

TOWN COUNCIL MEETING AND JOINT MEETING WITH TOWN COUNCIL AND SCHOOL COMMITTEE

Monday, February 23, 2026 at 6:00 PM

Town Hall - Chapin Hall- Second Floor- 41 South Main Street
Randolph, MA 02368

AGENDA

This is a hybrid meeting. The public is invited to attend this meeting in person or remotely, by telephone or computer access. This meeting is being posted pursuant to the state statute authorizing temporary remote participation as described here:<https://www.randolphma.gov/DocumentCenter/View/1864/remotemeetings23>

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Please note that this Town Council Meeting will be video and audio recorded and will be broadcast, including over local cable and the internet. Any person, upon entering a council meeting or hearing for any purpose, including the purpose of participating, viewing, listening or testifying, grants permission to the Town Council to record and televise or otherwise publish their presence and testimony. Public comments shall only be provided in person and shall not be provided remotely.

A. Call to Order - Roll Call - Pledge of Allegiance

B. Moment of Silent Prayer

C. Approval of Minutes

- 1.** Reapproval of Meeting Minutes from June 6, 2022
- 2.** Approval of Meeting Minutes from February 2, 2026
- 3.** Approval of Meeting Minutes from February 9, 2026

D. Announcements from the President

E. Presentations

1. School Department Presentation and Budget Review of FY26 and FY27

F. Public Hearings

1. 6:15 PM Special Permit for 86/92 Union Street

G. Public Comments/Discussions

Public comments shall only be provided in person and shall not be provided remotely.

H. Proclamations

I. Appointments

J. Motions, Orders, and Resolutions

K. Old/Unfinished Business

1. Council Order 2026-003: Proposed Amendment To Town Council Rules Pertaining to Committees and Suspension of the Rules
2. Discussion/Decision for Night Before the Fourth Parade

L. New Business

1. Council Order 2026-015: Acceptance of Gift of Historical Materials

M. Town Manager's Report

N. Committee Reports

O. Correspondence

P. Open Council Comments

Q. Adjournment

Notification of Upcoming Meeting Dates

March 9 and 23

April 13 and 27

May 4, 11 and 18 - May 11th is Joint with School Committee

June 8 and 22

July 13 and 27

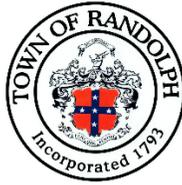
August 10 and 24- August 10th Regular and Joint Meeting with School Committee

September 14 and 28

October 5 and 19

November 2 and 23

December 7- Regular Meeting and Joint Meeting with School Committee



Joint Meeting of the Town Council and the School Committee

Meeting Minutes

Monday, June 06, 2022 6:00 p.m. via Zoom

The public is invited to attend this meeting remotely only, via phone or computer. In order to maintain safe social distancing guidelines, no physical presence will be allowed at this time. The Town website will be updated on the day of the meeting with the phone and computer access instructions.

Call to Order – Roll Call – Pledge of Allegiance: Council President W. Alexopoulos called the meeting to order.

Roll Call – Council Members Present: Christos Alexopoulos, William Alexopoulos, Richard Brewer, Natacha Clerger, Ryan Egan, Jesse Gordon, and Katrina Huff-Larmond

Pledge of Allegiance: Councillor Gordon led the Pledge of Allegiance.

Moments of Silent Prayer: A moment of silent prayer held in remembrance of former conservation commission member James McGonnigal. He was a member of the Conservation Commission for many years.

New Business:

1. Town Finance Director/Town Accountant’s Contract through FY 2025

Councillor Huff-Larmond: I want to thank Councillor Gordon and Councillor Egan for participating in this process of the Contract Negotiation Subcommittee for Town Accountant/Finance Director Janine Smith. We worked effectively with Ms. Smith to ensure she is happy with what she is receiving and taking the Town into consideration as well. The major changes include FY2023 starting with a salary of \$162,500, and then a 3% increase in FY2024 and FY2025. We also want to make sure that evaluations are a common practice throughout Town Hall so that everyone working in municipal government has all the support they need. The third thing we discussed was buying back up to vacation days a year since she rarely takes a vacation. Many contracts also included bereavement and jury duty coverage pursuant to the personal bylaws which went out of effect in 2010 when the form of government changed. The benefits are the same but it’s just updated. We felt this was a fair contract.

2. Town Manager’s Contract through FY2027

Council President Alexopoulos: The Contract Negotiation Subcommittee for Town Manager Brian Howard consisted of myself, Councillor Brewer, and Councillor Clifton. Due to Councillor Clifton’s passing, we added Councillor Clerger to that team.

Councillor Brewer: We met twice to discuss the Town Manager’s contract. During the first meeting, we ironed out dollar amounts, included some of the standard legal language that was missing, and made sure the Town Manager would tackle big issues and delegate smaller stuff to staff. In the second

meeting, we brought Councillor Clerger up to speed. Some of the changes in the contract increase each year, in the event the Town Manager is terminated without cause a severance package of one year's salary would be included and if the Contract Subcommittee did not meet before the end of the contract term date then it would automatically renew for another year.

Councillor Gordon asked about the Assistant Town Manager position. Councillor Huff-Larmond asked about supervisory and/or leadership position meetings.

Councillor Burgess entered the meeting at 6:10 PM.

Motion made by Councillor Egan to ratify the Town Accountant/Finance Director's contract through FY2025 and Town Manager's contract through FY2027, seconded by Councillor Burgess.

Roll Call Vote: 8-0-0

Motion passes.

Public Hearings:

1. 2022-021: FY2023 Annual Municipal Operating Budget

Council President Alexopoulos opened the public hearing on Council Order 2022-021. Town Manager Howard introduced Council Order 2022-021 to the Town Council during the meeting of May 23, 2024. Town Attorney Griffin read the legal advertisement and Council President Alexopoulos read Council Order 2022-021.

Council President Alexopoulos: We will go through each department's budget and if you have any questions, you may request a "hold" so we can discuss that department's budget. With this being a public hearing, we will open the public hearing to public comments.

Joe Burke, 54 Hill Street: Are tax rates being set tonight? Council President Alexopoulos: No, that takes place in November.

There were no additional public comments. Council President Alexopoulos closed the public comments portion of the public hearing.

Town Council: Councillor Burgess asked about the Council Clerk position and making it a full-time position and the duties that would be assigned to a full-time Council Clerk. Councillor Huff-Larmond asked about the expense line item for Councillors Allowance.

Town Manager's Budget: Councillor Burgess asked about the Assistant Town Manager position and traffic camera maintenance. Councillor Huff-Larmond asked about a Diversity, Equity, and Inclusion position.

Law Department: Councillor Burgess asked for a breakdown of what is spent on outside Council.

Town Clerk: Councillor Huff-Larmond asked about funding for voting during elections and the census.

Licensing Board: Councillor Burgess asked about the salary for the clerk of the licensing board.

Conservation/Zoning Board of Appeals: Councillor Burgess asked about the revolving fund in this account and the salary and duties of the Conservation Agent.

Planning Department: Councillor Gordon asked about salaries for additional administrative grant management. Councillor Burgess asked about two employees who often sit in the Council office and potentially reorganizing the space to fit all of the Planning Department so they can all be together.

Police Department: Councillor Huff-Larmond asked about the number of police officers currently employed versus the number of police officers needed and whether or not the difference is included in the budget, and community policing.

Fire Department: Councillor Huff-Larmond asked about the number of firefighters currently employed versus the number of firefighters needed and whether or not the difference is included in this budget.

Inspectional Services: Councillor Burgess asked about code enforcement policies and enforcing the ticketing process.

Animal control/Animal Inspector: Councillor Huff-Larmond asked for clarification concerning the position in this department.

Randolph School Department: Councillor Gordon asked about a presentation of the School Committee regarding their budget.

Blue Hills: Councillor Gordon asked for additional information on the Blue Hills budget.

DPW/Highway Department: Councillor Gordon commented on the additional staffing that was added to this budget and asked about funding for road re-pavements. Councillor Burgess asked about the GIS position and what the role will entail.

Elder Services: Councillor Huff-Larmond asked about the positions in the Elder Services department.

Community Programs: Councillor Burgess asked about the funding source for the Director of Community Programs position.

Stetson Hall: Councillor Huff-Larmond asked about the functionality of Stetson Hall.

Motion to approve Conservation/ZBA budget as presented made by Councillors C. Alexopoulos, seconded by Councillor Clerger.

Roll Call Vote: 7-1-0 (Nays: Burgess)
Motion passes.

Motion to accept Council Order 2022-021 made by Councillor Gordon, seconded by Councillor Brewer.

Roll Call Vote: 7-1-0 (Nays: Burgess)
Motion passes.

2. 2022-022: FY2023 Randolph Community Preservation Budget and Reserves

Town Manager Howard introduced Council Order 2022-022 to the Town Council during the meeting of May 23, 2024. Town Attorney Griffin read the legal advertisement that was published in the Patriot Ledger on May 26, 2022, and Council President Alexopoulos read Council Order 2022-022.

Council President Alexopoulos opened the public comments portion of the public hearing. There were no public comments. The public comments portion of the public hearing was then closed.

Town Manager Howard provided additional information regarding the purpose of this annual Order.

Councillor Gordon asked about open space and recreation and the restoration and rehabilitation of open spaces such as parks within the Town.

Motion to amend Council Order 2022-022 by adding the words “as well as for rehabilitation and restoration of land and recreational use” after the phrase “122,015 for the acquisition, creation and preservation of open space and land for recreational use,” seconded by Councillor Clerger.

Roll Call Vote: 7-0-0 (Absent during vote: Burgess)

Motion passes.

New Business (continued):

3. Tri-Town Joint Powers Agreement

Council President Alexopoulos introduced the Tri-Town Joint Powers Agreement for the Tri-Town Water District. The Tri Water Board has been working diligently on this for two years. We had special legislation enacted by the state legislature and signed by the governor, creating the new Tri-Town Water District which allows the communities to build a single water treatment to supply the three towns. Last week the Tri-Water Board met and voted on the Joint Powers Agreement. Now it has to go back to all three communities to be voted on by the Randolph Town Council, Braintree Town Council, and Holbrook Board of Selectmen. Along with the Tri-Town Joint Powers Agreement is the Randolph-Holbrook inter-municipal agreement which spells out what happens between now and the end of the joint board and what happens once the joint board no longer ceases to function. It is all incorporated into the new Tri-Town Water District. This is one of the last steps needed to finalize the process before we can submit it to the Department of Environmental Protection.

Motion made by Councillor Burgess to ratify the Joint Powers Agreement and Randolph/Holbrook Intermunicipal Agreement, seconded by Councillor Egan.

Roll Call Vote: 8-0-0

Motion Passes.

4. 2022-025: FY2023 Water and Sewer Enterprise Budget

Council President Alexopoulos introduced and read Council Order 2022-025. Town Manager Howard provided additional information regarding the purpose of this routine Council Order.

This Council Order will be continued to a future Town Council meeting for a public hearing.

5. 2022-026: Transfer of General Fund Free Cash for Prior Year Unpaid Bills

Town Manager Howard introduced Council Order 2022-026 to the Council and provided additional information regarding each the purpose of this Council Order.

Motion to accept Council Order 2022-026 as presented made by Councillor Egan, seconded by Councillor C. Alexopoulos

Roll Call vote: 7-0-0 (Absent: Burgess)

Motion passes.

6. 2022-027: Transfer of General Fund Free Cash for Snow & Ice Deficit

Town Manager Howard introduced Council Order 2022-027 to the Council and provided additional information regarding each the purpose of this Council Order.

Motion to accept Council Order 2022-027 as presented made by Councillor Egan, seconded by Councillor Brewer.

Roll Call vote: 7-0-0 (Absent: Burgess)

Motion passes.

7. 2022-028: FY22 Budget Transfers

Town Manager Howard introduced Council Order 2022-028 to the Council and provided additional information regarding each of the budget transfers.

Motion to accept Council Order 2022-028 as presented made by Councillor Clerger, seconded by Councillor Gordon.

Roll Call vote: 7-0-0 (Absent: Burgess)

Motion passes.

8. 2022-029: Transfer from Reserve Fund

Town Manager Howard introduced Council Order 2022-029 to the Council and provided additional information regarding the budget transfer from the FY22 Reserve Fund to the Treasurer/Collector Salary.

Motion to accept Council Order 2022-029 as presented made by Councillor Gordon, seconded by Councillor Brewer.

Roll Call vote: 7-0-0 (Absent: Burgess)

Motion passes.

9. Councillor Gordon: I would like to introduce a Council Order for making an Annual Report and a Resolution detailing accepted and unaccepted streets.

Adjournment:

Motion to adjourn made by Councillor Clerger, seconded by Councillor C. Alexopoulos.

Roll Call Vote: 7-0-0 (Absent during vote: Burgess)

Meeting adjourned at 10:08 PM



Joint Meeting of Randolph Town Council & Randolph School Committee

DRAFT Meeting Minutes

**Meeting Date: Monday, February 2, 2026, at 6:06 p.m.
Stetson Hall-Second Floor- 6 S. Main Street, Randolph, MA 02368**

This is an in person meeting only. The Public is invited to attend this meeting in person.

Call to Order: Council President Ryan Egan called the meeting to order.

Roll Call – Council Members Present: Richard Brewer, James F. Burgess Jr., Ryan Egan, Jesse Gordon, Kevin O’Connell, Brandon Thompson. Natacha Clerger and Katrina Huff-Larmond arrived after roll call.

School Committee Members Present: Beverly Coles-Roby, Ida Gordon, Abdi Ibrahim, Lisa Millwood, Natalie Oliveras. Kirby Christian arrived after roll call.

Introduction: President and Chair

1. President Egan welcomed all to the meeting and went over his intentions for the meeting which was to bring both boards together and build the relationships. President Egan requested that members raise their hands to ensure a structure is maintained throughout the meeting.

Katrina Huff-Larmond arrived at 6:09 PM

2. Chairwoman Millwood thanked both boards for being present tonight and hopes this meeting is the first of many. The goal being to create productive communication.

Kirby Christian arrived at 6:10 PM

Communication:

1. President Egan announced that there will be leadership meetings periodically with the Town Council President and Vice President, Chair and Vice Chair of the School Committee. Superintendent and Town Manager. The purpose of these meetings is to help with shared goals.
2. Chairwoman Millwood would like to refrain from comments that criticize or undermine others, instead handle them with professionalism. Chairwoman Millwood would like all to be committed to communicate concerns with each other first instead of going to a public outlet. Issues can be given to the Chairs and Presidents for further assistance if needed.
3. Councilor O’Connell is requesting mutual communication. Councilor O’Connell then mentioned that he feels stuck in between a rock and a hard place with executive sessions. Chairwoman Millwood requested that if Councilor O’Connell has something he can not share due to executive session that he states that and they will accept the reasoning.

4. Councilor Gordon believes a growth in communication is needed. He then asked for clarification on what he can and cannot share between the School Committee and Town Council during these sessions to Town Attorney Christine Griffin. Town Attorney Griffin said that there could be a vote for Councilor O'Connell to share information to either Town Council or School Committee in an Executive Session.
5. Coles-Roby asked about the Open Meeting Law and when minutes are supposed to be available to the public. Town Attorney Griffin stated that it depends on the subject of the executive session; some never need to be released.

2026 Joint Meeting Overview & Discussion:

1. There was a joint meeting calendar shared among all members. With the next joint meeting being February 23rd, this is a single topic meeting on finance. This meeting will take place in the Council Chambers. An additional meeting was recommended in May. The joint meetings in May, August, and December will be held at Tower Hill as of now. These meetings will be recorded as well as have a public input opportunity.
2. Councilor O'Connell asked that when there are proposals that are school related that a full estimate is provided. Coles-Roby asked what information in particular he is looking for. Chairwoman Millwood mentioned that a procurement process is being implemented. Ms. Oliveras encouraged Councilor O'Connell to attend a Facility Subcommittee meeting for more information. Ms. Oliveras stated that she would be happy to relay information or quotes to him at his request.
3. Vice President Brewer states that the Council is just looking for a clear scope.
4. Chairwoman Millwood stated that they will create a plan and learn the expectations of the council.
5. Councilor Burgess mentioned that Councilor O'Connell is the representative to the School Committee but all requests should be fully explained.
6. Councilor Thompson stated that school walk throughs are important.

Audits:

1. President Egan stated the request to review the audits is mutually agreed upon with the intent to create an Ad-Hoc Committee. Chairwoman Millwood states the Ad-Hoc Committee would get down to the nitty gritty within the audits. The Ad-hoc committee would then draft a corrective action plan and follow up often to ensure compliance with the plan. The Ad-Hoc committee would consist of Superintendent, Town Manager, and some town council and school committee members.
2. Councilor Burgess believes that the Town Council should take the charge on this committee. Councilor Burgess would also like to review these with Town Attorney Griffin, Town Manager Howard and Finance Director Janine Smith. President Egan stated that we could still review them with the above parties and have this Ad-Hoc Committee simultaneously.
3. Chairwoman Millwood stated that the Ad-Hoc Committee would operate similarly to the Master Plan Implementation Committee. Councilor Burgess then asked when the last time a formal report was submitted to the Town Council from the Master Plan Implementation Committee. Councilor Burgess reiterated that the Town Council should take the charge on this.

Councilor Burgess left the meeting at 7:03 PM

4. Councilor Gordon asked how many audits there have been? He then asked if these audits are public record? They are a public record and the Council Clerk will work on creating a link on the Town Council page to the audits.
5. Councilor Huff-Larmond would like to hold off on a vote tonight but is in agreement with the creation of a committee.
6. Councilor O'Connell asked what the goal would be? Chairwoman Millwood replied with accountability.

- 7. Councilor Huff-Larmond then questioned how this impacts the Town Council and how to implement it?
- 8. Ms. Oliveras is happy to see the collaboration and wants to make sure that reports are being handled in a timely manner. Stating that money was spent to have the reports done.

Councilor Thompson left at 7:22 PM

- 9. President Egan agrees with the other councilors that the council should meet to discuss further.

Motion: Chairwoman Millwood motioned to create an Ad-Hoc Committee which will draft a corrective action plan to address all recommendations outlined in the financial audits of the Town and School Finance Departments; consisting of Town Council President, School Committee Chair, two Town Council Members, two School Committee Members, Town Manager, School Superintendent, Town Finance Director and School Finance Director. This motion was seconded by Oliveras.

Roll Call Vote: 12-0-0 (Yays: Brewer, Clerger, Egan, J. Gordon, Huff-Larmond, O’Connell; Millwood, Christian, Coles-Roby, I. Gordon, Ibrahim, Oliveras; Absent at vote: Burgess, Thompson)

Motion passes.

Town & School FY26 and FY27 Budget Discussion:

- 1. Chairwoman Millwood informed everyone that the Town Council will be invited to the upcoming budget presentations for the schools. February 23rd joint meeting will be to discuss finances.
- 2. President Egan added that the School Committee has agreed to follow the budget schedule that was presented at the last Town Council meeting.
- 3. Town Manager Howard spoke on the prior year school budget which had an 11.5% increase. Town Manager Howard expressed that what happened last year to fill the budget gaps will not be able to happen again this year. We need to hold on to as much as we can with the funds we have. Town Manager Howard agrees that following this budget timeline will be useful in the event an override is needed. This would allow ample time for discussions. Chairwoman Millwood expressed that they are trying to keep the cost down.

Study for Consolidation of Services Discussion:

- 1. President Egan would like to use Free Cash for a Consolidation Study. The most common ones are finance, facilities, human resources, procurement and information technology. The first step is to perform a feasibility study. If we choose to move forward with consolidation it would require a vote by the Town Council.
 - a. Town Manager Howard says this is a long process and the vote should take place during an open budget process. He also mentions that the MOU needs to create a clear and detailed understanding. Town Manager Howard would like to hear feedback from other communities who have consolidated services.
 - b. Councilor O’Connell mentions that the town has done many studies and no action has been taken following them. He stated he would like to see facilities consolidated.
 - c. Chairwoman Millwood is hesitant to vote on consolidation of services tonight, saying this meeting was the first step to repair trust and communication between both the Town Council and School Committee. President Egan understands and says this is a long process and wants to start the conversation.
 - d. Councilor Gordon also understands that trust needs to be rebuilt. He recommends speaking with the other towns such as Franklin, Fall River and Braintree.
 - e. Councilor Huff-Larmond believes this is a big change for the town and wants to do research.

- f. Chairwoman Millwood stated that maybe the outcome of this study could be to redraw lines and scope of work each department should handle.
- 2. While on the topic of facilities, Town Attorney Griffin and Town Manager Howard asked the Town Council, Superintendent and School Committee members how they would like to proceed with a grant that Monica Lamboy, prior Assistant Town Manager was working on. This is an HVAC grant for the high school.
 - a. Oliveras asked if we could apply for this grant next year? Town Attorney Griffin stated that there are concerns that these funds may not be available next year.
 - b. Chairwoman Millwood says that high school is in active discussion and she does not believe a decision could be made before the mid February deadline for the grant application.
 - c. Superintendent Stovell mentions that even if the town voted to build a new school it would still be 10-12 years away and would not like to see us miss out on a 3 million dollar grant.
 - d. Oliveras asked for the grant information to be forwarded to Superintendent Stovell as soon as possible.
 - e. Vice Chairwomen Kirby asked if there was any MSBA money available? Superintendent Stovells added that MSBA would expect the building to stay in service for 20-30 years or we would have to pay those funds back.
 - f. Councilor Gordon would like to discuss more on the MSBA possibilities and would like that on the next agenda.
 - g. School Finance Director Michael Mason stated that we wouldn't have time to change gears to a different project or school building.
 - h. Chairwoman Millwood expressed frustration that she is just hearing about this tonight when the deadline is in two weeks.

Councilor Huff-Larmond left at 8:32 PM

- i. Vice President Brewer stated that the timing for a new school isn't right and we need the HVAC done.
- j. Councilor O'Connell requested to see an air quality report for the high school.

Ida Gordon left at 8:33 PM

- k. President Egan would like the School Committee to consider the Town Councils stance on building a new school and urges them to take action.
- l. Oliveras asked if this could be added to the School Committee's upcoming Finance Subcommittee meeting which is meeting Thursday.
- m. Coles -Roby asked what would happen if we applied for the grant and then denied it?

Motion: Councilor Gordon motioned to submit the grant application after Superintendent Stovell has reviewed it. This motion was seconded by Councilor O'Connell.

Roll Call Vote: 10-0-0 (Yays: Brewer, Clerger, Egan, J. Gordon, O'Connell; Millwood, Christian, Coles-Roby, Ibrahim, Oliveras; Absent at vote: Burgess, Huff-Larmond, Thompson, I. Gordon)

Motion passes.

Adjournment:

Motion: Motion to adjourn by Councilor Clerger and seconded by Councilor O'Connell.

Roll Call Vote: 10-0-0 (Yays: Brewer, Clerger, Egan, J. Gordon, O’Connell; Millwood, Christian, Coles-Roby, Ibrahim, Oliveras; Absent at vote: Burgess, Huff-Larmond, Thompson, I. Gordon)

The meeting adjourned.

Randolph Town Council and Randolph School Committee joint meeting adjourned at 8:58 PM

Tentative Upcoming Joint Meeting Dates

- February 23
- May 11
- August 10
- December 7



Randolph Town Council

DRAFT Meeting Minutes

Meeting Date: Monday, February 9, 2026, at 6:06 p.m.

Randolph Town Hall-Chapin Hall 2nd Floor

This is a hybrid meeting. The Public is invited to attend this meeting in person or remotely, by telephone or computer access.

Call to Order: Council President Ryan Egan called the meeting to order.

Roll Call – Council Members Present: Christos Alexopoulos (In-Person), Richard Brewer (In-Person), James F. Burgess Jr. (In-Person), Natacha Clerger (In-Person), Ryan Egan (In-Person), Jesse Gordon (In-Person), Katrina Huff-Larmond (In-Person), Kevin O’Connell (In-Person), Brandon Thompson (In-Person and Via Zoom)

Pledge of Allegiance: Pledge of Allegiance led by Councilor Brewer.

Moment of Silent Prayer: Moment of Silent Prayer held in remembrance of Jaylin Rainford.

Approval of Meeting Minutes:

- 1. January 2, 2026
- 2. January 12, 2026
- 3. January 26, 2026

Motion: to approve the minutes of the Town Council meeting minutes of January 2, 2026 made by Councilor Alexopoulos, seconded by Councilor O’Connell.

Roll Call Vote: 9-0-0

Motion passes.

Motion: to approve the minutes of the Town Council meeting minutes of January 12, 2026 made by Councilor Alexopoulos, seconded by Councilor Clerger.

Roll Call Vote: 9-0-0

Motion passes.

Motion: to approve the minutes of the Town Council meeting minutes of January 26, 2026 made by Councilor O’Connell, seconded by Councilor Clerger .

Roll Call Vote: 9-0-0

Motion passes.

Announcements from the President:

1. Subcommittee Appointments
 - a. President Egan requested to appointment the subcommittees at the next meeting due to the pending action on Council Order 2026-003.
2. President Egan informed the Council that a joint meeting with the School Committee was added to the calendar for May 11, 2026. Location is to be determined.
3. President Egan would like the Council Clerk to reach out to the Councilors and ask for their availability for a meeting to discuss the audits before the Ad-Hoc Committee Meeting.

Public Hearings:

1. At 6:15 PM the public hearings were opened for Council Order 2026-001, Council Order 2026-002, Request for Extension of Special Permit for 502 S. Main Holdings, LLC, and Presentation and Public Input for FY2027 Budget.

Motion: Moved by Councilor O’Connell and seconded by Councilor Alexopoulos, to continue the public hearings after the presentation by the Development Authority.

Roll Call Vote: 9-0-0

Motion passes.

Presentations:

1. Redevelopment Authority Presentation was given by Arthur Goldstein and Sean Fontes. This presentation went over what the group has been up to as well as what they hope to do. This included an Executive Director position to help with connecting developers to property owners. They have run into a couple road blocks such as a large drain pipe that is running through a portion of town and with zoning.
 - a. President Egan thanked Authur and Sean for coming and giving an update.
 - b. Councilor Burgess asked what the vision is from the Redevelopment Authority. Mr. Goldstein stated the goal would be for commercial with residential units above. Councilor Burgess also asked if there is a proposed solution for the drain pipe. Councilor Burgess does not believe that their projected outcome is feasible.
 - c. Councilor Gordon is requesting that the Redevelopment Authority bring two items back to the council.
 - i. A dollar amount for a contracted Executive Director
 - ii. Top three issues with proposed solutions
 - d. Councilor Huff-Larmond thanked the Redevelopment Authority for the presentation and what they are trying to accomplish in Randolph. She would like visuals as to what they are hoping to develop and where. Lastly, if there are issues brought up by developers, what are their suggestions to overcome them?
 - e. President Egan would like the Redevelopment Authority to consider the community they are working in and try to formulate a plan that best fits Randolph.

Public Hearings:

1. 6:15 PM Council Order 2026-001: National Grid Pole Petition at Turner Ln
 - a. Council Order 2026-001 was introduced at the Town Meeting on February 9, 2026. A Public Hearing was held on Council Order 2026-001 on February 9,2026. The council heard from National Grid employee Jared, opened public comments, closed public comments, and invited deliberation from the councilors.
 - b. Given the proposed location on Turner Lane Councilor Burgess requested to obtain feedback from the Town Planner before making any motions.
 - c. The Town Council President then closed the Public Hearing.

- d. Given the position of the new pole Councilor Burgess requested feedback from the Town Planner before voting.

Motion: Councilor Burgess motion to continue Council Order 2026-001 to March 9th, 2026 at 6:15 PM. This motion was seconded by Councilor O’Connell.

Roll Call Vote: 9-0-0

Motion passes.

2. 6:15 PM Council Order 2026-002: National Grid Pole Petition at Mazzeo Dr, Ohmans Ln, and Circuit Drive
 - a. Council Order 2026-002 was introduced at the Town Meeting on February 9, 2026. A Public Hearing was held on Council Order 2026-002 on February 9, 2026. The council heard from National Grid employee Jared, opened public comments,
 - b. Joe Burke, 54 Hill St, asked if the town sees any of the revenue from these charging stations.
 - c. Council President closed public comments and invited deliberation from the councilors. The Town Council President then closed the Public Hearing.

Motion: Councilor Burgess moved to approve Council Order 2026-002 as presented on the Thomas Patten Drive and Mazzeo Drive with the stipulation that there be no guidewires and sweeps are to be made of galvanized steel or metal, seconded by Councilor Alexopoulos

Roll Call Vote: 9-0-0

Motion passes.

3. 6:15 PM Request for Extension of Special Permit for 502 S. Main Holdings, LLC
 - a. Councilor Burgess stated that the Town Council knew when issuing this permit that it was going to be a long process and would require extensions. Councilor Burgess asked them if the units that are done have been sold and what the going sales price was. This was answered by the applicant saying that the units are sold and the 2 bedrooms are selling for \$540,000.
 - b. Councilor Huff-Larmond is grateful for the development and understands the need for the extension.
 - c. Vice President Brewer understands delays when it comes to construction and supports the project.
 - d. Councilor O’Connell says they have been truthful with the town throughout the development and is thrilled with how it is coming out.
 - e. Town Attorney Griffin gave a brief overview of the timeline on the special permit. There is also a request from Tony who serves as the chair for the PRA (Plan Review Authority) that oversees this project to discontinue the PRA as our new zoning ordinance no longer includes them. Another recommendation was to remove the stipulation that a trail be built since the conservation Commission is against the trail.
 - f. Councilor Gordon asked for clarification on which trail Conservation Commission was referencing.
 - g. President Egan questioned if the recommended conditions came from the Chair of the PRA. However, it is up to the Council whether or not to adopt them. Councilor Burgess says that the vote takes those stipulations into account.

Motion: Moved by Councilor O’Connell to grant the requested special permit extension for two years, with an extended special permit extension date of December 11, 2027. After due consideration of the applicant’s request for relief and based upon the facts that have been submitted to the town council, including the applicants written submissions and a testimony and comments presented to the town council during the public hearing, and based on the reached, recited findings in the original special permit decision and the special permit extension, and as part of this extension, I move the town council grant The requested special permit extension, pursuant to the Randolph zoning ordinance and all other applicable law to permit the construction and operation of a union crossing transit District project at 502 South Main St., Randolph, MA as described in the applicants application and incorporating all findings from the original special permit decision and first special permit extension. This motion was seconded by Councilor Clerger

Roll Call Vote: 8-0-1 (Abstention: Alexopoulos)

Motion passes.

- 4. 6:15 PM Presentation and Public Input for FY2027 Budget
 - a. Town Manager Brian Howard and Finance Director Janine Smith gave a presentation on the past, current and future budget for the town. This presentation went over the operating results including Free Cash balance which has increased over the past five years. The presentation then went onto how the town has used Free Cash over the past few years. Reserves were spoken on next including the history going back to FY16. The current year's fiscal revenues were spoken of such as local receipts, medicaid reimbursement and more.
 - b. Town Manager Howard thanked the Finance Director for the clear representation on the budget presentation. Town Manager Howard spoke on the likelihood of needing to increase the Public Safety overtime as well as the Snow and Ice budget; both of these are unknowns in the budgets.
 - c. Town Manager Howard then went on to speak about the FY27 budget stating we are continuing to identify efficiencies in operations, identify new revenue sources and manage the predictable and unpredictable pressures. Town Manager Howard spoke on some budget increases that we are aware of such as health insurance budget, debt budget, collective bargaining agreements and the potential impact on the Blue Hills Vocational School. Town Manager Howard brought to the attention of all that the Chapter 70 funding has significantly decreased. Lastly, the Town Manager wants to remind departments that if there is a proposed increase there would need to be a proposed decrease as well. Town Manager Howard states that many communities in the state are facing an operation override for their budgets. The goal is to try and hold on the what we have in town.
 - d. President Egan opened up the Public Comments of the Public Hearing.
 - i. Joe Burke, 54 Hills Street: recommends that the departments come in front of the Finance Committee and explain their budgets and the requests.
 - e. President Egan closed the Public Comments portion of the Public Hearing and then opened it up to the councilors for comments.
 - f. Councilor Burgess comments on the budget in relation to taxes. Stating we need to live within the means of the tax payers. Thanked the Town Manager and Town Finance Director for the presentation.
 - g. Councilor Alexopoulos thanked both Town Manager Howard and Finance Director Smith. Councilor Alexopoulos asked if they think the town is budgeting too conservatively given the increase of free cash. Town Manager Howard does not believe so since a boost to the free cash was a result of ARPA funding and an increase in local receipts.
 - h. The Town Finance Director Smith reiterated the spike in free cash in FY23 is due to ARPA. Finance Director Smith did state that we do budget revenues conservatively to keep us in good financial standing.

- i. Councilor Gordon would like to keep the 4 million dollar paving budget, keep parks maintained and cleaned, fund the new master plan and open space and recreation plan.
- j. Councilor Clerger agrees that paving is a hot topic amongst residents.
- k. Councilor Thompson would like to see someone who can handle building maintenance for all our buildings. Town Manager Howard states that there is no Facilities Manager but is working on seeing if the Building Department can support another person.
- l. President Egan thanked Town Manager Howard and Finance Director for their presentation.

Public Comments

Council President Egan opened the public comments portion of the public hearing.

- 1. Joe Burke, 54 Hills Street- Asked if the next joint meeting with the School Committee was going to be televised.

There were no more public comments. The public comments portion of the public hearing was closed. The Councilors were invited to comment or ask questions on the special permit application.

