



## **CITY COUNCIL SPECIAL MEETING**

**Monday, July 20, 2020**

**Non-public Session: 5:30 p.m.**

**Public Session: 6:00 p.m. via Zoom**

<https://us02web.zoom.us/j/83142384078>

**or by phone: 1-312-626-6799, Meeting ID# 831 4238 4078**

### **Compliant Statement**

#### **The Right-to-Know Law During the State of Emergency**

As Mayor of the **City of Franklin**, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing **Zoom Webmeeting via the Internet** for this electronic meeting.<sup>1</sup> All members of the **Franklin City Council** have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1-312-626-6799, Meeting ID #831 4238 4078**, or by clicking on the following website address:

<https://us02web.zoom.us/j/83142384078>, Meeting ID #831 4238 4078.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the **City of Franklin** at: **[www.FranklinNH.Org](http://www.FranklinNH.Org)**.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call **603-934-3900 ext. 10** or email at: **[CityMgr@FranklinNH.Org](mailto:CityMgr@FranklinNH.Org)**.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

\*\*\*\*\*  
**SALUTE TO THE FLAG**  
\*\*\*\*\*



## **PUBLIC HEARINGS**

### Community Development Block Grant Project

1. A proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Public Facility funds. The CDBG funds will be used for improvements, including parking, lighting and landscaping to City owned parcels on Memorial and Canal Streets.
2. The Housing and Community Development Plan, and
3. The Residential Antidisplacement and Relocation Assistance Plan for this project. No relocation is anticipated.

### **Agenda Item I.**

Council is to consider approval for the City Manager to apply for up to \$500,000 in Community Development Block Grant Public Facility funds through the Community Development Finance Authority. The CDBG funds will be used for improvements, including parking, lighting and landscaping to City owned parcels on Memorial and Canal Streets.

### **Agenda Item II.**

Council is to consider approval of Resolution #01-21, a Resolution relating to appropriations and estimated revenues for Fiscal Year 2021

### **Agenda Item III.**

Other

### **Adjournment**

*The City Council of the City of Franklin reserves the right to enter into non-public session when necessary according to the provisions of RSA 91-A.*

*This location is accessible to the disabled by stairwell elevator. Those wishing to attend who are hearing or vision impaired may make their needs known by calling 934-3900 (voice), or through "Relay New Hampshire" 1-800-735-2964 (T.D./TRY)*

## INFORMATIONAL DOCUMENT

### CITY OF FRANKLIN CDBG Application

Virtual Public Hearings  
July 20, 2020, 6:00pm

#### **Public Hearing on the Proposed Project – Parking improvements on Memorial and Canal Streets**

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for public facility projects, up to \$500,000 for housing projects, up to \$500,000 for economic development projects, and up to \$500,000 annually is available for emergency activities. Up to \$25,000 is available per planning study. All projects must primarily benefit low- and moderate-income persons.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Public Facility funds. The CDBG funds will be used for improvements, including parking, lighting and landscaping to City owned parcels on Memorial and Canal Streets (map/lot # 117-147-00, 117-261-00, 117-1454-00, 117-148-00) in downtown Franklin.

This project conforms with Franklin's Housing and Community Development Plan's Goal of:

**Goal:** Promote activities that protect the health and safety of residents and visitors, including improved traffic, parking, and sidewalks. (Long Term & Short Term Goal)

#### **Public Hearing on Housing and Community Development Plan**

The purpose of the Housing and Community Development Plan for the City of Franklin is to identify the characteristics and general need with regards to housing and community development.

The plan intent is to promote discussion and stimulate thinking about the future. The plan is further intended to be used by city officials during Community Development Block Grant application process, which provides a direct benefit to low and moderate income persons in the City of Franklin.

