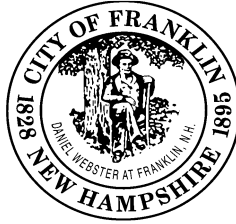


CITY OF FRANKLIN
CITY COUNCIL MEETING
June 5th, 2023
6:00 P.M.





CITY COUNCIL MEETING

Monday, June 5th, 2023 - 6:00 p.m.

Council Chambers, Franklin City Hall

or view only via Zoom: <https://us02web.zoom.us/j/81457033339>

or by phone: 1-312-626-6799, Meeting ID# 814 5703 3339

SALUTE TO THE FLAG

MOMENT OF SILENCE FOR OUR VETERANS

PUBLIC HEARINGS

Hearing on Healthfirst Family Care Center CDBG Grant application, relocation, and development plan

Ordinance 01-24 regarding an Amendment to the Franklin Municipal Code, Chapter 160, Fees, 160-1,
Fees charged for services by the City of Franklin Water and Sewer Department

Ordinance 02-24 regarding an Amendment to the Franklin Municipal Code, Chapter 160, Fees, 160-1,
Fees charged for services by the City of Franklin; Transfer Station, Notary, Yard Sale, and Outside Police
Detail fees

Resolution 01-24 regarding the proposed Fiscal Year 2024 budget

LEGISLATIVE UPDATE

COMMENTS FROM THE PUBLIC

Persons wishing to address the Council may speak for a maximum of three minutes. No more than thirty minutes will be devoted to public commentary. Reminder that public comment is welcome and will be taken under advisement by the Manager & Council. Ongoing requests for status should be addressed to the city manager or her designee during regular business hours. The council is a public body required to conduct the business before it on the agenda that has been vetted through the City's professional staff.

CITY COUNCIL ACKNOWLEDGEMENT

MAYOR'S UPDATE

Agenda Item I. (pg. 1)

Council to consider the minutes of the May 1st, 2023 City Council meeting, the May 3rd, 2023 City Council Special meeting, and the May 8th, 2023 City Council Special meeting.

Agenda Item II. (pg. 48)

School Board Update

Agenda Item III. (pg. 50)

Council to consider Healthfirst CDBG grant application, relocation, and development plan.

Agenda Item IV. (pg. 61)

Council to consider Ordinance 01-24 regarding an Amendment to the Franklin Municipal Code, Chapter 160, Fees, 160-1, Fees charged for services by the City of Franklin Water and Sewer Department.

Agenda Item V. (pg. 65)

Council to consider Ordinance 02-24 regarding an Amendment to the Franklin Municipal Code, Chapter 160, Fees, 160-1, Fees charged for services by the City of Franklin; Transfer Station, Notary, Yard Sale, and Outside Police Detail fees.

Agenda Item VI. (pg. 69)

Council to consider Resolution 01-24 regarding the proposed Fiscal Year 2024 budget.

Agenda Item VII. (pg. 74)

Council to consider setting a public hearing for Resolution 02-24 appropriating \$30,173.38 to the Franklin School District fiscal year 2024 budget in perpetuity.

Agenda Item VIII. (pg. 79)

Council to set a public hearing on Resolution 03-24 establishing an Industrial Park Tax Increment Financing District Advisory Board.

Agenda Item IX. (pg. 84)

Council to authorize the issuance of dog civil forfeitures for failure to license.

Agenda Item X. (pg. 88)

Other Business

1. Mayor & Council Appointments
2. Committee Reports
3. City Manager's Update
4. Late Items.

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. 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)

CITY COUNCIL MEETING
AGENDA ITEM I



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of June 5th, 2023

Subject: Approval of Minutes

Motion: "I move that the Franklin City Council approve the minutes of the May 1st, 2023 City Council Meeting, the May 3rd, 2023 City Council Special Meeting, and the May 8th, 2023 City Council Special Meeting."

Mayor calls for a second, discussion and the vote.



**City Council Meeting Minutes
Monday, May 1, 2023 - 6:00 p.m.
Council Chambers, City Hall**

Council in attendance: Mayor Jo Brown, Councilor Jay Chandler, Councilor Leigh Webb, Councilor Bob Desrochers (via telephone), Councilor George Dzujna, Councilor Ted Starkweather (via telephone), Councilor Valerie Blake, Councilor Vince Ribas, Councilor Paul Trudel and Councilor Olivia Zink

Absent: None

Others in attendance: City Manager Judie Milner, City Department Heads, and members of the public.

Mayor Brown called the meeting to order in Council Chambers at 6:00 p.m.

Salute to the Flag was led by Councilor Ribas. This was followed by a moment of silence in remembrance of veteran Ronald Martin (US Army – Vietnam – service dates July 20, 1966 – August 19, 1968) who recently passed away, led by Councilor Desrochers.

Legislative Update:

The NH representative was not present for an update.

Comments from the Public:

Public comments opened at 6:03 p.m.

There were residents that spoke about the proposed \$20M bond by the Economic Development team and there was a lack of support with the White-Water Park being included as one of the projects that would be funded by this bond. Most spoke about the need for road repair, yet they were against any kind of increase in the tax rate. One resident discussed that all of these projects that need to happen, like road work and City Hall renovations, need to be funded somehow and a bond seems to be the only option given at this point.

One resident did ask that the council approve the new crosswalk art for this year, as they will need to be redone this spring. The request was to have solid colors painted over last year's art work.

Councilor Desrochers read a letter that he received asking about the Economic Development meeting being held at the Grevior's place of business. It was requested that these should be held at City Hall and the hours should be changed to accommodate more public attendance.

Councilor Desrochers also received an email from someone stating that the Franklin Fire

Department ladder truck was seen on Tilton property with an employee cutting tree limbs. He asked the Fire Chief to address this.

Chief Foss let the council know that this did happen and was unacceptable. He stated that this had been dealt with internally.

Councilor Zink had an email and Councilor Ribas had a letter that they read to the council and public and these are attached to the end of the minutes.

Partners in Prevention Project Coordinator Wolff had a few updates for the council:

- Partners in Prevention teamed up with the Franklin PD and Fire for April's Prescription Take Back Day which occurred on April 22nd. They were joined by Archways, Healthfirst and One Peer to Another, who answered questions and handed out resources to Franklin residents. At this event they collected 169lbs of prescription medication and handed out about 30 lock boxes. The next Take Back Day will occur in October.
- On May 13th Partners in Prevention will be set up at Choose Franklin's Community Day, where they will be handing out Operation Parent Handbooks, resources, and swag along with administering a Community Survey.
- In addition to Community Day on May 13th, the Franklin High School Prom and Chem Free After Prom Event will take place. Chem Free will occur at Franklin High School from 10:30PM to 5:00AM. They are looking for volunteers for this event, so if you or anyone you know may be interested, please reach out to Stephanie Wolff.
- Partners in Prevention is in the early planning stages of the Step-by-Step 5k for Prevention occurring on June 17th to kick off start of the Winni River Days. Registration will be open by the end of this week! If you would like to volunteer or donate to this event, please reach out to Stephanie Wolff.

NH Representative, Jason Gerhard, arrived to the meeting for his Legislative update so he let the mayor and council know that Concord is very broken and he is not happy with how things are being handled. He also let everyone know that he can be contacted personally with any specific questions.

Parks & Recreation Director Alpers let the council know that Community Day will be on May 18th and they will be meeting at the High School at 10am and going until 2pm at Odell Park.

Public comments closed at 6:42 p.m.

City Council Acknowledgement:

Councilor Dzujna recognized the Franklin Business and Professional Women (BPW) group for hosting a 4-day camp the week of April 15th. This was provided for the young women in high school and he thanked everyone that was involved. Information on this camp is attached to the

end of the minutes.

Councilor Web thanked Councilor Dzujna, City Manager Milner and the mayor for donating their time to the Drug Take Back event this past weekend. He also reminded everyone that Parks & Rec Director Alpers is still taking volunteers for Community Day occurring on May 13th.

Mayor's Update:

- Mayor Brown gave a big thank you to Lilly Johnson and other members from the Franklin Honor Society. She joined them to start the Styrofoam recycling project at the transfer station this past Saturday. They had a full box of Styrofoam from residents.
- This past weekend there was a Jackson Kayaking event and the daughter from the Jackson family was giving free kayak lessons to the local folks and anyone else that came. There was a lot of good local support for that event.
- The Webster Place, out by the Historical Society, is also going to be developed into a veteran's center/campus. Easter Seals, who is making space for this, will hopefully be at Community Day to let everyone know what this will look like.

Agenda Item I.

Approval of Minutes.

Council to consider the minutes of the March 27th, 2023 City Council Workshop meeting, the April 3rd, 2023 City Council meeting and the nonpublic minutes from the April 3rd, 2023 City Council meeting.

Motion - Councilor Ribas moved that the Franklin City Council approve the minutes of the March 27th, 2023 City Council Workshop meeting, the April 3rd, 2023 City Council meeting and the nonpublic minutes from the April 3rd, 2023 City Council. Seconded by Councilor Dzujna.

Councilor Dzujna read a couple of corrections that had already been sent to the Executive Secretary to amend.

8 in favor; 1 abstention. Motion PASSED.

Agenda Item II.

School Board Update.

Superintendent LeGallo gave the following updates:

- **PPS Principal:** LeGallo stated that he was pleased to share that they have hired Jay Lewis as the next Principal of the elementary school. Jay will start on July 1, 2023. He is not new to Franklin, as he served in the past as the Franklin High School Assistant Principal. He has also served as Principal of the Jennie D. Blake School in Hill before working as the Newfound Middle School Principal for 6 years. Jay is currently the Assistant Principal of the Winnisquam High School.

- **Annual Report:** LeGallo shared with the council the 22-23 School District Annual Report. This was distributed electronically to all school and city contacts several weeks ago.
- **Budget Presentation:** They are all set to present their 23-24 budget to the City Council this Wednesday, May 3rd.
- **High School Schedule Public Meeting:** They will be hosting a public meeting on the new High School master schedule this Thursday at 6pm in the High School cafeteria. The schedule reflects their learning from their Graduate work, including the implementation of Tuesday/Thursday collaborative project blocks.
- **Important Dates:** Class Day Parade is on Thursday, June 15th at 12:30pm. High School Graduation is on Friday, June 16th at 6:00pm outside at the High School, weather permitting. 8th Grade Graduation is on Wednesday, June 21st at 6:00pm at the Middle School.

Agenda Item III.

Council to consider Building Permit Proposal for Property on a Private Road (I)

Motion - Councilor Zink moved that the Franklin City Council approve the issuance of a Building Permit for a residential accessory use structure (garage) at 3 Kenwood Ave, Map-Lot 128-404-01, in accordance with RSA 674:41. Seconded by Councilor Webb.

Mayor Brown asked if there was any discussion.

P&Z Director Creighton let the council know that this request is relevant to 3 Kenwood Ave, a private road. If this sounds familiar, it is because the same property came before the City Council in March 2023 for a request to build a house. The request in March was granted, the applicant recorded a "Release of Municipal Liability", and the house is under-construction.

As an afterthought, the applicant has decided they'd also like to build a detached garage. Per the advice of the City Attorney, and in conformance with NH RSA 674:41, the City Council is to vote on each request to build on a private/Class VI Road. As such, the applicant is seeking Council approval to build a garage.

The City's technical departments have reviewed the application and suggest approving the request.

No other discussion ensued.

All in favor. Motion PASSED.

Agenda Item IV.

Council to consider Building Permit Proposal for Property on a Private Road (II)

Motion - Councilor Ribas moved that the Franklin City Council approve the issuance of a Building Permit and year-round Certificate of Occupancy for 21 Kenrick Farm Rd, Map-Lot 99-404, and authorize the City Manager to execute the Agreement and Notice of Release from

Municipal Responsibility and Liability between the City of Franklin and the owners. Approval is contingent upon any pending conditions set by the Fire Department and Municipal Services Department, and the conditions set by the Planning Board. Said fully executed agreement is to be recorded at the *Merrimack County Registry of Deeds*; the recording and recording fees are the responsibility of the applicant. Recording must be complete before permits can be issued. Seconded by Councilor Blake.

Mayor Brown asked if there was any discussion on this motion.
A small discussion ensued.

All in favor. Motion PASSED

Agenda Item V.

Council to authorize the City Manager to apply for and accept InvestNH grants and act as the signatory on all related InvestNH matters.

Motion - Councilor Blake moved that the Franklin City Council allow City Manager, Judie Milner, or her designee, to apply for and accept InvestNH grants and act as the signatory on all related InvestNH matters. Seconded by Councilor Dzujna.

Mayor Brown asked if there was any discussion on this motion.
There was one question that clarified that this would be allowing City Manager Milner to apply for and accept any grant money from InvestNH.
No other discussion ensued.

All in favor. Motion PASSED

Agenda Item VI.

Other Business:

1. Mayor & Council Appointments

Mayor Brown appointed Jeremy Restucci to the Conservation Commission, seat CC5, term of service to September 2025.

Motion – Councilor Dzujna moved that the Franklin City Council accept the resignation of Judith Ackerson from the Supervisors of the Checklist (Ward III), seat SCW31. Seconded by Councilor Zink.