Proclamations: None

Appointments: None

Motions, Orders, and Resolutions: None

New Business:

- 1. Council Order 2026-010: Request From Scott Burgess for Letter of Approval
 - a. A letter was sent into the Town in support of their use of the land at the former NIKE missile site. Mr Burgess states that he was informed by DCR to retain a letter of recommendation from the town before they would look into this operation. This includes creating and importing compost, creating clean fill as well as allowing snow dumping. Scott Burgess has in their plan to give the town funds for the yards sold off this property.
 - b. Councilor Thompson asked about any plans to pave the road given the incline on the property.
 - c. Councilor O’Connell asked who they spoke to at DCR. Mr. Burgess said he would get back to the council with the name. Councilor O’Connell asked if there is a plan in place for trash.
 - d. Councilor Gordon commented on requesting to have a gate moved further up and have parking created for hiking/trail head.
 - e. Councilor Alexopoulos asked if their operations compete with the DPW? Scott stated that it would compete if anything it would alleviate and we have communicated with DPW. Councilor Alexopolous then went on to ask about the recreation activities that happen on that land such as hiking and deer hunting. Councilor Alexopoulos then asked about frequency and hours of operation.
 - f. Vice President Brewer states that in the snow season you would be open later due the weather. He also warns of having people have access near the property.
 - g. Councilor Clerger believes it would be good income for the town. Her concern is around truck traffic. Mr. Burgess’ Colleague replied back that there would be an increase in truck traffic but they could create a specific route for them with restrictions such as no engine braking.

Councilor Thompson joined the meeting via zoom at 8:42 PM.

- h. Councilor Huff-Larmond also wishes to see a truck traffic plan as well as what the DPW thinks on the proposed use of land. Councilor Huff-Larmond then asked about dust concerns coming off these trucks.
- i. Councilor Alexopoulos would like to see a full and complete business plan including maps, fire and safety plans.
- j. Town Manager Howard wants to ensure the council is aware of what the safety measures are in place. Make sure due diligence is done.
- k. Councilor Burgess advised the councilors to send their questions to the Town Council Clerk who will then send them off the Mr. Burgess for response.
- l. Councilor Burgess thinks that the truck traffic that is not generated in Randolph needs to go around the town using RT93. Councilor Burgess recommends adding the letter to our stipulations for use of land.
- m. Vice President Brewer reminds all that Yankee bus will be operating large vehicles in that area as well.
- n. Councilor Huff-Larmond would like a written statement from DPW
- o. Councilor O’Connell would like to see a site plan including the location of machinery.
- p. Councilor Clerger says we can not please everyone and asked Councilor Alexopoulos if the impact to residents would outweigh the positives of the proposal.

Motion: Motion to continue Council Order 2026-010 to February 23, 2026 by Councilor Burgess and seconded by Vice President Brewer.

Roll Call Vote: 9-0-0

Motion passes.

Old/Unfinished Business:

- 1. Council Order 2026-003: Proposed Amendment To Town Council Rules Pertaining to Committees and Suspension of the Rules
 - a. President Egans stated there is an updated order in the agenda packet which is 2026-003A, this amended version takes into consideration the comments by councilors when it was introduced back in January.
 - b. Councilor Burgess questioned the changes in regard to Public Hearings during Subcommittee meetings. Councilor Burgess feels it is beneficial to hear from the public on certain topics before coming back to the Council for discussion.
 - c. Town Attorney Griffin wants to remind the council that holding public hearings has a cost to the town but there is no legal requirement to hold public hearings during subcommittee meetings.
 - d. Councilor Huff-Larmond asked the intentions for the change in the subcommittee rules. President Egan states this is just a refined process.
 - e. Councilor Alexopoulos agrees with the measures put in front of the council.
 - f. Councilor Gordon has additional amendments section 13 which is about minutes and public participation. Councilor Gordon would like to allow for back and forth during public comments especially if it is a question that can be answered on the spot in both subcommittee and town council meetings.

Motion: Moved by Councilor Gordon to amend section 13 in the council rules to allow back and forth during Public Comments. This motion was seconded by Councilor Burgess.

Councilor Gordon withdrew the motion.

- g. Councilor Burgess believes that the Council rules and Subcommittee rules should align.

- h. Councilor Huff-Larmond believes that these are two different thoughts being presented and they should be voted separate.
- i. Councilor O’Connell is in support of being able to answer residents with simple questions. He also is not in support of a separate subcommittee for proclamations. President Egan said the proclamation subcommittee would be for those that require a vote by the council.

Motion: Motion to continue Council Order 2026-003 until February 23, 2026 by Councilor Burgess and seconded by Councilor O’Connell .

Roll Call Vote: 6-3-0 (Yays: Alexopoulos, Burgess, Clerger, Huff-Larmond, O’Connell, Thompson; Nays: Gordon, Egan and Brewer)

Motion passes.

Councilor Thompson arrived back in person.

New Business (continued):

- 2. Council Order 2026-011: Approval of Amendment to Employment Agreement with Finance Director/Town Accountant.

- a. Councilor Alexopoulos gave a brief overview of this Council Order which is to issue a \$5,000 bonus for the work that was above and beyond her duties.
- b. Councilor Burgess says she was asked to do other duties and should be compensated.
- c. The Town Manager was asked if the remaining items are urgent or if they could wait until the future meeting.

Motion: Motion to continue the Council Orders 2026-011, 2026-012, 2026-013, 2026-014 and the discussion on the Night Before the Fourth until February 23, 2026 by Councilor Gordon and seconded by Councilor Huff-Larmond.

Roll Call Vote: 2-7-0 (Yays: Gordon and Huff-Larmond; Nays: Alexopoulos, Brewer, Burgess, Egan, Clerger, Huff-Larmond, O’Connell, Thompson)

Motion fails.

- d. Councilor Huff-Larmond asks if the compensation is for extra work that was done. Councilor Huff-Larmond asked if her current contract included work with the school. Councilor Burgess states that was a different issue. Councilor Huff-Larmond was under the impression it was through the contract to collaborate with the schools.

Motion: Motion to call the question by Councilor Burgess and seconded by Councilor Alexopoulos.

Roll Call Vote: 7-2-0 (Yays: Alexopoulos, Brewer, Burgess, Clerger, Egan, O’Connell, Thompson; Nays: Gordon and Huff-Larmond)

Motion Passes.

Motion: Motion to approve Council Order 2026-011 as presented made by Councilor O’Connell and seconded by Councilor Clerger.

Roll Call Vote: 6-2-1 (Yays: Alexopoulos, Brewer, Burgess, Clerger, O’Connell, Thompson; Nays: Gordon and Huff-Larmond; Abstention: Egan)

Motion passes.

- 3. Council Order 2026-012: Authorization for Payment of Prior Year Unpaid Bills

- a. Town Manager Howard introduced the Council Order which is to authorize payments of unpaid bills from the previous fiscal year.

Motion: Moved by Councilor Burgess and seconded by Councilor Alexopoulos, to approve Council Order 2026-012 as presented.
Roll Call Vote: 9-0-0
Motion Passes.

4. Council Order 2026-013: Transfer of Free Cash to the Town Manager Department Salary Budget

Motion: Councilor Alexopoulos motioned to approve Council Order 2026-013 as presented, This motion was seconded by Councilor Burgess.
Roll Call Vote: 9-0-0
Motion passes.

5. Council Order 2026-014: Establishment of Gift Fund to Provide Housing Assistance to Veterans

Motion: Moved by Councilor Burgess and seconded by Councilor Alexopoulos, to approve Council Order 2026-014 as presented.
Roll Call Vote: 8-0-1
Motion passes.

- 6. Discussion/ Decision for the Night Before the Fourth Parade
 - a. Bill Sell from Advisor Communications is a consultant that specializes in parades and festivals. He was invited to speak on the Night Before the Fourth. He gave a brief overview of the options the town has which include a parade, parade with fireworks and a festival. The date for this event is recommended for July 11th which is a Saturday.
 - b. President Egan recommends that the Council make a decision soon so they have ample time for planning.
 - c. Councilor Thompson is still in favor of the fireworks.
 - d. Councilor O’Connell likes the idea of having all these different performances for people to enjoy if we were to go the festival route.
 - e. President Egan would like this to be in a future meeting for further discussion.
 - f. Councilor Huff-Larmond loves a parade but believes we need to take into consideration the public safety concerns.
 - g. Councilor Clerger would like to hear from the public on this topic.

Town Manager’s Report:

- 1. Town Manager Howard asked if the Council would appoint Leigh Prendergast and Stephen Kyei Boadu to the Board of Health.

Motion: Moved by Councilor Burgess and seconded by Councilor Huff-Larmond to appoint Leah Prendergast and Stephen Carne-Ladue to the Board of Health.
Roll Call Vote: 8-0-0 (Absent at vote: Alexopoulos)
Motion passes.

Correspondence: None

Subcommittee Reports: None

Council Comments:

1. Councilor Huff-Larmond: Working on a Home Rule Petition to get Haitian Creole on the Ballot. February 27th from 6-8PM is an event for heart month. Happy Black History Month!
2. Councilor Thompson: Great job by the DPW with snow cleanup.
3. Councilor Alexopoulos: Gave thanks to the DPW as well.
4. Vice President Brewer: DPW did a great job on clean up. Sidewalks are now passable.
5. Councilor O’Connell: Thank you to the Randolph Community Band for their Children's Concert.
6. Councilor Gordon: Randolph Resistance meeting is February 10th at 7 PM at the First Congregational Church. February 12th at 7 PM the Randolph Foundation for Education will be meeting in the Lincoln Room in Town Hall.
7. Councilor Clerger: Randolph Foundation of Education is accepting donations for the Band to go to DC. Happy Valentine’s Day and Black History Month!

Executive Session

Council President Egan read the following: The Town Council may vote to go into executive session pursuant to M.G.L. ch. 30A section 21(a)(2), which permits a public body to go into executive session to discuss strategy in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel if an open meeting may have a detrimental effect on the public body and the chair so declares

Before the Council went into Executive Session, Councilor Burgess asked who the employee was, the definition of negotiations and if it was collective bargaining.

Council President Egan requested a vote for the Town Council to enter an Executive Session.
Roll Call Vote: 9-0-0

The Council President announced that the Council would enter the Executive Session and would not be returning to the public session after the Executive Session.

Adjournment

The public portion of the Town Council meeting concluded, and the Council entered an executive session at 10:33 PM.

Notification of Upcoming Council Meetings:

- February 23-Joint with the School Committee
- March 9 and 23
- April 13 and 27
- May 4, 11 and 18- May 11th is Joint with the School Committee
- June 8 and 22
- July 13 and 27
- August 10 and 24- August 10th is Joint with the School Committee
- September 14 and 28
- October 5 and 19
- November 2 and 23

December 7- Joint with the School Committee



RANDOLPH TOWN COUNCIL

APPLICATION FOR A SPECIAL PERMIT

Project Type	<input type="checkbox"/> 24 Hour Operation	<input type="checkbox"/> Adult Entertainment	
	<input type="checkbox"/> Drive Through Window	<input type="checkbox"/> Crematorium	
	<input type="checkbox"/> Wireless Communication Facility	<input type="checkbox"/> Gravel Removal	
	<input type="checkbox"/> Marijuana Facility	<input type="checkbox"/> Union Crossing Project	
	<input type="checkbox"/> Other <u>Planned Residential Development</u>		
Type of Request	<input checked="" type="checkbox"/> Initial Application	<input type="checkbox"/> Renewal	<input type="checkbox"/> Modification/Amendment
Assessor Parcel ID <i>map-block-parcel</i>	52 H 8 & 9	Norfolk County Registry of Deeds	<small>Book/Page or Cert #</small> 86 BK: 41971 PG: 54 92 BK: 41613 PG: 170
Parcel Address	#8 86 Union Street #9 92 Union Street		
Zoning District	RH	Size of Parcel	67,127 +/- SF 1.018 +/- AC
Parcel Attributes	<input type="checkbox"/> Wetland <input type="checkbox"/> Flood Plain <input type="checkbox"/> Wetland Resource <input checked="" type="checkbox"/> Upland Residential Lot		
Project Description	16 Unit Planned Residential Development utilizing		
	two existing historic residential houses.		
Other permits or approvals required	<input type="checkbox"/> Conservation <input type="checkbox"/> Licensing Board <input type="checkbox"/> MassDOT <input checked="" type="checkbox"/> Stormwater <input type="checkbox"/> ZBA		

Applicant	RAC Investment Group LLC		
Contact person	Ricardo Jean		
Applicant Status	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Licensee <input type="checkbox"/> Buyer <input type="checkbox"/> Other _____		
Address	7 Pleasant Street, Holbrook, MA		
Phone	857-286-5859	Email	ricardoj04@yahoo.com

If property owner is not the Applicant, authorization from the owner is required

Surveyor	Project Development Charles T. Camp MA R.P.S. N0.: 38377		
Contact person	John Spink		
Address	59 Clay Street, Middleboro, MA		
Phone	774-766-0544	Email	jspink1@gmail.com

Engineer	Project Development Linda J. Cronin MA R.P.E. # 46504		
Contact person	John Spink		
Address	59 Clay Street, Middleboro, MA		
Phone	774-766-0544	Email	jspink1@gmail.com

Property Owner	RAC Investment Group LLC		
Address	7 Pleasant Street, Holbrook, MA		
Phone	857-286-5859	Email	ricardoj04@yahoo.com

For any application for a Special Permit, the applicant shall submit a narrative and additional documentation to support:

- That the proposed use is in harmony with the general purpose and intent of the **Town's** ordinances;
- That the proposed use is in an appropriate location and is not detrimental to the neighborhood and does not significantly alter the character of the zoning district;
- Adequate and appropriate facilities will be provided for the proper operation of the proposed use;
- That the proposed use would not be detrimental or offensive to the adjoining zoning districts and neighboring properties due to the effects of lighting, odors, smoke, noise, sewage, refuse materials or other visual nuisances;
- That the proposed use would not cause undue traffic congestion in the immediate area;
- Any specific requirements detailed in the Randolph Zoning Ordinances.

I hereby certify, under the pains and penalties of perjury, that the information contained in this application is true, accurate and complete to the best of my knowledge and belief. I agree to abide by the Randolph Zoning Ordinances and complete construction of the project in accordance with said ordinances, rules and any conditions of the Town Council.

RAC Investment Group LLC

Applicant Ricardo Jean

10/21/25

Date

DOCUMENT LIST
for the
Planned Residential Development
Application
at
86 & 92 Union Street
Randolph, MA
December 29, 2025

2025 DEC 30 P 12: 36
RANDOLPH
TOWN CLERK/REGISTRAR

Copies

To DPW	To Council	
1	1	Document list
0	1	Special Permit PRD Fee Calculations
0	12	Application for Special Permit Planned Residential Development
0	12	PRD Narrative
0	12	PRD Data Narrative Sheet
0	12	PRD Site Plan 24"x 36"
0	12	PRD Site Plan 11"x 17"
0	12	PRD Building Architectural Plans in color.
0	12	PRD Landscape and Lighting Plans 24"x 36"
0	12	PRD Landscape and Lighting Plans 11"x 17"
3	1	Application for Stormwater Permit
3	1	Stormwater Report
3	1	Perc Test Reports

Narrative
for the
Planned Residential Development
at
86 & 92 Union Street
Randolph, MA

October 23, 2025

General Narrative

:

The proposal is to create a Planned Residential Development in accordance with the Town's new bylaw. This PRD is proposed to remodel the two existing historic houses on the site. These two existing houses are to hold a total of 5 units. The proposal is to build eight new buildings containing eleven more units for a total of sixteen housing units. One unit is to have one bedroom. Two units are to have two bedrooms. Thirteen are to have three bedrooms. There are to be 5 general building types to be alternated.

The existing site is composed of two existing residential house lots with buildings upon. According to Town records, the houses were built in the early 1800s. They are historic buildings. The lots are residential property. The original 92 Union has been added onto and has a barn in the back. The Historic Commission has agreed to allow the barn and the newer additions to be demolished. This building is proposed to be incorporated into the PRD. The original 86 Union house has been added onto and remodeled. This building is proposed to be incorporated into the PRD. 86 Union has a smaller barn structure, which the Historic Commission has agreed may be demolished.

The land is sloped from north to south toward Union Street. 86 Union has frontage on Union Street. 92 Union has frontage on Union Street and also on Burris Way. The two lots contain 66,127+/- square feet.

Union Street has recently been paved. Thus, this design provides water and sewer from Burris Way. The water and sewer in Burris Way are adequate to service the proposed project. The site has two existing curb cuts. The 92 Union curb cut is to be utilized as an entrance to the PRD. The exit is to be out onto Burris Way.

The general arrangement is to provide two common open space clusters. One cluster is to have four units facing into the space. The other cluster is to have 9 units facing into the open space. The units are to be accessed with a ring road. This is designed to be the lowest impact on impervious surface so it has been designed to be a single one-way loop. The entrance is to be on Union Street in an existing curb cut and the exit onto Burriss Way. Parking is to be along this drive. The parking spaces are to be pervious pavers or stone to increase stormwater infiltration.

Stormwater analysis and management plans have been submitted to the Building Department.

The proposal is to separate the site from adjoining residential properties with a 6’ foot high solid fence and a planted buffer area on the inside of the fence.

Narrative for each item in the Planned Residential Development Requirements:

§ 200-14.4. Planned Residential Development.

[Added 4-12-2021 by Ord. No. 2021-002]

A. Purpose.

- (1) Planned Residential Development (PRD) allows an alternative pattern of residential land development to encourage innovation and variety in housing design and site development and to promote a variety of housing choices to meet the needs of a population diverse in age, income, household composition and individual needs.

Narrative: The design provides multi-home singles, duplexes, and a triplex in an existing historic home. The homes are clustered around two common areas. The units contain one, two, and three bedrooms to meet the needs of diverse populations.

- (2) The standards in this section are intended to create a community of modestly sized dwelling units with commonly held community amenities and oriented around open space. These standards are intended to promote neighborhood interaction and safety through design while ensuring compatibility with neighboring land uses and surrounding properties.

Narrative: The dwelling units are 1,100 sf feet or less. They are situated around two common areas. The site has community amenities such as common open space, trash, and utilities. The dwelling units face onto the common space with roadways and parking generally on the outside, which promotes neighborhood interaction and safety. The dwelling units are compatible with the one and two-unit residential homes surrounding the site.

- (3) PRD's provide opportunities for infill development that support the growth management goal of more efficient use of land.

Narrative: The proposed development remodels two existing historic homes and adds eight more residential buildings, which increases the efficient use of the land.

B. Definitions.

Narrative: No Comments

C. Permitted Uses. The following uses shall be permitted in any PRD:

- (1) Bungalows, cottages, single family detached and semi-detached dwellings, two-family dwellings of dwellings provided they meet the criteria in this chapter.

Narrative: The buildings are generally single or two-family dwellings except for the conversion of the 86 home which has too much floor space for only two units, therefore, units

- (2) Commonly owned community building(s) for the use of the residents of the development. Such buildings shall not include commercial uses, sleeping quarters or bathing facilities (unless the bathing facility is clearly incidental to a recreational facility located within the common building).

Narrative: This proposal does not provide a common building.

- (3) Garages or carports.

Narrative: This proposal does not provide any garages or carports

- (4) Community gardens, play structures and passive recreational opportunities for use of the residents of the development.

Narrative: The plan is to provide common yards and play areas.

D. Applicability.

- (1) This chapter shall apply to parcels that meet the criteria outlined in § 200- 14.4E.

Narrative: Please see narrative for 14.4E.

- (2) The requirements in this chapter shall be the standards for development, redevelopment and use of real property within a PRD provided that an application is filed with the Town Council as Special Permit Granting Authority (SPGA) as provided for in this chapter.

Narrative: Submittal following said procedure.

- (3) Development shall be by a site master plan for complete or phased development.

Narrative: Submittal following said procedure.

- (4) Lots with legally pre-existing nonconforming structures shall be eligible for a special permit provided there is no increase in any dimensional nonconformity or the creation of new nonconformity.

Narrative: The building on 86 Union has a side setback of seventeen feet, which is less than the 25 buffer zone setback. However, the plan does not increase this nonconformity.

- (5) For each proposed PRD project, the Site Plan Review provided for in the Town of Randolph Zoning Ordinance shall be conducted by the SPGA as part of the special permit process.

Narrative: Submittal following said procedure.

E. Dimensional Requirements.

- (1) Minimum Lot Size.

- (a) A PRD shall be permitted upon a single lot or multiple contiguous lots in common ownership with definite boundaries ascertainable from a recorded deed or recorded plan.

Narrative: The site consists of two single lots under the same ownership with boundaries is ascertainable from a recorded deed.

- (b) The lot(s) shall have a total area of not less than four (4) times the minimum of the zoning district within which it is proposed except as follows:

Section F, Item 1.

Narrative: The minimum size lot in this zone district is 12,000 square feet. The minimum zoning size for a PRD is 48,000 square feet. The site contains 66,127 square feet of land, which is greater than required.

[1] In any Residential Multifamily District (RMFD) or Residential Multi-Family 55 Plus District (RMF55+), development of a PRD shall be permitted on the minimum lot size for the district.

Narrative: Not Applicable

- (c) Existing public or private ways need not constitute boundaries of the tract(s) but the area within any such ways shall not be counted in determining minimum tract size.

Narrative: The site fronts on Union Street and Burris Street. No street land is utilized in the site.

(2) Lot Frontage.

- (a) When a PRD project is proposed for an individual lot, that lot must have minimum frontage on a public way of one hundred (100) feet. When a PRD project includes multiple contiguous parcels, the parcels, when combined, must have frontage of a minimum of one hundred (100) feet on a public way.

Narrative: The total frontage on Union Street is two hundred and fifty (250) feet.

- (b) There shall be no minimum lot area, frontage or yard requirements for each dwelling unit within a PRD.

Narrative: There are no internal lots.

(3) Lot Depth. Minimum lot depth shall be one hundred (100) feet.

Narrative: The minimum depth is one hundred sixty-four and four hundredths (164.04) feet.

(4) Lot Width. Minimum lot width shall be one hundred (100) feet.

Narrative: The minimum width is one hundred three and fifty-five hundredths (103.55) feet.

(5) Setbacks. A PRD project shall comply with the following requirements:

- (a) Side yard. Minimum requirement for side yard setback is twenty-five (25) feet.

Narrative: The proposal is to provide a twenty-five side yard except for the existing historic house at 86 Union. The existing setback is seventeen (17) feet.

- (b) Rear yard. Minimum requirement for rear yard setback is twenty-five (25) feet.

Narrative: The proposal is to provide a twenty-five rear yard

- (c) Front yard. Minimum requirement for front yard setback is twenty-five (25) feet.

Narrative: The proposal is to provide a twenty-five front yard

- (6) Buffer Strips. A PRD project shall require a buffer strip of twenty-five (25) feet where the lot abuts any non-PRD lot. Such buffer shall be maintained as a planting area for lawns, trees, shrubs and other landscape materials to provide a parklike separation between lots. In this buffer strip, walkways, fencing, sewer systems and wells may be constructed or maintained. No building, structure or paved space associated with parking may be located in the buffer strip.

Narrative: The proposal provides the noted twenty-five (25) feet buffer except for the existing historic building 86 Union Street. The remainder of the items are met with this plan.

- (7) Access to the Lot. Access to the lot shall be provided from an existing public way and shall be through the existing frontage on such public way.

Narrative: The proposed access is through an existing curb cut and frontage on Union Street

- (8) No lot shown on a plan for which a permit is granted under this section may be further subdivided, and a notation to this effect shall be shown on the plan prior to recording at the Registry of Deeds.

Narrative: There no subdivision of land proposed.

F. Development Intensity.

- (1) Maximum Permissible Density: Maximum permissible density within a PRD shall not exceed three (3) times the total number of dwelling units that would be obtained through application of the underlying zoning district in which the lot(s) is located.

Narrative: The zoned lot area is twelve thousand (12,000) square feet. The lot contains sixty-six thousand one hundred and twenty-seven (66,127) square feet. (66,127/12,000=5.51) This is greater than 5.5. Thus, the total allowable lots is rounded up to 6, and three times is 18 total allowable dwelling units.

- (2) For purposes of this chapter only, permitted basic density shall be calculated as follows:

- (a) Total area of the lot(s):

- [1] Less any land within a body of water or situated within a wetland or within fifty (50) feet of a bordering vegetated wetland (BVW).
- [2] Less any existing public or private way.
- [3] Divided by the minimum lot size permitted within the underlying zoning district.

- (b) Fractional numbers. Where the computation results in a fractional number, only a fraction of one-half (1/2) or more shall be counted as one (1).

Narrative: Please see the calculations above.

- (3) Existing Dwelling Units: When a detached single-family dwelling, which has been legally permitted on the lot(s) for a PRD, said dwelling may become non-conforming within the standards of this chapter and shall be permitted to remain provided, however, that:

Narrative: The historic buildings on 86 and 92 Union are preexisting historic buildings. 86 is non-conforming as to side buffer setback.

- (a) The dwelling unit shall be counted towards the maximum number of units permitted in the PRD.

Narrative: The units are counted toward the total allowable units.

- (b) The dwelling unit may not be enlarged or modified to increase the non-conformity.

Narrative: The outside footprint of 86 will not increase the nonformity

- (c) The dwelling unit must meet applicable density and dimensional requirements of the underlying zoning district.

Narrative: 86 meets underlying zoning.

G. Site Design and Configuration Standards.

(1) Arrangement.

- (a) At least seventy-five percent (75%) of dwelling units shall be developed in clusters around common open space.

Narrative: The total proposed dwelling units is 16. 75% of 16 is 12. There are two common areas. There are two common areas. 13 dwelling units are clustered around the two common spaces

- [1] Within a cluster, each dwelling unit shall have a primary entry oriented to the common open space.

Narrative: In each cluster, each dwelling unit has a primary entry oriented to the common open space.

- (b) No more than twenty-five percent (25%) of dwelling units may be developed in other configurations but must meet all other design requirements.

Narrative: 25% of 16 is 4. Three (3) units are not in the common area configuration

- (c) Dwelling units not oriented in a cluster shall have a primary entry oriented to a right-of-way.

Narrative: The three units are in 86 Union existing historic building and the entrance is toward Union Street.

(2) Clusters.

- (a) No grouping of dwelling units around a common open space shall include more than twelve (12) dwelling units.

Narrative: The largest number of units around a common open space is nine (9),

(3) Common Open Space.

- (a) No dimension of a common open space used to satisfy the minimum square footage requirement shall be less than ten (10) feet unless part of an unpaved path or trail.

Narrative: All common spaces are at least ten (10) feet wide.

- (b) Each common open space shall be so configured so that dwelling units abut at least three (3) sides.

Narrative: Both common open spaces have dwelling units on all four sides.

- (c) The required common open space shall be divided into no more than two (2) separate areas per cluster of dwelling units.

Narrative: Common open space is whole in each cluster.

(4) Setbacks and Building Separation.

- (a) The face of the porch of each dwelling unit shall be setback from any sidewalk by ten (10) feet.

Narrative: Porches are setback from sidewalks by ten (10) feet.

- (b) There shall be a minimum of fourteen (14) feet separation between structures, not including projections.

Narrative: Units are separated by fourteen (14) feet.

(5) Fencing and Screening.

- (a) Internal decorative fencing and screening may be used to delineate exclusive use areas, screen parking areas and structures, community assets, trash and recycling areas.

Narrative: Solid fencing shall surround the dumpster area, which is paved.

- (b) Chain link and solid fences shall not be permitted internally to the development except to conceal trash and recycling areas.

Narrative: Solid fencing shall surround the dumpster area, which is paved. Solid fencing is to enclose the site on all but the street frontage and sight distances on the side.

- (c) Solid fencing is permitted on the perimeter boundary to provide delineation between the PRD's higher density development and adjacent lower density land uses.

Narrative: Solid fencing is to enclose the site on all but the street frontage and sight distances on the side.

- (d) Fencing to delineate an exclusive use area shall not exceed three (3) feet high.

Narrative: Delineation fences shall not be over three (3) feet high.

- (6) Lot Coverage. Impervious surfaces shall not exceed forty percent (40%) of the total land area of the lot(s) that comprise a PRD. Lot coverage is calculated for the overall PRD. Paved components of common open space and walkways shall not be counted in lot coverage calculations.

Narrative: The impervious surface, including the main driveway, dumpster pad, and the house roofs is 20,405 square feet. This is 30.86% of the lot area.

- (7) Slopes. Siting of dwelling units or common open space in areas with slopes exceeding fifteen percent (15%) is discouraged. Dwelling units shall not be placed in such areas if extensive use of retaining walls is necessary to create building pads or open space areas.

Narrative: All surfaces are less than 15%. The use of retaining walls has been kept to a minimum.

- (8) Mailboxes. The US Postal Services (USPS) is responsible for determining the method/mode of delivery for all developments. The mode of delivery includes the type of mailbox used and the location of the mailbox for each delivery address. Centralized delivery using Cluster Box Units (CBUs) may be required for mail delivery in developments. Prior to submission of a plan to the SPGA, the Applicant should contact the local postmaster to determine the location of collection units and note the approved location on the plans.

Narrative: A center Mailbox system is to be located at the side of the drive with a pull out near the middle of the drive. All components will be to US Postal Service requirements.

H. Parking.

- (1) Parking shall be located on the same property as the PRD and shall be located at the side or rear of dwelling units except as noted below.

Narrative: Parking is all located on site and next to the driveway, which is at the back of the dwelling units.

- (2) Access to parking areas/structures shall be from alleys. Garages, carports, surface parking, and driveways shall not be located between the common open space and the dwelling units.

Narrative: Parking is all located on site and next to the driveway, which is at the back of the dwelling units.

- (3) Parking may be located in clusters of not more than six (6) adjoining uncovered spaces, carport or a shared detached garage serving a maximum of six (6) dwelling units. Such structure shall be a maximum of twelve-hundred (1,200) square feet and limited to six (6) single car bays per structure with an architectural design similar and compatible to that of the dwelling units within the PRD.

Narrative: No clusters of parking greater than six. No parking structures.

- (4) A shared detached garage or carport shall be reserved for the parking of vehicles owned by the residents of the development.

Narrative: No parking structures.

- (5) Parking shall be located within three hundred (300) feet of the entrance to the associated dwelling units. Parking requirements may not be fulfilled by parking on a public street.

Narrative: All parking is within 300 feet of the associated dwelling unit.

- (6) Parking shall not exceed the following maximums:
- (a) Dwelling units less than nine hundred (900) square feet: one (1) space.
 - (b) Dwelling units greater than nine hundred (900) square feet: two (2) spaces.
 - (c) Visitor parking: One (1) space for every five (5) dwelling units.
 - (d) Maximum parking space requirements shall include parking spaces in garages and carports.

Narrative: There are 16 units, and there are 36 parking spaces.

- (7) Large open parking areas are not permitted in a PRD except in developments that provide a central parking area at the entrance to the PRD while providing only well-kept paths or delivery alleys to the rest of the area.

Narrative: There are no large open parking. The largest field is 6 spaces.

- I. Dwelling Unit Design Standards. The intent of this section is to ensure that a development that is unique in and of itself, provides its residents a close-knit community, uses multiple construction materials and treatments to provide an appealing aesthetic. All structures in a PRD shall be developed to meet the criteria in this chapter.

(1) Exterior Design.

- (a) Porches. Each dwelling unit shall have a covered main entry porch oriented toward the common open space or right of way as applicable. Covered porches shall be a minimum of six (6) feet deep and usable both in design and dimension.

Narrative: Each unit has a covered 6-foot porch.

- (b) Elevations. Units of identical elevation types must be separated by at least two (2) different elevations. No two adjacent structures shall be built with the same building elevation, facade materials or colors. Reverse elevations are not considered a different building elevation.

Narrative: Each type of elevation view has been separated.

- (c) Corner Units. Units located on corners shall be architecturally designed to provide modulation and detail on both elevations. Examples of modulation include the use of bay windows, wrapped porches, dormers, etc.

Narrative: There are no corner lots,

- (2) Maximum Unit Size. Each dwelling unit shall have a maximum of 1,100 square feet. If the unit includes an attached garage, the garage shall be included in the calculation of total area.

Narrative: Each unit is 1,100 sf or less. There are no garages.

- (3) Maximum Height. The maximum permitted height of any structure within a PRD shall be eighteen (18) feet or one and one-half (1 1/2) stories. Any upper floor shall be located within the roof structure, not below it, in order to reduce building massing as much as possible.

Narrative: Each unit meets these requirements except for existing historic houses.

- (4) Roofs. Dwelling units shall have a minimum 6:12 roof pitch. Up to thirty-five percent (35%) of the roof area may have a slope not less than 4:12. Portions of a roof with a pitch of less than 6:12 shall be limited to architectural features such as dormers and porch roofs. The highest point of a pitched roof may extend up to twenty-three (23) feet.

Narrative: Each unit meets these requirements except for existing historic houses

- (5) Exception to Floor Area: Areas that do not count toward total square footage include unheated storage space located beneath the main floor of the dwelling unit, attached roofed porches, detached garages or carports, spaces with ceiling height of six (6) feet or less measured to the exterior walls (such as a second-floor area under the slope of a roof).

Narrative: Each unit meets these requirements

- (6) No Increase in Size: The total square footage of a dwelling unit shall not be increased. Notation shall be placed on the title to any property for the purpose of notifying future owners that any increase on total square footage of a dwelling unit is prohibited or the life of the unit or the duration of these regulations.

Narrative: Such note shall be placed on unit and master deed.

- (7) Design Mix. A mix of housing opportunities shall be provided in all PRDs. Such diversity shall be achieved through:
 - (a) Varying the number of bedrooms in each dwelling unit.
 - (b) Constructing a variety of styles of units.
 - (c) Providing that no more than fifty (50) percent of the dwelling units within the PRD are buildings of the same type.

Narrative: The design mix proposed has varying number of bedrooms, different styles, and less than 50% are of any one style.

- J. Trash and Recycling. All loading, trash, recycling and storage areas shall be located so they are not visible from the common open space or right of way (not including alleys). An architectural screen shall surround all sides except the access entry. Such screen shall prevent visibility into the enclosure and shall be of a height sufficient to conceal the receptacles stored within.

Narrative: Dumpster enclosure is to be a solid fence and is not visible from common open areas. The enclosure is to be high enough to block the view of any dumpster inside.

K. Community Buildings and Amenities. Structures must be clearly incidental in use and size to the dwelling units and shall be no greater than one (1) story in height.

