

Town of Randolph

Planning Board Minutes

February 5, 2026 - draft

Members Present: June Hammond Rowan, Robert Ross (7:07 pm), Michele Cormier, Kevin Rousseau, William Demers, and Tim Mather

Members Excused: Todd Ross

Public Present: Shelli Fortin, Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 7:03 pm.

William Demers was appointed a voting member until Robert Ross arrived.

2. Roll Call

3. Review of Minutes

On a motion by Michele Cormier, seconded by Tim Mather, the Board voted to accept the minutes of January 8, 2026, as presented.

4. Communications to the Board

June Hammond Rowan advised they received a lot line adjustment, which will be discussed later in the meeting.

5. Report of Officers and Committees

a. Selectboard

Michele Cormier advised that the Public Budget Hearing is scheduled for next Monday, February 9, 2026, at 6:00 pm. Cormier suggested that someone from the Planning Board could also speak concerning the proposed Land Use Ordinance amendments.

Cormier noted that money was added to the budget for a Code Enforcement Officer, at the request of a number of Boards. They also added money for video conferencing equipment for the meeting room. June Hammond Rowan noted that the Randolph Foundation may also be interested in helping to purchase equipment for the large meeting room.

When asked about the Weatherly building permit, Cormier advised that it was denied by the Selectboard, however no application has been received yet for a variance.

b. Randolph Forest Commission

Tim Mather advised that the Forest Commission will not be doing the winter cut, as the market for pulpwood is not good. They are planning to make up for the lost revenue with a summer cut off Bowman Road.

6. Applications

Boundary Line Adjustment between David & Gaye Ruble and Town of Randolph (Map U4 Lot 27 & property at the end of Boothman Lane) and Merger of Ruble Parcels (Map R11 Lot 59 & Map U4 Lot 27)

The Board received a lot line adjustment application from the Town of Randolph for Boothman Lane. A parcel of land on Boothman lane will be given to the Town by David and Gaye Ruble so that the Town will have the right to improve drainage in the roadway. The two lots owned by the Rubles will also be combined. This will improve frontage for two other lots and create frontage for Ruble. June Hammond Rowan advised that no public hearing is required, however they do need to notify abutters. Certified letters will be sent to the list provided with the application, with the addition of Phinney and Willcox. Michele Cormier advised that the Town would pay for the certified letters to be sent. No application fee is required, as the Town is the applicant.

On a motion by Kevin Rousseau, seconded by Robert Ross, the Board voted unanimously to accept the application as complete for the Boundary Line Adjustment between David and Gaye Ruble and the Town of Randolph (Map U4 Lot 27 and property at end of Boothman Lane) and the merger of Ruble parcels (MapR11 Lot 59 and Map U4, Lot 27). Mather - abstain

7. Public Hearings

There were no public hearings.

8. Other Business

a. 2026 Contract with Tara Bamford for Planning Consultant Services

June Hammond Rowan advised that the contract with Tara Bamford is like last year's with a flat standby fee, and additional fees for any applications requiring extra work.

On a motion by Robert Ross, seconded by Michele Cormier, the Board voted unanimously to approve the contract with Tara Bamford for 2026 Planning Consultant Services as presented.

June Hammond Rowan will sign the contract.

b. Maple Tap Lease Update

June Hammond Rowan reviewed the draft maple tap lease with the Board, noting several concerns. Hammond Rowan advised that she recently met with David Willcox and Mark Kelley from the Forest Commission concerning the proposed changes to the lease.

As previously suggested by the Planning Board regarding the leased area, it now states that the land is owned by the Town of Randolph.

At the meeting with Willcox and Kelley, it was suggested that the wording on the number of taps be changed from “install a minimum of 25,000 taps per year” to “install 25,000 taps”, which sets a minimum payment to the Town. The Board was in agreement with this.

As previously suggested by the Planning Board, the lease now states that renewals require approval from the Planning Board.

A deposit on lease payments is in the contract but has never been collected, and no amount was specified. At the meeting with Willcox and Kelley, it was suggested that the deposit amount should be 20% of the previous year’s payment and would be optional as determined by the lessor. This may be something they want to collect if the business sells. The lease is transferable with the approval of both parties. The cost reviews every five years will be optional.

The Board discussed the requirement of a bond or letter of credit. This money would be used for cleanup of the property, if something were to happen and the business closed. This has not been collected in the past, and the Forest Commission feels that Fuller’s has been a good tenant and it should not be required. It was noted that there over 25,000 taps and well over 100 miles of tubing which would be costly to remove. The Planning Board felt it would be fair to have a bond to protect the Town, and after discussion suggested a fixed bond amount of \$25,000. The Board noted that they could give Fuller’s time to comply.

Insurance was discussed as Fuller is now using the garage. Renter’s insurance for the contents of the garage should be required, along with liability insurance. Questions about upkeep on the garage were discussed. The lessee does pay the electricity costs. It was recommended that the attorney advise about proper insurance requirements to protect the Town. The assignment of the lease to Yankee Farm Credit in 2016 also needs to be addressed.

The Board agreed with the edits suggested. Signature lines will be added to the lease for both the Forest Commission and the Planning Board.

Hammond Rowan advised that Randolph is the only Town in which the Community Forest is managed by a Forest Commission with Planning Board oversight. NHMA and the town attorney have not been able to provide guidance on many questions they have. The Board agreed to review the Land Use Ordinance in 2026 to see if changes might be beneficial.

c. Capital Improvement Plan

A copy of the Capital Improvement Plan was provided to members to review. This is approved by the Planning Board.

Michele Cormier advised that the Selectboard are the agents for the capital improvement funds. Trustees of the Trust Funds are the agents for the cemetery funds, and Cormier believes this should be changed to the Selectboard.

When asked about the Henriette Pease account, Cormier advised this is for general welfare.

d. Land Use Ordinance Amendments

The ballot and warrant article texts for the proposed 2026 Land Use Ordinance amendments were shared with the Board.

e. Other

William Demers asked about the change to the Planning Board Rules of Procedure, and Hammond Rowan advised these were the updates discussed several months ago. One of the changes will allow the Planning Board to make updates to the rules, if needed, without a public hearing.

Michelle Cormier noted that the next scheduled meeting of the Board falls on the same night at the School District meeting. The Board decided to move the next meeting to the following week, March 12, 2026.

9. Public Comments

There were no public comments.

10. Adjournment

On a motion by Kevin Rousseau, seconded by Tim Mather, the Board voted to adjourn the meeting at 8:13 pm.

The next meeting of the Planning Board will be held on March 12, 2026.

Respectfully submitted,

Shelli Fortin
February 6, 2026