted that there will be a Sled Dog Race on the Pond of Safety Road the weekend of January 24-25, 2026.

6. Applications

There were no new applications.

7. Public Hearings

a. Public hearing on amendments to the **Rules of Procedure** for the Planning Board, Randolph, NH

June Hammond Rowan called the Public Hearing to order at 7:10 pm.

Hammond Rowan reviewed the changes to the Rules of Procedure, including adding that the Chairperson of the Planning Board shall not be the Chairperson of the Town Forest Commission nor president (or equivalent) of an organization that serves as an Activity Manager for the Randolph Town Forest. Also, that meetings may be cancelled due to other events, and that any changes to meeting dates will be posted at Randolph Town Hall 48 hours in advance. Also, that the Rules and Procedures in the future will not require a public hearing for amendments, but may be amended by a majority vote of its members in accordance with RSA 676:1.

There were no public comments.

The Public Hearing was closed at 7:11 pm.

b. Public hearing on the 2026 Randolph Community Forest Budget (in accordance with Sections 19.12 and 19.15 of the Land Use Ordinance)

June Hammond Rowan opened the Public Hearing at 7:11 pm.

Mark Kelley reviewed the history of the Grants and Gifts account, and noted that the Forest Commission voted at the January meeting to transfer \$35,000 from this account to the Revolving Fund for wildlife work this year.

Mark Kelley reviewed the income listed in the budget, including income from timber sales, the maple tap lease, a small grant from Fish and Game, and the \$35,000 transferred from Grants and Gifts.

Mark Kelley reviewed the expenses in the budget, noting that they are working on a joint project with NRCS and the NH Trails Bureau on the Jimtown Logging Road to improve water flow. They are hoping to replace culverts this year and bridges next year. They are also planning to maintain the 15 transects, and create another wildlife opening. Kelley discussed projects completed this year, including new gates, and Japanese Knotweed control. Mr. Kelley advised that they will be doing a timber harvest this winter, starting late January. Mr. Kelley advised that a new stewardship plan is required every ten years, and they have divided the cost over three years. Mr. Kelley also noted that they are working on a mowing plan this winter, and Robert Ross asked if they will be mowing the field at the Farrar Farm. Mr. Kelley advised the field is very wet, and noted the erosion along the riverbank. Kelley advised that they are hoping to reinforce the banking, possibly with trees with large root balls.

Mark Kelley advised that the total anticipated income for 2026 is \$142,500, and the total anticipated expenses is \$183,000. Mr. Kelley provided a table of the sources and uses of funds for the Revolving Fund and Grants and Gifts Account.

Robert Ross asked about the maple tap lease, and if they are tapping the old Maple Farm area on the Farrar Farm. He explained some of the history of maple sugaring in that area. Mark Kelley advised that Fullers has moved into other areas of the forest due to damage to trees from the tent caterpillars a few years ago.

Tim Mather noted that the radio tower, which was recently installed, is very hard to see from the roadway even in the winter. June Hammond Rowan advised that the Randolph Foundation provided a grant of \$7,500 to the Town for the tower, of which \$1,000 is leftover. Hammond Rowan advised that she spoke with the Randolph Foundation, who agreed to allow the remaining funds to be used for a gate at the base of the road to keep cars from driving up. Mark Kelley advised they are planning to spread grass seed along the roadway.

Michelle Cormier commended the proactive approach to the research and search for documentation for the Grants and Gifts account.

Mark Kelley noted that they are hoping to invest some of the funds that are in savings to earn interest. Michele Cormier noted that reserve Town funds are in the NH Public Deposit Investment Pool. Any plan to invest the funds by the Forest Commission will need to be approved by the Planning Board, who are also responsible for accepting any future grants or gifts.

There were no other comments.

The Public Hearing was closed at 7:39 pm.

- c. Public hearing on the following proposed amendments to the **Town of Randolph, N.H. Land Use Ordinance**:
- i. Amendment # 1 would establish that only one principal building or use is permitted on a lot.
 - ii. Amendment # 2 would differentiate the definition of “owner-occupied” for seasonal and year-round dwellings.
 - iii. Amendment # 3 would clarify solar arrays and how they can be used by adding a definition of solar collector systems, defining solar collector systems as a permitted accessory use, and defining commercial solar collector systems as a use requiring a special exception.
 - iv. Amendment #4 would align the Ordinance with state laws regarding building permits and building codes as well as add clarity about state permits that may be required.

June Hammond Rowan opened the Public Hearing at 7:40 pm.

There were no public comments.

The Public Hearing was closed at 7:41 pm.

8. Other Business

- a. Adopt Revised Rules of Procedure

On a motion by Tim Mather, seconded by Robert Ross, the Board voted unanimously to adopt the revised Rules of Procedure as presented.

- b. Approve 2026 Randolph Community Forest Budget

On a motion by Todd Ross, seconded by Robert Ross, the Board voted unanimously to approve the 2026 Randolph Community Forest Budget as presented.

- c. Finalize Land Use Ordinance Amendments and Warrant Articles

On a motion by Robert Ross, seconded by Tim Mather, the Board voted unanimously to approve the proposed Land Use Ordinance amendments, numbers 1-4, as presented.

- d. Planning Board Budget

June Hammond Rowan advised that she sent Board members a revised copy of the Planning Board budget, which is budgeted the same as last year except for an increase of \$100 in Legal.

On a motion by Tim Mather, seconded by Todd Ross, the Board voted unanimously to approve the 2026 Planning Board budget as presented to go to the Selectboard for the budget hearing.

e. Planning Board 2025 Report for Town Report

June Hammond Rowan provided a draft copy of the Planning Board report for the Town Report. Board members approved it being sent to Linda in the Town Office to be included in the Town Report.

f. Maple Tap Lease Update

Tim Mather advised that this was not discussed at the Forest Commission meeting last night, so there is no update.

g. Other

June Hammond Rowan advised that the North Country Council Transportation Planner has suggested that the Town apply for a Federal BUILD grant for the project on Route 2 that was removed from the 10-year plan. Hammond Rowan and Michele Cormier shared their reluctance to put local energy into what should be a Federal or State project for a State road. Hammond Rowan advised there will be a North Country Council meeting on Tuesday where it can be discussed further, and noted that if NHDOT wanted to assist with the application and grant administration it could be considered.

Tim Mather advised that the grant application for the Critter Crossing on Route 2 is still being looked at and may be resubmitted.

June Hammond Rowan noted that Robert Ross is up for re-election this year, and reminded him that he will need to file with the Town Clerk.

9. Public Comments

There were no public comments.

10. Adjournment

On a motion by Tim Mather, seconded by Todd Ross, the Board voted to adjourn the meeting at 7:50 pm.

The next meeting of the Planning Board will be held on February 5, 2026.

Respectfully submitted,

Shelli Fortin
January 9, 2026