All in favor. Motion PASSED

2. Committee Reports

Councilor Webb reminded the council that there would be a Legislative meeting on May 16th at 530pm at the library. They will be discussing the recount procedure, the code of

conduct and charter change suggestions.

Councilor Ribas stated that there will be another Ad Hoc meeting about the City Manager's evaluation and they looked at the survey questions and still need to decide on how to distribute and reducing the number of questions.

Councilor Starkweather gave a Fire Committee report. Some of the big issues discussed were lack of staffing and getting the pay scale where it needs to be to be competitive with other communities along with replacing equipment, which has lead times of up to 3-4 years.

Councilor Ribas mentioned that they had a Joint Finance Committee meeting looked at revenue streams for a ten-year plan and talked about what would be discussed at the Budget 101 forum that was presented last week.

3. City Manager's Update:

- On Drug take Back Day, which was April 22nd, they collected 169 lbs. of unused medication from people.
- On May 5th the Franklin Honor Society will be doing trash pickup around the city. Milner asked that everyone give a shout out and thank you to them when they see them out.
- Contingent Grant Line Activity – Received \$1,100 for kayak beatification, \$75 for rec scholarships, \$821 was raised at the annual event for Partners in Prevention and \$182.25 was raised from the barbeque at the Drug Take Back event for Partners in Prevention as well. \$1,861.23 was donated for Memorial bench at Legace Beach and \$518.92 is the sex offender compliance grant for the month.
- Trust fund for school funding – \$271.69
- Congratulations: Recently promoted, Captain Keith McNulty, in the fire department; Sean Breem and Tom Hegener in fire for passing the NH physical agility and CPAT exam; Sean Riberty at the transfer station received his CDL-B license; and the Planning & Zoning and Assessing departments that went to 'Right To Know' trainings recently.
- Welcome: Veida Parks, in the police department and also Franklin's newest officer, Jagger Bell.
- Committee meetings – May:
 - Legislative – May 16th at 5:30pm in the library
 - Municipal Services – May 24th at 10:00am at 43 W. Bow Street

- Random Acts of Community – shoutout to Damon and Megan Lewis and the volunteer group that cleaned up Marceau Park. They also purchased seed and reseeded the lawn there.
- Media contacts – Union Leader, Laconia Daily Sun, Concord Monitor and the Boston Globe
- Dog Forfeitures – Over 20% of the dogs in Franklin are currently unlicensed. All dogs need to be licensed by April 30th. In June there will be a late civil fee of \$25per dog license.
- Economic Development Team – Follow Up Dates for questions will be every Thursday for the next few weeks. From 12:00pm – 1:30pm in the leather gallery at Grevior’s Furniture. These dates are May 4th, May 11th, and May 18th. She plans to have some more public forums coming up and asked if everyone could keep the questions coming.
- Budget 101 – This was a very successful public forum. There was around 30 people who attended. She thanked Finance Director Gaudette and Business Administrator Braman for braving that night with her.
- FY2024 Budget Dates – 6pm, City Hall
 - May 3rd – School District FY2024 Budget Presentation
 - May 8th – Municipal Dept FY2024 Budget Presentation (Everything Municipal Services)
 - May 15th – Municipal Dept FY2024 Budget Presentation (Payroll & Benefits, Revenues & non-specific departments)
 - May 22nd – Municipal Dept FY2024 Budget Presentation (All other departments)
 - May 23rd – This is still set up for a cleanup, if the council needs another meeting
- Youth Government 2023 – This is confirmed for Tuesday, May 23rd – May 25th. Everyone can meet in Council Chambers at 9:00am on Tuesday to meet with the students and discuss the roles of each department. May 25th will be the mock city council meeting at the Elks. Please RSVP for that night to Lisa Jones before noon time on May 23rd so that the Elks has a good count for preparing the food.
- City Hall Update – 16 firms came to the mandatory walk through for the RFP. They did ask to have the RFP changed to an RFQ, which was done and is now due on May 12th. The number and finalist should be decided on shortly after that date.
- The Arts Integration weekend starts Friday, May 19th – May 21st. The art students will be downtown and painting a solid color for the crosswalks was discussed. This will be in compliance with DOT standards.

- FY2024 Manager's Proposed Budget – Milner passed out the FY24 City Manager's Proposed Budget to the council and will be posted on the website as well.

She stated that it is very important that all councilors contact Senator Innis because the Winnepesauke River Basin program appropriation included a \$1M dollar increase, which affected a portion of this budget for \$400,000 and raised the rate over \$2. She asked the council to contact Senator Innis and ask him to back that appropriation down. This is super critical for the FY24 budget and it will be seen in the manager's proposal. She did under fund the sewer budget.

Mayor Brown asked if there were any questions for Milner.

Councilor Desrochers asked what happened to the \$190,000 that was appropriated for roads. Milner answered saying that there was more than \$190,000 appropriated and it is still sitting and waiting to be spent. They are waiting on quotes to come back so that road repair can begin.

Councilor Zink asked when the \$20M bond proposal would be coming before the council. Milner stated that there will be a few more public forums that she expects should bring this before the council in July for August.

4. Late Items - None

ADJOURNMENT:

**Motion to adjourn was made by Councilor Trudel and seconded by Councilor Webb.
All in favor. Motion PASSED.**

The meeting adjourned at 7:27 p.m.

Respectfully submitted,

Lisa A. Jones
Executive Secretary

Dear Mayor Brown and Ward Two Councilors Zink, Ribas, and Desrochers,

I am writing to express my concerns about the proposed \$20,000,000.00 Tax Cap Breaking Bond that is currently under consideration for approval by the council.

I have several major concerns regarding this bond, including:

1. The inclusion of the Water Park in the bond proposal is troubling, given that at previous City Council Meetings it was Stated that no taxpayer funds would be used for this privately held business. It is unclear why taxpayers should be responsible for paying for this business, especially since the City will not be receiving tax dollars from the organization to repay the bond.
2. Instead of using the bond to repair the old covered Railroad Bridge, I suggest that the City Manager apply for grants that are available for this purpose. As the last covered bridge in the country and a historical landmark, there are likely grants available to fund the necessary repairs. If the City does not have staff available to find these grants, they could work with the school district or an outside organization to locate them.
3. The bond proposal does not specify whether the road repair money is intended for skim coating repairs or for replacing roads down to their bases. Skim repairs are only a short-term solution, lasting one to five years, whereas repairs to the base can last for five to fifteen years. Given the 20-year lifespan of the bond, it is unclear how this item makes sense. Additionally, it is unclear which roads will be repaired under the bond.
4. The cost of the bond proposal would result in a 10% tax increase, or \$2.47 per \$1,000.00 of assessed property value, which would break the City's Tax Cap. It is unclear whether the City plans to cut its existing budget without removing any more of the City's existing services to remain within the tax cap or whether the City plans to increase everyone's taxes 15-20% this year after adding the funds needed to support the existing services. Once the tax cap is broken, there is no going back.

Approving this Bond would result in negative outcomes, including breaking the tax cap, hurting property values for both residential and business properties, and making it harder for those on fixed incomes, low income, and elderly residents to keep their homes. Additionally, it would increase the burden on those who can barely pay their rent for homes/apartments.

Furthermore, approving the Bond could have significant consequences for revitalizing the City of Franklin. It may make the City an undesirable and inconsiderable destination for new residents or businesses to relocate to or to keep those businesses that the City worked hard to attract.

I am concerned about the impact that this bond proposal will have on the City and its residents. As a constituent in Ward 2, I hope that you will consider my concerns and act in the best interest of the City and its residents.

I understand that it may be challenging for me to attend City Council meetings due to several serious illnesses that I am currently dealing with. Therefore, I have asked a citizen of Franklin to pass on my concerns during the public participation portion of the next City Council meeting. I would also like to officially request that you allow them to read this letter without penalizing them for their allotted time to speak their concerns. Alternatively, as my representatives on the council, one of you could read my email during the public participation time so that all councilors and attendees can hear my concerns.

Finally, I hope that you will keep an open mind and consider all viewpoints before making a decision regarding the Bond. Thank you for your attention to this matter.

Sincerely,

Raymond Yonaitis

59 Freedom Dr

Paul Doucette <pauldoucette@metrocast.net>

To: Olivia Zink <OZink@franklinnh.org>

Sent from [redacted] for Windows
 Honorable Councilor Olivia Zink,
 Can this please be read into the public comment period. At this evenings meeting.
 Thank You
 Paul Doucette

It intended for the public comment period. Where are the rules saying that it needs to be verified. ?

Sent from [redacted] for Windows

From:
Sent: Monday, May 1, 2023 1:35 PM
To:
Subject: Re: OBTAINING GRANTS.

Paul. Thank you for your document. Before I read this into the minutes it will need to be verified. I have forwarded it the appropriate people but may not get it back in time for tonight's meeting. Just wanted you to know.

Jo Brown, Mayor
 City of Franklin

From: Paul Doucette <pauldoucette@metrocast.net>
Sent: Monday, May 1, 2023 12:36:17 PM
To: Mayor <Mayor@franklinnh.org>
Subject: OBTAINING GRANTS.

Honorable Mayor Brown,
 Please enter into the minutes and read the following into the public participation portions of this evening City Council Meeting. Kindly acknowledge receipt of this email.
 Thank You

Paul Doucette Ward II

The City of Franklin cannot prove ownership of the land and railroads above the Sanborn Bridge. The title has numerous clouds and defects, whereby others can claim interest. The City does have deeds. However those deeds have defects, were improperly executed and/or without records of authorization. There are a series of cooperate transfers whereby there are no references or records of the board of directors granting the rights to transfer title. Therefore anyone or any entity that had previous ownership rights can claim those rights. The Town of Northfield used the rights of eminent domain to obtain and clear title of the railroad right of way. The State of NH did the same with the with the Boston and Maine Railroad ownership and rights of way. Franklin needs to do the same utilizing the right of

eminent domain to obtain clear title of the railroad land and the lands formerly owned by the Public Service Company of NH. . Why is this important? To obtain grants most will require proof of 100% ownership and clear title rights.

Christopher Shaheen, ward 2
 mill City Park - If they do end up moving to
 the next phases and more infrastructure is
 built, concert venue, campground, climbing wall
 and it's paid by through a bond would
 those be city property or owed by mill city park
 if it's owned by mill city park is the city
 taxpayers leasing it to them. I think if
 more than 10% of municipal bond goes to
 a private organization than it has to
 be a "private activity bond" which has
 special rules.

Camp BPW

April 15, 2023

Franklin's Business Professional Women

Franklin Business and Professional Women (BPW) welcomes women from all walks of life to explore their potential. We help connect women of all ages and skill levels to programs to enhance leadership and professional abilities. BPW recognizes that true strength lies in our ability to empower one another.

One program that the BPW hosts is:

Camp BPW

Kristine Boland, Christine Dzujna and Terri Lemire, Co-Chairs
Teamed up with Zonta of Concord

The 4-day camp for our high school young women provided the following:

Day 1: Learning how to write a resume, ace the interview and dress for an interview – Provided by Zonta from Concord

Day 2: Learning about Financials by envisioning their life, evaluating what they enjoy doing, and learning how to use a checkbook. - Provided by BPW, Franklin

Day 3: Finding what they value, applying value categories, and discussing what is most important.

Day 4: Making lifestyle choices by going through Life Unplugged where students assume the age of 25 and visit 16 different reality booths, learning self-defense with Chief Goldstein, hearing about becoming a police officer with Patrol Officer Tracy and performing community service.

**Camp BPW
April 15, 2023**

Franklin's Business Professional Women

Kristine Boland, Christine Dzujna and Terri Lemire, Co-Chairs

Zonta from Concord

Franklin High School

Superintendent – Dan LeGallo

Board Chair – Tim Down

Principal – David Levesque

School Councilor – Lynn Anderson

Melissa Fraley – Guidance Staff

Jamie Walters – Climate Specialist

Pam McDonald and Traci Tucker – Front Office Staff

Students - 22 signed up.

Community Support

Rob Sargent – Library

Valerie Blake – City Councilor

George Dzujna – City Councilor

Nancy Marceau – Trip Center

Krystal Alpers – Bessie Rowell

Brenda Petelle – Food Service

Chief Goldstein – Franklin Police Department

Officer Tracy and Miller – Franklin Police Department

Donna and Rob Cohen

Peabody Place Auxiliary

Partners in Prevention

Lori Seog -Concord Hospital



City Council Special Meeting Minutes
School Budget Presentation
Wednesday, May 3, 2023 - 6:00 p.m.
Council Chambers, City Hall

Council in attendance: Mayor Jo Brown, Councilor Olivia Zink, Councilor Leigh Webb, Councilor Ted Starkweather, Councilor Vincent Ribas, Councilor George Dzujna, Councilor Jay Chandler and Councilor Valerie Blake

Absent: Councilor Paul Trudel and Councilor Bob Desrochers

School District in attendance: Superintendent Dan LeGallo, Business Administrator Jefferson Braman, Franklin Middle School Principal Virginia Everett, Franklin High School Principal David Levesque, Special Education Director Rebecca Butt, Curriculum Director Jule Finley and School Board Chair Tim Dow.