Narrative: No community building.

L. Open Space.

(1) Common Open Space. All land within the PRD which is not covered by buildings, roads, driveways, parking or service areas, or which is not set aside as yards, patios, gardens or similar for exclusive or shared use by the residents shall be common open space.

Narrative: Common areas are provided.

(a) The common open space shall have a shape, dimension, character and location suitable to assure its use for park, recreation, conservation, or agricultural purposes by the residents of the PRD. In determining whether the intent of this section has been satisfied, the SPGA shall consider the extent to which land having one or more of the following characteristics is included in the proposed open space:

Narrative: Common open space has been created on the middle of clusters.

[1] Land abutting lakes, ponds, brooks which enhance or protect wetlands or flood plains or which enhance or provide significant scenic vistas or views;

Narrative: No resources areas on site

[2] Land which is currently in agricultural use or land which is suitable in size, location and soil characteristics for agricultural use;

Narrative: No agricultural land.

[3] Land which provides a significant wildlife habitat or which is a unique natural area;

Narrative: No significant wildlife habitat.

[4] Land which provides recharge to Randolph's public water supply;

Narrative: There is recharge to a wetland to the south, which is connected via Town drainage system. The recharge path and approximate flow will be the same.

[5] Land which is to be developed for active recreational use including playing fields, playgrounds, and parks;

Narrative: The common open space is an open lawn and sidewalks.

[6] Land which preserves existing trail networks or land on which new trails will be developed as part of the PRD for integration into an existing or future trail network; and

Narrative: No existing or nearby trails.

[7] Land providing desirable public access to existing Town or State recreational or conservation land.

Narrative: No nearby Town or State land.

- (b) Provision shall be made so that the common open space shall be readily accessible to the owners and residents of the units in the PRD and owned by:
 - A membership corporation, trust or association whose members are all the owners and residents of the units;
 - The Town; or
 - Otherwise, as the SPGA may direct.

Narrative: The common open space is readily accessible to the unit occupants.

(c) Common open space shall be in one or more contiguous pieces.

Narrative: There are two contiguous pieces.

(d) Dwelling units shall abut on at least three (3) sides of the common open space.

Narrative: Dwelling units abut on all side of the common open spaces.

(2) Exclusive Use Area.

(a) Each dwelling unit shall be provided an area of open space for exclusive use. The space shall be provided on the front, side and rear of each dwelling unit.

Narrative: The are provide exclusive use spaces.

(b) The exclusive use area shall be separated from the common open space by landscaping, picket fence or other similar visual separation.

Narrative: The exclusive use areas are separated from the common open space by picket fences.

[1] Each dwelling unit shall be provided with a minimum of five hundred (500) square feet of usable private open space which may be met with a combination of front, side and rear locations.

Narrative: Each unit has a minimum of 500 sf.

(3) Perpetuity. In all cases, a perpetual restriction of the type described in MGL c. 184, § 31 (including future amendments thereto and corresponding provisions of future laws) running to or enforceable by the Town shall be recorded in respect to such land. Such restriction shall provide that the common open space shall be retained in perpetuity for one or more of the following uses: conservation, agriculture, recreation, or park. Such restriction shall be in such form and substance as the SPGA shall prescribe and may contain such additional restrictions on development and use of the common open space as the SPGA may deem appropriate.

Narrative: Such restrictions shall be incorporated into the deed documents.

- M. Pedestrian Connectivity. Safe, aesthetically pleasing pedestrian connections are required between each building, common open space, parking area and right-of-way. Sidewalks shall be a minimum of five (5) feet wide.

Narrative: The path system is a minimum of 5' wide. The path system connects the full site.

- N. Infrastructure.

- (1) Projects shall demonstrate that adequate water supply and pressure are available, adequate sewage capacity is available, on-site stormwater management is provided, traffic circulation is safe and convenient, and the traffic flow and circulation at nearby intersections is preserved or improved. Analysis and documentation of compliance with these standards shall be prepared by registered engineers and/or other appropriate professionals. When the size and complexity of a proposal for a PRD project warrant an independent review of the impacts, the applicant will be responsible for funding such an independent peer review.

Narrative: The sewer and water are provide by the Town. The existing sizes are adequate for the proposed site. Traffic flow is in on Union Street and out on to Burris Way and then onto Union Street. This will provide adequate traffic flow at all locations around the site.

- (2) In cases where a specific PRD project would not otherwise meet the above criteria, the developer shall, as a condition of the Special Permit, be required to implement mitigation measures, including but not limited to improvements to public infrastructure, to adequately address any deficiency.

Narrative: Should not be required.

- (3) All required utilities exclusive of transformers shall be placed underground.

Narrative: The Utilities shall be so placed underground.

- O. Stormwater Management. All projects are required to be reviewed and permitted by the Town's Stormwater Authority and comply with any such regulations established by the Authority.

Narrative: Stormwater Data has been submitted to the Town.

- P. Separation of Planned Residential Developments. PRDs shall be separated from each other by a minimum distance to promote housing-type diversity, reduce potential cumulative impacts of PRDs and help protect neighborhood character. Each PRD shall be separated from any other PRD by a distance of at least one thousand (1,000) feet.

Narrative: No other PRD are know.

- Q. Ownership and Maintenance of Common Facilities.

- (1) All internal streets, ways and parking areas shall be privately owned. The maintenance of all such private streets, ways and parking areas, including but not limited to snowplowing, patching and paving, shall remain the responsibility of the owner or resident association. All deeds conveying any portion of the land containing private streets, ways or parking areas shall note this private responsibility of maintenance.

- (2) In a PRD project, prior to any dwelling unit being offered for initial sale, there shall be a suitable legally-binding organization such as a residents' or condominium association agreement established in accordance with appropriate state law by a suitable legal instrument(s) recorded at the Registry of Deeds. Such association shall ensure proper maintenance and funding of shared facilities such as common open space, parking areas, alleys and amenities. As part of the Special Permit review, the applicant shall supply to the SPGA copies of such proposed instrument.

Narrative: The legal documents will so comply.

- R. Bonus Density. If all the units proposed in the Planned Residential Development are offered at market-rate rental/purchase prices, then only the basic density established in § 200-14.4F shall be permitted. An increase in the number of permitted units may be increased beyond the basic density within the PRD and authorized by the SPGA only if:

Narrative: No bonus density is requested.

- (1) At least twenty percent (20%) of the units are made available as described in one of the methods outlined herein.
 - (a) Units made available to the Randolph Housing Authority, or other entity may direct, either for purchase within the cost limits allowed by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD), or for lease under federal or state rental-assistance programs, or through a long-term contractual agreement; which can be counted toward the DHCD's Subsidized Housing Inventory.
 - (b) Units made available for sale, lease or rent at below market rates based on the following:
 - [1] Starter-priced Housing: For sale, lease or rental to households with incomes of less than one-hundred ten (110) percent of the median family income for the Boston Metropolitan Area as determined by the most recent calculation of the U.S. Department of Housing and Urban Development.
 - [2] Moderate-priced Housing: For sale, lease or rental to households with incomes of less than one hundred and fifty (150) percent of the median family income for the Boston Metropolitan Area as determined by the most recent calculation of the U.S. Department of Housing and Urban Development.
- (2) Any increases in density permitted by the SPGA shall be based upon the degree to which the proposed PRD provides a range of dwelling units with a variety of price points.
- (3) Long-term Availability. The SPGA, as a condition of a special permit, shall impose appropriate limitations and safeguards to insure the continued availability of the below market-rate units for a minimum of forty (40) years. Such limitations and safeguards may be in the form of deed restrictions, resale monitoring, requirements for income verification of purchasers and/or tenants, rent level controls or other method as the SPGA may direct.

- S. Application for Special Permit; Reports and Recommendations; Issuance of Special Permit.

Narrative: Procedural requirement to be followed.

- (1) Application. Any person who desires a special permit for a PRD shall apply in writing in such form as the SPGA may require which shall include the following:
 - (a) A development statement consisting of a petition, a list of the parties in interest with respect to the PRD tract, a list of the development team and a written statement outlining the potential impacts of the proposed development including environmental,

traffic and community impact. The applicant shall set forth the development including in tabular form the number of units, type, size (number of bedroom area), ground coverage, and summary showing the area of residential development and common open space as percentages of the total area of the PRD tract.

Section F, Item 1.

- (b) Development plans consisting of:
 - [1] Site plans;
 - [2] Building elevations;
 - [3] Floor plans;
 - [4] Detailed plans for disposal of sanitary sewage; and
 - [5] Landscape plan and details;
- (c) Bonus density calculations (where applicable) including:
 - [1] Income range (using ranges established by the appropriate state or federal agencies as acceptable to the SPGA) of family households or single individual residing in each affordable dwelling unit;
 - [2] Pre- and post-construction management methods concerning the maintenance of the any affordable dwelling units including supporting documents and contracts; and
 - [3] Proposed methods of ensuring long-term availability for the income restricted dwelling units, including supporting documents and restrictions.
- (d) Such additional information as the SPGA may require.
- (2) Planning Board Report and Recommendations. The Planning Board shall meet with the applicant and review the application packet including development statement and plans and shall submit in writing to the SPGA its report and recommendations upon the technical quality of the proposed development, and at least the following:
 - (a) General descriptions of the natural terrain of the PRD tract and surrounding areas, and of the neighborhood in which the tract is situated.
 - (b) A review of the proposed development, including the design and use of buildings and of the open spaces between and around them, of pedestrian and vehicular circulation, of the location and capacity of parking, and of the provisions for grading, landscaping and screening.
 - (c) An evaluation and opinion upon the degree to which the proposed PRD provides a range of diversity and the size of the units as it relates to increased density that may be permitted.
 - (d) An evaluation and opinion upon the degree to which any land intended to be conveyed to, or restricted for the benefit of the Town:
 - Provides or will in the future provide an addition to areas of open space between developed sections of the Town;
 - Makes available land desirable for future public use; or Conforms to the Town's long-range land use plan.
 - (e) Its opinion as to whether the proposed site design, development layout, number, type and design of housing constitute a suitable development for the neighborhood within which it is located.
 - (f) Recommendations for the granting or denial of the special permit, including recommendations for modifications, restrictions or requirements to be imposed as a condition of granting the special permit.
- (3) Conservation Commission's Report and Recommendations. The Conservation

Commission shall review the development statement and plans and shall submit in to the SPGA its report and recommendations upon the degree to which the p development enhances the protection of environmental qualities including at least:

- (a) An evaluation and opinion upon the degree to which the development itself impinges upon environmental areas.
- (b) An evaluation and opinion upon the degree to which the common open space protects environmental areas and provides a valuable outdoor recreation resource.
- (c) An evaluation and opinion upon the degree to which any land intended to be conveyed to, or restricted for the benefit of, the Town:

Enhances the protection of environmental areas, unique natural features, scenic vistas or potential or existing farmland; or

Provides a valuable addition to the open space resources of the Town.

- (4) Issuance of Special Permit. A special permit shall be issued under this section only if the SPGA shall find that the PRD is in harmony with the general purpose and intent of this section and that the PRD contains a mix of residential, open space, or other uses in a variety of buildings to be sufficiently advantageous to the Town to render it appropriate to depart from the requirements of this Ordinance otherwise applicable to the district(s) in which the PRD tract is located. If a special permit is granted the SPGA shall impose as a condition thereof that the installation of municipal services and construction of interior drives within the PRD shall comply with the Subdivision Rules and Regulations of the Planning Board to the extent

applicable, shall require sufficient security to insure such compliance and the completion of planned recreational facilities and site amenities, and may impose such additional conditions and safeguards as public safety, welfare and convenience may require, either as recommended by the Planning Board and Conservation Commission or upon its own initiative. The SPGA shall give due consideration to the reports of the Planning Board and Conservation Commission and where the decision of the SPGA differs from the recommendations of the Planning Board or Conservation Commission, the reasons therefor shall be stated in writing.

Data Narrative
for the
Planned Residential Development
at
86 & 92 Union Street
Randolph, MA

December 22, 2025

General Data:

:

The site is the combination of two lots with two existing houses and the end of Burris Street, which was abandoned and deeded to the abutters. The 86 Union Street lot contains 21,781 +/-SF. The 92 Union Street lot contains 41,066+/- SF. The half street contains 3.280+/- SF. The total land area is 66,127+/- square feet.

The parcel has 250+/- feet of frontage on Union Street and 85+/- feet of frontage on Burris Way.

The parcel has two curb cuts on Union Street and no curb cut on Burris Way.

The proposal is to create a Planned Residential Development in accordance with the Town's new bylaw. This PRD is proposed to remodel the two existing historic houses on the site. These two existing houses are to hold a total of five (5) units. The proposal is to build seven (7) new buildings containing eleven (11) more units for a total of sixteen (16) housing units.

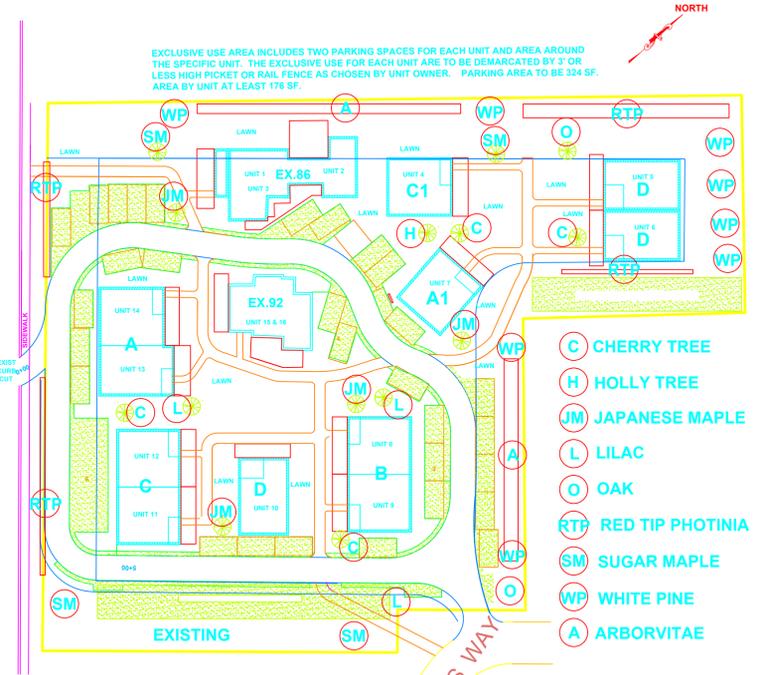
Unit 1	86 Union 1	1,125 sf	2 Bedrooms
Unit 2	86 Union 2	759 sf	2 Bedrooms
Unit 3	86 Union 3	629 sf	2 Bedrooms
Unit 4	C1	1,049sf	3 Bedrooms
Unit 5	D	1,093sf	3 Bedrooms
Unit 6	D	1,093sf	3 Bedrooms
Unit 7	A1	1,100 sf	3 Bedrooms

Data Narrative
Planned Residential Development
86 & 92 Union Street

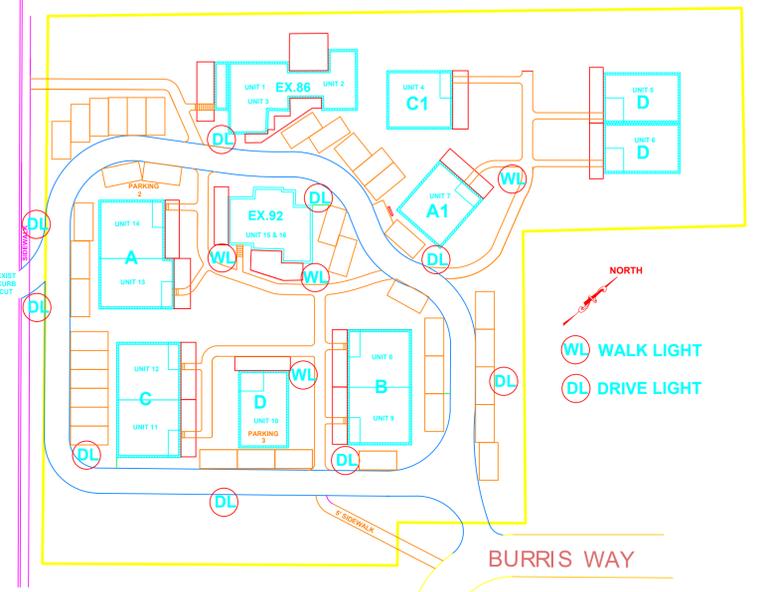
December 22, 2025
Page 2 of

Unit 8	B	1,100 sf	3 Bedrooms
Unit 9	B	1,100sf	3 Bedrooms
Unit 10	D	1,093 sf	3 Bedrooms
Unit 11	C	1,100 sf	3 Bedrooms
Unit 12	C	1,100 sf	3 Bedrooms
Unit 13	A	1,085 sf	3 Bedrooms
Unit 14	A	1,085 sf	3 Bedrooms
Unit 15	92 Union	1,026 sf	3 Bedrooms
Unit 16	92 Union	1,026 sf	3 Bedrooms

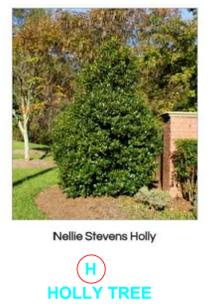
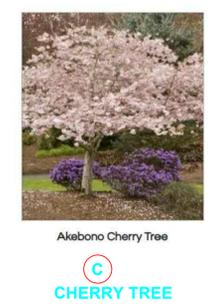
The proposed total building roof is 8,015 sf. This is 12.1% lot cover.
The proposed total drive and sidewalks is 7,716. This is 11.7% lot cover
Impervious area is lot cover is 23.8%.
Previous area is 49,745 sf or 75.2% lot coverage.
Sidewalks and driveway are proposed to be asphalt.
Parking is proposed to be stone.



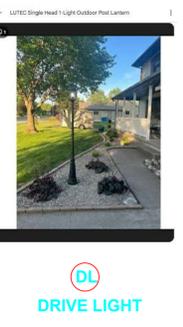
PROPOSED
DETAIL LANDSCAPING



PROPOSED
DETAIL LIGHTING



- C** CHERRY TREE
- H** HOLLY TREE
- JM** JAPANESE MAPLE
- L** LILAC
- O** OAK
- RTP** RED TIP PHOTINIA
- SM** SUGAR MAPLE
- WP** WHITE PINE
- A** ARBORVITAE



- WL** WALK LIGHT
- DL** DRIVE LIGHT



IT IS THE INTENT OF THESE DOCUMENTS TO PROVIDE SUFFICIENT INFORMATION TO THE EXPERIENCED BUILDER TO CONSTRUCT THE PROJECT SHOWN. IT IS THEREFORE HIS RESPONSIBILITY TO VERIFY ACCURACY AND COMPLIANCE WITH ALL REGULATORY AGENCIES PRIOR TO CONSTRUCTION. THEIR REQUIREMENTS SHALL TAKE PRECEDENCE OVER THOSE SHOWN AND FIELD ADJUSTMENTS MADE ACCORDINGLY.

PROJECT DEVELOPMENT
59 CLAY STREET, MIDDLEBORO, MA 02346
PHONE 774-766-0544
EMAIL jspink1@gmail.com
Landscape © 2025 JOHN SPINK

LANDSCAPING
AND
LIGHTING

PROPOSED
PLANNED RESIDENTIAL
DEVELOPMENT
86-92 UNION STREET
RANDOLPH

REV 3 12/22/25
REV 3 11/6/25
REV 2 10/24/25
REV 1 10/23/25
4/23/25



CSN ENGINEERING
P.O. Box 201
Brewster, MA 02631
Phone: (508) 896-1783

DWG. NO.
LANDSCAPE
AND
LIGHTING

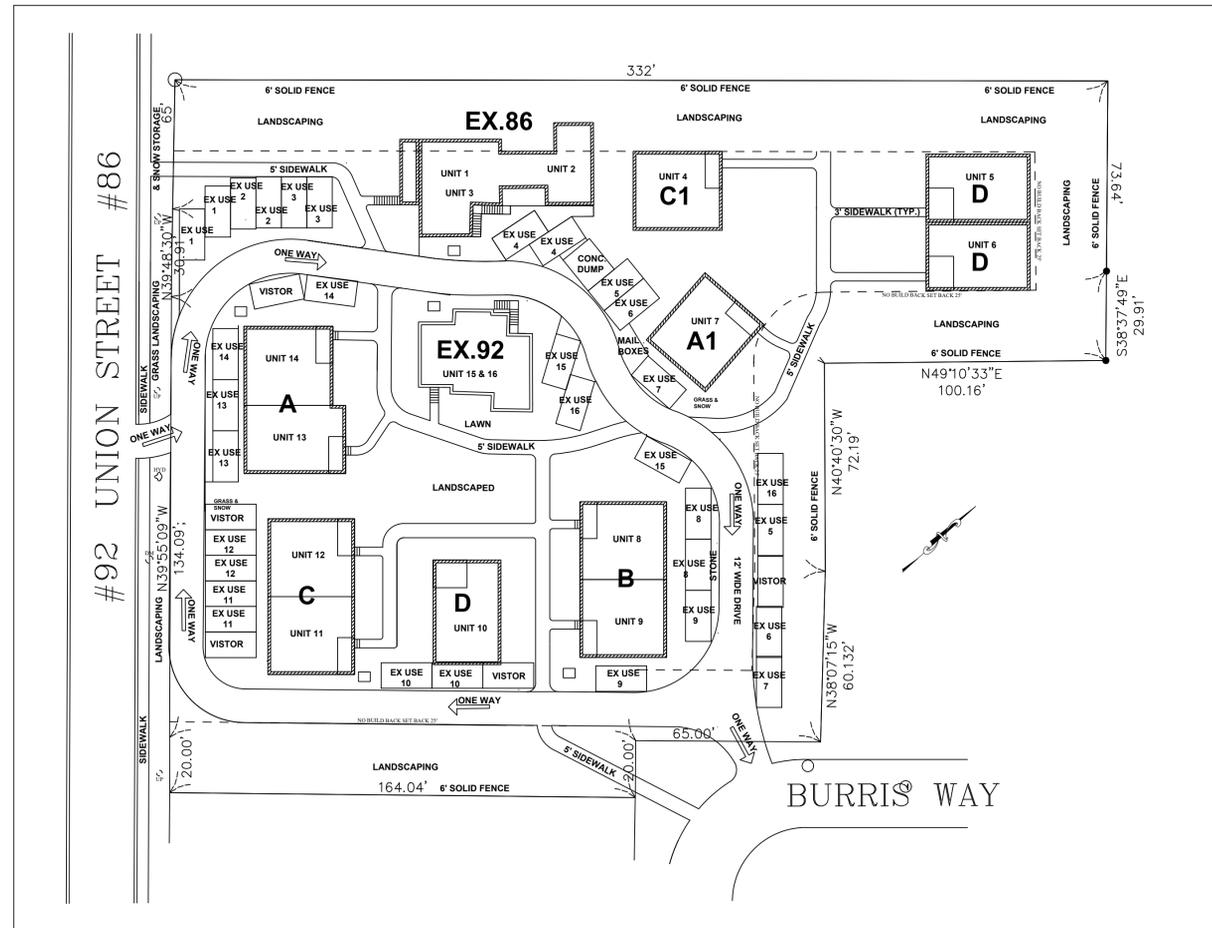
PLANNED RESIDENTIAL DEVELOPMENT 86-92 UNION STREET RANDOLPH, MASSACHUSETTS



EXISTING SITE
N.T.S.



LOCUS
SCALE - 1"=500'



SITE
N.T.S.

PERMIT SET

ZONING

ZONED - RH

DEED REFERENCE

92 UNION STREET - BK: 33114 PG: 218
86 UNION STREET - BK:41971 PG: 54

DRAWING LIST

- SHEET 1
COVER SHEET
- SHEET 2
PLAN OUTLINE- SNOW STORAGE
EXISTING CONDITIONS
COMBINED LOTS
PROPOSED GRADING
- SHEET 3
PROPOSED DRIVE
PROPOSED PARKING
PROPOSED LANDSCAPING
PROPOSED INFILTRATION
PROPOSED EXCLUSIVE USE
- SHEET 4
PROPOSED UTILITIES
PROPOSED ELECTRIC
PROPOSED WATER
PROPOSED GAS
PROPOSED SEWER
- SHEET 5
PROPOSED STREET GRADE
PROPOSED UTILITIES COMBINED
DRIVE PROFILE
DETAILS

REV 4 12/3/25
REV 3 11/6/25
REV 2 10/24/25
REV 1 10/23/25
4/23/25

SCALE: 1/4"=1'



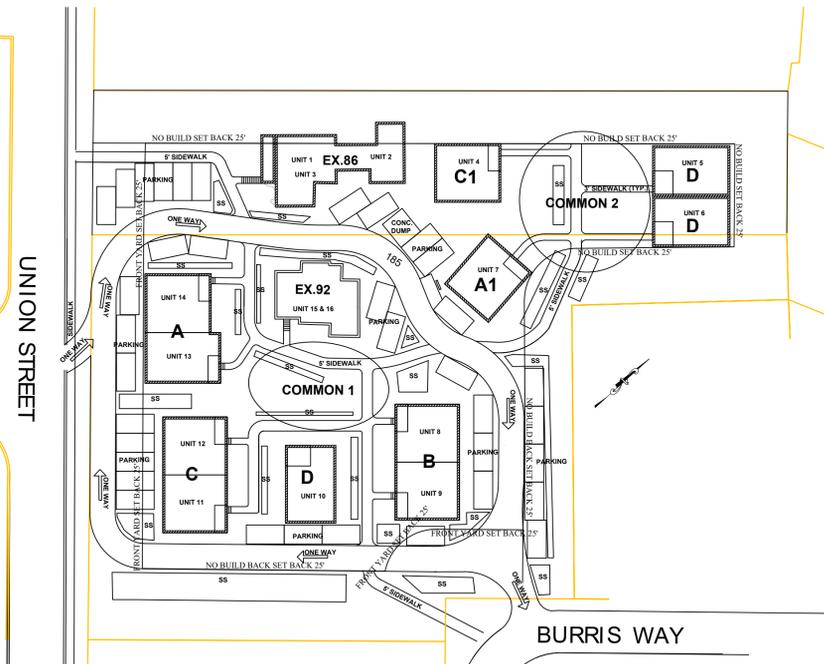
IT IS THE INTENT OF THESE DOCUMENTS TO PROVIDE THE CLIENT WITH INFORMATION FOR THE PROJECT. THE CLIENT IS RESPONSIBLE FOR THE PROJECT. THE ENGINEER'S RESPONSIBILITY IS TO VERIFY ACCURACY AND COMPLIANCE WITH ALL REGULATORY AGENCIES PRIOR TO CONSTRUCTION. THEIR REQUIREMENTS MUST TAKE PRECEDENCE OVER THOSE SHOWN, AND FIELD ADJUSTMENTS MADE ACCORDINGLY.

**JOHN SPINK
DESIGNS**
59 CLAY STREET, MIDDLEBORO, MA 02346
PHONE 774-766-0544
jspink1@gmail.com
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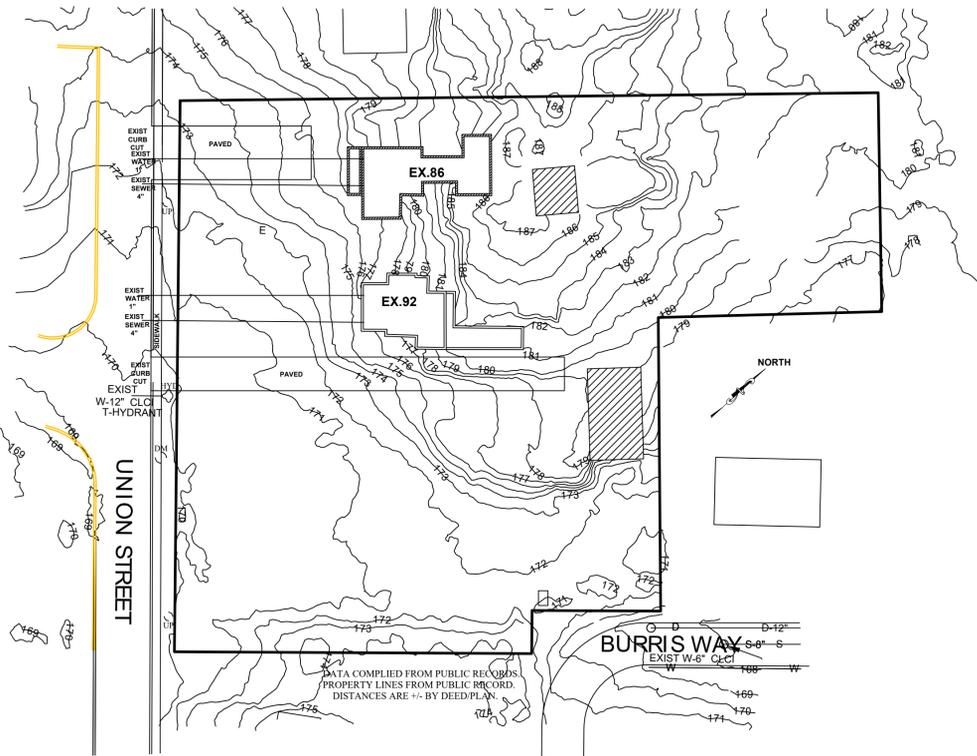
86-92 UNION STREET
RANDOLPH, MA

DWG. NO. 1
86-92 UNION STREET
PLANNED
RESIDENTIAL
DEVELOPMENT

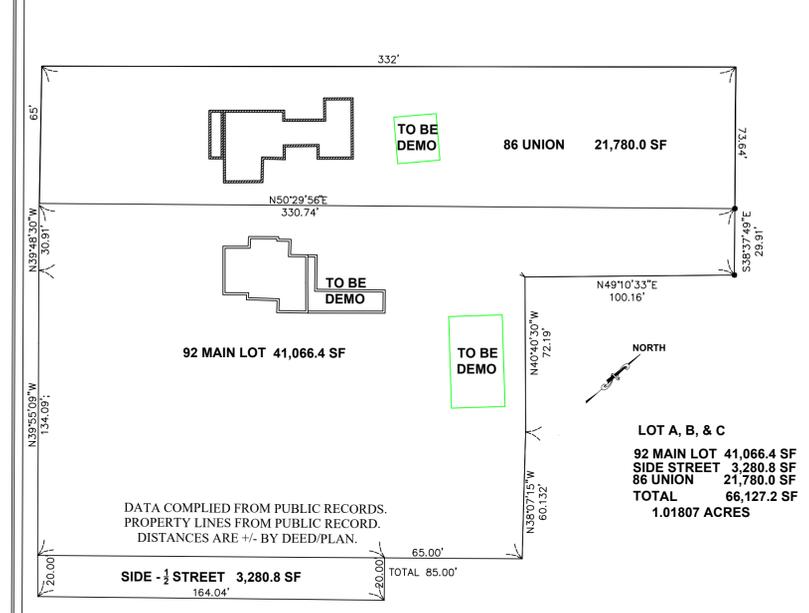
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SCALE: 1/4"=1'



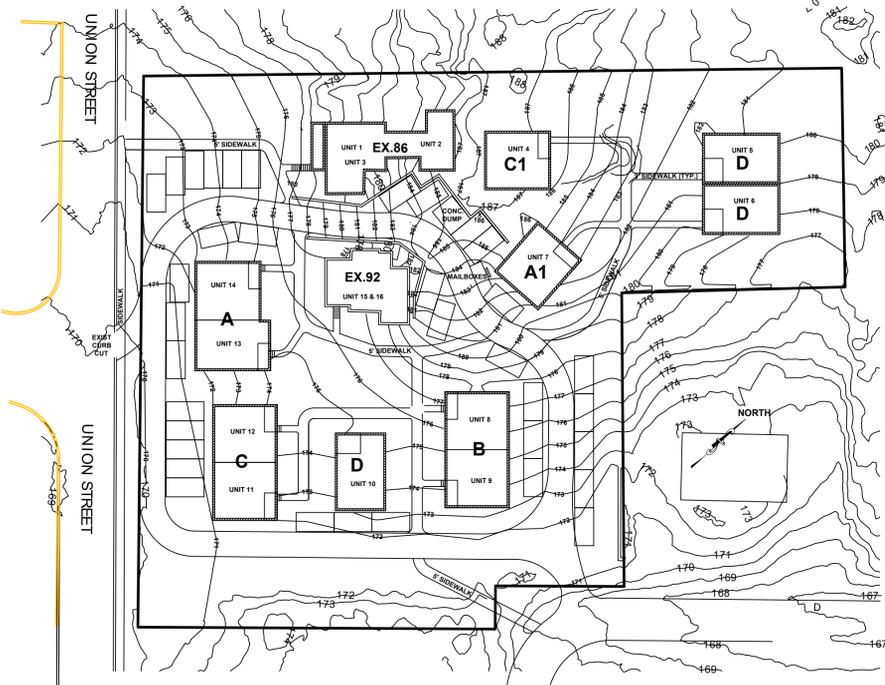
PLAN OUTLINE
16 UNITS
5 UNITS IN EXISTING HOUSES
11 NEW UNITS IN 7 BUILDINGS
SNOW STORAGE SS



EXISTING CONDITIONS



COMBINED LOTS 86 & 92
DEMOLITION BUILDINGS AND ADDITIONS



PROPOSED GRADING



REV 3 11/6/25
REV 2 10/24/25
REV 1 10/23/25
4/23/25

CSN ENGINEERING
P.O. Box 201
Brewster, MA 02631
Phone: (508) 896-1783

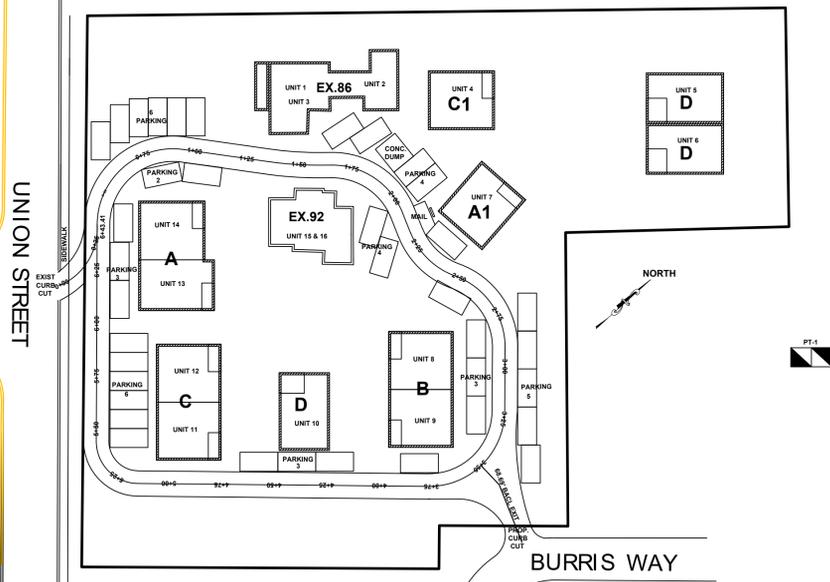
IT IS THE INTENT OF THESE DOCUMENTS TO PROVIDE SUFFICIENT INFORMATION TO THE EXPERIENCED BUILDER TO CONSTRUCT THE PROJECT WITHIN THE BOUNDARIES AND RESPONSIBILITY TO VERY HIGH QUALITY AND COMPLIANCE WITH ALL REGULATORY AGENCIES PRIOR TO CONSTRUCTION. THEIR REQUIREMENTS MUST TAKE PRECEDENCE OVER THOSE SHOWN, AND FIELD ADJUSTMENTS MADE ACCORDINGLY.