Franklin's three-year short and long-term goals and objectives are as follows:

**Goal:** The City of Franklin wishes to remain a balanced community with a high quality of life for all residents. (Long Term & Short Term Goal)

**Goal:** Address issues of affordable housing. (Long Term & Short Term Goal)

*Objectives:*

Encourage safe, decent, attractive, and affordable housing for all segments of the population, with focus on the increasing elderly population.

Support efforts to improve water quality and wastewater treatment in compliance with NH DES regulations.

**Goal:** To protect historically significant buildings, (Long Term & Short Term Goal)

*Objectives:*

Promote rehabilitation and preservation of historically significant buildings.

Renovate the historically significant Franklin Opera House to meet handicap accessible regulations.

**Goal:** Participate in economic development activities. (Long Term & Short Term Goal)

Objectives:

Retain existing manufacturing/industrial jobs, expand job opportunities in all sectors.

Encourage employee readiness through education and training.

Encourage downtown revitalization.

**Goal:** Address public facility and social service improvement and coordination that will benefit the residents of Franklin. Encourage affordable daycare options for residents. (Long Term & Short Term Goal)

**Goal:** Promote activities that protect the health and safety of residents and visitors, including improved traffic, parking, and sidewalks. (Long Term & Short Term Goal)

**Goal:** Encourage town recreational activities. (Long Term & Short Term Goal)

As a matter of policy, the City of Franklin will minimize the involuntary displacement of households from their neighborhoods.

These goals are consistent with Franklin's Master Plan and Ordinances.

Federal CDBG grant funds awarded shall be consistent with the national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, public facilities, or employment opportunities primarily to low and moderate income persons or households. Grants shall not benefit moderate income persons to the exclusion of low income person

### **Public Hearing Residential Antidisplacement and Relocation Assistance Plan**

This Plan states in general, that if the City were to undertake a CDBG project which involved displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated. This project is not anticipated to require any relocation.

## **Franklin Housing and Community Development Plan 2020**

The City of Franklin's Housing and Community Development Plan (HCDP) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding Franklin's housing and community development objectives and actions. The Housing and Community Development Plan is consistent with the current master plan of Franklin.

This document also outlines Franklin's efforts to include citizen participation in implementing activities funded through the Community Development Block Grant. That information is found in the section below titled "Citizen Participation Plan."

### **Housing and Community Development Goals and Objectives**

The Plan's goals and objectives are identified below and are consistent with the national Housing and Community Development Act of 1974, as amended, and the state's objectives listed in Chapter Cdfa 300 Community Development Block Grant (CDBG) Program Rules (Cdfa 305.01 & 310.01). These goals and objectives are both short and long term. Priority will be given to the needs of low and moderate-income persons, minorities and disadvantaged people.

Franklin states that as a matter of policy, involuntary displacement of households from their neighborhoods, by actions of Franklin shall be minimized.

Goals and objectives of this plan, both long and short-term, are consistent with following broad national objectives:

National Objective 1: Direct benefit to low and moderate income persons or households;

National Objective 2: Prevention or elimination of slums and blight; and

National Objective 3: Elimination of conditions which seriously and immediately threaten the public health and welfare.

Goals and Objectives of this plan also address as many of the following state's objectives as appropriate for CDBG grant awards, and priority will be given to projects that have a public benefit, in both the short and long-term as follows:

State Objective 1: Implementing the Housing and Community Development Plan and conforming to the municipality's master plan and ordinances;

State Objective 2: Preserving and promoting existing neighborhoods and community centers;

State Objective 3: Restoring and preserving properties which have historic, cultural, architectural or aesthetic value;

State Objective 4: Solving community problems with long term benefits and innovative solutions;

State Objective 5: Successfully raising funds or securing matching funds and resources from public and private sources; and

State Objective 6: Funding needed projects for which other private or public funding shall not be available.

The purpose of the Housing and Community Development Plan for the City of Franklin is to identify the characteristics and general need with regards to housing and community development.

The plan intent is to promote discussion and stimulate thinking about the future. The plan is further intended to be used by city officials during Community Development Block Grant application process, which provides a direct benefit to low and moderate income persons in the City of Franklin.