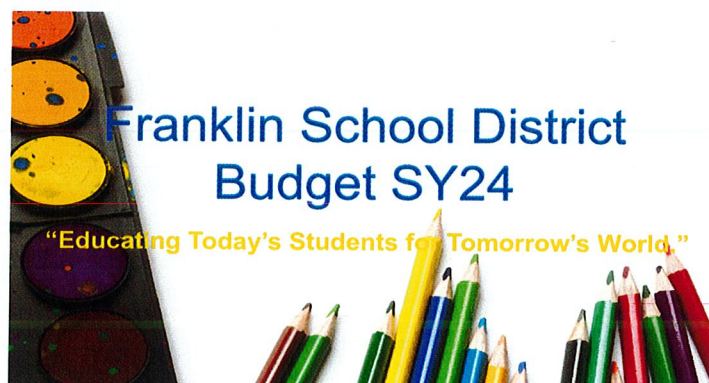
Others in attendance: City Manager Judie Milner, Finance Director Gaudette and members of the public.

Mayor Brown called the meeting to order in Council Chambers at 6:02 p.m.

Salute to the Flag was led by Councilor Zink.

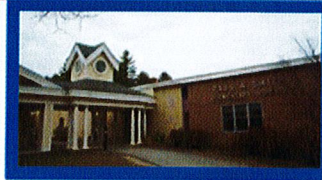
School Board Chair Tim Dow opened the School District budget presentation explaining that the school board is happy to present the FY2024 tax cap budget to the Council. He stated that they are under the budget from last year.

Superintendent LeGallo started by introducing his staff that was present and turned the school budget presentation over to Braman who read from the following slides:



Franklin School Board Members

Tim Dow, Chairman
Delaney Carrier, Vice Chairman
Deborah Brown, Treasurer
Maureen Aube
Christie Martin
Laurie Cass
Liz Cote
Desiree McLaughlin
Jack Finley



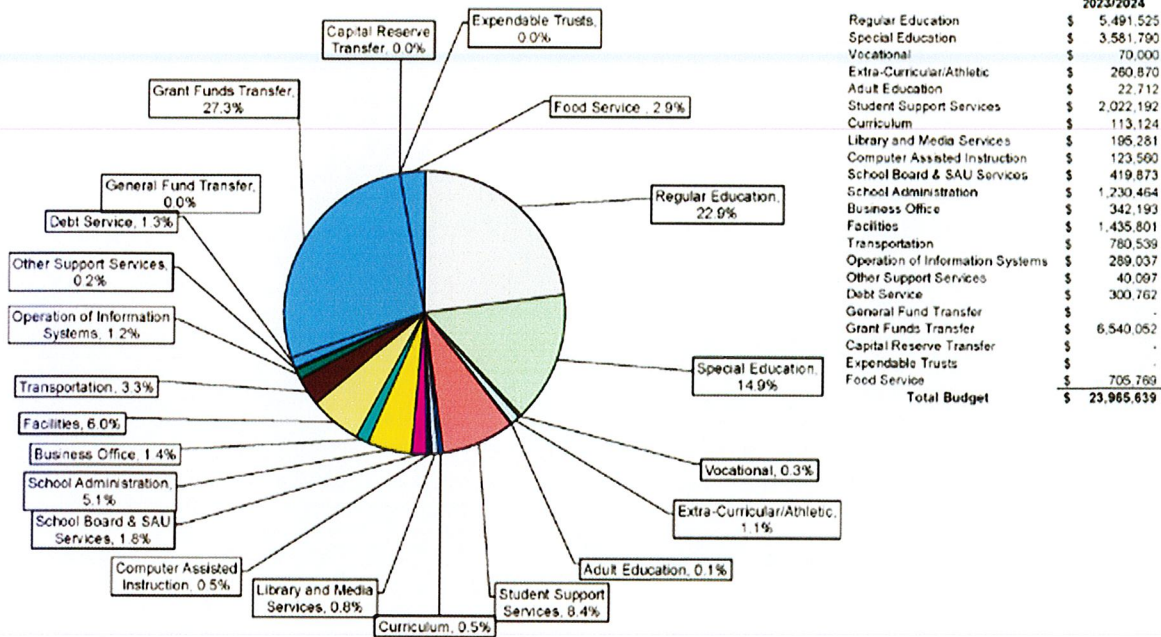
Superintendent's Administrative Staff

Dan LeGallo, *Superintendent of Schools*
Jefferson Braman, *Business Administrator*
Jule Finley, *Curriculum Director*
Barbara Slayton, *Office of Student Wellness Director*
Rebecca Butt, *Director of Special Education*
Nicole Mazze, *Paul Smith Elementary Associate Principal*
Virginia Everett, *Franklin Middle School Principal*
David Levesque, *Franklin High School Principal*
Dan Clark, *Building and Grounds Director*
Robyn Dunlap, *District Technology Director*
Brenda Petelle, *Food Service Director*
Dan Sylvester, *Athletic Director*

Franklin School District
Revenue Projection
Fiscal Year 2023/2024

Source	21-22 Actuals	22-23 Budgeted	23-24 Estimates	Difference
General Fund:				
Revenue from State Sources				
Special Education Aid	191,886	145,000	145,000	c 0
Charter School Aid	55,296	45,000	40,000	(5,000)
Vocational Transportation Aid	5,182	5,000	5,000	0
Adequate Education Grant	8,269,483	8,291,709	8,439,464	147,755
NHRS Refund	0	92,215	0	(92,215)
EFA Phaseout Grant	0	8,054	3,000	(5,054)
Extraordinary Grant	0	360,165	283,688	(76,477)
Building Aid	81,944	81,944	81,944	0
Indirect Costs	93,555	69,000	90,000	21,000
Revenue from Federal Sources				
Medicaid Reimbursement	149,348	160,000	160,000	0
E-Rate Funding	30,633	47,173	31,000	(16,173)
Local Revenue Other than Taxes				
Tuition	17,908	0	0	0
Earnings on Investments	2,053	2,500	16,000	13,500
Other Local Revenue	15,213	2,000	2,000	0
Insurance Premium Holidays	155,579	105,685	29,313	(76,372)
Athletic Receipts	2,678	3,500	3,000	(500)
NH Charitable Foundation (Aware)	0	0	0	0
Unreserved Fund Balance	1,211,997	1,281,870	893,956	(387,913)
Total Revenues and Credits	10,282,753	10,700,814	10,223,365	(477,450)
District Appropriation	4,595,004	4,943,755	5,384,379	440,624
Education Tax	1,190,971	1,224,669	1,217,843	(6,826)
Additional Voted By City Council	0	0	0	0
Total General Fund	16,068,728	16,869,238	16,825,587	(43,652)
Food Service Transfer	980,313	600,000	600,000	0
Total General Fund and Food Service Revenues	17,049,041	17,469,238	17,425,587	(43,652)
Grant Funds	1,789,053	1,969,593	1,540,052	(429,541)
ESSER/GOFERR Funding	1,628,316	1,300,000	5,000,000	3,700,000
Grand Total Revenues	20,466,410	20,738,831	23,965,639	3,226,808
			Appropriations	23,965,639
			HVAC Project Estimated \$3.7 million	

Proposed Operating Budget by Function



Franklin School District Proposal 2023/2024
Budget Overview Comparing, by Function, Cost and Staffing Year to Year

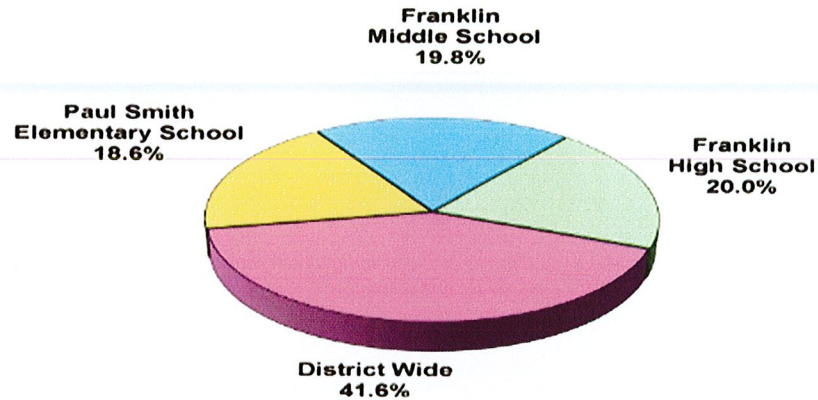
This summary compares, by function, cost and staffing year to year

No.	Account #	DESCRIPTION	Approved 2022/2023	Proposed 2023/2024	\$ Change	% Change	% of Total Budget	2022/23 FTE	2023/24 FTE	FTE Change
1	1100	Regular Education	5,620,535	5,491,525	(129,010)	-2.30%	22.91%	64.95	63.83	(1.13)
2		Teachers						4.06	2.62	(1.44)
3		Teaching Assistants						1.00	1.00	0.00
4	1210	Special Education	3,343,834	3,291,647	(52,187)	-1.56%	13.73%	9.00	10.00	1.00
5		Administration						32.81	36.08	3.27
6		Teachers						1.00	1.00	0.00
7		Teaching Assistants								
8		Support								
9	1220	SpEd Summer School	48,278	51,757	3,479	7.21%	0.22%			
10	1250	Alternative Education	11,520	146,995	135,475	1176.00%	0.61%	0.00	1.00	
11		Director								
12	1260	English Speakers of Other Languages	10,079	91,391	81,312	806.74%	0.38%			
13	1300	Vocational	70,000	70,000	0.00%	0.29%				
14	1411	Extra-Curricular	21,562	18,082	(3,480)	-16.14%	0.08%			
15	1420	Athletics	235,419	242,788	7,368	3.13%	1.01%			
16		Athletic Director						0.80	0.60	0.00
17	1600	Adult Education	23,212	22,712	(501)	-2.16%	0.09%			
18		Director						0.40	0.40	0.00
19	2113	Social Work	98	54,791	54,693	55729.27%	0.23%	0.00	0.50	0.50
20		Director						0.00	0.00	0.00
21		Social Workers								
22	2122	Guidance	457,359	477,198	19,839	4.34%	1.99%	5.00	5.00	0.00
23		Counselors (Teachers)						1.00	1.00	0.00
24		Support								
25	2134	Nursing	250,245	260,142	9,897	3.96%	1.09%	3.00	3.00	0.00
26		Nurses								
27	2140	Psychological Services	267,016	272,229	5,213	1.95%	1.14%	1.00	1.00	0.00
28		Therapists (Teachers)								
29	2152	Speech Services	587,464	511,805	(75,660)	-12.88%	2.14%	1.00	1.00	0.00
30		Teachers						2.72	2.08	(0.64)
31		Therapists								
32	2153	Audiology	-	-	-	#DIV/0!	0.00%			
33	2160	Occupational Therapy	324,278	317,445	(6,833)	-2.11%	1.32%			

No.	Account #	DESCRIPTION	Approved 2022/2023	Proposed 2023/2024	\$ Change	% Change	% of Total Budget	2022/23 FTE	2023/24 FTE	FTE Change
34		Therapists						1.07	1.07	0.00
35		Assistants						0.00	0.00	0.00
36	2162	Physical Therapy	119,057	128,581	9,525	8.00%	0.54%			
37	2210	Curriculum Coordinator	77,927	82,963	5,036	6.46%	0.36%			
38		Administration						0.35	0.50	0.15
39	2213	Instructional Development	25,077	30,172	5,095	20.32%	0.13%			
40	2222	Library	196,076	195,281	(795)	-0.41%	0.81%			
41		Librarians						2.00	2.00	0.00
42		Library Assistants						1.00	1.00	0.00
43	2225	Computer Assisted Instruction	103,493	123,560	20,077	19.40%	0.52%			
44	2311	School Board Services	60,340	54,203	(6,138)	-10.17%	0.23%			
45	2313	District Treasurer	1,598	1,292	(306)	-19.16%	0.01%			
46	2321	Office of the Superintendent	336,382	364,378	27,996	8.32%	1.02%			
47		Administration						1.00	1.00	0.00
48		Support						1.50	1.75	0.25
49	2410	Office of the Principal	1,104,106	1,220,064	115,958	10.50%	5.09%			
50		Principals						3.00	3.00	0.00
51		Assistant Principals						3.00	3.00	0.00
52		Administrative Assistants (school year)						1.00	3.00	2.00
53		Administrative Assistants (year round)						3.00	3.00	0.00
54	2480	Graduation Expenses	9,200	10,400	1,200	13.04%	0.04%			
55	2510	Business Office	328,577	342,193	13,616	4.14%	1.43%			
56		Administration						1.00	1.00	0.00
57		Support						2.00	2.00	0.00
58	2610	Supervision of Buildings and Grounds	115,531	120,449	4,919	4.26%	0.50%			
59		Administration						1.00	1.00	0.00
60	2620	Care of Buildings & Equipment	1,538,477	1,176,171	(362,306)	-23.55%	4.91%			
61		Custodians						9.00	9.00	0.00
62		Maintenance						1.00	1.00	0.00
63	2630	Care of Grounds	102,121	68,380	(33,741)	-33.04%	0.29%			
64		Groundskeeper						1.00	1.00	0.00
65	2640	Care & Upkeep of Equipment	56,302	84,500	28,198	50.07%	0.27%			
66	2650	Vehicle Operation & Maintenance	6,300	6,300	-	0.00%	0.03%			
67	2700	Transportation	734,545	780,539	45,993	6.26%	3.26%			