PROJECT DEVELOPMENT
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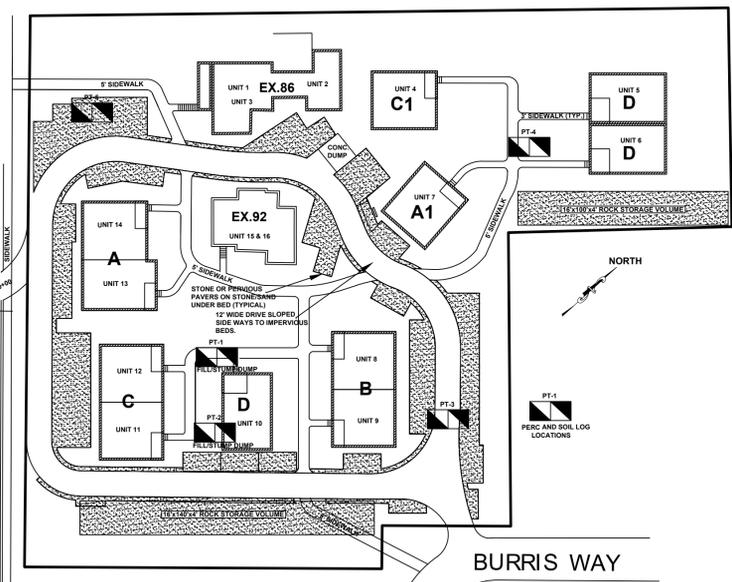
PLAN OUTLINE
EXISTING CONDITIONS
PROPERTY
PROPOSED GRADING

PROPOSED
PLANNED RESIDENTIAL
DEVELOPMENT
86-92 UNION STREET
RANDOLPH

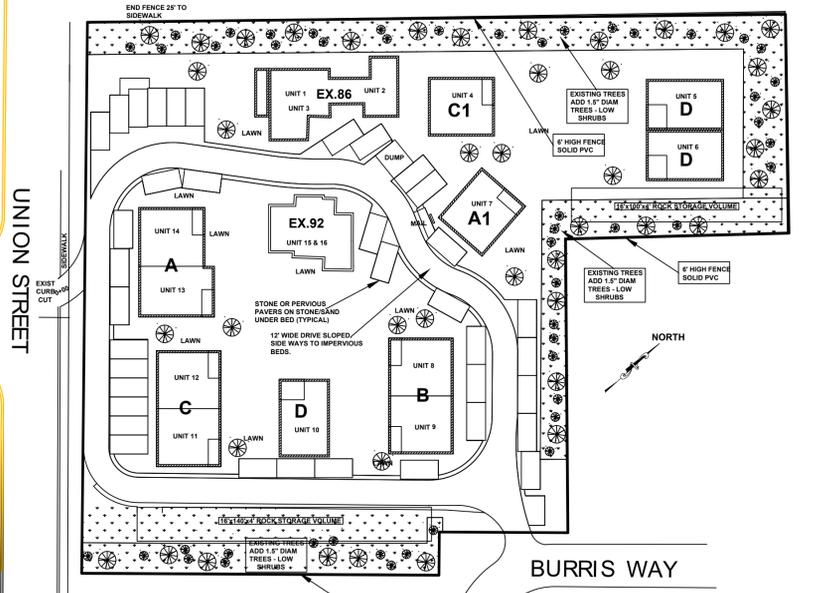
DWG. NO.
2



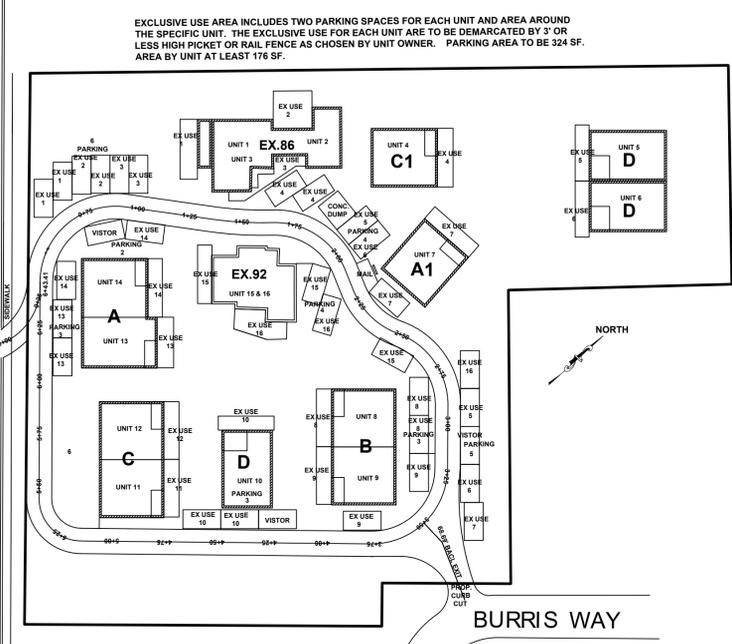
PROPOSED
643.41' - 12' WIDE DRIVE
68.69' BURRIS WAY EXIT
36-9x18' PARKING SPACES



PERC. TEST LOCATION &
PROPOSED
INFILTRATION SYSTEMS



PROPOSED
LANDSCAPING



PROPOSED
EXCLUSIVE USE AREAS



REV 3 11/6/25
REV 2 10/24/25
REV 1 10/23/25
4/23/25

CSN ENGINEERING
P.O. Box 201
Brewster, MA 02631
Phone: (508) 896-1783

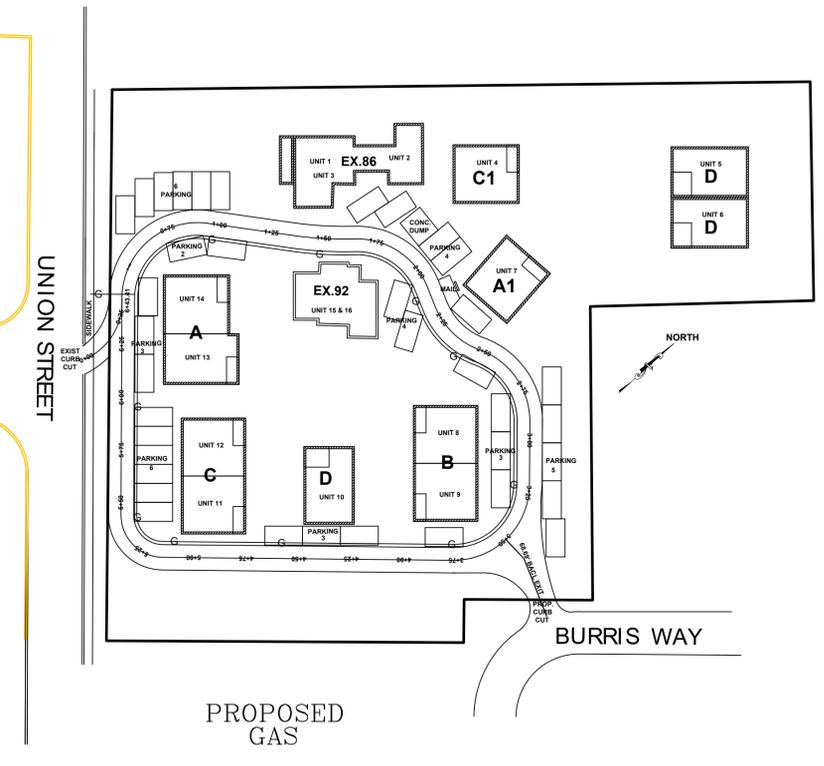
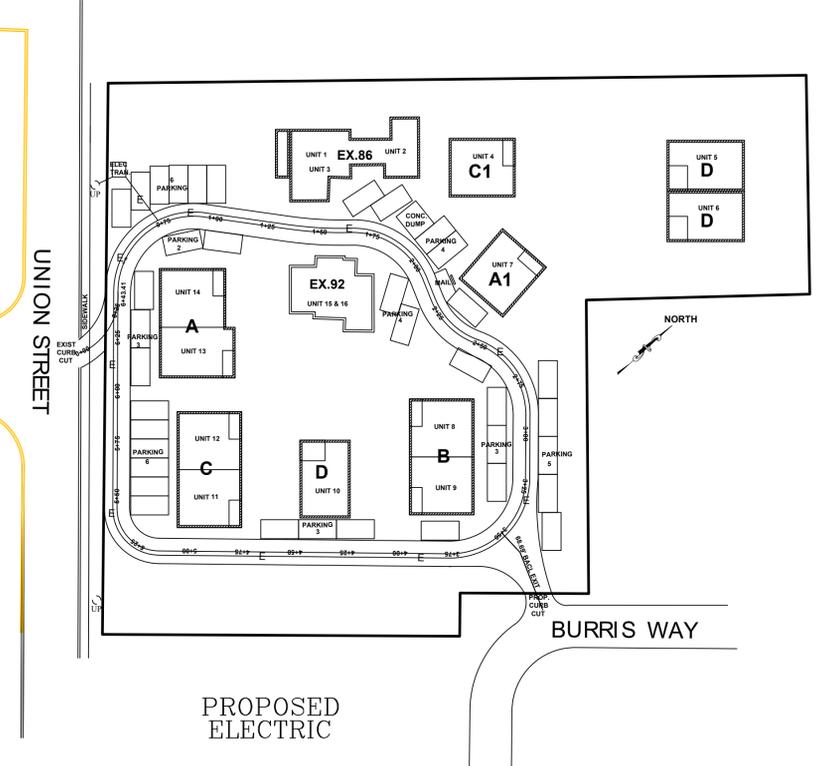
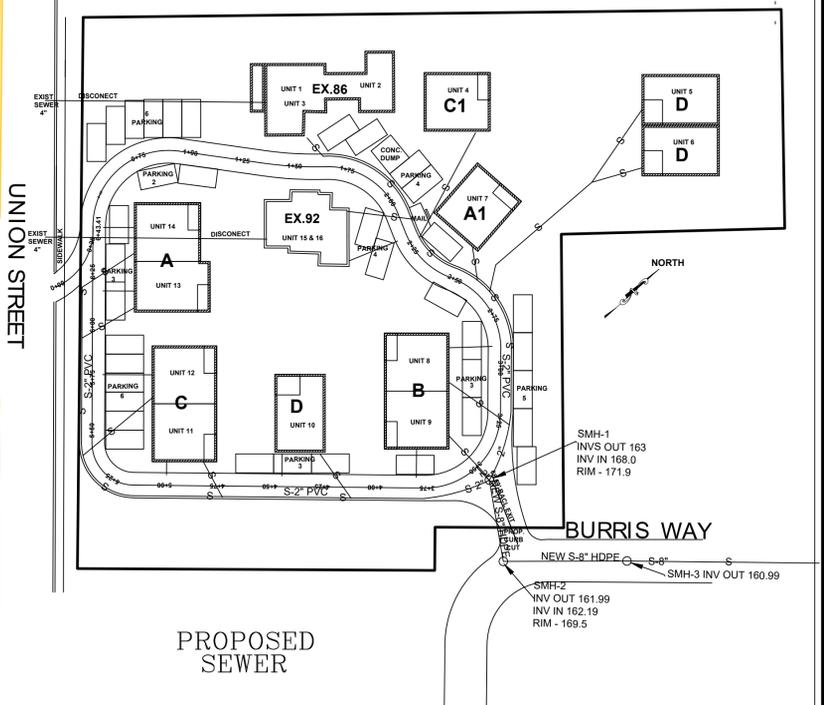
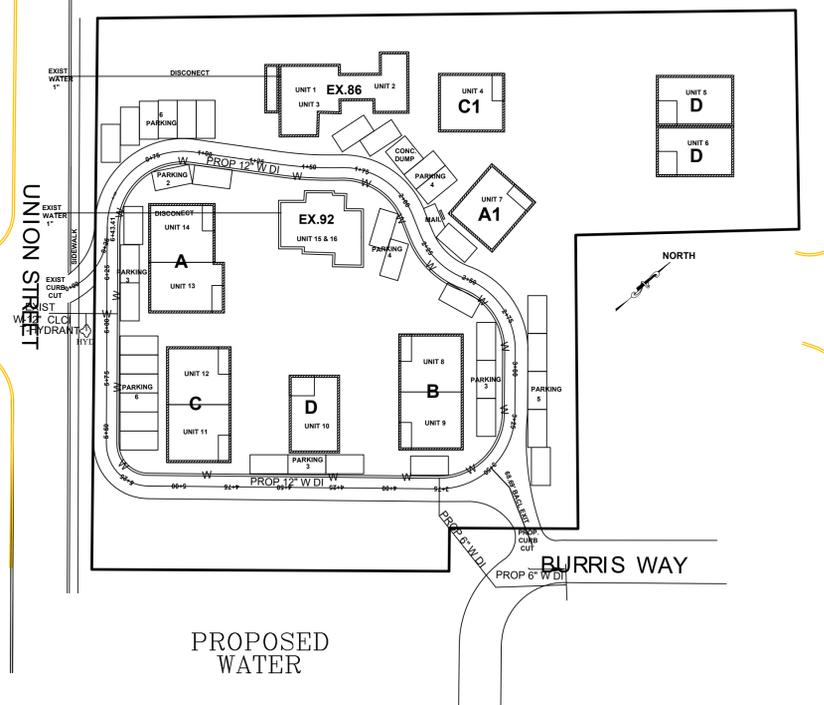
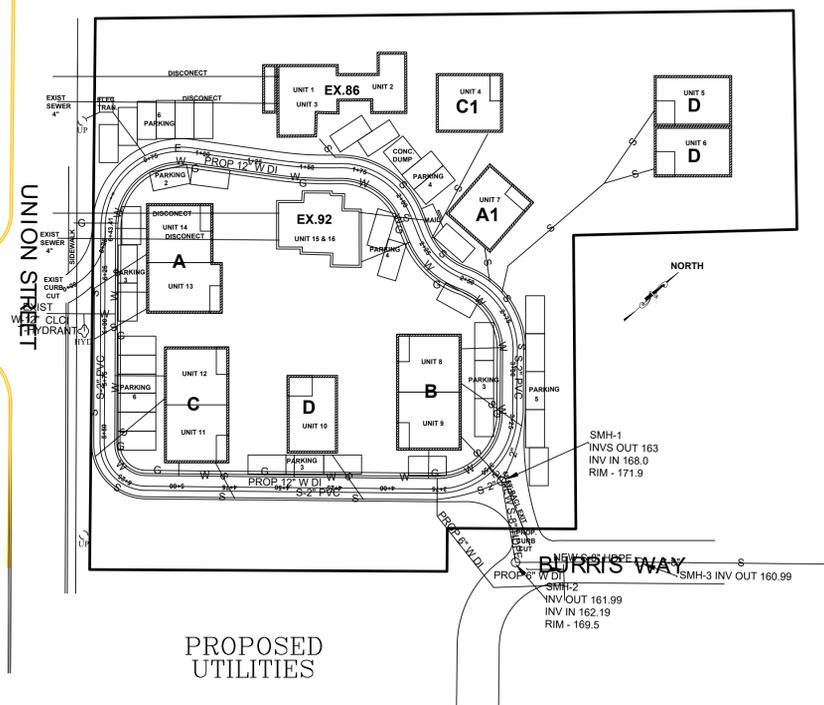
IT IS THE INTENT OF THESE DOCUMENTS TO PROVIDE SUFFICIENT INFORMATION TO THE EXPERIENCED BUILDER TO CONSTRUCT THE PROJECT SHOWN. IT IS THEREFORE HIS RESPONSIBILITY TO VERIFY ACCURACY AND COMPLIANCE WITH ALL REGULATORY AGENCIES PRIOR TO CONSTRUCTION. THEIR REQUIREMENTS MUST TAKE PRECEDENCE OVER THOSE SHOWN, AND FIELD ADJUSTMENTS MADE ACCORDINGLY.

PROJECT DEVELOPMENT
59 CLAY STREET, MIDDLEBORO, MA 02346
PHONE 774-766-0544
EMAIL jspink1@gmail.com
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ROAD & PARKING INFILTRATION SYSTEM LANDSCAPING EXCLUSIVE USE AREAS

PROPOSED PLANNED RESIDENTIAL DEVELOPMENT
86-92 UNION STREET
RANDOLPH

DWG. NO.
3



SCALE
HORIZONTAL 1"=40'

REV 3 11/6/25
REV 2 10/24/25
REV 1 10/23/25
4/23/25



CSN ENGINEERING
P.O. Box 201
Brewster, MA 02631
Phone: (508) 896-1783

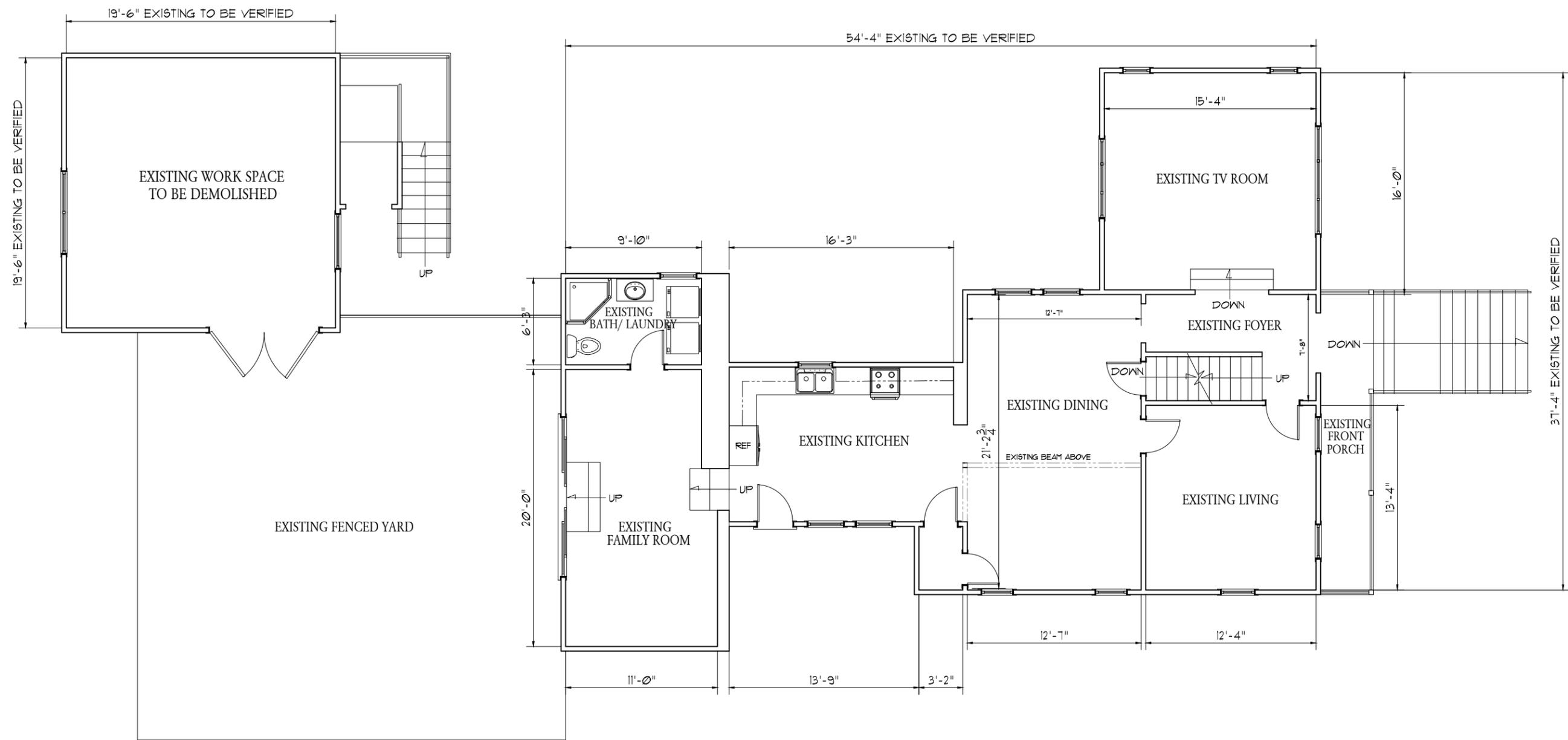
IT IS THE INTENT OF THESE DOCUMENTS TO PROVIDE SUFFICIENT INFORMATION TO THE PROJECT BUILDERS TO UNDERSTAND THE PROJECT SHOWINGS. THE ENGINEER'S RESPONSIBILITY IS TO VERIFY ACCURACY AND COMPLIANCE WITH ALL REGULATORY AGENCIES PRIOR TO CONSTRUCTION. THEIR REQUIREMENTS MUST TAKE PRECEDENCE OVER THOSE SHOWN, AND FIELD ADJUSTMENTS MADE ACCORDINGLY.

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UTILITIES
WATER - SEWER
ELECTRIC - GAS

PROPOSED
PLANNED RESIDENTIAL
DEVELOPMENT
86-92 UNION STREET
RANDOLPH

DWG. NO.
4



Existing 1st Floor Plan (86 Union Street) 1/8" = 1'-0"

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
EXISTING 1ST FLOOR PLAN (86 UNION STREET)

DATE	REVISION	BY

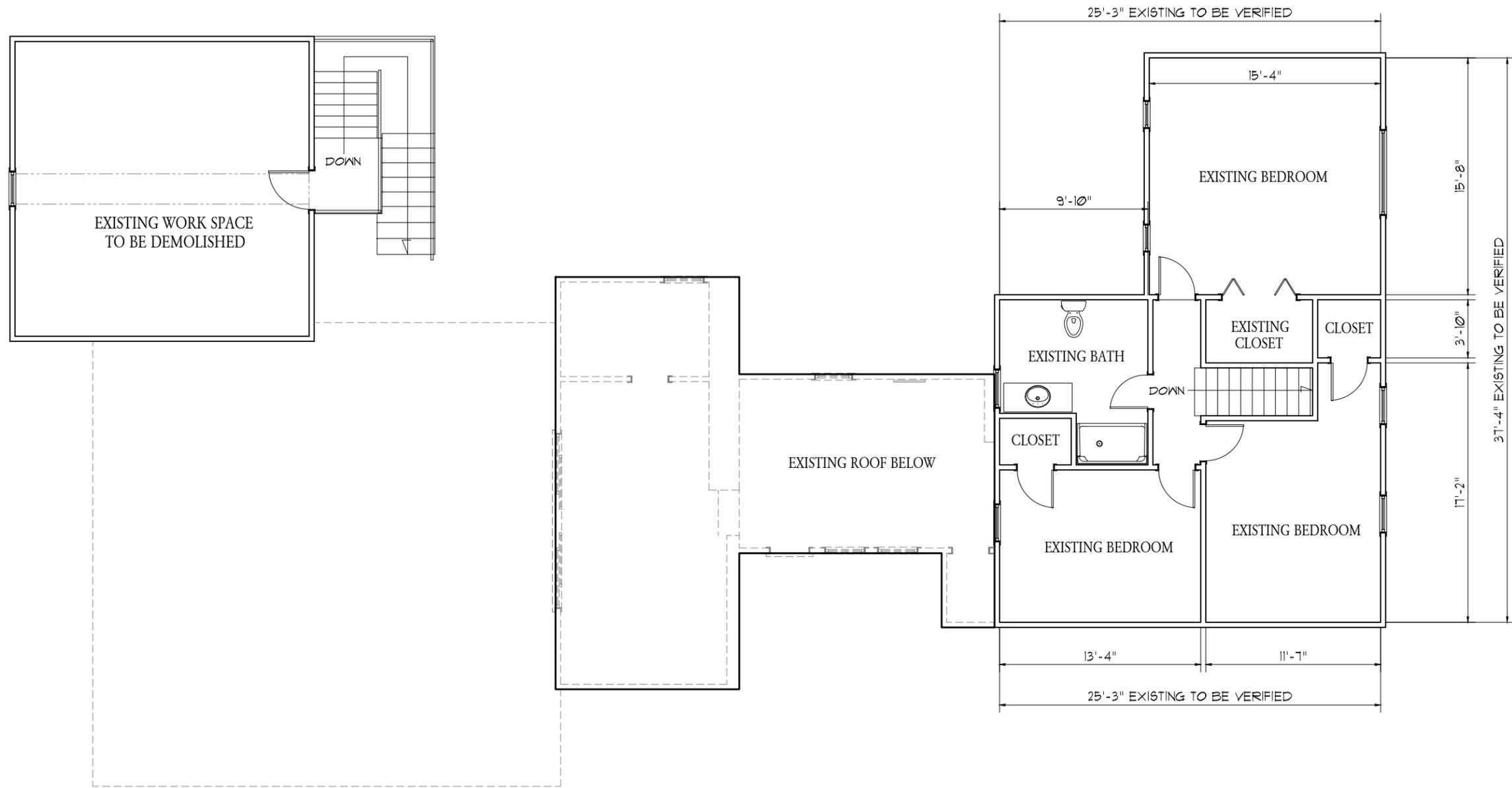
PROFESSIONAL STAMP:

PROJECT ADDRESS:
COMMUNITY DEVELOPMENT AT 86-92 UNION STREET RANDOLPH, MA

DRAWING TITLE:
Existing 1st Floor Plan (86 Union Street)

DRAWN BY: **SL**
 CHECKED BY: _____
 DATE: **06-20-2025**
 CAD FILE NAME: _____

SCALE: **1/4" = 1'-0"**
 DRAWING NO.: **EX-1**
FOR ZBA



Existing 1st Floor Plan (86 Union Street) 1/8" = 1'-0"

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
**EXISTING
 2ND FLOOR PLAN
 (86 UNION STREET)**

DATE	REVISION	BY

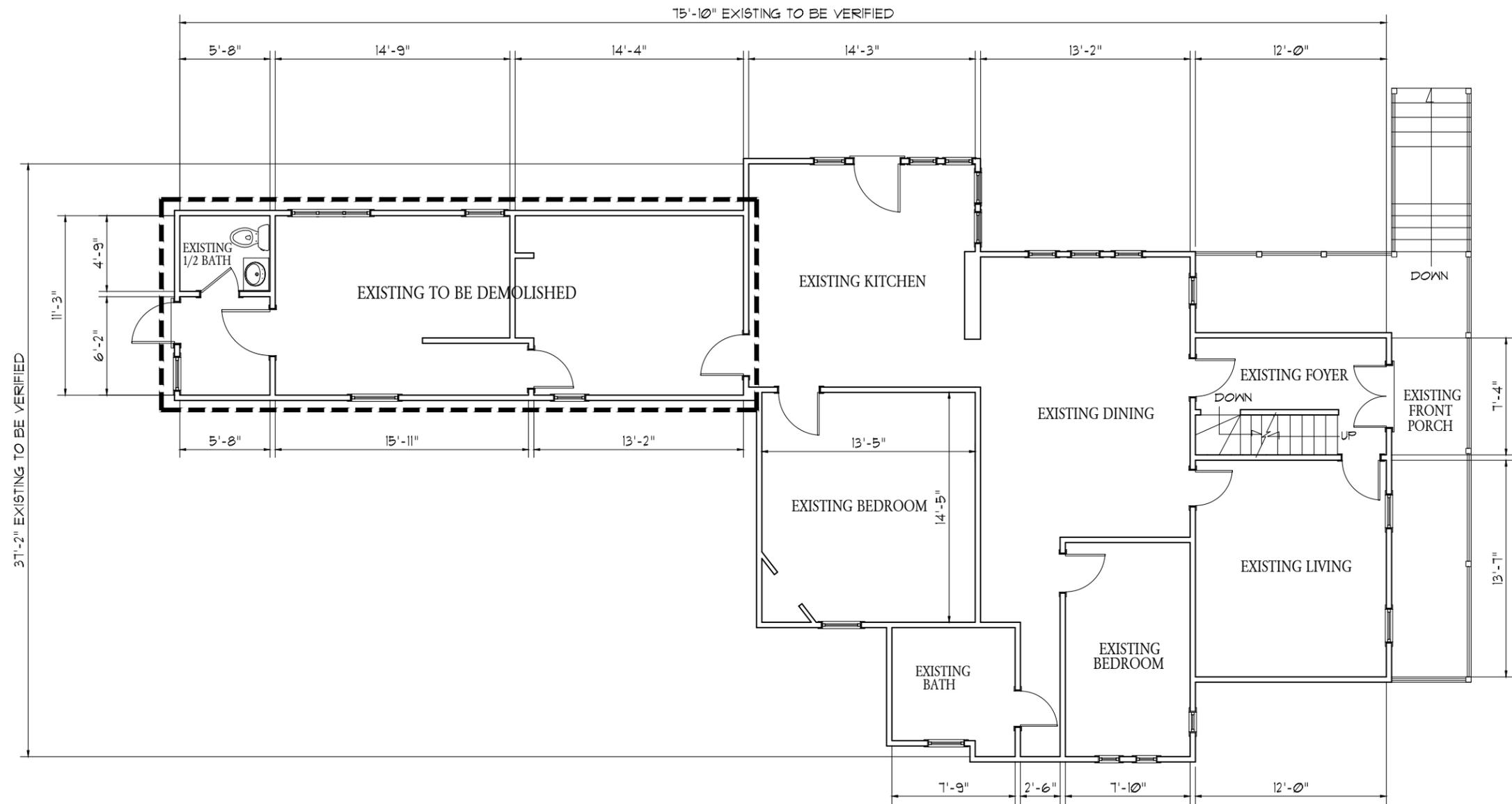
PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

DRAWING TITLE: Existing
 2nd Floor Plan
 (86 Union Street)

DRAWN BY: SL
 CHECKED BY: EX-2
 DATE: 06-20-2025
 CAD FILE NAME: FOR ZBA

SCALE: 1/4" = 1'-0"



Existing 1st Floor Plan (92 Union Street) 1/8" = 1'-0"

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

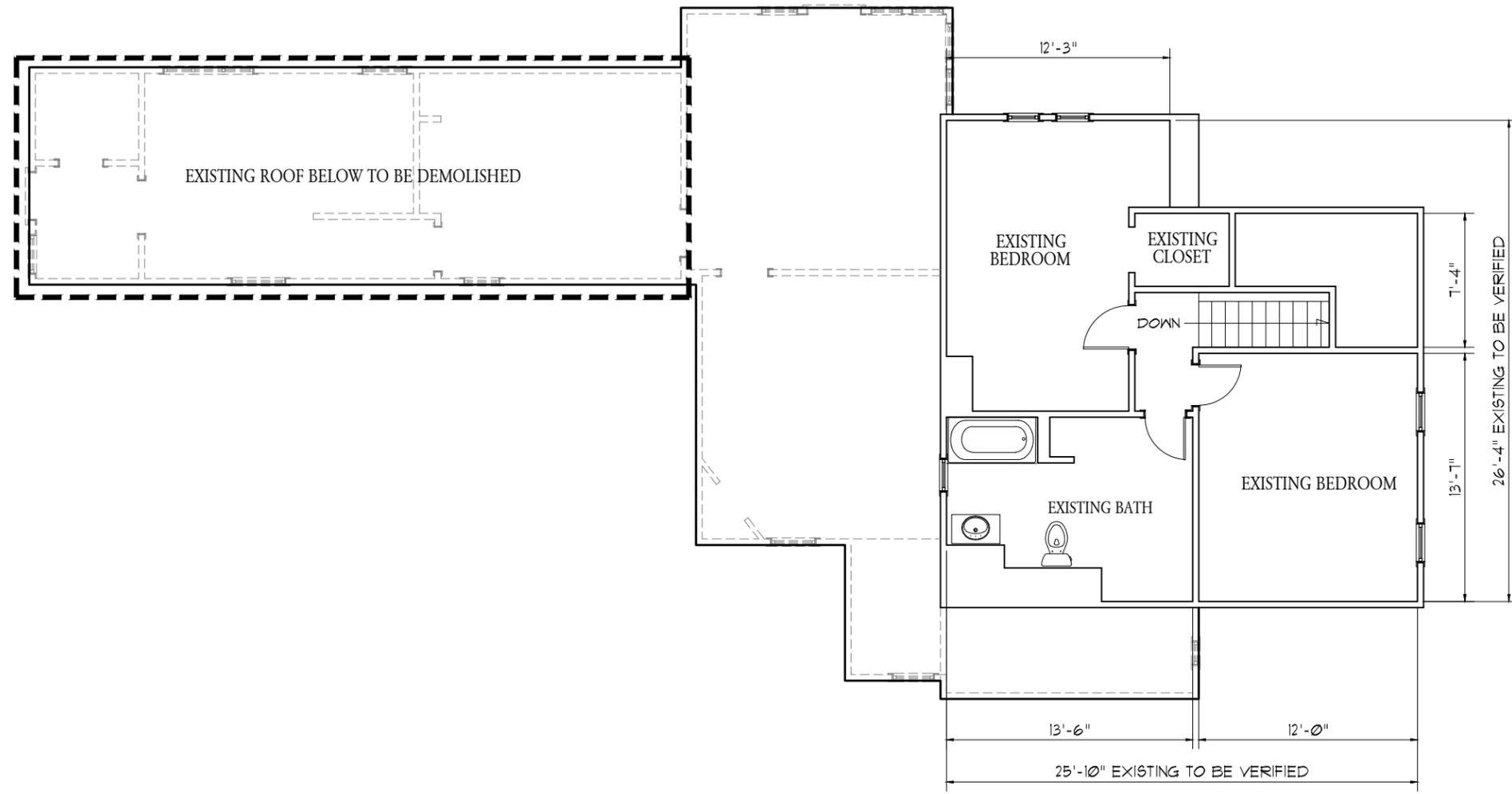
DRAWING TITLE:
EXISTING 1ST FLOOR PLAN (92 UNION STREET)

