

**Town of Randolph  
Regular Meeting Minutes  
Selectboard (DRAFT)  
April 18, 2024**



1  
2 **\*This meeting was hybrid, with remote access provided via Zoom.**

3 **\*\*This draft is intended for open meeting law compliance. A more detailed version may**  
4 **replace the draft.**

5  
6 **Selectboard:** Trini Brassard, Larry Satcowitz, Alissa Matthews, Stephanie Tyler, and Molly  
7 Mullen.

8  
9 **Municipal Staff:** Trevor Lashua, Town Manager; Jeff Grout, Zoning Director; Morgan Easton,  
10 Recreation Director; John Shangraw, Highway Superintendent; Mark Rosalbo, Economic  
11 Development Director (via Zoom); and Scott Clouatre, Police Chief (via Zoom)

12  
13 **Public Attendees** (in person): See sign in sheet.

14  
15 **Public Attendees** (via Zoom): Ashley Hellman, DEC; “Charlene.”

16  
17 **Media:** ORCA (in the room and via Zoom).

18  
19 **Regular Selectboard Meeting**

20  
21 **1. Call to Order**

22 Trini called the meeting to order at 5:30 p.m.

23  
24 **2. Public Comment**

25 There was no public comment.

26  
27 **3. Approval of Agenda**

28 The Board had a small subset of liquor licenses that were delivered in time, but did not make it to  
29 the packets due to internal routing. The recommendation was to amend the agenda to include a  
30 Board of Liquor Control meeting at the end of the regular meeting.

31  
32 *Stephanie moved to approve the agenda as amended. Alissa seconded. The motion passed 4-0.*  
33 *(Larry was not in attendance at this time).*

34  
35 **4. Consent Calendar**

36 *Stephanie moved to approve the consent calendar as presented. Alissa seconded. The motion*  
37 *passed 4-0.*

38  
39 **5. Business**

40  
41 *5.a. – Proposed Changes to the Land Use Regulations – Update, Timeline.*

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42 There was no additional comment. The public hearing and final action will be scheduled for May  
43 9<sup>th</sup>.

44  
45 5.b.- Consider RACDC request related to Salisbury Square (road construction).

46 RACDC would, eventually, like to ask the Town to assume ownership of the Salisbury Square  
47 Road to be constructed as part of its development project. There was discussion about the bond,  
48 the need for an engineer, and that the Town is only providing access to a process at this point –  
49 no roads are accepted before they’ve been built, let alone inspected.

50  
51 Snow storage and winter maintenance are outstanding issues – does what’s engineered actually  
52 work in the field. There was general discussion about the costs and benefits of new development.

53  
54 The item will appear on the May agenda for continued discussion.

55  
56 5.c. – Consider Public Assembly Permit Applications.

57 The Board decided to take the two applications in a single motion.

58  
59 *Stephanie moved to approve the public assembly permits for a Memorial Day parade and the*  
60 *First Friday events, with the amendment that the event be Fridays only. Larry seconded. The*  
61 *motion passed.*

62  
63 5.d. - Consider Appointments to Boards, Committees, and Commissions.

64 The Board discussed its remaining vacancies, along with the need to better refine and define the  
65 charges of committees struggling for membership and/or impact. The conversation will continue,  
66 with the committee charges for the Recreation Advisory and Energy Committees being  
67 reviewed.

68  
69 5.e. – Discuss Town Clerk/Treasurer Vacancy.

70 Trevor laid out the short-term plan (limited hours, appointment of additional assistant  
71 clerk/treasurers, general triage) and long-term plan (appointment of a full-time clerk and  
72 treasurer). The Board was presented with a recommendation to form a hiring committee,  
73 consisting of two Board members and relevant Town staff.

74  
75 5.f. - Consider Chandler/Preservation Trust Easement.

76 The Board discussed the proposed easement with members of the Chandler Board and its  
77 executive director. The Town Attorney is reviewing the document. The easement is for 15 years,  
78 and would help with roof repair work.

79  
80 5.g. – Consider NEP-DEC ARPA grant draft amendment.

81 Mark Rosalbo and Ashely Hellman from DEC described the amendments, and that there were  
82 likely additional amendments to include. The Town’s subgrant agreement with NEP would need

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83 to be similarly amended. The agreement was to hold off on action until May, when the additional  
84 amendments could be incorporated.

85

86 5.h. – Sidewalk master planning – grant opportunity.