No.	Account #	DESCRIPTION	Approved 2022/2023	Proposed 2023/2024	\$ Change	% Change	% of Total Budget	2022/23 FTE	2023/24 FTE	FTE Change
68	2844	Operation of Information Systems	259,887	289,037	29,150	11.30%	1.21%			
69		Administration						1.00	1.00	0.00
70		Support						2.00	2.00	0.00
71	2900	Other Support Services	40,531	40,097	(434)	-1.07%	0.17%			
72	5100	Debt Service	306,859	300,762	(6,097)	-2.00%	1.25%			
73	5210	General Fund Transfer	-	-	-	0.00%	0.00%			
74	5222	Grant Funds Transfer	2,965,000	6,540,052	3,575,052	120.57%	27.29%			
75	5251	Capital Reserve Transfer	-	-	-	0.00%	0.00%			
76	5252	Expendable Trust Funds	-	-	-	0.00%	0.00%			
77		Total General Fund	19,658,076	23,259,870	3,601,794	18.32%	97.06%	162.66	167.63	3.97
78	3120	Food Service Fund	640,162	669,769	29,607	4.62%	2.79%			
79		Administration						1.00	1.00	0.00
80		Support						8.41	8.62	0.21
81	3191	Fresh Fruit & Produce Program	36,000	36,000	-	0.00%	0.15%			
82		Total Food Service Fund	676,162	705,769	29,607	4.38%	2.94%	9.41	9.62	0.21
83		Total General Fund and Food Service Appropriations	20,334,238	23,965,639	3,631,401	17.86%	100.00%	172.07	177.25	4.18
84		Grant Funded FTE Administration						1.65	1.00	(0.65)
85		Teachers						19.20	30.63	11.43
86		Teaching Assistants						0.00	0.00	0.00
87		Support						5.00	6.00	1.00
88		Grand Total Appropriations	20,334,238	23,965,639	3,631,401	17.86%		197.92	214.88	16.96

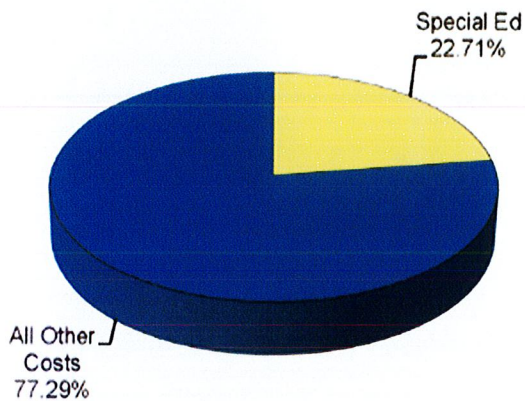
Proposed Operating Budget by Cost Center



	2023/2024	
Paul Smith School	\$ 4,458,800.84	18.6%
Middle School	\$ 4,756,166.86	19.8%
High School	\$ 4,786,043.40	20.0%
District-Wide*	\$ 9,964,628.09	41.6%
	<u>\$ 23,965,639.19</u>	<u>100.0%</u>

* Includes all Grant Funding

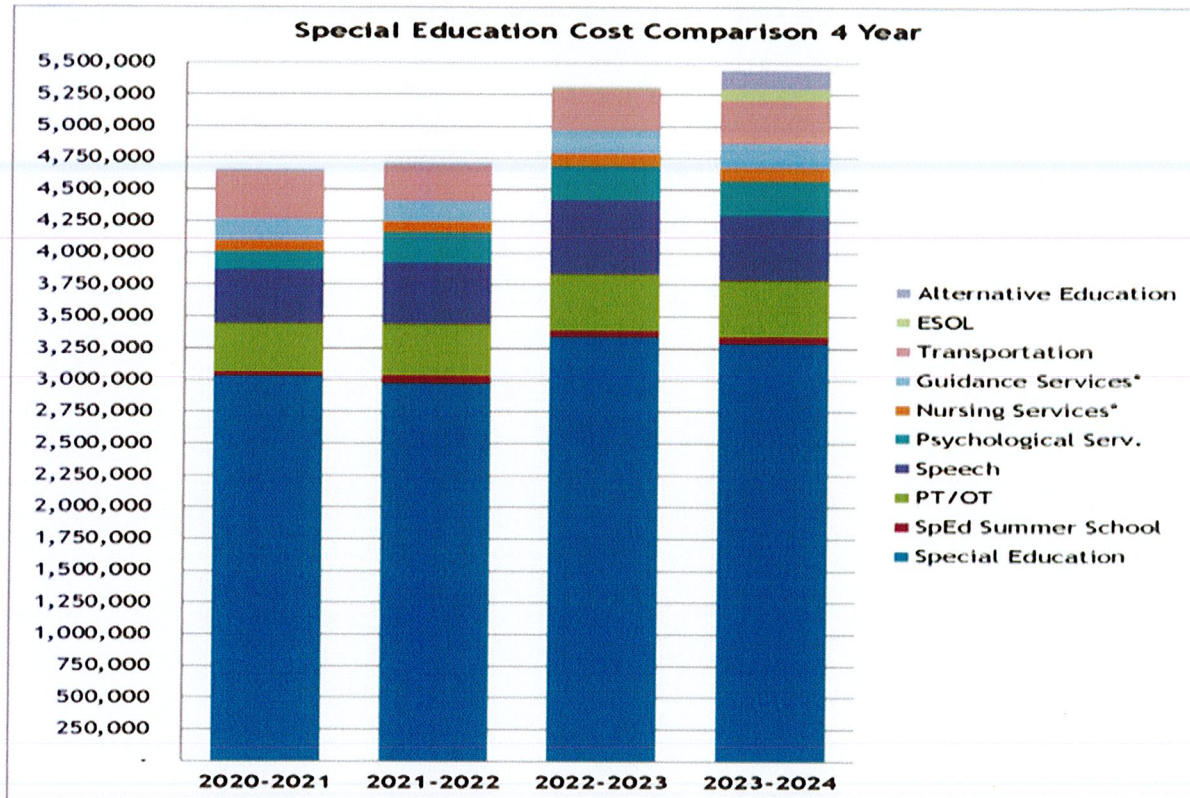
Proposed Franklin Special Education Budget 2023/2024



1210 Special Education	3,291,647
1220 SpEd Summer School	51,757
1250 Alternative Ed	146,995
1260 ESOL	91,391
2122 Guidance *	190,879
2134 Nursing Services *	104,057
2140 Psychological Services	272,229
2152/2153 Speech & Audiology	511,805
2160/2162 OT & PT Services	446,027
2700 Transportation	336,919
	<u>5,443,705</u>

* 40% of total costs related to special ed

Total Budget	23,965,639	
Special Ed	5,443,705	22.71%
All Other Costs	18,521,934	77.29%

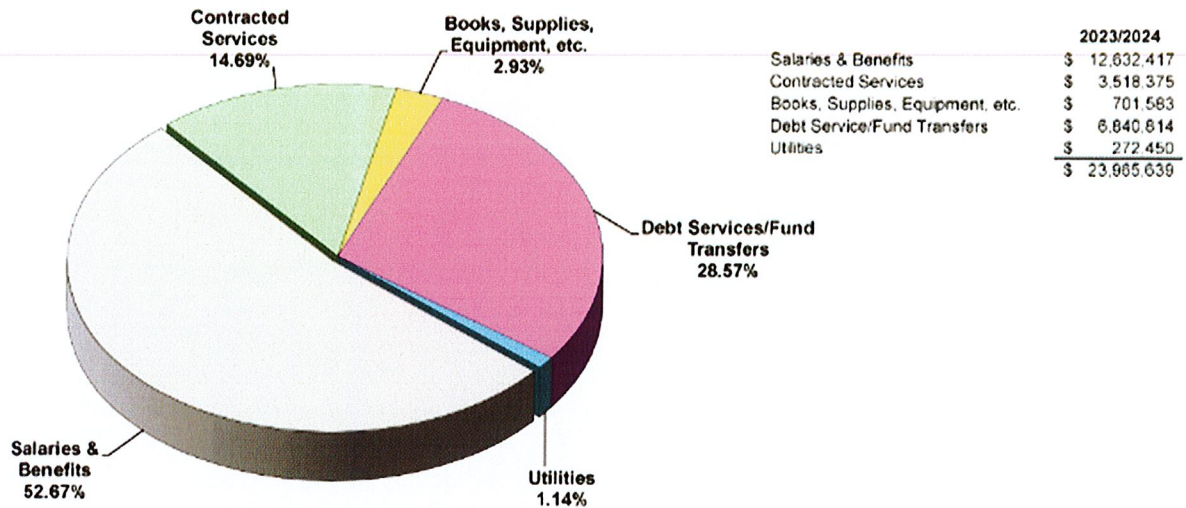


Special Education Historical Comparison

	2020-2021	2021-2022	2022-2023	2023-2024
Special Education	3,034,687	2,978,295	3,343,834	3,291,647
ESOL	7,460	7,460	10,079	91,391
SpEd Summer School	31,228	58,464	48,278	51,757
Alternative Education	12,220	11,100	11,520	146,995
PT/OT	381,779	404,422	443,335	446,027
Speech	422,429	482,821	587,464	511,805
Psychological Serv.	143,272	240,014	267,016	272,229
Nursing Services*	85,210	83,774	100,098	104,057
Guidance Services*	171,332	164,920	182,944	190,879
Transportation	368,711	277,932	320,930	336,919
Special Ed Total	4,658,327	4,709,202	5,315,498	5,443,705
		1.09%	12.87%	2.41%
		50,875	606,296	128,207
 Total General Fund	 18,549,563	 18,558,966	 20,334,238	 23,965,639
SpEd to Total	25.11%	25.37%	26.14%	22.71%

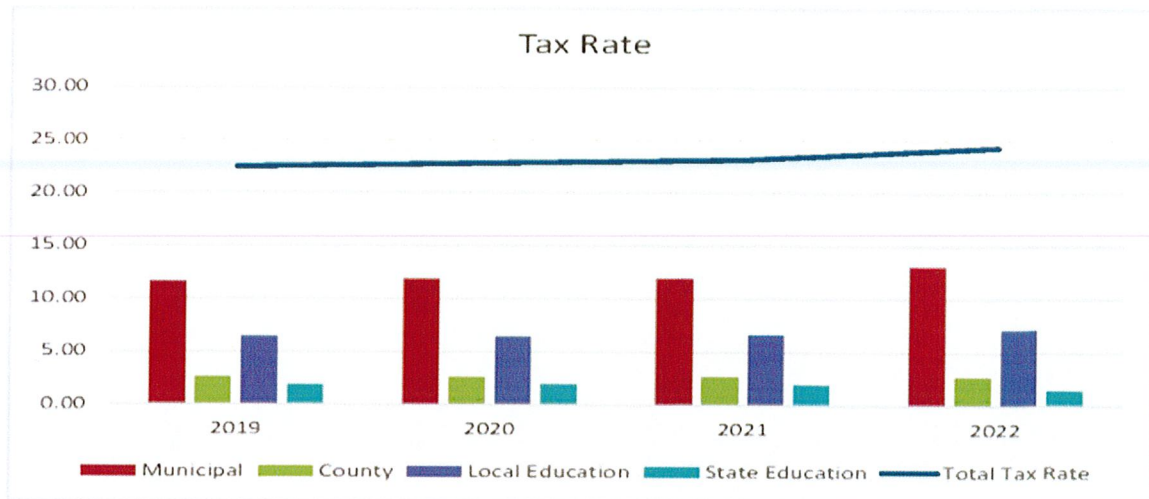
* Health & Guidance 40% of total cost is special ed related