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT AT 86-92 UNION STREET RANDOLPH, MA
 DRAWING TITLE: Existing 1st Floor Plan (92 Union Street)

DRAWN BY: SL
 CHECKED BY:
 DATE: 06-20-2025
 CAD FILE NAME:
 SCALE: 1/4" = 1'-0"
 DRAWING NO. EX-1
FOR ZBA



Existing 2nd Floor Plan (92 Union Street) 1/8" = 1'-0"

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
**EXISTING
 2ND FLOOR PLAN
 (92 UNION STREET)**

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
**COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA**

DRAWING TITLE:
**Existing
 2nd Floor Plan
 (92 Union Street)**

DRAWN BY:
 SL

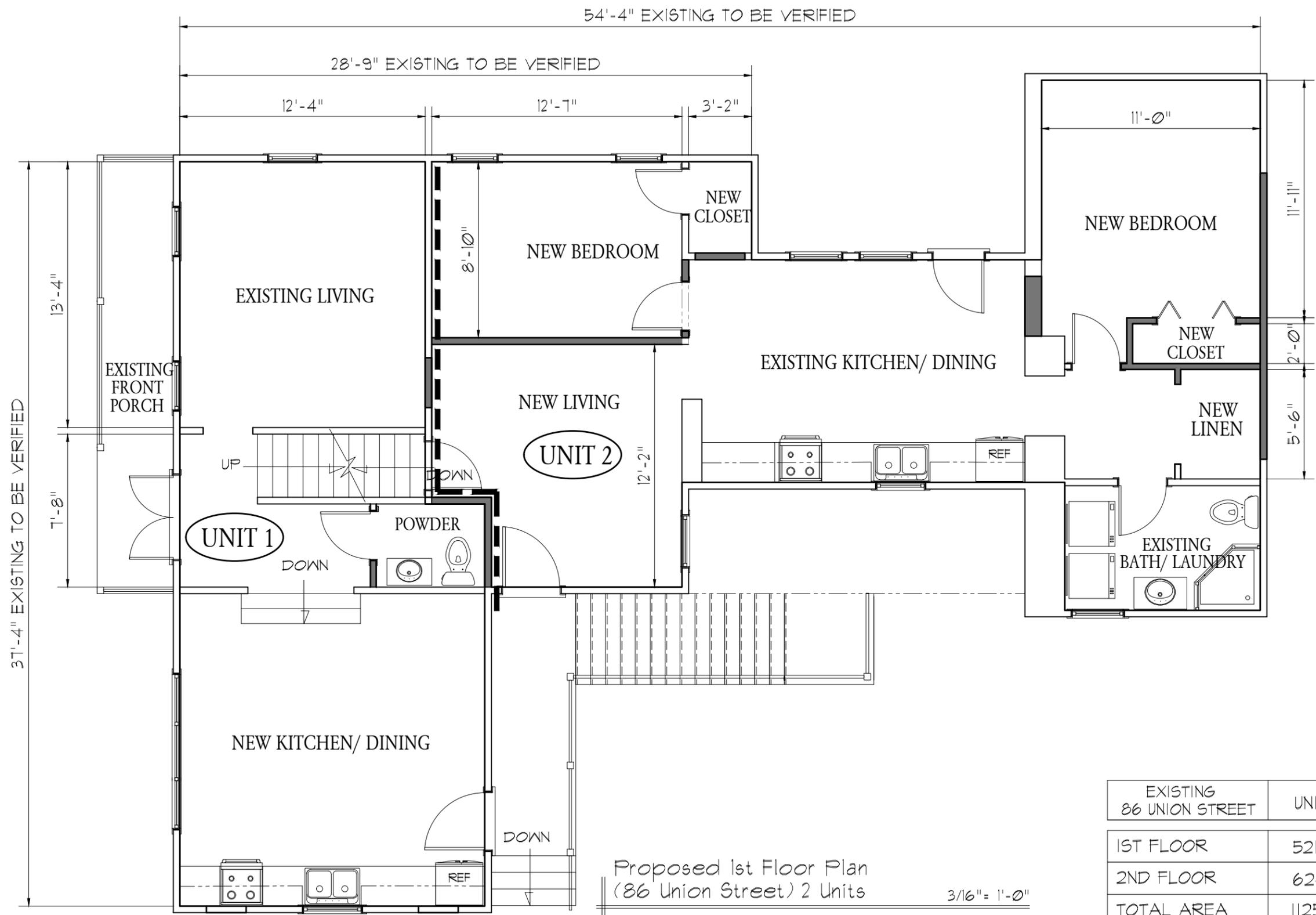
CHECKED BY:

DATE:
 06-20-2025

SCALE:
 1/4" = 1'-0"

DRAWING NO.
 EX-2

CAD FILE NAME:
FOR ZBA



Proposed 1st Floor Plan
 (86 Union Street) 2 Units
 3/16" = 1'-0"

EXISTING 86 UNION STREET	UNIT 1	UNIT 2	UNIT 3
1ST FLOOR	521 SF	759 SF	- SF
2ND FLOOR	624 SF	- SF	629 SF
TOTAL AREA	1125 SF	759 SF	629 SF

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

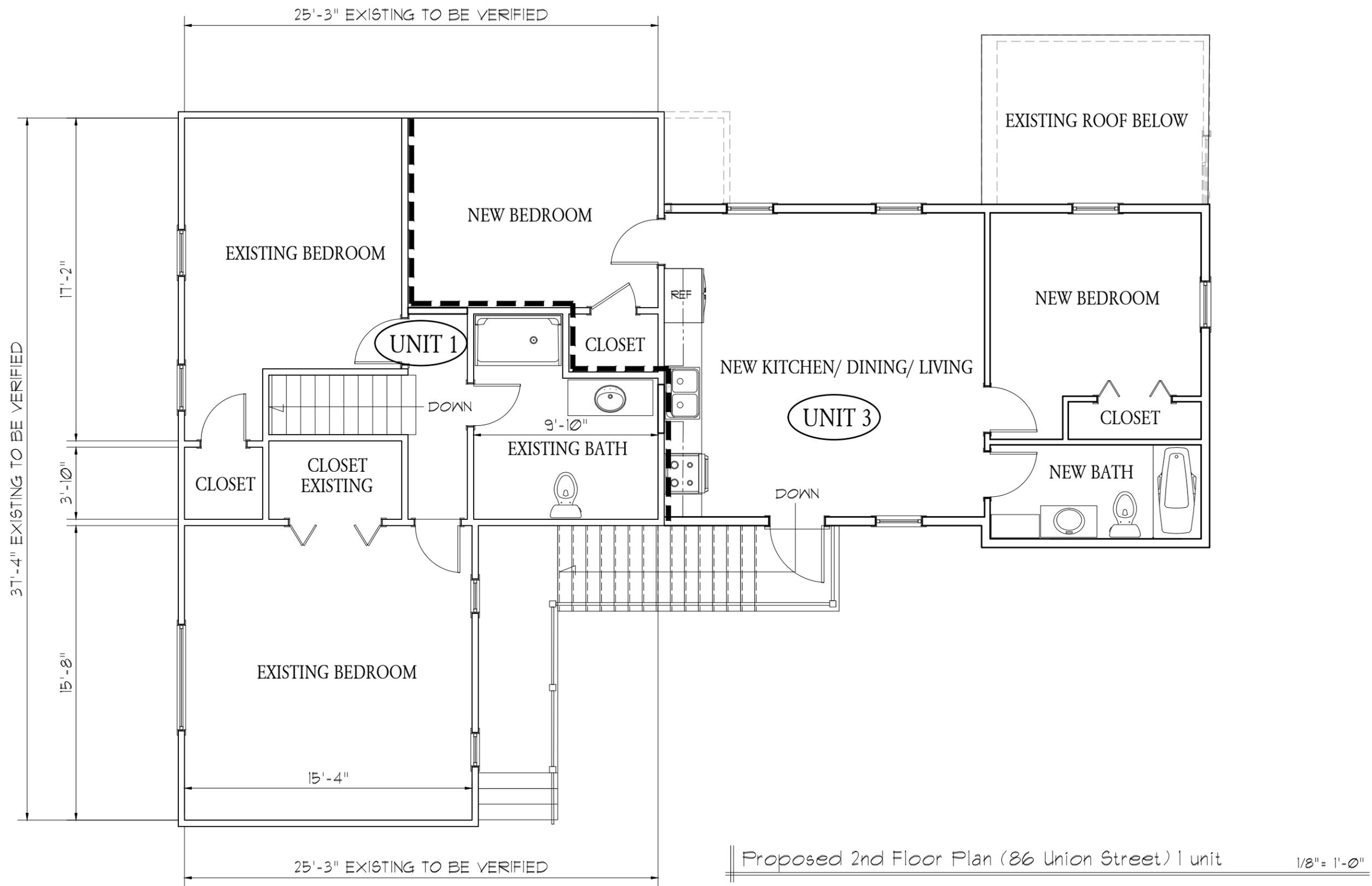
DRAWING TITLE:
**PROPOSED
 1ST FLOOR PLAN
 (86 UNION STREET)**

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

DRAWN BY: SL
 CHECKED BY:
 DATE: 06-20-2025
 CAD FILE NAME: FOR ZBA



Proposed 2nd Floor Plan (86 Union Street) 1 unit 1/8" = 1'-0"

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

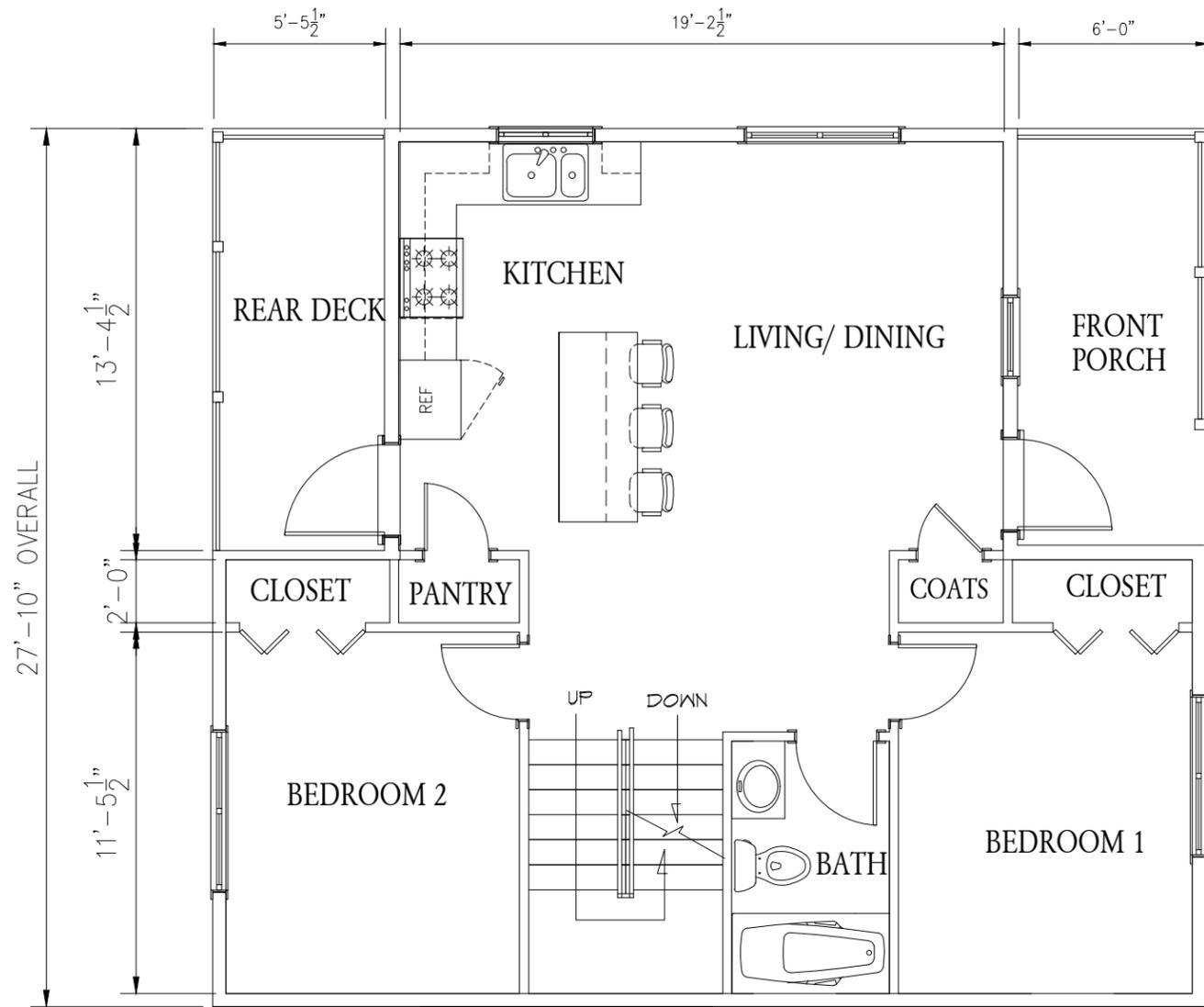
DRAWING TITLE:
PROPOSED 2ND FLOOR PLAN (86 UNION STREET)

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

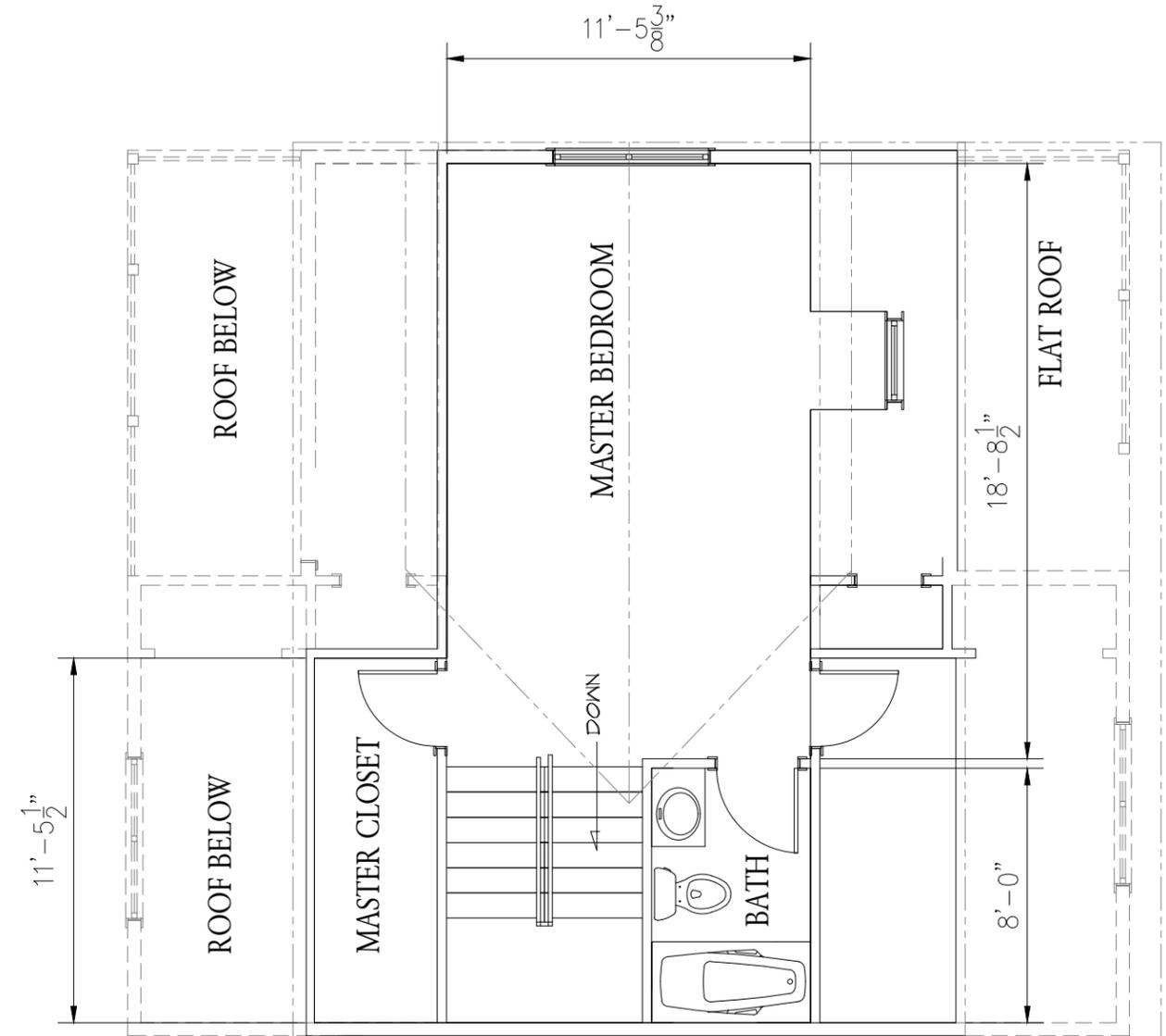
DRAWN BY: SL
 CHECKED BY: SL
 DATE: 06-20-2025
 CAD FILE NAME: FOR ZBA



Proposed 1st Floor Plan
 (Type C1 Simplex Gable)

3/16" = 1'-0"

SIMPLEX GABLE	UNIT 4
1ST FLOOR	676 SF
2ND FLOOR	373 SF
TOTAL AREA	1049 SF



Proposed 2nd Floor Plan
 (Type C1 Simplex Gable)

3/16" = 1'-0"

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
PROPOSED 1ST AND 2ND FLOOR PLAN (TYPE D SIMPLEX GABLE)

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

DRAWING TITLE:
 Proposed 1st and 2nd Floor Plan
 (Type D Simplex Gable)

DRAWN BY: SL	SCALE: 3/16" = 1'-0"
CHECKED BY:	DRAWING NO. A-1
DATE: 06-20-2025	FOR ZBA
CAD FILE NAME:	

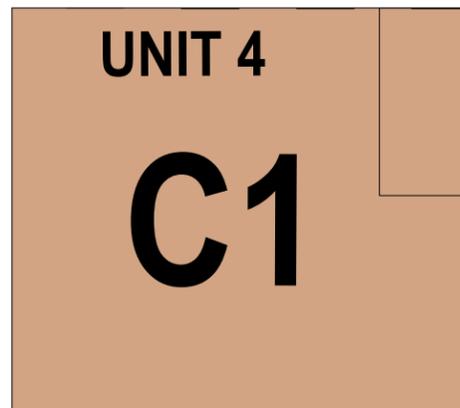
RIDGE @ 23'-0"



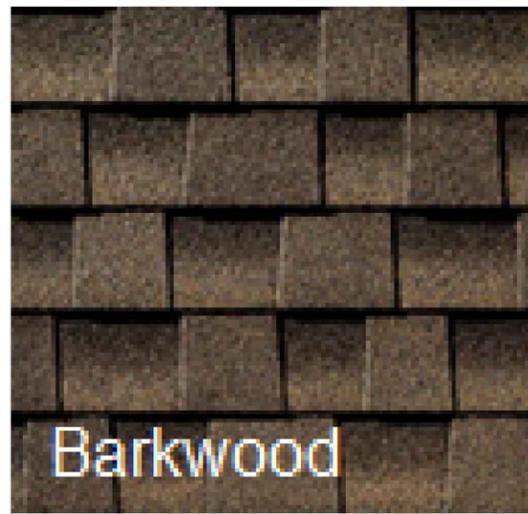
GROUND @ 0'-0"

Proposed Front Elevation (Type Type D Simplex Mansard/Gable) N.T.S.

Carob AF-160

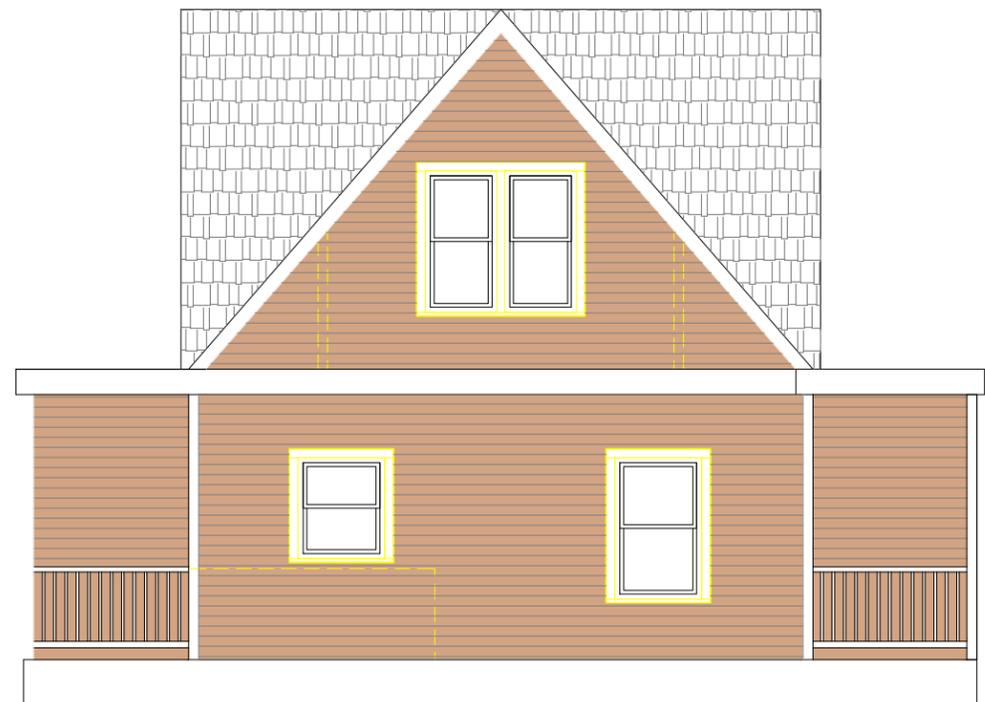


Proposed Siding



Proposed Shingles

RIDGE @ 23'-0"



GROUND @ 0'-0"

Proposed Left Side Elevation (Type D Simplex Mansard/Gable) N.T.S.

GENERAL NOTES:
ALL DIMENSION TO BE
FIELD VERIFIED &
CHECKED. CONTRACTOR
TO REPORT CHANGES
AND OMISSIONS TO
ARCHITECTURAL DESIGNER.

DRAWING TITLE:
**PROPOSED
EXTERIOR ELEVATIONS
(TYPE SIMPLEX D MANSARD/GABLE)**

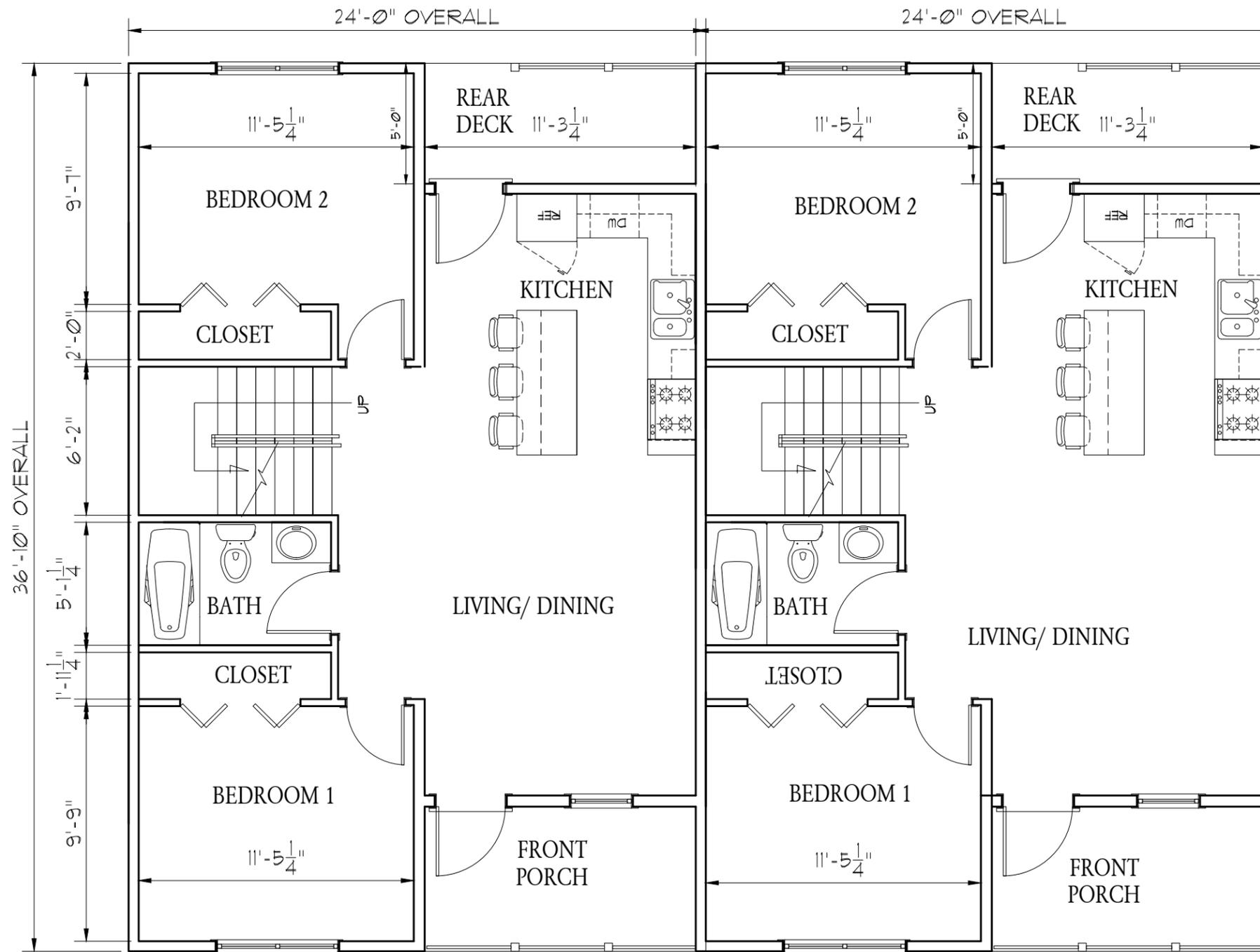
DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
**COMMUNITY DEVELOPMENT
AT 86-92 UNION STREET
RANDOLPH, MA**

DRAWING TITLE:
**Proposed Exterior Elevations
(Type D Simplex Mansard/Gable)**

DRAWN BY: SL	SCALE: 1/4" = 1'-0"
CHECKED BY:	DRAWING NO. A-2
DATE: 06-20-2025	FOR ZBA
CAD FILE NAME:	



Proposed 1st Floor Plan (Type DD Duplex) 3/16" = 1'-0"

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
PROPOSED 1ST FLOOR PLAN (TYPE DD DUPLEX GABLE)

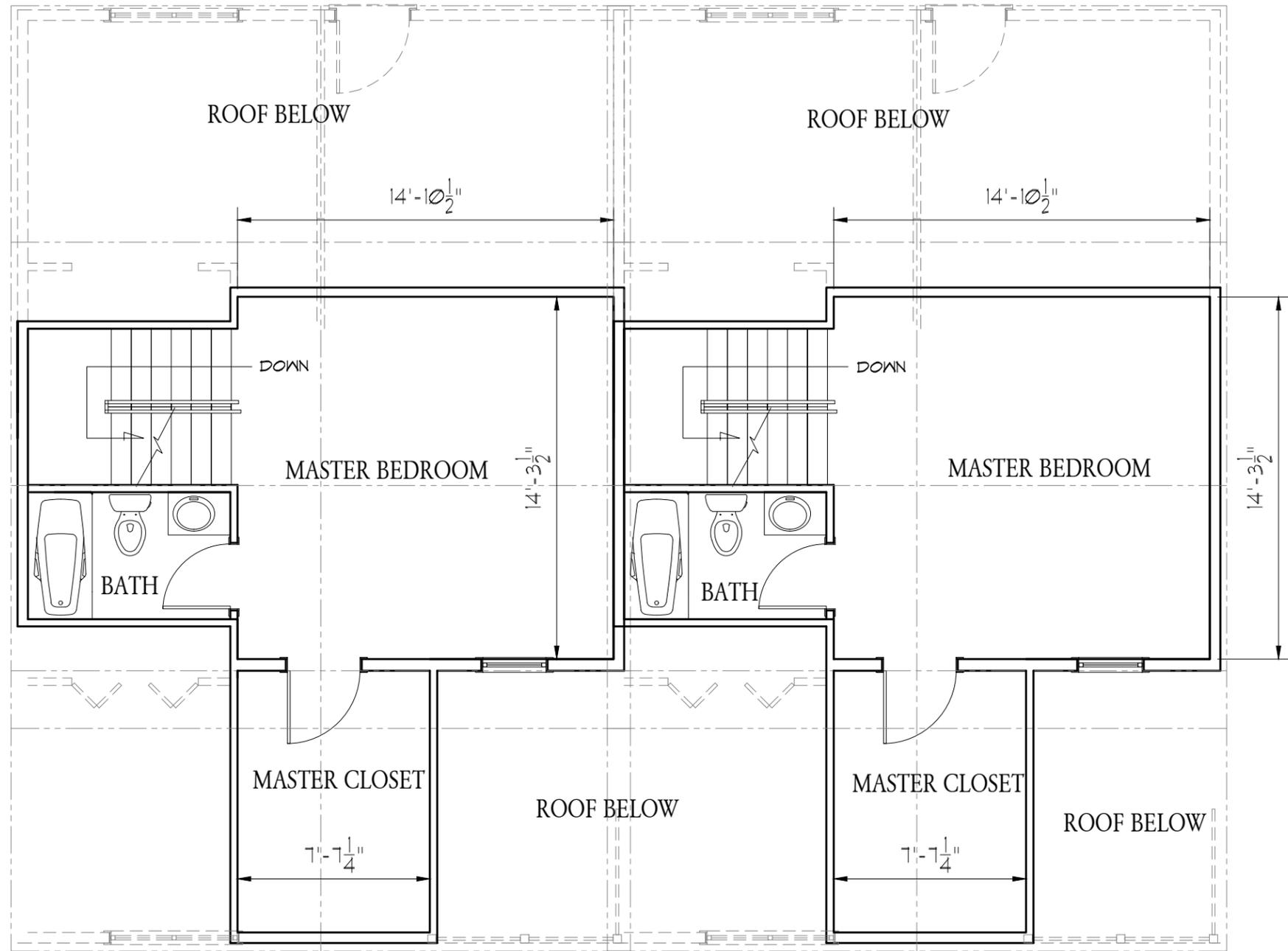
DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

DRAWING TITLE:
 Proposed 1st Floor Plan
 (Type DD Duplex Gable)

DRAWN BY: SL	SCALE: 3/16" = 1'-0"
CHECKED BY:	DRAWING NO. A-1
DATE: 06-20-2025	FOR ZBA
CAD FILE NAME:	



Proposed 2nd Floor Plan (Type DD Duplex) 3/16" = 1'-0"

DUPLEX	UNIT 5 AND 6
1ST FLOOR	705 SF
2ND FLOOR	390
TOTAL AREA	1093 SF

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
PROPOSED 2ND FLOOR PLAN (TYPE DD DUPLEX GABLE)

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

DRAWING TITLE:
 Proposed 2nd Floor Plan
 (Type DD Duplex Gable)

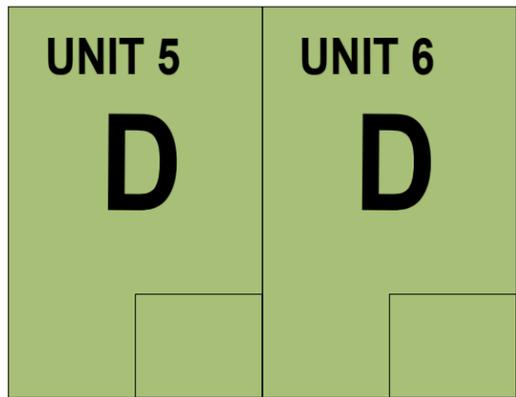
DRAWN BY: SL
 CHECKED BY:
 DATE: 06-20-2025
 CAD FILE NAME: FOR ZBA

SCALE: 1/4" = 1'-0"
 DRAWING NO. A-2



Proposed Front Elevation (Type A Duplex) N.T.S.