Franklin's three-year short and long-term goals and objectives are as follows:

**Goal:** The City of Franklin wishes to remain a balanced community with a high quality of life for all residents. (Long Term & Short Term Goal)

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As a matter of policy, the City of Franklin will minimize the involuntary displacement of households from their neighborhoods.

These goals are consistent with Franklin's Master Plan and Ordinances.

Federal CDBG grant funds awarded shall be consistent with the national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, public facilities, or employment opportunities primarily to low and moderate income persons or households. Grants shall not benefit moderate income persons to the exclusion of low income persons

## **Citizen Participation Plan**

Franklin will seek to engage its citizens in implementing housing and community activities funded by the Community Development Block Grant. Its citizen participation efforts will be consistent with the State of New Hampshire's citizen participation plan. Specifically, Franklin will adhere to the following steps to engage its citizens:

- 1) Publishing a statement of proposed activities for any application proposed to be submitted by Franklin so that affected citizens have an opportunity to submit comments on the proposed activities.
- 2) Provide adequate notices, specifically to persons of low- and moderate-income as well as the general public, for all public hearings to discuss proposed or approved CDBG applications. Such notices will include the statement of proposed activities or how to obtain such statement.

At least ten days prior to any hearing, the notices will be published in a daily newspaper of

general circulation in the municipality; AND posted as a printed legal notice in at least three other public places.

- 3) Hold two or more public hearings on the proposed application at times and locations, or virtually if appropriate, convenient to potential beneficiaries, accessible to persons with physical disabilities, and that meet the needs of non-English speaking residents, if appropriate, to obtain citizens' views before adoption of resolution or similar action by the local governing body authorizing the submission of the application. At least one public hearing will be held prior to submitting any CDBG application and another during the course of all approved projects.
- 4) Provide at public hearings information concerning the amount of funds available for proposed community development activities and the range of activities within the project.
- 5) Provide at public hearings information concerning the amount of funds that will benefit persons of low- and moderate-income.
- 6) Provide at public hearings information about potential program income and the Program Income Reuse plan, if program income is anticipated.
- 7) Furnish citizens with the plans made to minimize the displacement of persons and to assist persons actually displaced as a result of grant activities, if displacement is anticipated.
- 8) Provide technical assistance to groups representing persons of low- and moderate-income requesting such assistance in developing proposals.
- 9) Provide citizens with reasonable notice of substantial changes proposed in the use of grant funds and providing opportunity for public comment;
- 10) Any modifications or amendments to the project will be made in accordance with the same procedures required in points (1) through (3) above for the preparation and submission of a statement of proposed activities.

Any complaints or grievances received by Franklin will be addressed through the Franklin CDBG complaint and grievance procedures. These procedures require that citizens receive a response to any complaint within 15 working days of its receipt.

Printed Name of Municipal Official: Judie Milner

Title: City Manager

Signature: \_\_\_\_\_

Date Adopted: July 20, 2020



## **City of Franklin**

### **Residential Anti-displacement and Relocation Assistance Plan**

Every effort will be made to minimize temporary or permanent displacement of persons due to a CDBG project undertaken by the municipality.

However, in the event of displacement as a result of a federally funded award, Franklin will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide that before obligating and spending funds that will directly result in such demolition or conversion the municipality will make public and submit to CDFA the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;

h. Relocation benefits for all low or moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:

1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or:

2. If elected by a family, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.

i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;

j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and

k. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The executive director's decision shall be final unless a court determines the decision was arbitrary and capricious.

l. Paragraphs a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

#### CERTIFICATION OF COMPLIANCE

Franklin anticipates no displacement or relocation activities will be necessitated by this project, Should some unforeseen need arise the City certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official Name: **Judie Milner**

Title: City Manager

**Signature:** \_\_\_\_\_

Date of Adoption: July 20, 2020