Proposed Operating Budget by Object



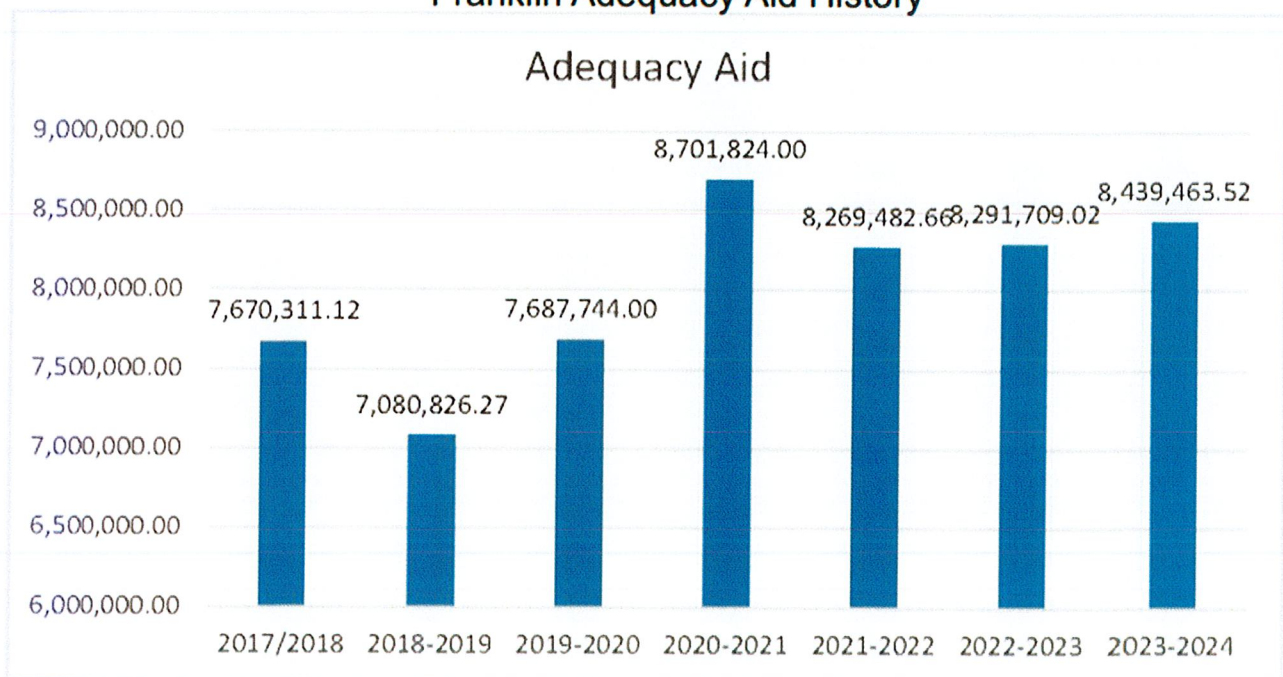
Comparison by Object Detail

	2022/2023	2023/2024	Increase/(Decrease)	
Salaries & Benefits	\$ 12,266,348	\$ 12,632,417	\$ 366,069	2.98%
Contracted Services	\$ 3,529,880	\$ 3,518,375	\$ (11,505)	-0.33%
Books, Supplies, Equipment, etc.	\$ 1,127,301	\$ 701,583	\$ (425,718)	-37.76%
Debt Service/Fund Transfers	\$ 3,171,859	\$ 6,840,814	\$ 3,668,955	115.67%
Utilities	\$ 238,850	\$ 272,450	\$ 33,600	14.07%
	<u>\$ 20,334,238</u>	<u>\$ 23,965,639</u>	<u>\$ 3,631,401</u>	<u>17.86%</u>



	2019	2020	2021	2022
Municipal	11.61	11.87	12.00	13.12
County	2.59	2.57	2.67	2.69
Local Education	6.38	6.45	6.62	7.16
State Education	1.89	1.95	1.92	1.42
Total Tax Rate	22.47	22.84	23.21	24.39

Franklin Adequacy Aid History



LeGallo read the below slide that shows the staff that is funded by ESSER funds. These funds will run out after next year so they are looking at how this will be leveled at the end of the fiscal year.

Franklin School District Budget 2023-2024

ESSER Fund Items

PSS Case Manager (PB)	(73,137.00)	Sped
FMS Case Manager (JB)	(52,065.00)	Sped
FMS Case Manager (KB)	(99,453.00)	Sped
FHS Case Manager (JC)	(97,924.00)	Sped
GoGuardian Chromebook	(9,800.00)	Tech
Computer Supplies	(12,000.00)	Tech
Peardeck/Zoom Licenses	(12,801.00)	Tech
Chromecast Devices for Projectors	(3,750.00)	Tech
Chromebooks for teachers	(76,800.00)	Tech
Summer IT help	(5,154.28)	Tech
Custodian (EW)	(63,925.00)	B&G
PSS Teacher (BF)	(107,953.00)	PSS
Social Worker (MB)	(80,174.08)	PSS
FMS Teacher (DM)	(110,343.50)	FMS
FMS Teacher (MD)	(106,699.00)	FMS
FMS Teacher (KN)	(87,684.50)	FMS
Social Worker (OF)	(102,281.18)	FMS
FHS Math Teacher (Open)	(85,190.64)	FHS
FHS English Teacher (JC)	(85,486.70)	FHS
FHS Teacher (Beh. Int)	(85,190.64)	FHS
KUTA Software	(1,500.00)	FHS
FHS Summer School	(22,364.00)	FHS
Social Workers/Climate Specialist	(172,488.33)	FHS
Tech Integrator	(110,401.46)	DIST
Coordinator of School Wellness 0.5FTE	(54,790.95)	DIST
Total	(1,719,357.26)	

LeGallo then went over the total student population below, along with staffing and enrollment numbers.

Student Population 2022-2023

**Total Population: students
April 2023**

Paul Smith School:	286
Franklin Middle School:	375
Franklin High School:	274
Total	935

Projected Student Population 2023-2024

Total Population: students

Paul Smith School:	290
Franklin Middle School:	377
Franklin High School:	290
Total	957

PSS Staffing 2023-2024

- ***Principal and Assistant Principal***
- ***16 Classroom Teachers***
- ***3 Preschool Teachers***
- ***1 School Counselor***
- ***1 Social Worker (Grant Funded)***
- ***1 Behavior Specialist***
- ***4 Allied Arts Teachers (Music, Art, PE & Library Media Specialist)***
- ***4 Title 1 Teachers (Grant Funded)***
- ***5 Special Education Case Managers***

PSS Enrollment Projections 2023-2024

	22-23	23-24	#Teachers	Ratios
Preschool	25	48	3	1:8
Grade K	66	64	4	1:16
Grade 1	68	65	4	1:16
Grade 2	62	67	4	1:17
Grade 3	<u>62</u>	<u>70</u>	4	1:18
	287*	314		

*(Actual April 2023)

PSS 2023-2024

- **Additional preschool classroom to address the increasing enrollment needs of preschool, along with the addition of more peer models.**

LeGallo turned the presentation over to Everett to go over the following slides on the middle school enrollment projections staffing and other details.

FMS Enrollment Projections 2023-2024

	22-23	23-24	#Teachers	Ratios
Grade 4	70	63	4	1:16
Grade 5	64	70	4	1:18
Grade 6	68	65	4	1:17
Grade 7	85	68	4	1:17
Grade 8	<u>84</u>	<u>85</u>	4	1:22
	372*	351		

- Actual numbers as of April 21, 2023

FMS Staffing 2023-24

- Principal and Assistant Principal
- 20 Classroom Teachers
- 2 School Counselors
- 1 Social Worker
- 6 Allied Arts Teachers (Health, Music, Art, PE, Computers, Tech Ed)
- 3 Title 1 Teachers (Grant Funded)
- 8 Special Education Teachers
- 1 In School Suspension Supervisor

FMS Allied Arts Details 2023-2024

Grades 4 & 5 will have full year weekly allied arts as follows:

- Computer
- Art
- Physical Education
- Music (Including Band and Chorus)
- Health and Fitness

Grades 6, 7 & 8 will have trimesterized allied arts as follows:*

Physical Education	Health & Fitness
Tech Ed (Woodshop)	Music
Art	Computer

**Specific allied arts per grade level has yet to be determined*

Levesque took over the presentation to walk through the following slides for the high school.

FHS Staffing 2023-2024

- Principal and Assistant Principal
- Athletic Director (shared with FMS)
- 20.0: Classroom Teachers
 - 13.0 Core Teachers: English, Science, Social Studies and Math
 - 7.0 Allied Arts Teachers: Computer Science, Spanish, Industrial Arts, Music, Art, Cooking/Baking, Sewing, and Physical Education/Health

FHS Staffing 2023-2024 (continued)

- **2 School Counselors**
- **1 Social Worker**
- **1 Climate Specialist**
- **1 Behavioral Specialist**
- **1 Library/Media Specialist**
- **1 Creating Alternative Pathways Teacher**
- **2 Paraprofessionals for Student Support**
- **3 Special Education Teachers**
- **3 Secretaries (Administrative Assistant/Registrar)**

FHS Enrollment Projections 2023-2024

2023-24	Core Teachers	Ratios
Number of Students: 290	13.0	1:22.0
Total Classroom Teachers	20.0	1:14.5

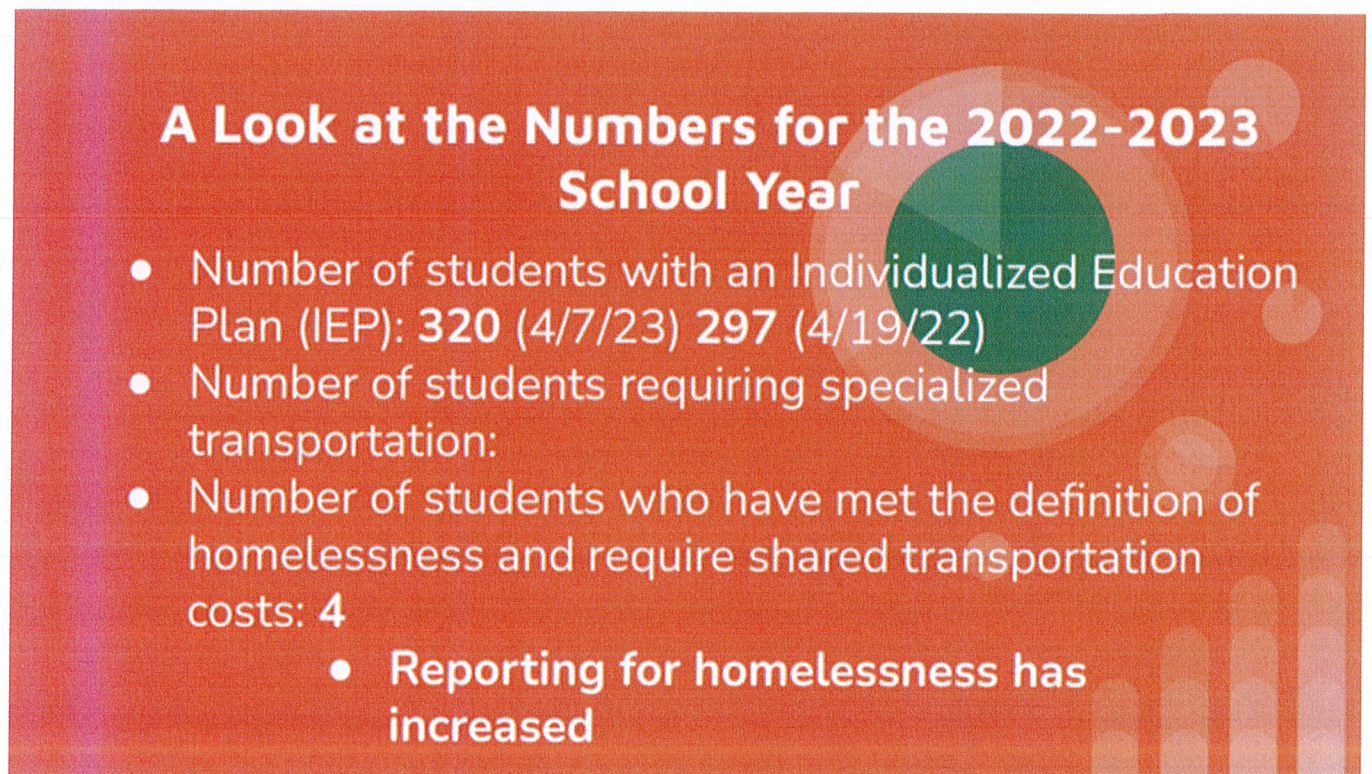
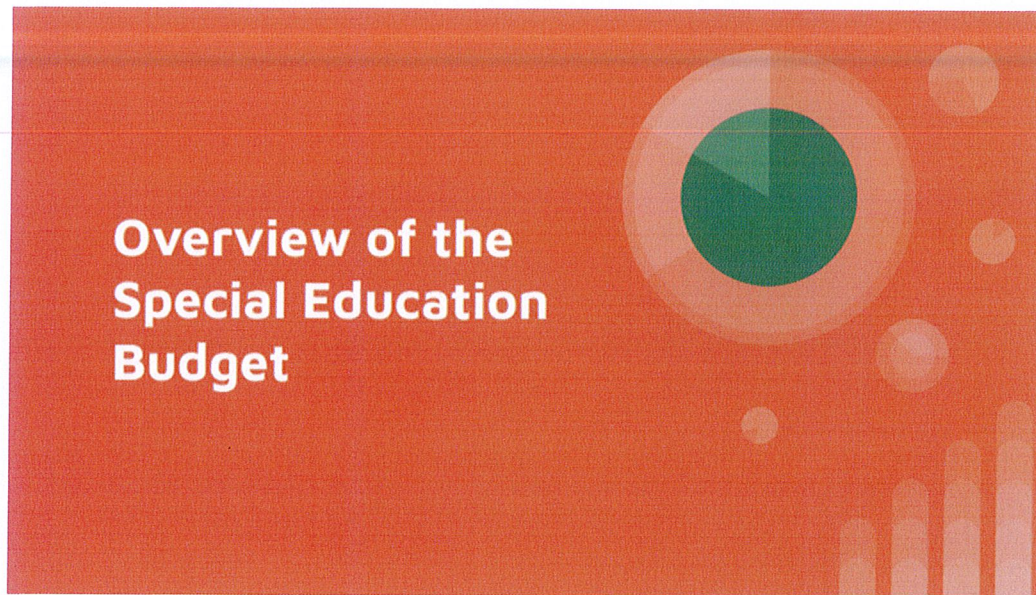
FHS Educational Improvements for 2023-2024

- **New 2023-24 Schedule**
- **Climate Specialist/Extended Opportunities Coordinator**
- **Behavior Specialist**
- **Student Clubs and Activities through Grants**
- **Re-Vamped Advisories**

FHS Additional Learning Opportunities

- **HUOT Career Technical Center in Laconia**
- **Agricultural Center at Winnisquam Regional High School**
- **Lakes Region Community College Dual Enrollment**
- **Running Start College Classes**
- **Extended Learning Opportunities and Internships**
- **Community Service Projects**
- **VLACS Online Learning**

Butt approached the council to present the following slides on the special education budget.