87 The Board discussed a sidewalk master planning project with TRORC; there is no match. There  
88 was broad consensus to proceed with the project.

89

90 5.i. – Discuss draft volunteer policy (background checks).

91 Work has begun on a volunteer policy, along with identifying which individuals working for the  
92 town in any capacity, need to have a background check completed.

93

94 5.j. – Consider dump truck replacement plan.

95 5.k. – Consider grader purchase and funding proposals.

96 The Board decided to take these two at the same time. John Shangraw explained the issues with  
97 the 30-year-old grader, two dump trucks, and the need for rubber-tired excavator. There was a  
98 significant amount of discussion about funding, laying out all of the options (debt, lease-to-own,  
99 capital reserves, ARPA funds, etc.).

100

101 The grader and excavator are available now; the dump trucks would not arrive until spring of  
102 2025,

103

104 *Alissa moved to approve the following purchases and sources of funds:*

- 105 1. *A 2024 John Deere 672G grader. The \$348,276 item will be purchased with ARPA funds.*
- 106 2. *A rubber-tired 2024 Volvo excavator. The \$225,900 item will be purchased using an even*  
107 *(50/50) split of gravel road reserve funds (\$112,950) and stormwater reserve funds*  
108 *(\$112,950).*
- 109 3. *A pair of 2025 Peterbilt 567 dump trucks with Tenco plow equipment. The trucks will be*  
110 *purchased through Paccar Financial, for \$285,185 (the 10-wheeler) and \$266,496 (the*  
111 *six-wheeler), respectively, if reserves funds are not sufficient to cover the cost prior to*  
112 *May 2025.*

113

114 *Larry seconded. The motion passed 4-0-1 (Stephanie opposed).*

115

116 5.l. – Discuss UTV agreement and trailer purchase.

117 Discussion centered on the agreement, likely frequency of use (six/year), the need for a trailer,  
118 the equipment list needs to be provided, and how the trailer would be towed (not behind a fire  
119 truck).

120

121 The conversation will continue in May.

122

123 5.m. – Consider adopting the MP-01.

124 A form required by the State for certain grants.

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125  
126 *Stephanie moved to adopt the MP-01. Alissa seconded. The motion passed 5-0.*  
127  
128 5.n. – Consider Authorizing FY25 Grants-In-Aid Program Participation.  
129 An annual grant for road and water quality improvements; projects are based on the most recent  
130 road erosion inventory.

131  
132 *Alissa moved to authorize participation for FY25. Stephanie seconded. The motion passed 5-0.*  
133

134 5.o. – Consider Water/Wastewater Allocations and Stop Billing Recommendation.  
135

136 *Stephanie moved to approve the allocation for 3 Hedding Drive, as recommended by the Water*  
137 *and Wastewater Committee. Larry seconded. The motion passed 5-0.*  
138

139 *Stephanie moved to stop water and wastewater billing for 15 Lincoln Avenue, as recommended*  
140 *by the Water and Wastewater Committee. Larry seconded. The motion passed 5-0.*  
141

142 5.p. – Provide Initial ARPA Obligation Criteria Feedback.  
143

143 This is a standing topic; nothing new to add.  
144

145 **6. Manager’s Report**

146 *The Board and Manager discussed changes in scope, timing, and cost, for slope stabilization*  
147 *projects on North Randolph Road and Lower Stock Farm Road. The changes were identified*  
148 *following a State DEC site visit associated with permits. Each project will likely be costlier and*  
149 *more complicated.*

150  
151 **7. Executive Session**

152 *Trevor said the topics could hold, and the Board decided to do so given the meeting’s length.*  
153

154 *Stephanie moved to adjourn at 9:13 p.m. Larry seconded. The motion passed 5-0.*  
155

156 **Board of Liquor Control Meeting**

157 **1. Call to Order**

158 *Trini called the meeting to order at 9:14.*

159 **2. Public Comment**

160 *There was no public comment.*

161 **3. Consider Liquor License Renewals (with outside consumption permits, if applicable).**

162 *The list of liquor license applications and renewals was considered.*  
163

164 *Stephanie moved to approve the liquor and tobacco license applications, with any outside*  
165 *consumption permits. Alissa seconded. The motion passed 5-0.*  
166

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167 *Stephanie moved to adjourn the Liquor Control Board meeting. Larry seconded. The motion*  
168 *passed 5-0.*

169

170

171

**The Board's next meeting is Thursday, May 9<sup>th</sup>, at 5:30 p.m.**