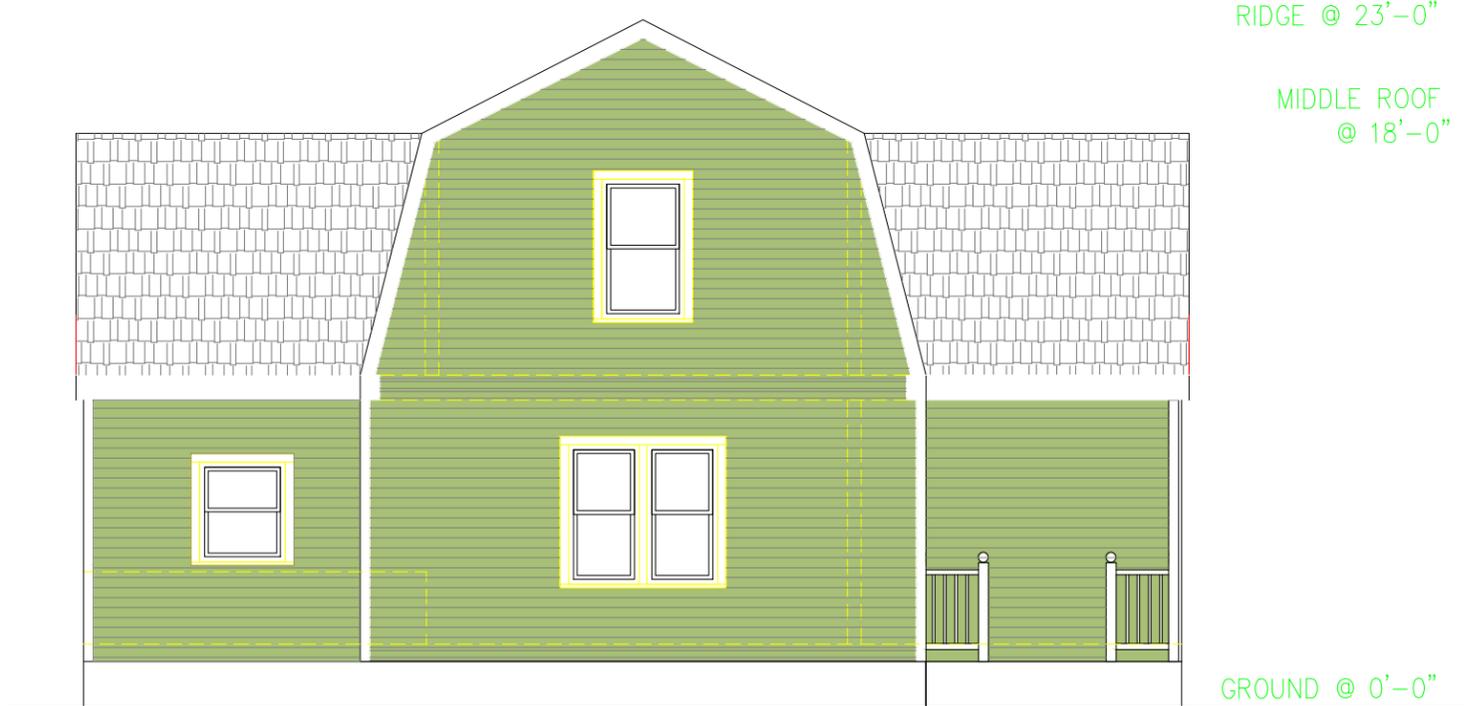
Kittery Point Green
HC-119



Proposed Siding



Proposed Shingles



Proposed Left Side Elevation (Type A Duplex) N.T.S.

GENERAL NOTES:
ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
PROPOSED EXTERIOR ELEVATIONS (TYPE DD DUPLEX GABLE)

DATE	REVISION	BY

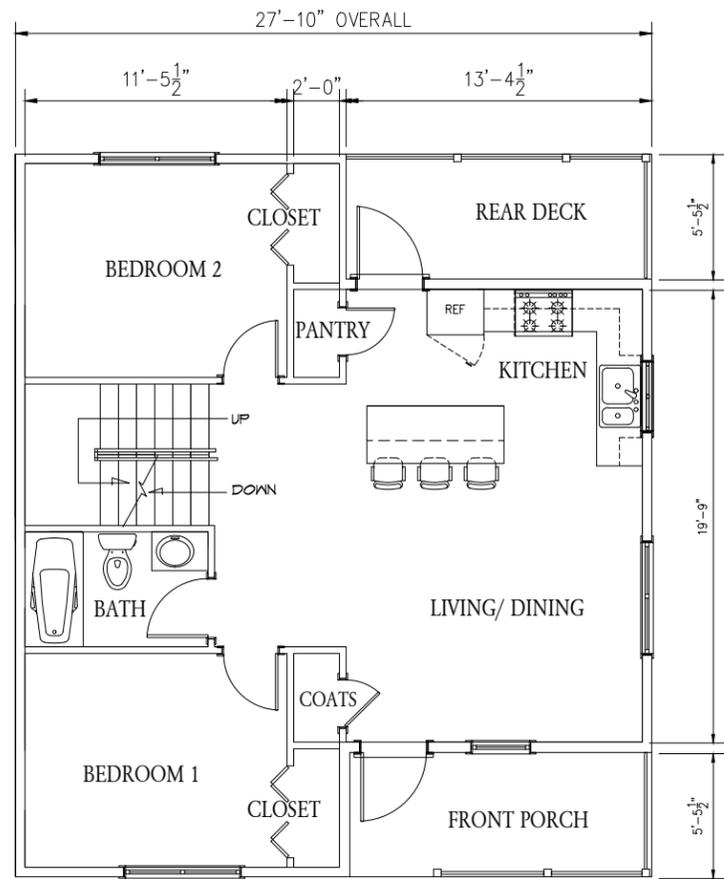
PROFESSIONAL STAMP:

PROJECT ADDRESS:
COMMUNITY DEVELOPMENT AT 86-92 UNION STREET RANDOLPH, MA

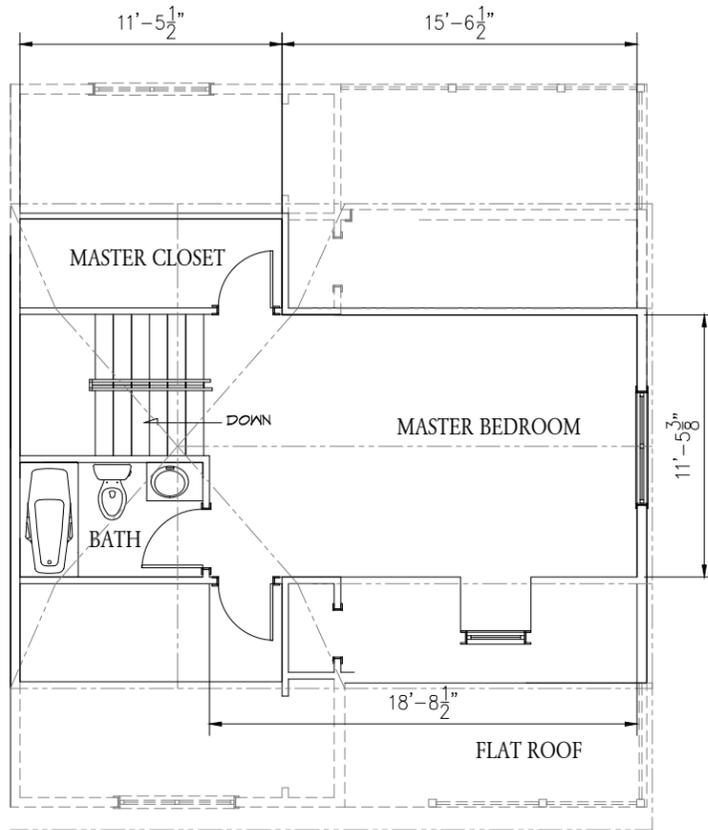
DRAWING TITLE:
Proposed Exterior Elevations (Type DD Duplex Gable)

DRAWN BY: SL
CHECKED BY: A-3
DATE: 06-20-2025
CAD FILE NAME: FOR ZBA

SCALE: 1/4" = 1'-0"



Proposed 1st Floor Plan
(Type D Simplex) 3/16" = 1'-0"



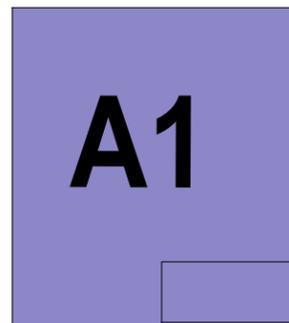
Proposed 2nd Floor Plan
(Type D Simplex) 3/16" = 1'-0"

RIDGE @ 23'-0"
MIDDLE ROOF @ 18'-0"
GROUND @ 0'-0"



Proposed Front Elevation
(Type D Simplex) N.T.S.

New Hope Gray
2130-50



Proposed Siding



Proposed Shingles

D SIMPLEX	UNIT 7
1ST FLOOR	684 SF
2ND FLOOR	416 SF
TOTAL AREA	1100 SF

RIDGE @ 23'-0"
MIDDLE ROOF @ 18'-0"
GROUND @ 0'-0"



Proposed Left Side Elevation
(Type D Simplex) N.T.S.

GENERAL NOTES:
ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

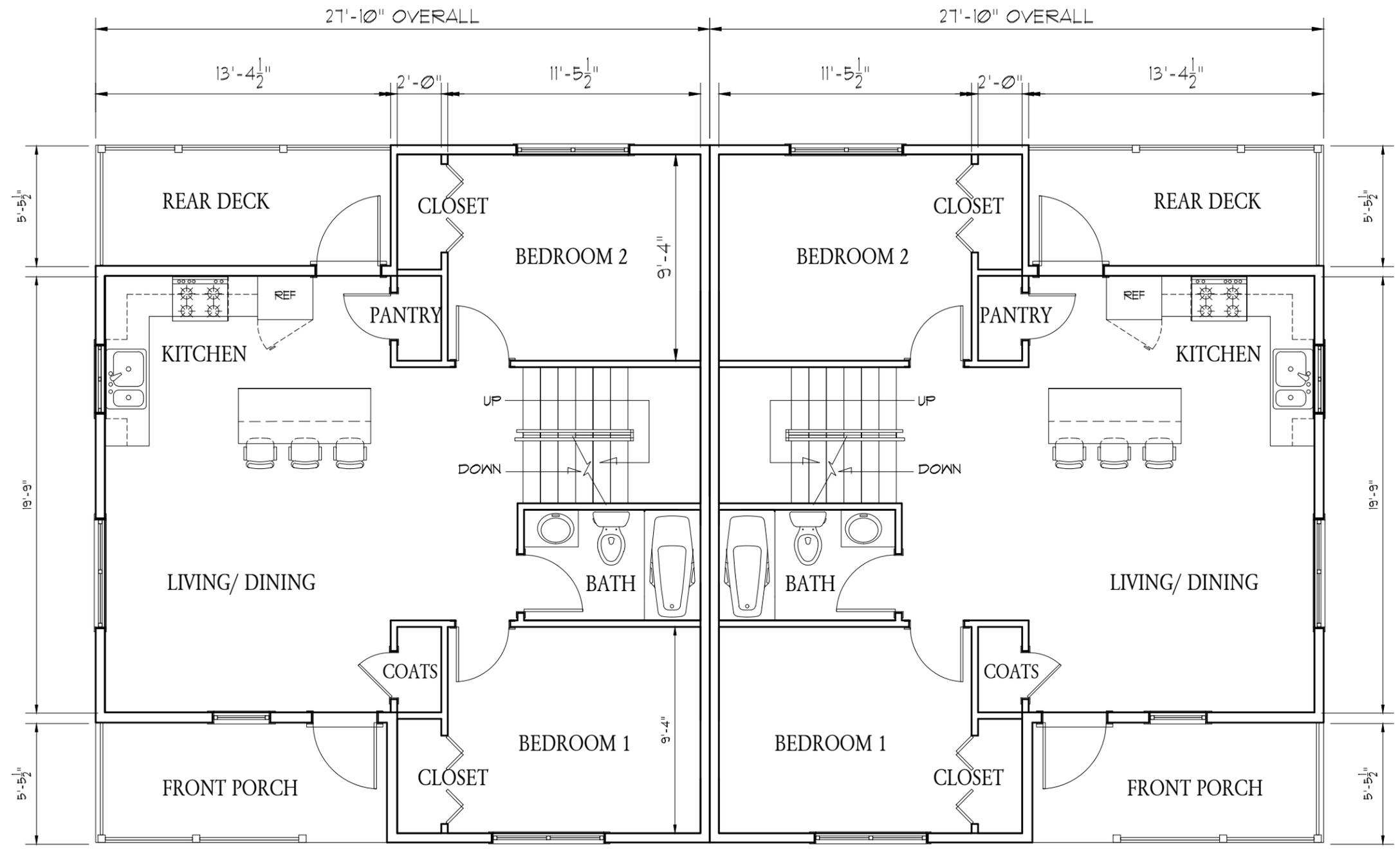
DRAWING TITLE:
PROPOSED FLOOR PLAN AND EXTERIOR ELEVATIONS (TYPE D SIMPLEX)

DATE	REVISION	BY

PROFESSIONAL STAMP:

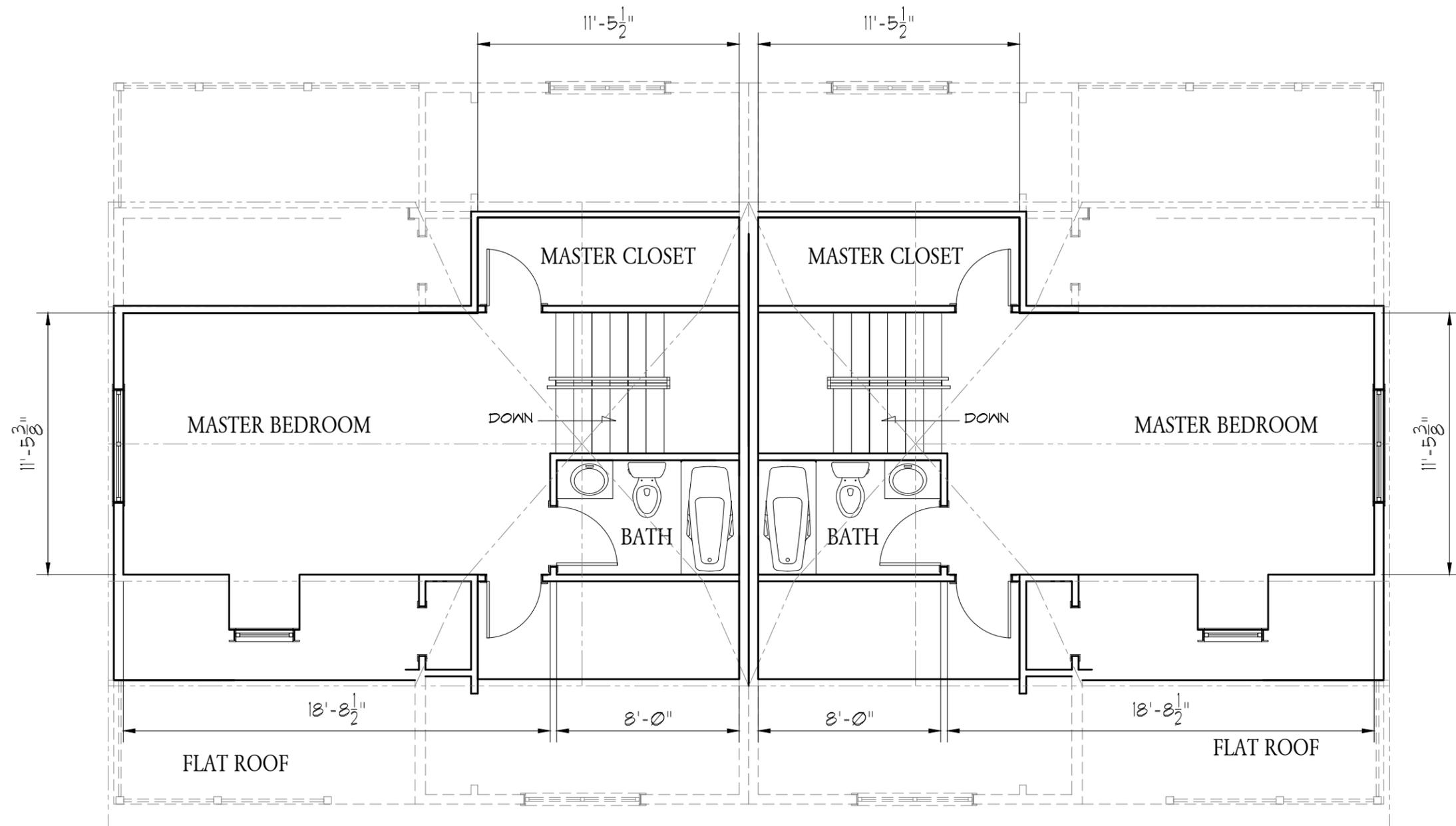
PROJECT ADDRESS:
COMMUNITY DEVELOPMENT AT 86-92 UNION STREET RANDOLPH, MA
DRAWING TITLE: Proposed Floor Plans and Exterior Elevations (Type D Simplex)

DRAWN BY: SL
CHECKED BY:
DATE: 06-20-2025
SCALE: 1/8" = 1'-0"
DRAWING NO. A-1
FOR ZBA



Proposed 1st Floor Plan (Type BB Duplex Mansard) 3/16" = 1'-0"

GENERAL NOTES: ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.	DRAWING TITLE: PROPOSED 1ST FLOOR PLAN (TYPE BB DUPLEX MANSARD)	PROFESSIONAL STAMP:	PROJECT ADDRESS: COMMUNITY DEVELOPMENT AT 86-92 UNION STREET RANDOLPH, MA	DRAWN BY: SL	SCALE: 3/16" = 1'-0"
		DATE:	DRAWING TITLE: Proposed 1st Floor Plan (Type BB Duplex Mansard)	CHECKED BY: A-1	DATE: 06-20-2025
		DATE:		CAD FILE NAME:	66



Proposed 2nd Floor Plan (Type BB Duplex Mansard) 3/16" = 1'-0"

DUPLEX MANSARD	UNIT 8	UNIT 9
1ST FLOOR	684 SF	684 SF
2ND FLOOR	416 SF	416 SF
TOTAL AREA	1100 SF	1100 SF

GENERAL NOTES:
ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
PROPOSED 2ND FLOOR PLAN (TYPE BB DUPLEX MANSARD)

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
COMMUNITY DEVELOPMENT AT 86-92 UNION STREET RANDOLPH, MA
DRAWING TITLE:
Proposed 2nd Floor Plan (Type BB Duplex Mansard)

DRAWN BY: SL
CHECKED BY:
DATE: 06-20-2025
SCALE: 1/4" = 1'-0"
DRAWING NO. A-2
FOR ZBA

RIDGE @ 23'-0"

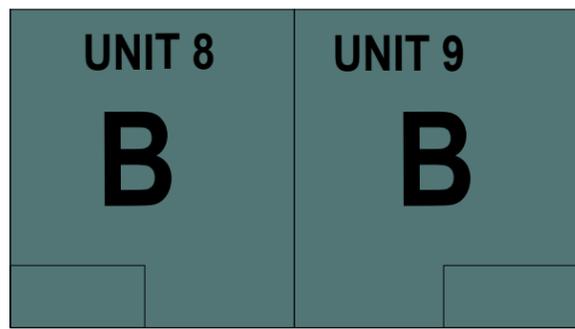
MIDDLE ROOF @ 18'-0"

GROUND @ 0'-0"



Proposed Front Elevation (Type Type BB Duplex Mansard) N.T.S.

Yarmouth Blue
HC-150



Proposed Siding



Proposed Shingles

RIDGE @ 23'-0"

MIDDLE ROOF @ 18'-0"

GROUND @ 0'-0"



Proposed Left Side Elevation (Type BB Duplex Mansard) N.T.S.

GENERAL NOTES:
ALL DIMENSION TO BE
FIELD VERIFIED &
CHECKED. CONTRACTOR
TO REPORT CHANGES
AND OMISSIONS TO
ARCHITECTURAL DESIGNER.

DRAWING TITLE:
**PROPOSED
EXTERIOR ELEVATIONS
(TYPE BB DUPLEX MANSARD)**

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
**COMMUNITY DEVELOPMENT
AT 86-92 UNION STREET
RANDOLPH, MA**

DRAWING TITLE:
**Proposed Exterior Elevations
(Type BB Duplex Mansard)**

DRAWN BY:
SL

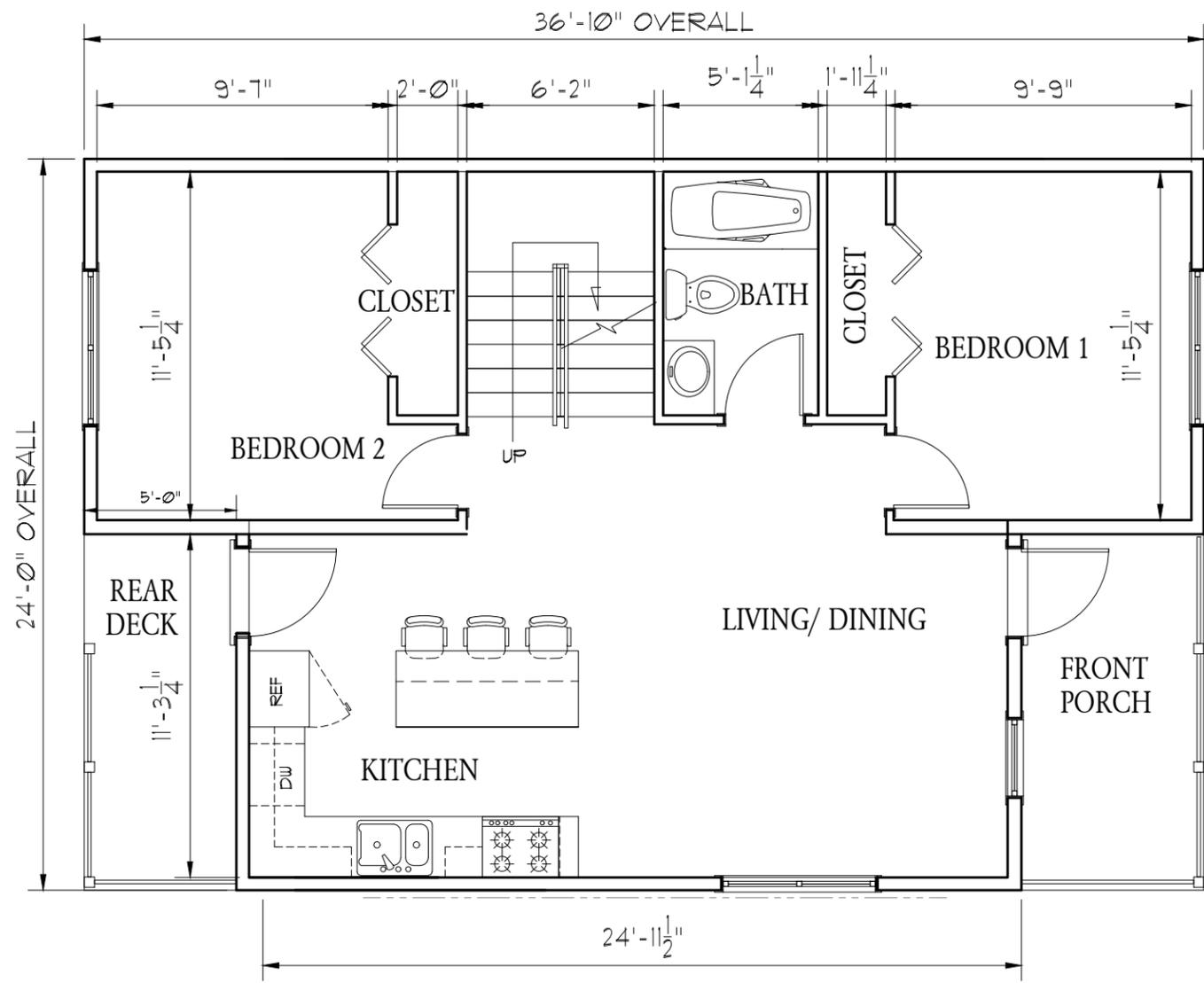
CHECKED BY:

DATE:
06-20-2025

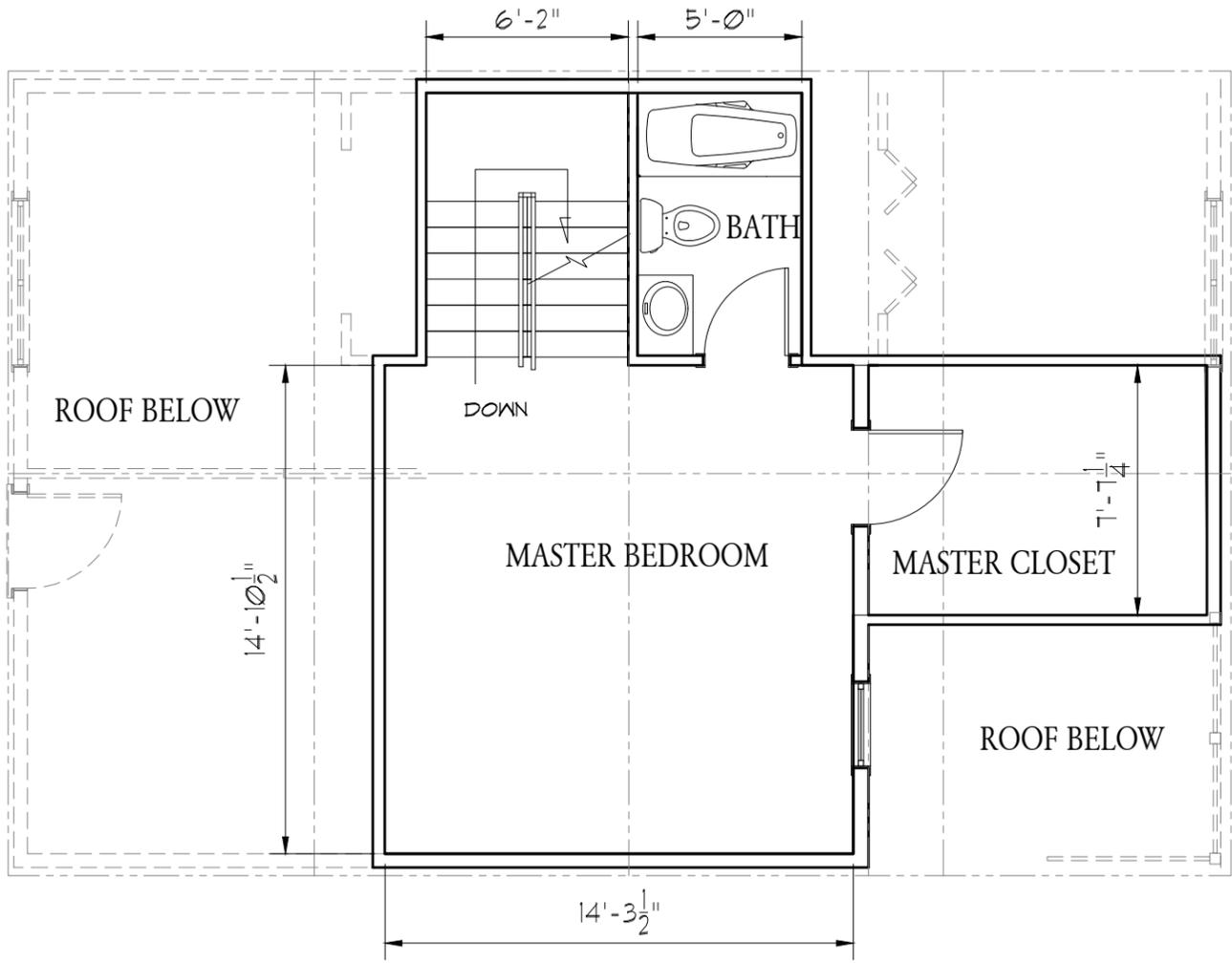
SCALE:
1/4" = 1'-0"

DRAWING NO.
A-3

CAD FILE NAME:
FOR ZBA



Proposed 1st Floor Plan
 (Type D Simplex Mansard/Gable) 3/16" = 1'-0"



Proposed 2nd Floor Plan
 (Type D Simplex Mansard/Gable) 3/16" = 1'-0"

SIMPLEX	UNIT 10
1ST FLOOR	705 SF
2ND FLOOR	390
TOTAL AREA	1093 SF

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
PROPOSED 1ST AND 2ND FLOOR PLAN (TYPE D SIMPLEX MANSARD/ GABLE)

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

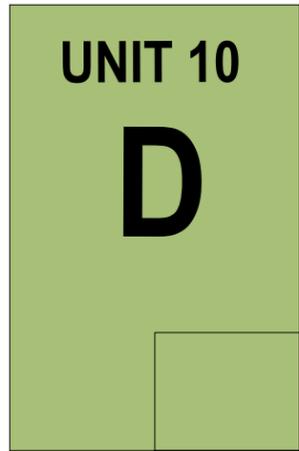
DRAWN BY: SL
 CHECKED BY: A-1
 DATE: 06-20-2025
 CAD FILE NAME: FOR ZBA



RIDGE @ 23'-0"
 MIDDLE ROOF @ 18'-0"
 GROUND @ 0'-0"

Proposed Front Elevation (Type Type D Simplex Mansard/Gable) N.T.S.

Kittery Point Green
 HC-119



Proposed Siding



Proposed Shingles

RIDGE @ 23'-0"
 MIDDLE ROOF @ 18'-0"



GROUND @ 0'-0"

Proposed Left Side Elevation (Type D Simplex Mansard/Gable) N.T.S.

GENERAL NOTES:
 ALL DIMENSION TO BE
 FIELD VERIFIED &
 CHECKED. CONTRACTOR
 TO REPORT CHANGES
 AND OMISSIONS TO
 ARCHITECTURAL DESIGNER.

