

# Town of Randolph

Planning Board Minutes

March 12, 2026 - draft

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

**Members Excused:** Paul Jadis

**Public Present:** Burke York, York Land Services; and Shelli Fortin, Minutes Taker

1. Call to Order

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

Todd Ross was appointed a voting member, as Paul Jadis was absent.

2. Roll Call

3. Review of Minutes

**On a motion by Robert Ross, seconded by Kevin Rousseau, the Board voted to accept the minutes of February 5, 2026, as presented.**

4. Communications to the Board

There were no communications to the Board.

5. Report of Officers and Committees

a. Selectboard

There was no Selectboard report.

b. Randolph Forest Commission

Tim Mather advised that the Forest Commission will be doing work on the Jimtown Logging Road, from the top of the trailhead east. The NH Trails Bureau has agreed to purchase the culverts, if the Forest Commission provides the labor to install them.

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)

Burke York provided the plans for the lot line adjustment between the Town of Randolph and David and Gaye Ruble. June Hammond Rowan advised that abutter notices were sent. This lot line adjustment will convey land to the Town for Boothman Lane, and will merge the two lots owned by David and Gaye Ruble. The lot merger will create road frontage for the Ruble's lot, and will increase frontage for Mather, Hartman, and Walsh.

William Demers asked if this would prevent a home from being built, as the frontage does not meet the current Land Use Ordinance requirements. June Hammond Rowan advised that it should be buildable, as this merger will make the lot less non-conforming and the lot is pre-existing to the ordinance.

The lot line adjustment will allow the Town to fix drainage on Boothman Lane. Tim Mather advised that the culvert that will be installed will drain into an existing wetlands area. The culvert will be approximately 80 feet long and will be installed diagonally across the roadway.

The Board agreed on the following Findings of Fact:

- The lot line adjustment and merger will make the lots less non-conforming.
- The lot line adjustment will allow the Town to remediate the water issue, which is a public benefit.
- The lot line adjustment and merger will make a non-buildable lot buildable.
- The lot line adjustment will extend Boothman Lane and clarify the road issue.
- Merging the Ruble lots will create road frontage on Boothman Lane for the Ruble parcel.
- The plans were done by a professional surveyor.

**On a motion by Kevin Rousseau, seconded by Robert Ross, the Board voted unanimously to approve the application for a 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).**

Copies of the plans and the mylar were signed by Board members.

Burke York advised he would file the plan at the Registry of Deeds and provide the lot description to the Selectboard for the deed.

## 7. Public Hearings

There were no public hearings.

## 8. Other Business

### a. Traffic Counts

June Hammond Rowan provided the Board with copies of the Traffic Count Report for Randolph Hill Road and Raycrest Drive. On Raycrest Drive, the average daily count was

144 Monday-Friday, and 140 Monday-Sunday. Randolph Hill Road had an average daily count of 377 Monday-Friday, and 335 Monday-Sunday. The Traffic Count Report for Route 2 by the Gorham/Randolph town line for June of 2025 was also presented, and it was noted that traffic has increased each year since 2022, with 5,457 being the annual average daily of traffic on Route 2.

Hammond Rowan noted that traffic counts are provided free of charge by North Country Council, and suggested that counts could also be requested on Durand Road, Valley Road, and Pinkham B Road.

b. Code Enforcement

June Hammond Rowan advised that she attended the Randolph Budget Public Hearing, where money was added in for Code Enforcement work. Hammond Rowan noted that the Town does not enforce the State Building Code, but the Selectboard is responsible for enforcing Land Use Ordinance items such as setbacks. Funds for Code Enforcement were added to the Planning and Zoning budget as a separate line item, and will be overseen by the Selectboard.

It was noted that the Selectboard did interview someone for the position in the past, however nothing ever came of it. At that time, it was suggested that a fee be charged for a Building and Zoning Permit, which would help cover the cost of the Code Enforcement position.

Hammond Rowan shared a draft position description for the Zoning Compliance/Code Enforcement Officer for the Town of Randolph, listing essential duties and responsibilities and qualifications.

**On a motion by Robert Ross, seconded by Tim Mather, the Board voted unanimously to support the submission of the Zoning Compliance/Code Enforcement Officer position description for the Town of Randolph.**

Hammond Rowan advised that she would share a copy with the Selectboard, along with a note stating that the Planning Board reviewed and supports the position description.

c. Maple Tap Lease - update

There was no updated information on the status of the maple tap lease.

June Hammond Rowan advised that she did email the Forest Commission to let them know that the Planning Board would like a bond required.

Hammond Rowan noted that there was nothing in the lease stating that the site needs to be cleaned up, if the lease were to end.

Hammond Rowan will follow up with the Forest Commission.

d. Other Business

June Hammond Rowan advised that all of the Land Use Ordinance amendments passed at the Town election. Amendment #1 received the fewest yes votes.

9. Public Comments

There were no public comments.

10. Adjournment

**On a motion by Todd Ross, seconded by Tim Mather, the Board voted to adjourn the meeting at 7:57 pm.**

The next meeting of the Planning Board will be held on April 2, 2026.

Respectfully submitted,

Shelli Fortin  
March 13, 2026