Staffing: Case Managers

- Preschool: 3 (2)
- Paul Smith School: 5
- Franklin Middle School: 8 (7)
 - 1 for the Life Skills program and 7 for the remaining special education students
- Franklin High School: 3
 - 1 for Life Skills and 2 for the remaining special education students
- 19 (17) Total Case Managers

Out of District Caseload

- Students in foster care/DCYF placements- 3(7)
- Students attending charter schools-23 (20)
- Students placed in out of district placements through the court-1
- Students placed in out of district placements through the district-2
- Franklin Middle School-4

Staffing: Paraprofessionals

- Preschool: 2
- Paul Smith School: 12 (14)
- Franklin Middle School: 15 (14)
- Franklin High School: 8 (7)
- OOD/Other LEA: 4
- Total paraprofessionals: 51

Staffing: Speech Language Pathologists (SLP) and Speech Language Pathology Assistants (SLPA)

- Preschool: SLP-0.25, SLPA-0.25
- Paul Smith School: SLP-1.25, SLPA-2.5
- Franklin Middle School: SLP-1, SLPA-1.5
- Franklin High School: SLP-0.25, SLPA-0.25
- OOD/Other LEA: SLP-0.5, SLPA-0.5

Staffing: Occupational Therapists (OT) and Certified Occupational Therapy Assistants (COTA)

- Preschool: OT-0.30, COTA- 0.20
- Paul Smith School: OT-0.80, COTA: .80
- Franklin Middle School: OT-0.75,
COTA-0.75
- Franklin High School: OT-0.25, COTA-0.25
- OOD/Other LEA: OT-0.25, COTA-0.25

Staffing: Physical Therapists (PT) and Physical Therapy Assistants (PTA)

- Preschool: PT-0.10
- Paul Smith School: PT-0.20, PTA- 0.25
- Franklin Middle School: PT-0.30,
PTA-0.25
- Franklin High School: PTA-.10

Staffing: Behavior Support

- Paul Smith School: Applied Behavior Analyst (ABA) five days per week and a Board Certified Behavior Analyst (BCBA) one day per week to support more intensive needs
- Franklin Middle School: Full time Behavior Consultant (1), CORE staff for the Odell Program (1.75)

Additional Support

- District wide School Psychologist: 40 hours per week. Completes intellectual, academic, social emotional, and further diagnostic evaluations, drafts reports and reports on findings at evaluation meetings
- Transition and community based services through CORE Vocational Services and/or Easter Seals as needed
- Teacher of the Visually Impaired, Teacher of the Deaf, and Alternative Augmentative Communication (AAC/speech pathologist)



Franklin School District Budget 2023-2024

Thank you

There was a small discussion about the information provided.

The mayor thanked the school for their presentation and let them know that they have a great team.

There was no further discussion.

Mayor Brown adjourned the meeting at 7:53 p.m.

Respectfully submitted,

Lisa Jones
Executive Secretary



City Council Meeting Minutes
Monday, May 8, 2023 - 6:00 p.m.
Council Chambers, City Hall

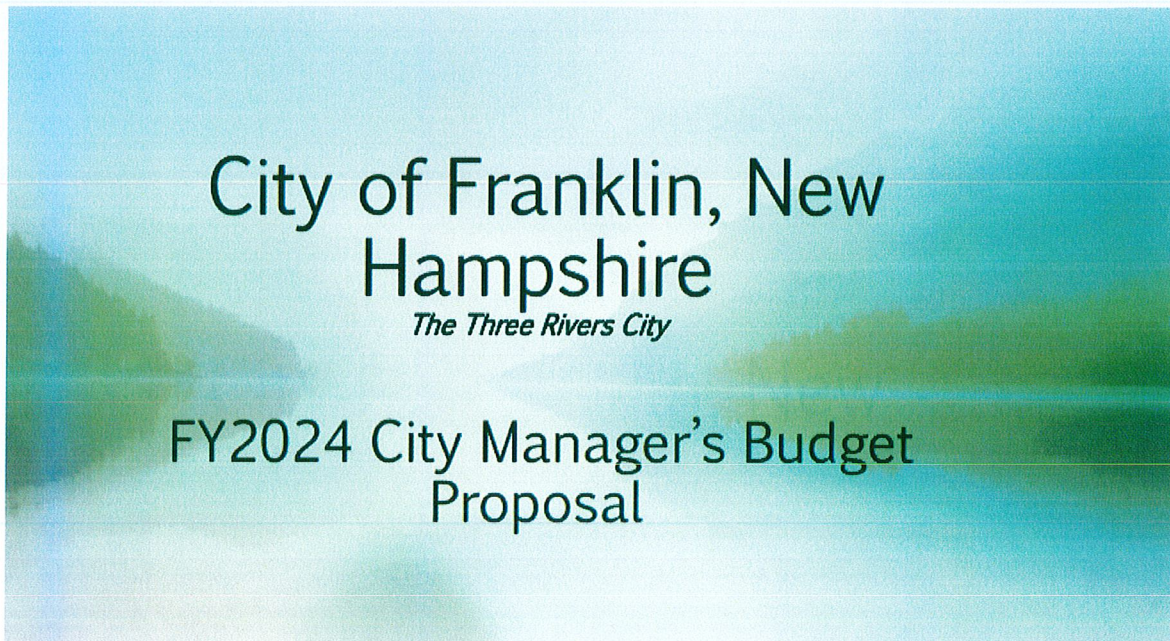
Council in attendance: Mayor Jo Brown, Councilor Jay Chandler, Councilor Leigh Webb, Councilor Bob Desrochers (via telephone), Councilor George Dzujna, Councilor Ted Starkweather (via telephone), Councilor Valerie Blake, and Councilor Paul Trudel

Absent: Councilor Olivia Zink and Councilor Vince Ribas

Others in attendance: City Manager Judie Milner, City Department Heads, and members of the public.

Mayor Brown called the meeting to order in Council Chambers at 6:03 p.m. and stated that this budget presentation would be all about the Municipal Services department.

All of the city department heads introduced themselves and Milner started the presentation with the following PowerPoint slides:



FY2024 City Manager's Budget Proposal

Monday, May 8, 2023

FY2024 Manager's Budget Proposal – Professional Staff

Judie Milner, City Manager		
Finance Director		Esaundra Gaudette
City Clerk/Tax Collector		Michelle Stanyan
Fire Chief		Michael Foss
Library Director		Robert Sargent
Municipal Services Director		Justin Hanscom
Planning/Zoning Director & Special Projects Coordinator		Seth Creighton
Police Chief		David Goldstein
Recreation Director		Krystal Alpers



City of Franklin, New Hampshire

Vision:

Franklin for a Lifetime

Mission:

We will work as a team to ensure Franklin's future by strengthening education, promoting recreation, supporting businesses and providing a safe community through the efficient use of resources and talent. We will eliminate waste at all levels to maximize value to our taxpayers.

FY2024 Manager's Budget Proposal - Guiding Principles

- Provide the resources to achieve the mission
- Preserve CITY services for we are a City
- Maintain Standards
- Support Strengths
- Address Weaknesses
- Take advantage of Opportunities
- Minimize Threats
- Put pieces in play toward solutions (both long & short term)

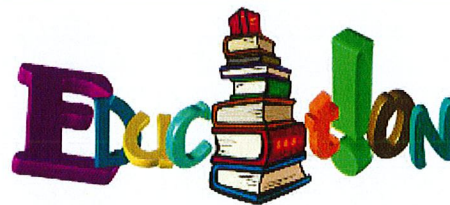
FY2024 Manager's Proposed Budget – Presentation Timeline

- May 3 - School District
- May 8 - Municipal Services (including Water & Sewer Enterprise Funds)
- May 15 - Pay, Benefits Revenues, Non Department specific Expenditures
- May 22 - Municipal Departments
- May 23 – tentative “Wrap Up”

Milner stated that Carol Granfield from MRI will be at the May 15th meeting to go over the Pay & Class study.

FY2024 Manager's Proposed Budget – May 3 Follow Up

- School District FY2023 – FY2024 appropriation question from last week



The above slide was in reference to a follow-up question about the appropriations column between FY23-FY24 of the school district's budget on page 150. Finance Director Gaudette answered saying that the 'Other Support Services' line holds an amount of \$2,900 reserved for the school district to decide on how to allocate it. It had been decided on how to allocate it in between preparing the budget and presenting it and this line had been distributed amongst other lines,

FY2024 Manager's Budget Proposal – May 8, 2023 Overview

- General Fund
 - Municipal Services
 - General Government Buildings
 - Administration
 - Highway
 - Mechanical Garage
 - Buildings & Grounds
 - Solid Waste
- Enterprise Funds
 - Municipal Services
 - Water
 - Sewer

Milner reminded everyone that the general fund is the only account that is funded by the taxpayers.

MSD Director Hanscom started his presentation of Municipal Services and stated that the biggest part of his budget is paying the employees, which is very important.

FY2024 Manager's Proposed Budget – Expenditures

Municipal Services - Buildings

City Hall – page 114
Parks & Beaches – page 114
Odell – page 115
Bessie Rowell – page 115
Police – page 122
Fire – page 128
Municipal Services – pages 136, 139, 160 & 163

City Hall was mostly maintenance issues while in the building, parks and beaches have their fair share of vandalism, and Odell Park mainly had a cost of the cameras installed by Mason Alarms. Bessie Rowell can be discussed by the Parks & Rec director, along with the police and fire chiefs.

The MSD building is on page 136 and the expenditures are the same as last year.

FY2024 Manager's Proposed Budget – Expenditures

- MUNICIPAL SERVICES ADMINISTRATION

- 3 Full Time Employees
- 2,600 Phones Requests
- Ongoing and repetitive work orders requiring constant re-prioritization
- 41 Service Requests
- Processed approximately 2,400 invoices
- Ongoing oversight and management of 7 department divisions
- Oversight of outside contractual services
- Maintain regulatory compliance with State, Federal and County agencies
- Procurement of competitive contracts for materials, goods and services
- 5 reports to supply to NHDES and or EPA

This is on page 130. There are 3 positions that are open and will need a CDL license. Hopefully, these will be able to be filled if the pay & class study is approved.

FY2024 Manager's Proposed Budget – Expenditures

HIGHWAY DIVISION

- 5 Full Time Employees
- 124 Lane Miles of Roads -
- 18 Miles of Sidewalks
- 6 Bridges
- 15 Miles of Drain Pipe
- 1,082 Storm Drains
- 7 Signalized Intersections
- 39 Miles of Double Yellow Centerlines / 16 Miles of White Edge lines
- 519 Street Lights
- 9 City Plow Routes. Average route cycle is 4 hours, depending on snowfall rate.
- 900 Tons of Salt used during the 2022/2023 winter season
- 1,900 Tons of Sand used during the 2022/2023 winter season
- 29 Snow and Ice Control operations performed during the 2022/2023 winter season
- Equipment used for Snow and Ice include: 5- large dump trucks with plow, wing plow and spreaders; 4- one ton dump trucks with plow and sanders; 1- 3/4 ton pick-up truck; 1- road grader; 2 front end loaders with plows ; 2 - sidewalk tractors.
- Other maintenance includes: street sweeping; maintenance of gravel and paved road surfaces; sign repairs; tree pruning and removal; drainage repair and maintenance; sidewalk maintenance; a wide variety of seasonal maintenance tasks.

This is on page 131. There is \$400,000 in the budget for roads and Hanscom is currently finalizing a bid package for paving this year.

FY2024 Manager's Proposed Budget – Expenditures

VEHICLE MAINTENANCE DIVISION

- 2 Full Time Employees. Both Licensed for NH Motor Vehicle State Inspections
- 69 Registered, On Road Vehicles
- 76 Annual Inspections performed in house – includes trailers
- 92 Other Types of Small Motorized Equipment
- 500+ services and repairs performed on city vehicles, plus small engine maintenance
- 9 Emergency Generators, Serviced Quarterly under service contract

The above slide can be referenced to page 133.

Milner let the council know that on page 189, the vehicles are listed by department, which is new on this year's budget proposal.

FY2024 Manager's Proposed Budget – Expenditures

BUILDINGS and GROUNDS DIVISION

- 5 Full Time employees one of which one person is permanently assigned to Bessie Rowell responsible for cleaning and maintenance
- 12 City Parking Lots
- 8 City Out-Buildings Totaling 15,641 Square feet
- 613 acres of athletic fields, beaches, city forests, parks and parking lots
- Provides major support for six City Departments

Buildings & Grounds is the only department that is fully staffed right now, like the mechanical department.

The following slide can be referenced on page 137. Hanscom stated that there has been a price increase on curbside collections due to fuel surcharges. MSD also has no trash cans to give out at this time. Some residents have no cans and there is a three-page list of residents needing cover replacements. The tipping rate has also been increased to be more in line with what other communities are charging.