DRAWING TITLE:
**PROPOSED
 EXTERIOR ELEVATIONS
 (TYPE SIMPLEX D MANSARD/GABLE)**

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

DRAWING TITLE:
 Proposed Exterior Elevations
 (Type D Simplex Mansard/Gable)

DRAWN BY:
 SL

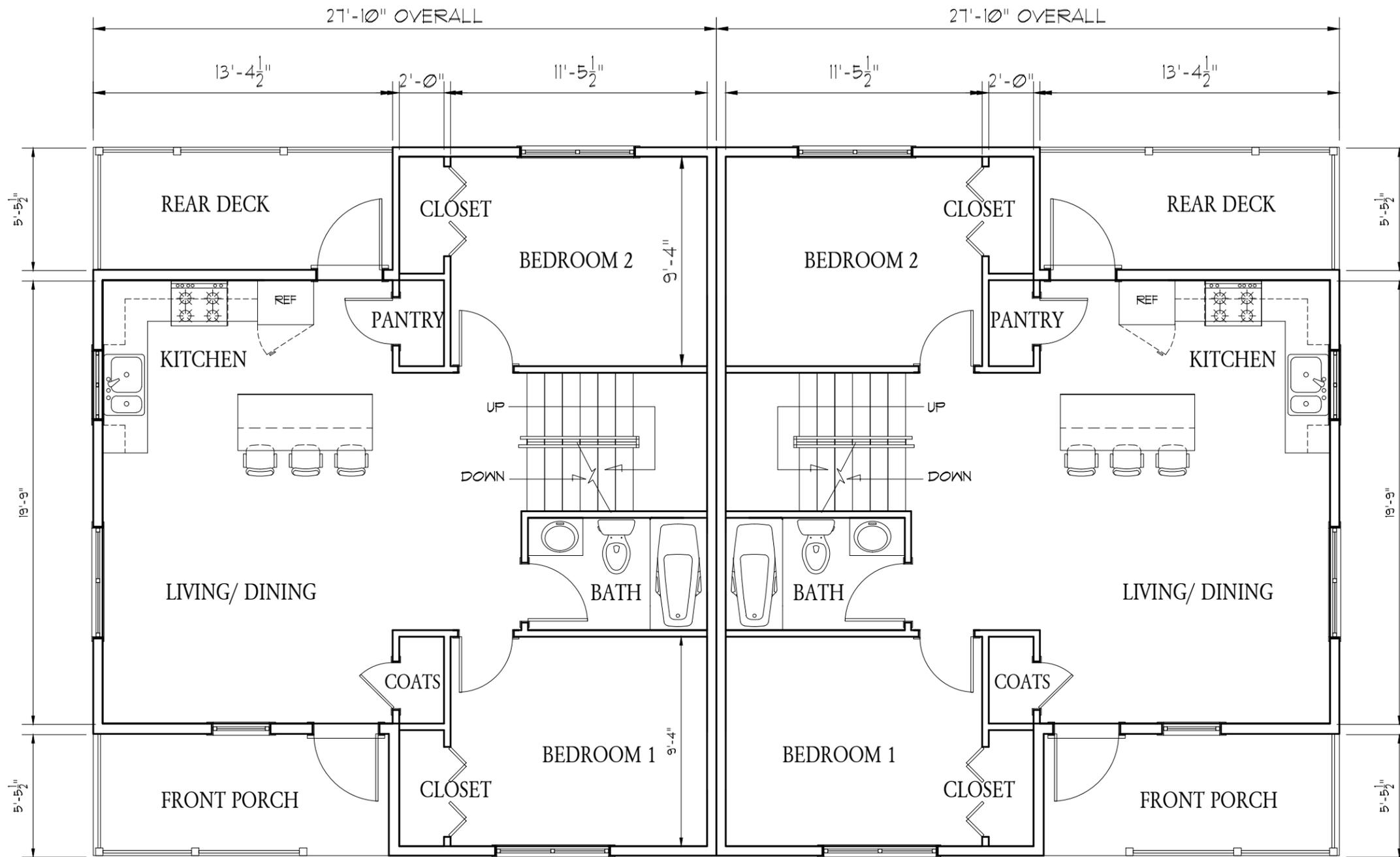
CHECKED BY:

DATE:
 06-20-2025

SCALE:
 1/4" = 1'-0"

DRAWING NO.
 A-2

CAD FILE NAME:
 FOR ZBA



Proposed 1st Floor Plan (Type CC Duplex Gable) 3/16" = 1'-0"

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

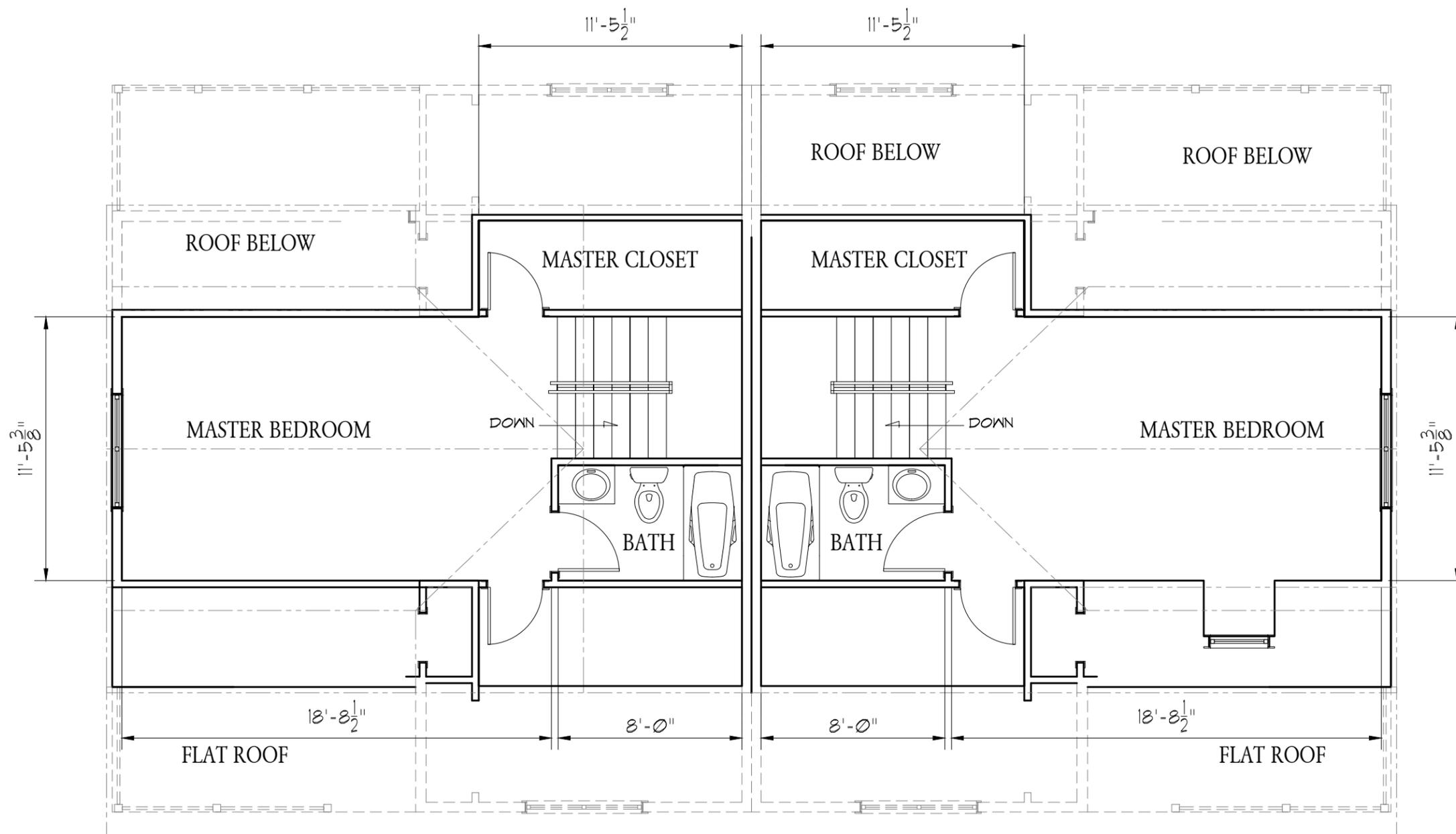
DRAWING TITLE:
PROPOSED 1ST FLOOR PLAN (TYPE CC DUPLEX MANSARD)

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

DRAWN BY: SL
 CHECKED BY:
 DATE: 06-20-2025
 CAD FILE NAME:
 SCALE: 3/16" = 1'-0"
 DRAWING NO. A-1
FOR ZBA



Proposed 2nd Floor Plan (Type CC Duplex Gable) 3/16" = 1'-0"

DUPLEX GABLE	UNIT 11	UNIT 12
1ST FLOOR	684 SF	684 SF
2ND FLOOR	416 SF	416 SF
TOTAL AREA	1100 SF	1100 SF

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
PROPOSED 2ND FLOOR PLAN (TYPE CC DUPLEX MANSARD)

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

DRAWN BY: SL
 CHECKED BY:
 DATE: 06-20-2025
 CAD FILE NAME:
 SCALE: 1/4" = 1'-0"
 DRAWING NO. A-2
FOR ZBA

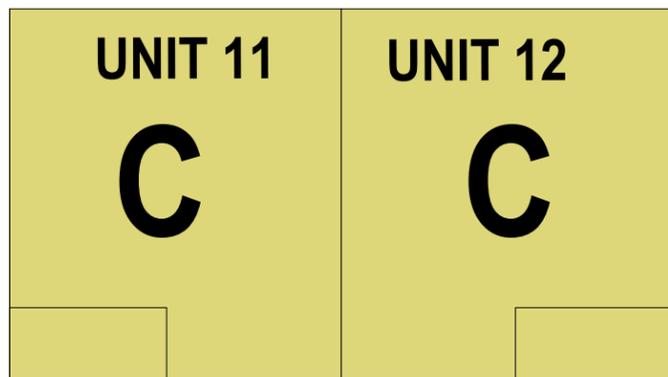
RIDGE @ 23'-0"



GROUND @ 0'-0"

Proposed Front Elevation (Type Type CC Duplex Gable) N.T.S.

Hawthorne Yellow
HC-4



Proposed Siding



Proposed Shingles

RIDGE @ 23'-0"



GROUND @ 0'-0"

Proposed Left Side Elevation (Type CC Duplex Gable) N.T.S.

GENERAL NOTES:
ALL DIMENSION TO BE
FIELD VERIFIED &
CHECKED. CONTRACTOR
TO REPORT CHANGES
AND OMISSIONS TO
ARCHITECTURAL DESIGNER.

DRAWING TITLE:
**PROPOSED
EXTERIOR ELEVATIONS
(TYPE CC DUPLEX MANSARD)**

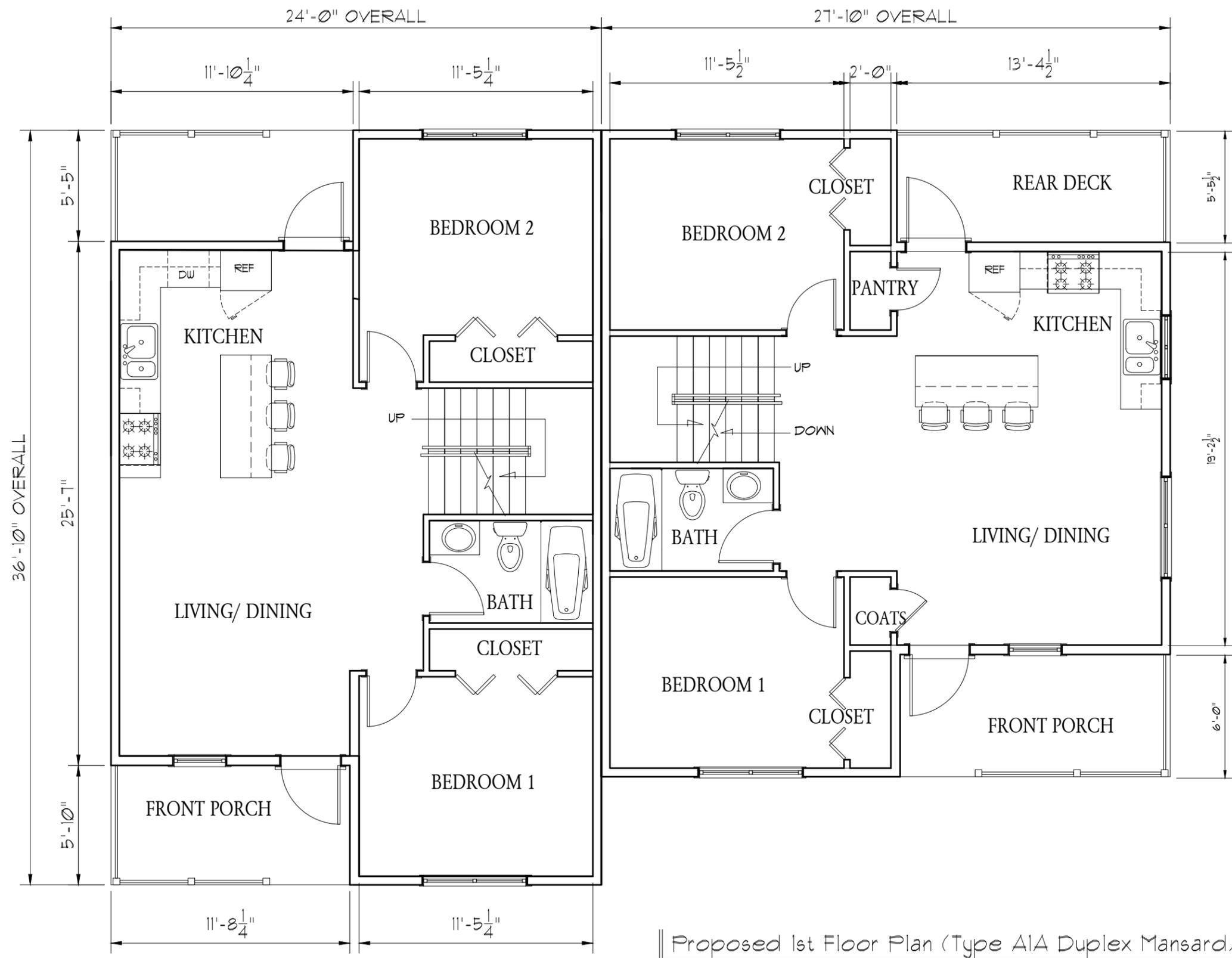
DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
**COMMUNITY DEVELOPMENT
AT 86-92 UNION STREET
RANDOLPH, MA**

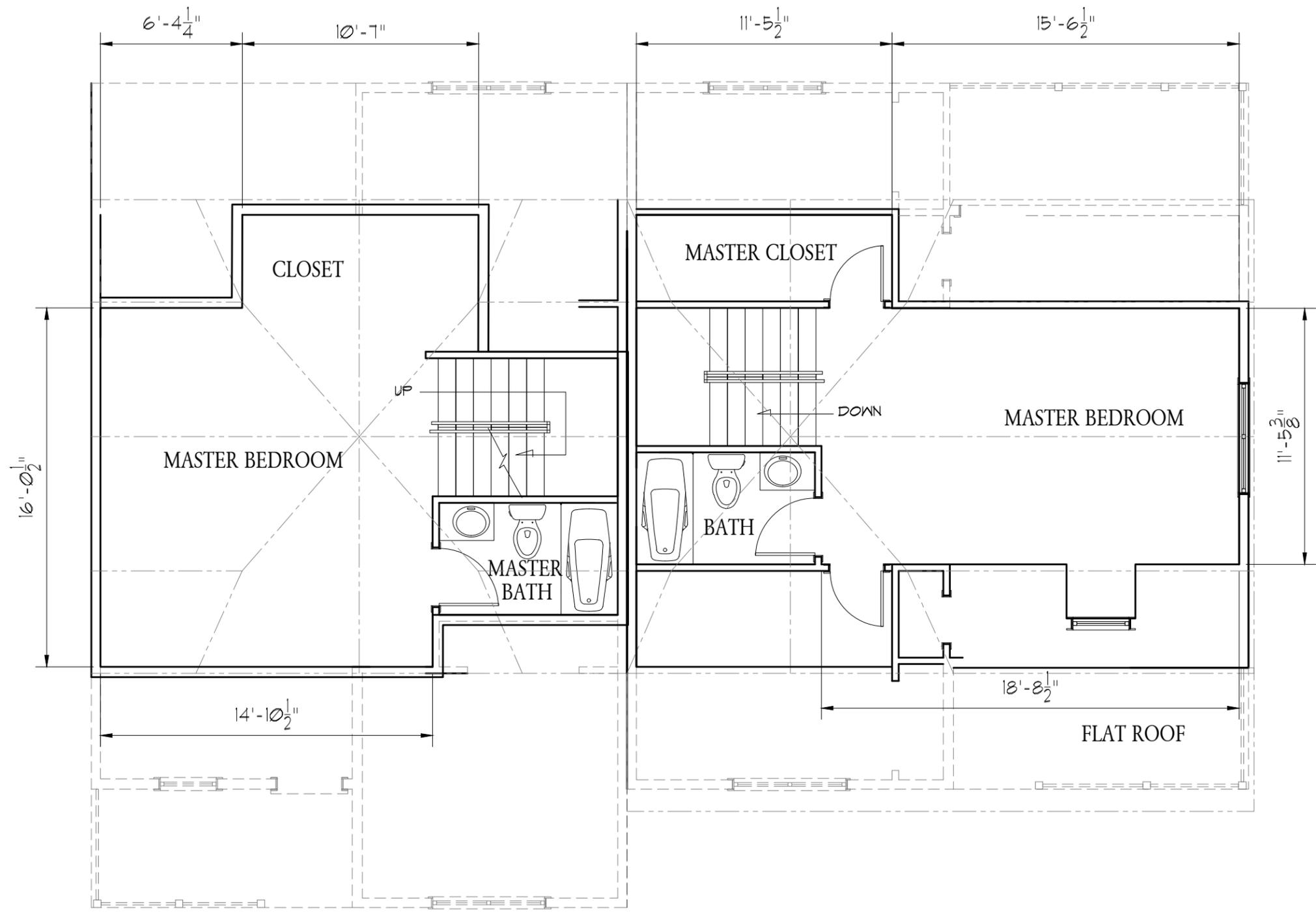
DRAWING TITLE:
**Proposed Exterior Elevations
(Type CC Duplex Gable)**

DRAWN BY: SL	SCALE: 1/4" = 1'-0"
CHECKED BY:	DRAWING NO. A-3
DATE: 06-20-2025	FOR ZBA
CAD FILE NAME:	



Proposed 1st Floor Plan (Type A1A Duplex Mansard) 3/16" = 1'-0"

GENERAL NOTES: ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.	DRAWING TITLE: PROPOSED 1ST FLOOR PLAN (TYPE A1A DUPLEX MANSARD)	DATE:	REVISION:	BY:	PROFESSIONAL STAMP:	PROJECT ADDRESS: COMMUNITY DEVELOPMENT AT 86-92 UNION STREET RANDOLPH, MA	DRAWN BY: SL	SCALE: 3/16" = 1'-0"
		DATE:	REVISION:	BY:		DRAWING TITLE: Proposed 1st Floor Plan (Type A1A Duplex Mansard)	CHECKED BY: A-1	DATE: 06-20-2025



Proposed 2nd Floor Plan (Type A1A Duplex Mansard)

3/16" = 1'-0"

A1A DUPLEX	UNIT 13	UNIT 14
1ST FLOOR	701 SF	677 SF
2ND FLOOR	384 SF	416 SF
TOTAL AREA	1085 SF	1093 SF

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
PROPOSED 2ND FLOOR PLAN (TYPE A1A DUPLEX MANSARD)

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT
 AT 86-92 UNION STREET
 RANDOLPH, MA

DRAWN BY: SL
 CHECKED BY: A-2
 DATE: 06-20-2025
 CAD FILE NAME: FOR ZBA

RIDGE @ 23'-0"

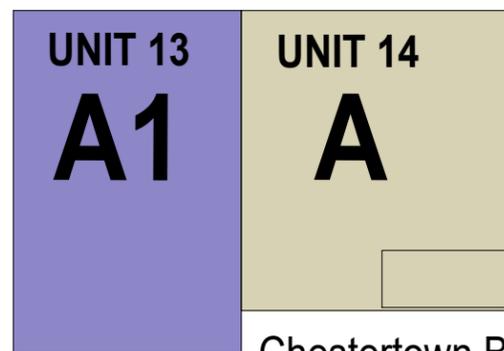
MIDDLE ROOF @ 18'-0"

GROUND @ 0'-0"



Proposed Front Elevation (Type Type A1A Duplex Mansard) N.T.S.

New Hope Gray
2130-50



Chestertown Buff
HC-9

Proposed Siding



Charcoal

Proposed Shingles

RIDGE @ 23'-0"

GROUND @ 0'-0"



Proposed Left Side Elevation ((Type Type A1A Duplex Mansard) N.T.S.

GENERAL NOTES:
ALL DIMENSION TO BE
FIELD VERIFIED &
CHECKED. CONTRACTOR
TO REPORT CHANGES
AND OMISSIONS TO
ARCHITECTURAL DESIGNER.

DRAWING TITLE:
**PROPOSED
EXTERIOR ELEVATIONS
(TYPE CC DUPLEX MANSARD)**

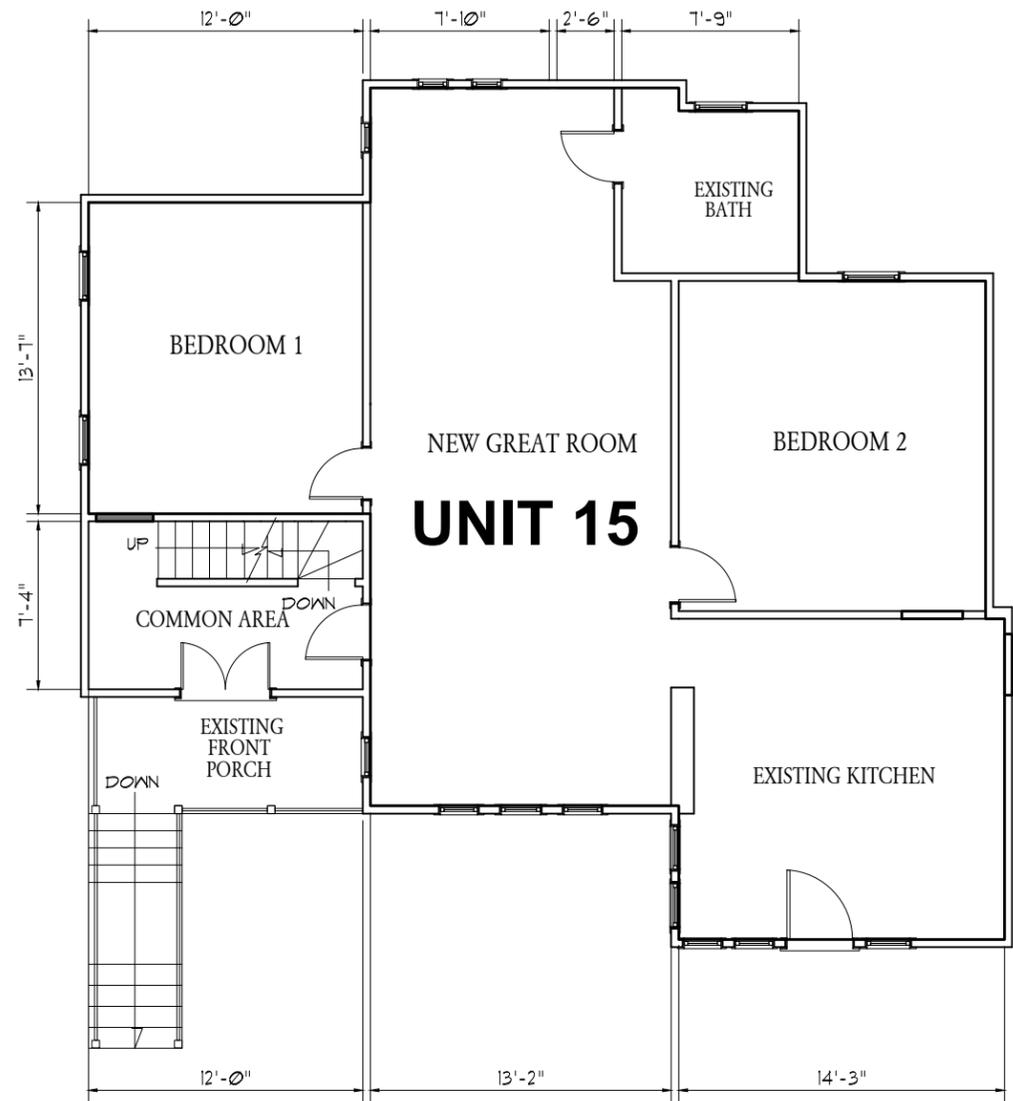
DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
**COMMUNITY DEVELOPMENT
AT 86-92 UNION STREET
RANDOLPH, MA**

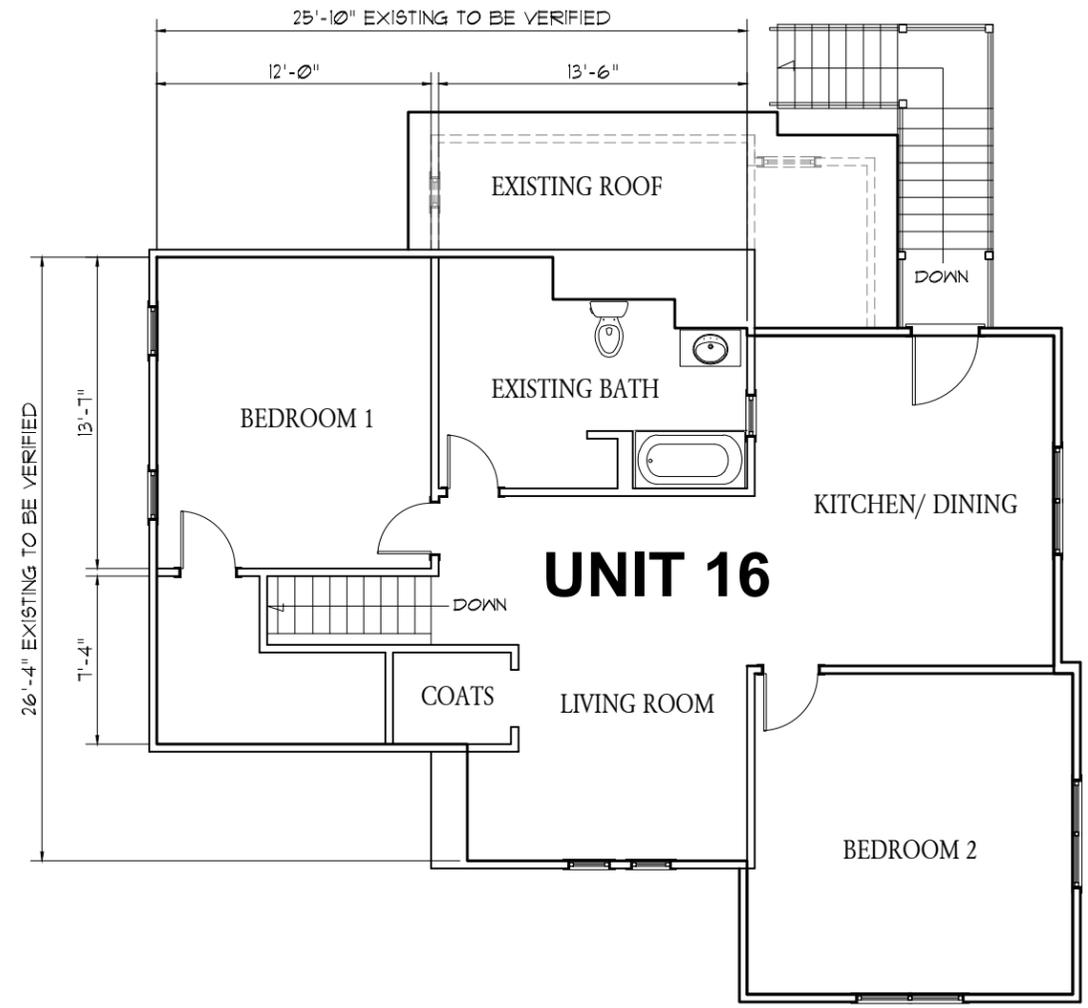
DRAWING TITLE:
**Proposed Exterior Elevations
(Type CC Duplex Gable)**

DRAWN BY: SL	SCALE: 1/4" = 1'-0"
CHECKED BY:	DRAWING NO. A-3
DATE: 06-20-2025	FOR ZBA
CAD FILE NAME:	



Proposed 1st Floor Plan (92 Union Street) 1/8" = 1'-0"

EXISTING 92 UNION STREET	UNIT 15	UNIT 16
1ST FLOOR	1026 SF	- SF
2ND FLOOR	- SF	989 SF
TOTAL AREA	1026 SF	989 SF



Proposed 2nd Floor Plan (92 Union Street) 1/8" = 1'-0"

GENERAL NOTES:
 ALL DIMENSION TO BE FIELD VERIFIED & CHECKED. CONTRACTOR TO REPORT CHANGES AND OMISSIONS TO ARCHITECTURAL DESIGNER.

DRAWING TITLE:
PROPOSED FLOOR PLANS (92 UNION STREET)

DATE	REVISION	BY

PROFESSIONAL STAMP:

PROJECT ADDRESS:
 COMMUNITY DEVELOPMENT AT 86-92 UNION STREET RANDOLPH, MA

DRAWN BY: SL
 CHECKED BY: A-1
 DATE: 06-20-2025
 CAD FILE NAME: FOR ZBA



PLANNING DEPARTMENT REPORT

File	N/A	Reported By	Planning Board
Project Site	86-92 Union Street	Application Type	Special Permit Planned Residential Development

Project Summary

The applicant proposes construction on combined parcels totaling 66,127 square feet under the Planned Residential Development (PRD) zoning. The parcels each currently contain a residential structure and an outbuilding. The structures on each are considered historic in the terms of the Town’s ordinance and the applicant has previously appeared before the Historic Commission and met the obligations.

The proposed development consists of 16 residential units clustered around open space with surface parking. Access to the parcel would be from an existing curb cut on Union Street. Egress would be through a new curb cut on Burris Way.

Zoning Districts

	Current Zoning	Existing Land Use
Subject	Residential High Density	Residential
North	Residential High Density	Residential
South	Residential High Density	Residential
East	Residential High Density	Residential
West	Residential High Density	Residential

Documents Reviewed

- Data narrative for the Planned Residential Development dated December 22, 2025
- Project narrative for the PRD dated October 23, 2025
- Conceptual architectural renderings by Atelier Lalanne Incorporated dated June 20, 2025
- Civil plans by CSN Engineering dated July 30, 2025; last revision date December 22, 2025
- Correspondence from Randolph Fire Department dated February 6, 2026

Analysis

1. Summary of Land Use Designation

Planned Residential Development (PRD) allows an alternative pattern of residential land development to encourage innovation and variety in housing design and site development and to promote a variety of housing choices to meet the needs of a population diverse in age, income, household composition and individual needs.

2. Compliance with Regulations

The proposed use of the parcel is **not wholly** compliant with Zoning Ordinances. Please see Comments & Recommendations for details.

3. Consistency with Plans

The proposed development is consistent with multiple sections of the Comprehensive Master Plan updated in 2017 that reference a requirement for diversity in housing options. Specifically, the Housing section of the Master Plan states *“Randolph does not have a large diversity of housing types. As mentioned in the Land Use Element, the predominant land use patterns in Randolph are residential uses composed of low-density single-family homes that are reflective of suburban residential character. Only 2.1% of all residential land (0.9% of Randolph’s total land area) is dedicated to multi-family development with four or more units,”* and further lists goals to:

- *Expand the mix of housing choices throughout town for a range of incomes, ages, and family types.*

4. Compatibility with Surrounding Neighborhood

This parcel is located near Crawford Square and the Town’s civic center approximately 1 mile from the Holbrook/Randolph commuter rail station. The parcel is surrounded on all sides by residential properties. The proposed use and structures are **in character** with the neighborhood which is composed of mostly single-family homes with a maximum height of 2 ½ stories.

Comments (based on the civil and architectural plan sets as referenced)**1. Life & Safety**

- a. The proposed width of the drive aisle at 12 feet is insufficient to meet access needs by Randolph Fire Department. **RECOMMEND:** revising plans for a minimum 16-foot drive aisle.
- b. The proposal does not include turning radii calculations for emergency services vehicles. **RECOMMEND:** use the provided template, calculate turning radii sufficient to accommodate Randolph Fire emergency apparatus and submit on a separate drawing.
- c. Per Randolph Fire, the one-directional entrance at Union Street may be inadequate for emergency apparatus AND does not appear to be adequate to accommodate southbound traffic. **RECOMMEND:** revise location and width of entrances/exits, calculate turning radii (see above).
- d. Per Randolph Fire, the proposed exit on Burriss Way may be insufficient for emergency apparatus turning movements. **RECOMMEND:** revise width of exit, calculate turning radii to meet RFD requirements (see above).
- e. Per Randolph Fire, there is no hydrant proposed in the development. There is a concern regarding the distance to the nearest hydrant at the Burriss Way exit/entrance. **RECOMMEND:** revise plans to include a hydrant in a location sufficient to serve the structures and to the satisfaction of Randolph Fire.
- f. Per Randolph Fire, there is a question about the distance of units 5D and 6D to the fire apparatus access road. **RECOMMEND:** revise plans to include dimensions and measurements.
- g. The proposed drive/access has, at points, a 12% grade. The Town's maximum accepted grade for roads is 10%. **RECOMMEND:** revision to grading to meet a 10% or lower threshold.
- h. The project plan sets have inconsistencies in the drawings for the number and location of entrances (Union Street & Burriss). **RECOMMEND:** revise plans for consistency; determine number of entrances/exits to the parcel.

2. General Site Layout

- a. The civil plan set makes no reference to curbing styles or material. **RECOMMEND:** asphalt Cape Cod berm on the drive aisle. Granite curbing is required at the curb cuts to Union Street and Burriss Way.
- b. The calculations for "exclusive use" used by the applicant as required in the ordinance incorrectly include parking areas. **RECOMMEND:** remove parking as "exclusive use", recalculate and revise plans as applicable to meet the minimum requirements.
- c. The proposed location of the transformer is not ideal to a residential neighborhood.

RECOMMEND: relocate further back from the property line, include bollards for protection and landscaping or other screening.

- d. Drawings appear to indicate a retaining wall to be constructed. **RECOMMEND:** call out location, height and details for any retaining wall.
- e. The utilities plan does not indicate waterline connection to all units. **RECOMMEND:** update civil plan set to specify locations of all utility lines.
- f. There does not appear to be walkways to each unit from the common walkway. **RECOMMEND:** revise plan pages to indicate location and width of all pedestrian access ways.
- g. There is no indication of signage for the site. **RECOMMEND:** Identify locations of all proposed signage including traffic circulation (e.g. One Way, Do Not Enter, etc.).
- h. **RECOMMEND:** confirm location of mail collection units. Confirm with Randolph Postmaster and update plans prior to final approval by the SPGA.
- i. **RECOMMEND:** eliminate the proposed sidewalk from the development to Burris Way.
- j. **RECOMMEND:** relocate the dumpster to the south side of the parcel; provide details on the pad and ensure that the enclosure exceeds the highest portion of the dumpster unit.
- k. **RECOMMEND:** call out any existing or proposed easements.

3. Parking/Traffic Circulation

- a. The plans indicate a one-way traffic circulation which would appear to be problematic for resident access to some units. **RECOMMEND:** maintain a one-way circulation but revise the entrance/exit to two-ways and modify to have appropriate drive aisle widths.
- b. The plan set does not specify the total count and size of parking spaces. There are inconsistencies between plan pages. **RECOMMEND:** specify parking space size, provide the count of required spaces vs. provided spaces. Ensure consistency across plan pages.

4. Lighting

- a. Plans are missing the height of the drive aisle lights. **RECOMMEND:** specify the height on the details page.
- b. Lighting seems to be insufficient along some of the walkways. **RECOMMEND:** provide an additions 3 walk lights.
- c. Provide a detail plan or specifications sheet specifying the appearance of all lighting fixtures.

5. Landscaping

- a. The plan set did not call out the method of “landscaping” in the common area. **RECOMMEND:** call out type and species of all plant material to be installed.
- b. **RECOMMEND:** Specify method of irrigation for all landscaped areas.

- c. **RECOMMEND**: clarify the landscaping plan for the perimeter of the property.

6. Site Design

- a. **RECOMMEND**: Install a 3-foot-high picket fence along the property boundary at Union Street.
- b. Units A and C appear to be too close in color to provide a variety as required in the zoning ordinance. **RECOMMEND**: choose another color scheme for one of the units.
- c. Unit #1 exceeds the maximum size requirement in zoning (1100 sq ft). **RECOMMEND**: modify to meet the zoning ordinance.
- d. Plan pages indicate some unit porches are less than 6 feet or not called out as required in the zoning ordinance. **RECOMMEND**: revise architectural drawings to ensure each new building has porches for each unit that are a minimum of 6 feet and depicted on plans.
- e. Architectural drawings do not specify the color of the two existing units. **RECOMMEND**: specify the color of each.
- f. There are discrepancies between the Narrative and the plan set submitted regarding the number of bedrooms in each unit. **RECOMMEND**: review and revise for accurate representation.
- g. **RECOMMEND**: call out style and color(s) that will be permitted for fencing at the exclusive use areas.
- h. **RECOMMEND**: call out the color of site perimeter fencing.

7. General Notes

- a. Plan pages state “for ZBA”. **RECOMMEND**: removal reference to ZBA.
- b. Architectural plan pages and elevations are not consistent. In many cases units are reversed left side vs. front and the location of porches is incorrect. **RECOMMEND**: revising plans for consistency.
- c. Plan page (sheet #5) calls out “Windsor Street”: **RECOMMEND**: correcting plans.

Planning Board Recommendation

The Planning Board met with the applicant and property owner on February 10, 2026 and each of the points referenced in this report discussed at length. Based on the significant number of issues with the plans and, specifically those impacting life and safety, the Planning Board voted 5-0-0 **NOT TO RECOMMEND** approval of this project based upon the plans submitted. The Board notes, however, that the applicant indicated a willingness to revise the plan pages based upon the recommendations. The Planning Board suggests that if the applicant submits revisions to the plans, that said revisions be forwarded to the Board for an additional review and report to the Town Council.