FY2023 Manager's Proposed Budget – Expenditures

SOLID WASTE DIVISION

- 3 Full Time Employees,
- 7 Licensed NH Solid Waste /Transfer Station Operators within MSD
- 2,919 tons of trash collected curbside
- 1,174 Tons of Trash collected at Transfer Station for Disposal at the Win-Waste trash to energy plant in Concord
- 1,459 Tons of Commercial / Industrial Solid Waste hauled directly to Win-Waste by private haulers.
- 883 Tons of Demolition Material Collected at Transfer Station and Disposed of
- Other Annual Recycling Tonnages Collected and Processed at the Transfer Station
 - 12 Tons of Electronics (Televisions, microwaves, monitors and all other electronic equipment
 - 2 tons of batteries
 - 26 tons of tires
 - 165 tons of scrap metal
 - 800 Cu. Yds. of Clean Wood Waste/ Vegetation Processed on-site and hauled off-site
 - 7 ½ tons glass recycled

The following slide can be referenced on page 159. Hanscom added that there is a new one ton listed in the budget.

FY2024 Manager's Proposed Budget – Expenses

WATER DEPARTMENT

- 4 Full Time Employees
- 6 N.H. Certified Public Water System Operators
- 2,500 Service Connections
- 57 Miles of Water Mains
- 354 Fire Hydrants and 892 Gate Valves
- 5 Water Tanks with 3 Pressure Zones
- 1 Water Treatment Plant
- 2 Booster Pumping Stations
- 2 pressure reducing chambers
- 5 Emergency Generators
- 3 Gravel Packed Wells and a 46 point vacuum well field
- 582,000 Gallons of Water = Average Daily Demand
- 8 Water leak repairs
- Numerous service requests: meter replacements, courtesy checks, turn offs/ons, etc

The following slide can be referenced on page 163.

Hanscom stated that there is a large rate increase from the Winnepesaukee River Basin program. To cover that the usage fee is the only thing that was adjusted. It needed to go up to \$9.10 to sustain and cover the state's portion, along with our portion. This is why the council was asked to reach out to Senator Innis to see what could be done about lowering the cost and having the state cut some of their budget before it passes.

FY2024 Manager's Proposed Budget – Expenses

SANITARY SEWER DEPARTMENT

- 2 Full Time Employees
- 1,948 Service Connections
- 27 Miles of Sewer Mains
- 693 City Sewer Manholes / 52 Private Manholes
- 67% of City Sewer Budget = Franklin Share to WRBP
- 10 WRBP Member Communities with 14,500 Service Connections
- Franklins average daily flow to the State operated Wastewater Treatment

Plant is

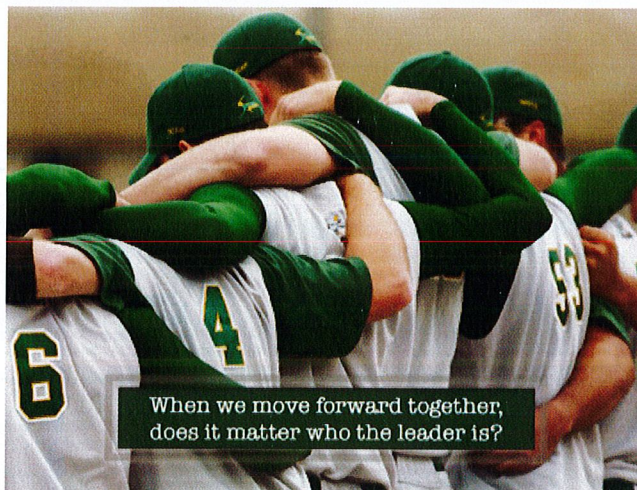
2.49 million gallons per day.

- Estimated inflow and infiltration rate of non -waste water into City

Sanitary Sewer

System is 67%

THANK YOU



There were some questions from the council about trucks that are needed for MSD. Milner stated that on page 147 of the City Manager's FY24 Proposed Budget the capital outlay section is on there and a lot of the capital outlay is for Municipal Services.

No other discussion or questions ensued.

ADJOURNMENT:

Mayor Brown adjourned the meeting at 7:32 p.m.

Respectfully submitted,

Lisa A. Jones
Executive Secretary

CITY COUNCIL MEETING
AGENDA ITEM II



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of June 5th, 2023

Subject: Monthly School Board Update

Superintendent Dan LeGallo will provide a monthly update to the Mayor and City Council.

CITY COUNCIL MEETING
AGENDA ITEM III



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting June 5, 2023

From: Judie Milner, City Manager

Subject: City Council to consider the approval of the CDBG application submittal and authorization of the City Manager to sign and submit the CDBG application, and upon approval of the CDBG application, execute any documents, and adopt the Housing and Community Development Plan, and approve the Antidisplacement and Relocation Assistance Plan.

Suggested Motions:

- 1) Councilor moves, "I move that the Franklin City Council approve the submittal of the CDBG application and vote to authorize the City Manager to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the City Manager to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto."

Mayor asks for a second, discussion, and calls the vote.

- 2) Councilor moves, "I move the Franklin City Council adopt the Antidisplacement and Relocation Assistance Plan."

Mayor asks for a second, discussion, and calls the vote.

- 3) Councilor moves, "I move that the Franklin City Council adopt the Housing and Community Development Plan."

Mayor asks for a second, discussion, and calls the vote.

Discussion:

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

This is an application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Public Facility funds. 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 City will retain up to \$30,000 for administrative/labor compliance expenses and the remainder will be sub granted to Healthfirst Family Care Center, located at 841 Central Street in Franklin, NH toward financing improvements to the facility.

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

Promote activities that protect the health and safety of residents and visitors (Short-term and Long-term goal)

In addition to the Antidisplacement and Relocation Assistance Plan required for each project, CDFA requires the re-adoption of the City's Housing and Community Development Plan every 3 years. This document, which was last adopted July 20, 2020, is required even though this project does not displace housed individuals and is not a housing project.

Attachments:

Residential Antidisplacement and Relocation Assistance Plan
Housing & Community Development Plan
Public Handout

DISPLACEMENT AND RELOCATION CERTIFICATION
City of Franklin
For Proposed Healthfirst Family Care Center Improvements
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Every effort will be made to avoid temporary or permanent displacement of an individual due to a CDBG project undertaken by the City of Franklin.

If relocation is required, the City of 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:

- 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, 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. A lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. 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; and
- j. The right of appeal to the director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.

- k. Subparagraph (2) a. through g. 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

The City of Franklin 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.

NAME: Judie Milner

TITLE: City Manager

SIGNATURE: X_____

DATE: June 5, 2023

CITY OF FRANKLIN, NEW HAMPSHIRE
Housing and Community Development Plan
June 2023

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 the City's housing and community development objectives and actions. The Housing and Community Development Plan is consistent with the current master plan of the City.

This document also outlines the City'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.

The City states that as a matter of policy, involuntary displacement of households from their neighborhoods as part of a CDBG project 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: the 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 addresses 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 City'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.

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

GOALS AND OBJECTIVES

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. Encourage safe, decent, attractive, and affordable housing for all segments of the population, with a focus on the increasing elderly population. (Long Term & Short-Term Goal)

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

Goal: Preserve and promote the City's historically and culturally significant structures. (Short-term and Long-term goal).

Goal: Encourage economic development activities to retain and increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. Encourage employee readiness through education and training. Encourage downtown revitalization (Short-term and Long-term goal).

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

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

Goal: Encourage town recreational activities. (Short-term and Long-term goal).

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

The City 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, the City 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 the City 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 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 City will be addressed within 15 working days of its receipt.

Printed Name of Municipal Official: Judie Milner

Title: City Manager

Signature: _____

Date Adopted: June 5, 2023

CITY OF FRANKLIN
Public Hearings
Community Development Block Grant Project

June 6, 2023, 6:00pm

Public Hearing on the Proposed Healthfirst Family Care Center Improvements

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development Projects, up to \$500,000 for Housing Projects, up to \$500,000 for Public Facility Projects, up to \$500,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of 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 City will retain up to \$30,000 for administrative/labor compliance expenses and the remainder will be sub granted to Healthfirst Family Care Center, located at 841 Central Street in Franklin, NH toward financing improvements to the facility. The majority of the persons served by Healthfirst at this location are of low and moderate income.

This project conforms with Franklin's Housing and Community Development Plan's goals of: Promote activities that protect the health and safety of residents and visitors (Short-term and Long-term goal)

Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan for the Proposed Healthfirst Family Care Center Improvements

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the City were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. Healthfirst will move clients around the building during renovations and see some clients in Laconia.

Public Hearing on the Housing and Community Development Plan

A Housing and Community Development Plan no older than 3 years old is required to be eligible to apply for CDBG funds. The current HCDP is 3 years old so it needs to be re-adopted. The 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 the City's housing and community development objectives and actions. In addition, the Plan includes a CDBG Citizen Participation plan that details the CDBG requirements for public hearings.

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. Encourage safe, decent, attractive, and affordable housing for all segments of the population, with a focus on the increasing elderly population. (Long Term & Short-Term Goal)

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

Goal: Preserve and promote the City's historically and culturally significant structures. (Short-term and Long-term goal).

Goal: Encourage economic development activities to retain and increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for

residents. Encourage employee readiness through education and training. Encourage downtown revitalization (Short-term and Long-term goal).

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

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

Goal: Encourage town recreational activities. (Short-term and Long-term goal).

Councils Open the Public Hearing on the Progress of the Parking Area Project

The CDBG project for improvements, including parking, lighting, and landscaping to City owned parcels on Memorial and Canal Streets in Downtown Franklin began last month and is expected to be substantially complete at the end of June.

CITY OF FRANKLIN, NH
Community Development Block Grant Public Hearings

In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold 4 consecutive Public Hearings on Monday, June 5, 2023 at 6:00 p.m. in Council Chambers at Franklin City Hall regarding Community Development Block Grant funds that are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility projects, up to \$500,000 for housing projects, up to \$350,000 for emergency activities, and up to \$25,000 is available per planning study grant. All CDBG projects must primarily benefit low and moderate income persons. The subject of these hearings:

1. A proposed Implementation Community Development Block Grant Public Facility application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The City will retain up to \$30,000 for administrative/labor compliance expenses and the remainder will be sub granted to Healthfirst Family Care Center, located at 841 Central Street in Franklin, NH toward financing improvements to the facility. The majority of the persons served by Healthfirst at this location are of low and moderate income.
2. The Residential Antidisplacement and Relocation Assistance Plan for the proposed Healthfirst Family Care Center Improvements Project.
3. The updated Housing and Community Development Plan.
4. The progress of the CDBG project for improvements, including parking, lighting, and landscaping to City owned parcels on Memorial and Canal Streets in Downtown Franklin.

Provisions for persons with special needs can be made by contacting the City Manager's office, via telephone or mail at least five days prior to the public hearing.

City of Franklin
316 Central Street
Franklin, NH 03235
(603) 934-3900

CITY COUNCIL MEETING
AGENDA ITEM IV



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting June 5, 2023

Subject: FY2024 Budget – Water & Sewer Rates

Suggested Motion:

Councilor moves, "I move that the Franklin City Council adopts ordinance 01-24 relating to FY2024 budget water commodity and sewer disposal rates and fees."."

Mayor calls for a second, discussion and roll call vote.



CITY OF FRANKLIN, NEW HAMPSHIRE
"The Three Rivers City"

316 Central Street
Franklin, NH 02353

Phone: (603) 934-3900
Fax: (603) 934-7413

ORDINANCE #01-24

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand and Twenty Three;

Be it ordained by the City Council of the City of Franklin New Hampshire, that the Franklin Municipal Code, Chapter 160, Fees, 160-1, Fees charges for service by the City of Franklin Water/Sewer Departments be changed as follows:

	Current Fee	Change To	New Fee
Water Commodity Charge Per 100 cubic feet	\$ 7.70		\$ 7.70
Sewer Disposal Charge Per 100 cubic feet	\$ 7.16		\$ 9.10
Sewer Hook Up	\$ 1,500.00		\$ 2,500.00
Residential, per unit	\$ 1,500.00		\$ -
Residential, per additional unit	\$ -		\$ 500.00
Commercial, per unit	\$ 1,500.00		\$ -
Commercial, per additional unit	\$ -		\$ 750.00
Water billing rate/quarterly availability charges			
5/8" meter	\$ 30.00		\$ 32.50
1" meter	\$ 55.00		\$ 60.00
1 1/2" meter	\$ 110.00		\$ 120.00
2" meter	\$ 210.00		\$ 220.00
3" meter	\$ 475.00		\$ 475.00
Over 3" meter	\$ 910.00		\$ 950.00
Water shutoff/turnon			
After work hours	\$ 50.00		\$ 100.00
During work hours	\$ 30.00		\$ 40.00
Water sprinkler system (annual fee per line)			
Up to 2" line	\$ 75.00		\$ 75.00
2"-4" line	\$ 150.00		\$ -
over 2"-4" line	\$ -		\$ 150.00
4"-6" line	\$ 300.00		\$ -
over 4"-6" line	\$ -		\$ 300.00
over 6"	\$ 500.00		\$ 500.00

Fee to be effective July 1, 2023, by roll call vote.