RAC Investment Group LLC
7 Pleasant Street
Holbrook, MA
857-286-5857 ricardoj04@yahoo.com

February 18, 2026

Town Council
Town of Randolph
41 South Main Street
Randolph, MA 02368

Attn: Emily Lorgeree, Clerk

RE: Continuance Request
Petition For Special Permit Application Public Meeting
February 23, 2026
86 & 92 Union Street, Randolph, MA
Planned Residential Development

Town Council:

We met with the Planning Board on February 10, 2026. The Fire Department provided us with written items on life, health, and safety concerns. These items provided us with suggestions for a better Planned Residential Development. We would like to incorporate their ideas into the design.

We respectfully request a continuation of the Public Meeting to give us time to incorporate items into the design and to return to the Planning Board to review the changes and provide you with an updated report.

Thank you.

Yours,
RAC Investment Group LLC

Ricardo Jean



Council Order: 2026-003

**Introduced by:
Town Council President Ryan Egan
January 12, 2026**

**Amendment To Town Council Rules Pertaining to
Committees and Suspension of the Rules**

To see if the Randolph Town Council will amend the portions of the “Town Council of Town of Randolph Rules Manual” (“Rules Manual”) pertaining to committees and suspension of the rules as follows:

- 1. Delete the following sentence from Section 43 of the Rules Manual and add it as the last sentence in Section 14 of the Rules Manual: “No rule or procedure of the Town Council shall be suspended unless a majority of the members present consent thereto by a roll call vote.”**
- 2. Delete the heading that comes before Section 33 of the of the Rules Manual, “COUNCIL COMMITTEES” and replace it with the following: “COMMITTEES”.**
- 3. Delete Section 33 of the Rules Manual and replace it with the following:**

SECTION 33: COMMITTEES OF THE TOWN COUNCIL

a. Standing Subcommittees of the Town Council.

There shall be six standing subcommittees of the Town Council as follows:

- 1. Finance Committee** – To consider matters pertaining to finance, including expenditures, receipts, the annual operating budget and the Town’s capital improvement plan.
- 2. Ordinance Committee** - To consider the advisability and merit of proposed general ordinances, proposed zoning ordinances, and proposed amendments thereto.
- 3. Public Safety Committee** – To consider matters pertaining to public safety in the Town of Randolph, including public safety matters involving the Randolph Police Department, the Randolph Fire Department and the Randolph Department of Public Works.
- 4. Appointments, Operations and Oversight Committee** - To consider matters under the jurisdiction of the Town Council pertaining to appointments, operations and oversight, including operational matters that are under the joint jurisdiction of the Town Council and the Town Manager.
- 5. Resolutions and Proclamations Committee** - To consider resolutions, proclamations, citations and recognitions proposed to be adopted or awarded by the

Town Council, to conduct any necessary research or review of those proposals, and to generate proposed final versions of such resolutions, proclamations, citations and recognitions for consideration by the full Council. This subcommittee shall endeavor to group resolutions, proclamations, citations and recognitions together such that this topic is only considered before the full Council at one Council meeting per month, generally at the second Town Council Meeting of each month.

6. Veterans' Services Committee – To consider matters of concern to Randolph Veterans, including matters relating to Veterans' benefits and services.

Public hearings may be held by any of these subcommittees, but only when the Town Council includes holding a public hearing(s) as part of the subcommittee's charge when the Council refers a particular matter to a particular subcommittee.

Each standing subcommittee shall be made up of three members of the Randolph Town Council or, at the President's annual option, may be comprised as a committee of the whole (meaning that all nine Councilors may be members of that subcommittee).

Pursuant to the Town Charter, the Council President shall appoint all members of all committees of the Town Council, whether special or standing. Members of standing subcommittees shall be appointed on an annual basis, in January or early February of each year, after the Council has organized for the year. All other standing and special committee appointments shall be made no later than the meeting following the creation of a new committee.

Appointed individuals shall receive notification of their appointment from the President prior to the public announcement of the makeup of the committees.

The Council President shall serve as the chair of any standing subcommittee that is comprised as a committee of the whole, unless the President declines to do so, in which case the committee of the whole shall elect a chair from its members. In all other cases, the standing subcommittees shall elect a chair from among their members and shall be chaired by someone other than the Council President. A vice chair of each committee, standing and special, shall also be chosen, in the same manner as the chair of each committee.

No member of the Town Council, other than the Council President when chairing a committee of the whole, shall chair more than one standing subcommittee unless there are more than eight standing subcommittees of the Town Council.

b. Special Committees of the Town Council.

Special committees of the Town Council may be created by vote of the Council or by designation of the President to perform a specific task. Special committees shall be dissolved: i) upon the completion of the assigned task, ii) by vote of the Council (if

the Committee was created by vote of the Council), or iii) by dissolution by the President (if the Committee was created by the President).

Pursuant to the Town Charter, the Council President shall appoint all members of all committees of the Town Council, whether special or standing. Appointments shall be made no later than the meeting following the creation of a new special committee of the Council. Appointed individuals shall receive notification of their appointment from the President prior to the public announcement of the makeup of the committee.

Special committees shall be chaired and vice-chaired by a member of the committee who is designated as chair or vice-chair by the Council President. The Council President shall not serve as chair of a special committee.

4. Delete Section 33A of the Rules Manual and replace it with the following:

SECTION 33A: OTHER COMMITTEE ASSIGNMENTS

At the second Town Council meeting in the month of January, the Council shall appoint the following positions by a majority vote:

- Representative to the Regional Veterans’ Council (only in odd numbered years)
- Tri-Board and Joint Board Representative, if the President elects not to serve
- Library Trustees (2)
- Any other committee or board whose composition includes a Councillor(s)

5. Delete Section 34 of the Rules Manual and replace it with the following:

SECTION 34: COMMITTEE MEETINGS

Committees of the Council (standing and special) shall meet upon the call of the committee chair, or upon the call of a majority of the committee members. The chair, or a majority of the committee members, shall coordinate with the Council Clerk so that the Clerk may post all committee meeting agendas in compliance with the Open Meeting Law. At the first committee meeting of each calendar year the committee shall organize by designating a chair and a vice chair (as described above) and by setting a meeting calendar for the committee for that calendar year. The list of elected officers (chair and vice chair) and the committee’s meeting calendar shall be shared with the Council Clerk and the Council President and shall be posted on the Town Website within one week of the committee’s first meeting of each calendar year.

Committees shall deliberate only on matters that fall under their jurisdiction, consistent with each committee’s charge from the Town Council.

Whenever a committee anticipates that a quorum of the full Council may attend a committee meeting, the committee chair shall work with the Clerk of the Council to place a proper notice on the committee agenda reflecting as such. Only members of

the committee are permitted to vote at committee meetings. Others who attend committee meetings, including other Town Councilors, may not vote and may only speak if invited to do so by the Chair of the committee.

Meetings of the Town Council standing subcommittees shall take place in Chapin Hall, unless the Council President approves another meeting location for a particular subcommittee meeting. Whenever possible, such meetings shall take place as hybrid meetings (public may view them in person and by remote access) and shall be televised on cable television by Randolph Community Television, or shall be recorded by Randolph Community Television.

When committee meetings take place in Chapin Hall, the committee chair shall sit in the central seat at the main Council table in Chapin Hall, the vice-chair shall sit to the chair’s right (from the perspective of the Chair), and the other committee member(s) shall sit to the Chair’s left. Any Town Councilors who are in attendance at the committee meeting, but who are not committee members, may sit at the Council table, to the extent that there are empty, available seats. The nameplates in front of each committee member shall include their name and title (chair, vice-chair, etc.). Even when other Town Councilors attend the committee meeting and are seated at the Council table, no nameplates shall be displayed at the seats of any non-committee members.

6. Delete Section 35 of the Rules Manual and replace it with the following:

SECTION 35: COMMITTEE QUORUM

A majority of the members of a committee shall constitute a quorum.

7. Delete Section 36 of the Rules Manual and replace it with the following:

SECTION 36: COMMITTEE MINUTES AND REPORTS

The Chair of each committee shall take minutes of each committee meeting or shall cause minutes to be taken. Although the Council Clerk shall not be required to attend Committee Meetings unless there is a particular need for the Clerk’s assistance at a particular meeting, a committee chair may request that the Council Clerk create the minutes of a committee meeting, after the fact, from any notes or recordings of the committee meeting that are made by remote access recording, cable television, or otherwise. All committee meeting minutes shall be provided to the Council Clerk and shall be made available to the public, as public records, upon request unless the committee meeting included an executive session, in which case the rules for executive session minutes shall apply.

Committees may make written reports of their work to the Town Council. Any such written reports, as authorized by the committee chair or by a majority of the committee, shall be included on a Town Council agenda and shall be presented to the Council at a Town Council Meeting. To the extent that a Committee Report contains

a request or a recommendation for action by the Council on a particular item, the Town Council President shall include that item on a Town Council agenda for consideration by the Council. Any motion or vote of the Council on the requested item shall be in the form of a vote on the motion, petition, or order as introduced by the Committee, and not on the Committee Report itself.

When debate centers around Committee Reports, committee members may be recognized beyond the time limit to answer questions.

Documents referred to in committee shall be included with the report when presented to the Council.

Nothing in this rule shall be construed to prohibit the introduction of minority reports.

8. Add Section 36A to the Rules Manual, as follows:

SECTION 36A: REFERRAL OF MATTERS TO COMMITTEES

Upon motion, the Council may, by a majority of Councilors present and voting, refer a matter to a committee. When a matter relates to one of the topic areas overseen by a standing Council subcommittee (Finance, Ordinance, Public Safety, Appointments, Operations and Oversight, Resolutions and Proclamations, or Veterans’ Services) the presumption shall be that the matter will be introduced at a Council Meeting and referred to the relevant subcommittee for review and recommendation, prior to final Council action on that matter at a subsequent meeting.

When a matter is introduced and referred to subcommittee, no debate shall take place on that matter until the matter is returned from the subcommittee to the full Council. A matter may be returned to the full Council upon recommendation by the subcommittee to which it was referred, or through the process described below concerning relieving a matter from further consideration.

9. Delete Section 37 of the Rules Manual and replace it with the following:

SECTION 37: RELIEVING FROM FURTHER CONSIDERATION

Upon order of the President or vote of the Council, the President may relieve a committee of further consideration of a matter referred to it and may order the same placed on a Town Council Meeting agenda.

10. Delete Section 43 of the Rules Manual and replace it with the following:

SECTION 43: SUSPENSION OF RULES

Pursuant to these Rules, all measures submitted for action by the Town Council shall be placed on an agenda, referred to a subcommittee, and then returned to the Town Council for final action after subcommittee review, unless the Council votes to

invoke this Section and suspend the Council Rules for a particular item. If the Council Rules are suspended for a particular item pursuant to this Section, that item may be acted upon at a single Town Council Meeting, subject to all requirements of law.

SECTION 14: Move the following language, formerly Section 43, to be included in Section 14 concerning Motions: No rule or procedure of the Town Council shall be suspended unless a majority of the members present consent thereto by a roll call vote. ...

COUNCIL COMMITTEES

SECTION 33: COMMITTEES OF THE TOWN COUNCIL

~~Committees shall be authorized by majority vote of the Council. Appointments to committees of the Council are made by the President. Appointed individuals shall receive notification of their appointment from the President prior to the public announcement of the makeup of the committee. Notice of all committee meetings must adhere to MGL C 39~~

~~§ 23 A & B (Open Meeting Law). The President of the Council may not chair a standing committee and no member of the Town Council may chair more than one standing committee, unless there are more than eight standing committees. Appointments to standing committees shall be made by the President by the 2nd meeting in January. All other appointments shall be made no later than the meeting following the creation of new committee by the Council.~~

~~There shall be the following standing committees, each to consist of three (3) members designated to be appointed by the President:~~

a. Standing Subcommittees of the Town Council.

There shall be six standing subcommittees of the Town Council as follows:

(1) 1. Finance Committee -

~~1. To deal with all~~ consider matters pertaining to finance, including expenditures and matters pertaining to, receipts, the annual operating budget and the Town's capital improvement plan. ~~The Finance Committee shall hold all public hearings on the above matters, unless otherwise provided for.~~

(2) 2. Zoning and Ordinance Committee -

To consider the advisability and merit of any ordinance proposed general ordinances, proposed zoning ordinances, and/or ordinance changes referred to it, proposed amendments thereto. ~~The Ordinance Committee shall hold all public hearings on the above matters, unless otherwise provided for.~~

(3) Economic Development/Small Business/Real Estate Committee - ~~To deal with all matters pertaining to planning redevelopment, housing, sale of Town-owned land, commerce and tax incentives.~~

(4) Human Services Committee -

~~To deal with all matters pertaining to the Council on Aging, Veteran Services, Library and areas under the control and /or supervision of the Recreation Commission, the Youth Committee, and all other related human services. The Human Services Committee shall hold all public hearings on the above matters, unless otherwise provided for.~~

~~(5)3. Public Safety Committee -~~

~~- To deal with all~~consider matters pertaining to ~~the~~ public safety ~~for~~in the Town of Randolph, including ~~actions with respect to the public safety matters involving the Randolph~~ Police Department, the Randolph Fire Department and the Randolph Department of Public Works.

~~4. At~~Appointments, Operations and Oversight Committee - To consider matters under the second jurisdiction of the Town Council ~~meeting in the month of January~~pertaining to appointments, operations and oversight, including operational matters that are under the joint jurisdiction of the Town Council and the Town Manager.

~~4.5. Resolutions and Proclamations Committee - To consider resolutions, proclamations, citations and recognitions proposed to be adopted or awarded by the Town Council, to conduct any necessary research or review of those proposals, and to generate proposed final versions of such resolutions, proclamations, citations and recognitions for consideration by the full Council. This subcommittee shall endeavor to group resolutions, proclamations, citations and recognitions together such that this topic is only considered before the full Council at one Council meeting per month, generally at the second Town Council Meeting of each month.~~

~~5.6. Veterans' Services Committee – To consider matters of concern to Randolph Veterans, including matters relating to Veterans' benefits and services.~~

Public hearings may be held by any of these subcommittees, but only when the Town Council includes holding a public hearing(s) as part of the subcommittee's charge when the Council refers a particular matter to a particular subcommittee.

Each standing subcommittee shall be made up of three members of the Randolph Town Council or, at the President's annual option, may be comprised as a committee of the whole (meaning that all nine Councilors may be members of that subcommittee).

Pursuant to the Town Charter, the Council President shall appoint the all members of all committees of the Town Council, whether special or standing. Members of standing subcommittees shall be appointed on an annual basis, in January or early

February of each year, after the Council has organized for the year. All other standing and special committee appointments shall be made no later than the meeting following the creation of a new committee.

2

Appointed individuals shall receive notification of their appointment from the President prior to the public announcement of the makeup of the committees.

The Council President shall serve as the chair of any standing subcommittee that is comprised as a committee of the whole, unless the President declines to do so, in which case the committee of the whole shall elect a chair from its members. In all other cases, the standing subcommittees shall elect a chair from among their members and shall be chaired by someone other than the Council President. A vice chair of each committee, standing and special, shall also be chosen, in the same manner as the chair of each committee.

No ~~positions~~ member of the Town Council, other than the Council President when chairing a committee of the whole, shall chair more than one standing subcommittee unless there are more than eight standing subcommittees of the Town Council.

b. Special Committees of the Town Council.

Special committees of the Town Council may be created by vote of the Council or by designation of the President to perform a specific task. Special committees shall be dissolved: i) upon the completion of the assigned task, ii) by vote of the Council (if the Committee was created by vote of the Council), or iii) by dissolution by the President (if the Committee was created by the President).

Pursuant to the Town Charter, the Council President shall appoint all members of all committees of the Town Council, whether special or standing. Appointments shall be made no later than the meeting following the creation of a new special committee of the Council. Appointed individuals shall receive notification of their appointment from the President prior to the public announcement of the makeup of the committee.

Special committees shall be chaired and vice-chaired by a member of the committee who is designated as chair or vice-chair by the Council President. The Council President shall not serve as chair of a special committee.

SECTION 33A: OTHER COMMITTEE ASSIGNMENTS

At the second Town Council meeting in the month of January, the Council shall appoint the following positions by a majority vote:

- Representative to the Regional Veterans’ Council (only in odd numbered years) -
- Tri-Board and Joint Board Representative, if the President elects not to serve -

Library Trustees (2)

- Any other committee or boards whose composition includes a Councillor(s)

SECTION 34: COMMITTEE MEETINGS

3

~~A committee~~ Committees of the Council (standing and special) shall meet ~~on~~ upon the call of the ~~Committee Chair~~ committee chair, or upon the call of a majority of ~~its~~ the committee members. The chair, or a majority of the committee members, shall coordinate with the Council Clerk so that the Clerk may post all committee meeting agendas in compliance with the Open Meeting Law. At the first committee meeting of each calendar year the committee shall organize by designating a chair and a vice chair (as described above) and by setting a meeting calendar for the committee for that calendar year. The list of elected officers (chair and vice chair) and the committee’s meeting calendar shall be shared with the Council Clerk and the Council President and shall be posted on the Town Website within one week of the committee’s first meeting of each calendar year.

Committees shall deliberate only on matters that fall under their jurisdiction, consistent with each committee’s charge from the Town Council.

Whenever a committee anticipates that a quorum of the full Council may attend a committee meeting, the committee chair shall work with the Clerk of the Council to place a proper notice on the committee agenda reflecting as such. Only members of the committee are permitted to vote at committee meetings. Others who attend committee meetings, including other Town Councilors, may not vote and may only speak if invited to do so by the Chair of the committee.

Meetings of the Town Council standing subcommittees shall take place in Chapin Hall, unless the Council President approves another meeting location for a particular subcommittee meeting. Whenever possible, such meetings shall take place as hybrid meetings (public may view them in person and by remote access) and shall be televised on cable television by Randolph Community Television, or shall be recorded by Randolph Community Television.

When committee meetings take place in Chapin Hall, the committee chair shall sit in the central seat at the main Council table in Chapin Hall, the vice-chair shall sit to the chair’s right (from the perspective of the Chair), and the other committee member(s) shall sit to the Chair’s left. Any Town Councilors who are in attendance at the committee meeting, but who are not committee members, may sit at the Council table, to the extent that there are empty, available seats. The nameplates in front of each committee member shall include their name and title (chair, vice-chair, etc.). Even when other Town Councilors attend the committee meeting and are seated at the Council table, no nameplates shall be displayed at the seats of any non-committee members.

SECTION 35: COMMITTEE QUORUM

A majority of the members of a committee shall constitute a quorum.

SECTION 36: COMMITTEE MINUTES AND REPORTS

4

~~The President~~Chair of each committee shall take minutes of each committee meeting or shall cause minutes to be taken. Although the Council Clerk shall not be required to attend Committee Meetings unless there is a particular need for the Clerk’s assistance at a particular meeting, a committee chair may request that the Council Clerk create the minutes of a committee meeting, after the fact, from any notes or recordings of the committee meeting that are made by remote access recording, cable television, or otherwise. All committee meeting minutes shall be provided to the Council Clerk and shall be made available to the public, as public records, upon receipt of the request unless the committee meeting included an executive session, in which case the rules for executive session minutes shall apply.

Committees may make written reports of their work to the Town Council. Any such written reports, as authorized by the committee chair or by a majority of the committee, shall be included on a Town Council agenda and shall be presented to the Council at a Town Council Meeting. To the extent that a Committee Report, shall call for the contains a request or a recommendation for action by the Council on a particular item, the Town Council President shall include that item on a Town Council agenda for consideration by the Council. Any motion or vote of the Council on the requested item shall be in the form of a vote on the motion, petition, or order as introduced by the Committee, so that the vote would be on that motion, petition, or order, and not on the Committee Report itself.

When debate centers around ~~committee reports~~Committee Reports, committee members may be recognized beyond the time limit to answer questions.

Documents referred to in committee shall be included with the report when presented to the Council.

Nothing in this rule shall be construed to prohibit the introduction of minority

reports. **SECTION 36A: REFERRAL OF MATTERS TO COMMITTEES**

Upon motion, the Council may, by a majority of Councilors ~~voting and~~present, ~~and voting,~~ refer a matter to a committee. When a matter relates to one of the topic areas overseen by a standing Council subcommittee (Finance, Ordinance, Public Safety, Appointments, Operations and Oversight, Resolutions and Proclamations, or Veterans’ Services) the presumption shall be that the matter will be introduced at a Council Meeting and referred to the relevant subcommittee for review and recommendation, prior to final Council action on that matter at a subsequent meeting.

When a matter is introduced and referred to subcommittee, no debate shall take place on that matter until the matter is returned from the subcommittee to the full Council. A matter may be returned to the full Council upon recommendation by the subcommittee to which it was referred, or through the process described below concerning relieving a matter from further consideration.

SECTION 37: RELIEVING FROM FURTHER CONSIDERATION

5

Upon order of the President or vote of the Council, the President may relieve a committee of further consideration of a matter referred to it and may order the same placed on ~~the a~~ Town Council Meeting agenda.

.....

SECTION 43: SUSPENSION OF RULES

Pursuant to these Rules, all measures submitted for action by the Town Council shall be placed on an agenda, referred to a subcommittee, and then returned to the Town Council for final action after subcommittee review, unless the Council votes to invoke this Section and suspend the Council Rules for a particular item. If the Council Rules are suspended for a particular item pursuant to this Section, that item may be acted upon at a single Town Council Meeting, subject to all requirements of law.

[Move the following language, formerly Section 43, to be included in Section 14 concerning Motions: No rule or procedure of the Town Council shall be suspended unless a majority of the members present consent thereto by a roll call vote.]

Council Order: 2026-003A

**Introduced by:
Town Council President Ryan Egan
January 12, 2026**

**Amendment To Town Council Rules Pertaining to
Committees and Suspension of the Rules**

To see if the Randolph Town Council will amend the portions of the “Town Council of Town of Randolph Rules Manual” (“Rules Manual”) pertaining to committees and suspension of the rules as follows:

- 1. Delete the following sentence from Section 43 of the Rules Manual and add it as the last sentence in Section 14 of the Rules Manual: “No rule or procedure of the Town Council shall be suspended unless a majority of the members present consent thereto by a roll call vote.”**
- 2. Delete the heading that comes before Section 33 of the of the Rules Manual, “COUNCIL COMMITTEES” and replace it with the following: “COMMITTEES”.**
- 3. Delete Section 33 of the Rules Manual and replace it with the following:**

SECTION 33: COMMITTEES OF THE TOWN COUNCIL

a. Standing Subcommittees of the Town Council.

There shall be six standing subcommittees of the Town Council as follows:

- 1. Finance Committee** – To consider matters pertaining to finance, including expenditures, receipts, the annual operating budget and the Town’s capital improvement plan.
- 2. Zoning and Ordinance Committee** - To consider the advisability and merit of proposed general ordinances, proposed zoning ordinances, and proposed amendments thereto.
- 3. Public Safety Committee** – To consider matters pertaining to public safety in the Town of Randolph, including public safety matters involving the Randolph Police Department, the Randolph Fire Department and the Randolph Department of Public Works.
- 4. Appointments, Operations and Oversight Committee** - To consider matters under the jurisdiction of the Town Council pertaining to appointments, operations and oversight, including operational matters that are under the joint jurisdiction of the Town Council and the Town Manager.

5. **Resolutions and Proclamations Committee** - To consider resolutions, proclamations, citations and recognitions proposed to be adopted or awarded by the Town Council, to conduct any necessary research or review of those proposals, and to generate proposed final versions of such resolutions, proclamations, citations and recognitions for consideration by the full Council. This subcommittee shall endeavor to group resolutions, proclamations, citations and recognitions together such that this topic is only considered before the full Council at one Council meeting per month, generally at the second Town Council Meeting of each month.

6. **Veterans’ Services Committee** – To consider matters of concern to Randolph Veterans, including matters relating to Veterans’ benefits and services.

Conduct of Subcommittee Meetings:

Public hearings may be held by any of these subcommittees, but only when the Town Council includes holding a public hearing(s) as part of the subcommittee’s charge at the time that~~when~~ the Council refers a particular matter to a particular subcommittee, or- by permission of the president.

Subcommittees may include “public comments” as an agenda topic for their meetings, at the discretion of the chair of the subcommittee. Subcommittee public comments should follow the Town Council Rules regarding public comments unless relieved from those requirements for a particular subcommittee meeting by the Subcommittee Chair.

Each standing subcommittee shall be made up of three members of the Randolph Town Council or, at the President’s annual option, may be comprised as a committee of the whole (meaning that all nine Councilors may be members of that subcommittee).

Pursuant to the Town Charter, the Council President shall appoint all members of all committees of the Town Council, whether special or standing. Members of standing subcommittees shall be appointed on an annual basis, in January or early February of each year, after the Council has organized for the year. All other standing and special committee appointments shall be made no later than the meeting following the creation of a new committee.

Appointed individuals shall receive notification of their appointment from the President prior to the public announcement of the makeup of the committees.

The Council President shall serve as the chair of any standing subcommittee that is comprised as a committee of the whole, unless the President declines to do so, in which case the committee of the whole shall elect a chair from its members. In all other cases, the standing subcommittees shall elect a chair from among their members and shall be chaired by someone other than the Council President. A vice chair of each committee, standing and special, shall also be chosen, in the same manner as the chair of each committee.

No member of the Town Council, other than the Council President when chairing a committee of the whole, shall chair more than one standing subcommittee unless there are more than eight standing subcommittees of the Town Council.

b. Special Committees of the Town Council.

Special committees of the Town Council may be created by vote of the Council or by designation of the President to perform a specific task. Special committees shall be dissolved: i) upon the completion of the assigned task, ii) by vote of the Council (if the Committee was created by vote of the Council), or iii) by dissolution by the President (if the Committee was created by the President).

Pursuant to the Town Charter, the Council President shall appoint all members of all committees of the Town Council, whether special or standing. Appointments shall be made no later than the meeting following the creation of a new special committee of the Council. Appointed individuals shall receive notification of their appointment from the President prior to the public announcement of the makeup of the committee.

Special committees shall be chaired and vice-chaired by a member of the committee who is designated as chair or vice-chair by the Council President. The Council President shall not serve as chair of a special committee.

4. Delete Section 33A of the Rules Manual and replace it with the following:

SECTION 33A: OTHER COMMITTEE ASSIGNMENTS

At the second Town Council meeting in the month of January, the Council shall appoint the following positions by a majority vote:

- Representative to the Regional Veterans’ Council (only in odd numbered years)
- Tri-Board and Joint Board Representative, if the President elects not to serve
- Library Trustees (2)
- Any other committee or board whose composition includes a Councillor(s)

5. Delete Section 34 of the Rules Manual and replace it with the following:

SECTION 34: COMMITTEE MEETINGS

Committees of the Council (standing and special) shall meet upon the call of the committee chair, or upon the call of a majority of the committee members. The chair, or a majority of the committee members, shall coordinate with the Council Clerk so that the Clerk may post all committee meeting agendas in compliance with the Open Meeting Law. At the first committee meeting of each calendar year the committee shall organize by designating a chair and a vice chair (as described above) and by setting a meeting calendar for the committee for that calendar year. The list of elected officers (chair and vice chair) and the committee’s meeting calendar shall be shared with the Council Clerk and the Council President and shall be posted on the

Town Website within one week of the committee's first meeting of each calendar year.

Committees shall deliberate only on matters that fall under their jurisdiction, consistent with each committee's charge from the Town Council.

Whenever a committee anticipates that a quorum of the full Council may attend a committee meeting, the committee chair shall work with the Clerk of the Council to place a proper notice on the committee agenda reflecting as such. Only members of the committee are permitted to vote at committee meetings. Others who attend committee meetings, including other Town Councilors, may not vote and may only speak if invited to do so by the Chair of the committee.

Meetings of the Town Council standing subcommittees shall take place in Chapin Hall, unless the Council President approves another meeting location for a particular subcommittee meeting. Whenever possible, such meetings shall take place as hybrid meetings (public may view them in person and by remote access) and shall be televised on cable television by Randolph Community Television, or shall be recorded by Randolph Community Television.

When committee meetings take place in Chapin Hall, the committee chair shall sit in the central seat at the main Council table in Chapin Hall, the vice-chair shall sit to the chair's right (from the perspective of the Chair), and the other committee member(s) shall sit to the Chair's left. Any Town Councilors who are in attendance at the committee meeting, but who are not committee members, may sit at the Council table, to the extent that there are empty, available seats. The nameplates in front of each committee member shall include their name and title (chair, vice-chair, etc.). Even when other Town Councilors attend the committee meeting and are seated at the Council table, no nameplates shall be displayed at the seats of any non-committee members.

6. Delete Section 35 of the Rules Manual and replace it with the following:

SECTION 35: COMMITTEE QUORUM

A majority of the members of a committee shall constitute a quorum.

7. Delete Section 36 of the Rules Manual and replace it with the following:

SECTION 36: COMMITTEE MINUTES AND REPORTS

The Chair of each committee shall take minutes of each committee meeting or shall cause minutes to be taken. Although the Council Clerk shall not be required to attend Committee Meetings unless there is a particular need for the Clerk's assistance at a particular meeting, a committee chair may request that the Council Clerk create the minutes of a committee meeting, after the fact, from any notes or recordings of the committee meeting that are made by remote access recording, cable television, or

otherwise. All committee meeting minutes shall be provided to the Council Clerk and shall be made available to the public, as public records, upon request unless the committee meeting included an executive session, in which case the rules for executive session minutes shall apply.

All Subcommittees must create and maintain minutes in compliance with the Open Meeting Law. Pursuant to the Massachusetts Open Meeting Law, public bodies must create and maintain accurate minutes of all meetings, including meetings held in executive session. The minutes must include, at minimum, the date, time and location of the meeting, the members present or absent, the decisions made and actions taken, including a record of all votes, a summary of the discussions on each subject, a list of the documents and exhibits used at the meeting, and an indication of whether any member participated in the meeting remotely.

The Open Meeting Law requires public bodies to create and approve minutes in a timely manner, which the Attorney General’s Guide interprets to mean that the minutes must be approved within the next three public body meetings or 30 days from the date of the meeting, whichever is later, unless the public body can show good cause for further delay.

Minutes of Executive Session Meetings should be approved on a regular basis and should be reviewed periodically to determine if the original reason for the Executive Session continues to exist, such that the minutes of the Executive Session should remain exempt from public disclosure. If the reason for the Executive Session minutes to be exempt from public review no longer exists, then the minutes should become publicly available.

Committees may make written reports of their work to the Town Council. Any such written reports, as authorized by the committee chair or by a majority of the committee, shall be included on a Town Council agenda and shall be presented to the Council at a Town Council Meeting. To the extent that a Committee Report contains a request or a recommendation for action by the Council on a particular item, the Town Council President shall include that item on a Town Council agenda for consideration by the Council. Any motion or vote of the Council on the requested item shall be in the form of a vote on the motion, petition, or order as introduced by the Committee, and not on the Committee Report itself.

When debate centers around Committee Reports, committee members may be recognized beyond the time limit to answer questions.

Documents referred to in committee shall be included with the report when presented to the Council.

Nothing in this rule shall be construed to prohibit the introduction of minority reports.

8. Add Section 36A to the Rules Manual, as follows:

SECTION 36A: REFERRAL OF MATTERS TO COMMITTEES

Upon motion, the Council may, by a majority of Councilors present and voting, refer a matter to a committee. When a matter relates to one of the topic areas overseen by a standing Council subcommittee (Finance, Ordinance, Public Safety, Appointments, Operations and Oversight, Resolutions and Proclamations, or Veterans' Services) the presumption shall be that the matter will be introduced at a Council Meeting and referred to the relevant subcommittee for review and recommendation, prior to final Council action on that matter at a subsequent meeting.

When a matter is introduced and referred to subcommittee, no debate shall take place on that matter until the matter is returned from the subcommittee to the full Council. A matter may be returned to the full Council upon recommendation by the subcommittee to which it was referred, or through the process described below concerning relieving a matter from further consideration.

9. Delete Section 37 of the Rules Manual and replace it with the following:

SECTION 37: RELIEVING FROM FURTHER CONSIDERATION

Upon order of the President or vote of the Council, the President may relieve a committee of further consideration of a matter referred to it and may order the same placed on a Town Council Meeting agenda.

10. Delete Section 43 of the Rules Manual and replace it with the following:

SECTION 43: SUSPENSION OF RULES

Pursuant to these Rules, all measures submitted for action by the Town Council shall be placed on an agenda, referred to a subcommittee, and then returned to the Town Council for final action after subcommittee review, unless the Council votes to invoke this Section and suspend the Council Rules for a particular item. If the Council Rules are suspended for a particular item pursuant to this Section, that item may be acted upon at a single Town Council Meeting, subject to all requirements of law.

Night Before the Fourth Parade
Options for Consideration
Randolph Town Council
Presented by: President Ryan Egan

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A. Parade w/ Fireworks

Date: July 3rd (Friday)
Time: Parade 6PM – 9PM / Fireworks: 9PM – 10PM
Estimated Cost: \$80,000
Location: Parade—Main Street / Fireworks—Memorial Parkway
Program: This would be a continued event that happens each year including the parade and fireworks at the same times and locations.

B. Parade w/ No Fireworks

Date: July 3rd (Friday)
Time: Parade 6PM – 9PM / Fireworks: 9PM – 10PM
Estimated Cost: \$30,000
Location: Parade—Main Street
Program: This would be a continued event that happens each year with only the parade at the same time and location however with no fireworks.

C. Festival w/ No Fireworks

Date: July 11th (Saturday)
Time: 12PM – 5PM
Estimated Cost: \$50,000 - \$60,000
Location: Memorial Parkway, RHS Parking Lots
Program: This would be a new event that encompasses many aspects of the parade in a static location while also including other potential items including: Touch-a-truck, classic cars, petting zoo, entertainment stages/performances, restaurants, face painting, bouncy houses, summer camp games, food trucks, cosplay characters, craft vendors, beer garden, and many other items. A new event of this scale would justify assistance from an outside firm/agency to ensure proper planning, safety, and execution.