Roll Call:

Councilor Dzunja	_____	Councilor Zink	_____
Councilor Blake	_____	Councilor Starkweather	_____
Councilor Desrochers	_____	Councilor Ribas	_____
Councilor Chandler	_____	Councilor Trudel	_____
Councilor Webb	_____		

Approved: _____
Mayor

Passed: _____

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Michelle Stanyan is the City Clerk for the City of Franklin, NH.

A true copy, attested: _____
City Clerk

Date: _____

**CITY OF FRANKLIN
NOTICE OF PUBLIC HEARING & MEETING**

In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, June 5, 2023 at 6:00 p.m. in Council Chambers at Franklin City Hall regarding Ordinance #01-24, an Amendment to the Franklin Municipal Code, Chapter 160, Fees, 160-1, Fees charged for services by the City of Franklin Water and Sewer Department.

Provisions for persons with special needs can be made by contacting the City Manager's office, via telephone or mail at least five days prior to the public hearing.

**City of Franklin
316 Central Street
Franklin, NH 03235
(603) 934-3900**

CITY COUNCIL MEETING
AGENDA ITEM V



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting June 5, 2023

Subject: FY2024 Budget – Fee Changes

Suggested Motion:

Councilor moves, "I move that the Franklin City Council adopt ordinance 02-24 relating to FY2024 budget Chapter 160 fee changes."

Mayor calls for a second, discussion and roll call vote.



CITY OF FRANKLIN, NEW HAMPSHIRE
"The Three Rivers City"

316 Central Street
Franklin, NH 02353

Phone: (603) 934-3900
Fax: (603) 934-7413

ORDINANCE #02-24

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand and Twenty Three;

Be it ordained by the City Council of the City of Franklin New Hampshire, that the Franklin Municipal Code, Chapter 160, Fees, 160-1, Fees charges for service by the City of Franklin be changed as follows (change current fee to new fee, remove deleted language):

		Current Fee	Change To	New Fee
A. Schedule of Fees				
Notary Fees		\$ 5.00		
	1st signature	\$ -		\$ 5.00
	Additional Signatures, each	\$ -		\$ 2.00
Yard Sale		\$2/day		\$5/day
Outside Detail, Police		\$ 69.00		\$ 80.00
Transfer Station:				
Owner occupied residences				
	Asphalt shingles, per ton.	\$ 160.00		\$ 185.00
	Residential construction and demolition materials, per ton	\$ 160.00		\$ 185.00
Commercial Haulers and all others				
	Shingles; construction and demolition materials and asphalt shingles, per ton	\$ 160.00		\$ 185.00
	Commercial construction and demolition materials, per ton	\$ 160.00		\$ 185.00

Fees to be effective July 1, 2023, by roll call vote.

Roll Call:

Councilor Dzunja	_____	Councilor Zink	_____
Councilor Blake	_____	Councilor Starkweather	_____
Councilor Desrochers	_____	Councilor Ribas	_____
Councilor Chandler	_____	Councilor Trudel	_____
Councilor Webb	_____		

Approved:

Mayor

Passed:

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Michelle Stanyan is the City Clerk for the City of Franklin, New Hampshire.

A true copy, attested:

City Clerk

Date:

**CITY OF FRANKLIN
NOTICE OF PUBLIC HEARING & MEETING**

In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, June 5, 2023 at 6:00 p.m. in Council Chambers at Franklin City Hall regarding Ordinance #02-24, an Amendment to the Franklin Municipal Code, Chapter 160, Fees, 160-1, Fees charged for services by the City of Franklin; Transfer Station, Notary, Yard Sale, and Outside Police Detail fees.

Provisions for persons with special needs can be made by contacting the City Manager's office, via telephone or mail at least five days prior to the public hearing.

**City of Franklin
316 Central Street
Franklin, NH 03235
(603) 934-3900**

CITY COUNCIL MEETING
AGENDA ITEM VI



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting June 5, 2023

Subject: FY2024 City Budget

Suggested Motion:

Councilor moves, "I move that the Franklin City Council Adopt resolution 01-24 appropriating the City's FY2024 budget which begins on July 1, 2023."

Mayor calls for a second, discussion and roll call vote.



CITY OF FRANKLIN, NEW HAMPSHIRE

"The Three Rivers City"

316 Central Street
Franklin, NH 02353

Phone: (603) 934-3900
Fax: (603) 934-7413

RESOLUTION #01-24

A resolution relating to Appropriations and Estimated Revenues for Fiscal Year 2024.

In the Year of our Lord, Two Thousand and Twenty Three.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Franklin, New Hampshire, that the following appropriations and revenues be made for Fiscal Year 2024:

MUNICIPAL DEPARTMENTS

APPROPRIATIONS:

General Operations (MS-232):

General Government	\$	2,004,993
Public Safety		7,151,451
Highways & Streets		2,029,217
Sanitation		1,356,511
Health		371,879
Welfare		98,179
Culture & Recreation		1,484,123
Conservation & Development		100,000
Debt Service		631,446
Capital Outlay		798,260
Interfund Operating Transfers Out		284,696
Total General Operations Appropriations		16,310,755

Other Funds:

Parks & Recreation Appropriations		15,500
Outside Police Detail Appropriations		70,609
Water Appropriations		5,736,852
Sewer Appropriations		6,975,432
Capital Projects Appropriations		0
Pass Through Grant Appropriations		0
Total Municipal Appropriations	\$	29,109,148

ESTIMATED REVENUES:

General Operations (MS-434):

City Revenues General Fund	\$	5,576,080
Other Financing Resources		897,682
Interfund Operating Transfers In		121,350
Local Taxation		9,715,643
Total General Operations Estimated Revenues		16,310,755

Other Funds:

Parks & Recreation Estimated Revenues		15,500
Outside Police Detail Estimated Revenues		70,609
Water Estimated Revenues		5,736,852
Sewer Estimated Revenues		6,975,432
Capital Projects Estimated Revenues		0
Pass Through Grant Estimated Revenues		0
Total Municipal Estimated Revenues	\$	29,109,148

SCHOOL DEPARTMENT

APPROPRIATIONS:

General Operations	\$	23,965,639
Food Service		0
Total School Department Appropriations	\$	23,965,639

ESTIMATED REVENUES:

General Operations	\$	16,469,461
Transfer from Municipal		0
Use of Fund Balance		893,956
Transfer from Capital Reserve		0
Local & State Taxation		6,602,222
Total School Estimated Revenues	\$	23,965,639

MERRIMACK COUNTY

Estimated Tax to be Raised \$ 1,931,238

INDUSTRIAL PARK TAX INCREMENT FINANCING DISTRICT

Estimated Tax to be Raised \$ 62,290

FRANKLIN FALLS MIXED USE TAX INCREMENT FINANCING DISTRICT

Estimated Tax to be Raised \$ 72,324

VETERAN'S CREDITS

Estimated Tax to be Raised \$ 128,525

OVERLAY

Estimated Tax to be Raised \$ 31,000

Roll Call:

Councilor Dzunja	_____	Councilor Zink	_____
Councilor Blake	_____	Councilor Starkweather	_____
Councilor Desrochers	_____	Councilor Ribas	_____
Councilor Chandler	_____	Councilor Trudel	_____
Councilor Webb	_____		

Approved: _____
Mayor

Passed: _____

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Michelle Stanyan is the City Clerk for the City of Franklin, New Hampshire.

A true copy, attested: _____
City Clerk

Date: _____

CITY OF FRANKLIN
NOTICE OF PUBLIC HEARING & MEETING
June 5, 2023

For the purpose of technical compliance with the notice requirements of RSA 44:10, notice is hereby given that the City Council will hold a Public Hearing and Meeting, Monday, June 5, 2023 at 6:00 PM regarding the proposed Fiscal Year 2024 Budget. The meeting will be held in the Council Chambers, Franklin City Hall. A summary of the proposed budget is as follows:

MUNICIPAL DEPARTMENTS

APPROPRIATIONS:

General Operations (MS-232):	
General Government	\$2,004,993
Public Safety	7,151,451
Highways & Streets	2,029,217
Sanitation	1,356,511
Health	371,879
Welfare	98,179
Culture & Recreation	1,484,123
Conservation & Development	100,000
Debt Service	631,446
Capital Outlay	798,260
Interfund Operating Transfers Out	284,696
Total General Operations Appropriations	\$16,310,755
Other Funds:	
Parks & Recreation Appropriations	\$15,500
Outside Police Detail Appropriations	70,609
Water Appropriations	5,736,852
Sewer Appropriations	6,975,432
Capital Projects Appropriations	0
Pass Through Grant Appropriations	0
Total Municipal Appropriations	\$29,109,148

ESTIMATED REVENUES:

General Operations (MS-434):	
City Revenues General Fund	\$5,576,080
Use of Fund Balance	\$897,682
Interfund Operating Transfers In	121,350
Local Taxation	9,715,643
Total General Operations Estimated Revenues	\$16,310,755
Other Funds:	
Parks & Recreation Estimated Revenues	\$15,500
Outside Police Detail Estimated Revenues	70,609
Water Estimated Revenues	5,736,852
Sewer Estimated Revenues	6,975,432
Capital Projects Estimated Revenues	0
CDBG Grant Estimated Revenues	0
Total Municipal Estimated Revenues	\$29,109,148

SCHOOL DEPARTMENT

APPROPRIATIONS:

General Operations	\$23,965,639
Food Service	0
Total School Department Appropriation	\$23,965,639

ESTIMATED REVENUES:

General Operations	\$16,469,461
Transfer From Municipal	0
Use of Fund Balance	893,956
Transfer From Capital Reserve Fund	0
Food Service	0
Local & State Taxation	6,602,222
Total School Estimated Revenues	\$23,965,639

MERRIMACK COUNTY

Estimated Tax to be Raised	\$1,931,238
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INDUSTRIAL PARK TAX INCREMENT FINANCING DISTRICT

Estimated Tax to be Raised	\$62,290
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FRANKLIN FALLS MIXED USE TAX INCREMENT FINANCING DISTRICT

Estimated Tax to be Raised	\$72,324
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VETERAN'S CREDITS

Estimated Tax to be Raised	\$128,525
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OVERLAY

Estimated Tax to be Raised	\$31,000
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CITY COUNCIL MEETING
AGENDA ITEM VII



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**
June 5, 2023

From: Dan LeGallo, Superintendent
Subject: 2023-2024 Appropriations New Revenue

Recommendation:

To allow the Franklin School District to appropriate additional funding from the New Hampshire Education Department (NHED) Funding for Beyond School Enrichment for the Franklin High School for \$20,000 to support a Gaming Club program, and a Leaning Into Literacy program for the Paul Smith Elementary School. The total amount of additional funding is \$30,173.38.

Suggested Motions:

June 5, 2023

Councilor moves, "I move that the Franklin City Council set a public hearing for July 10th, 2023 at 6pm in Council Chambers for Resolution #02-24 appropriating \$30,173.38 to the Franklin School District fiscal year 2024 budget.

Mayor calls for a second, discussion and vote.

July 10, 2023

Councilor moves, "I move that the Franklin City Council adopts Resolution #02-24 appropriating \$30,173.38 to the Franklin School District fiscal year 2023 budget.

Mayor calls for a second, discussion and roll call vote.

Discussion:

The Franklin School District was also awarded \$20,000 each for Beyond School Enrichment for the Franklin High School to support a Gaming Club program, and \$10,173.38 for the Paul Smith Elementary School to run a Leaning Into Literacy program.

Fiscal Impact:

This amount will have no effect on the taxes raised by the City of Franklin as this is excess funds to be received by the district from other sources.

Alternatives:

Do not appropriate at this time or use the funds for another purpose.

Attachments/Exhibits:

Resolution 02-24



CITY OF FRANKLIN, NEW HAMPSHIRE
"The Three Rivers City"

316 Central Street
Franklin, NH 03235

Phone: (603) 934-3900
Fax: (603) 934-7413

RESOLUTION # 02-24

A Resolution Granting Authority to Accept and Appropriate \$20,000 from The New Hampshire Education Department(NHED) for funding Beyond School Enrichment programs and \$10,173.385 for Leaning into Literacy Grant

In the year of our Lord, Two Thousand Twenty-Three,

WHEREAS, the City Council of the City of Franklin, New Hampshire recognizes that the school district will receive \$20,000 for the Franklin High School from NHED for a Gaming Club program and,

WHEREAS, the City Council of the City of Franklin, New Hampshire recognizes that the school district will receive \$10,173.38 for the Paul Smith Elementary School from NHED for a Leaning Into Literacy program and; **Now**,

THEREFORE, BE IT RESOLVED, *that at a regularly scheduled meeting of the City Council on July 10, 2023, the City Council of Franklin New Hampshire does hereby vote to adopt resolution #02-24 to formally accept and appropriate \$30,173.38 of additional revenues for the Franklin School District as follows:*

An Increase in Revenues:

New Hampshire Education Department of Thirty Thousand, One Hundred Seventy-three Dollars and Thirty-Eight Cents (30,173.38).

An Increase in Expenditures:

School District Expenditures – Thirty Thousand, One Hundred Seventy-three Dollars and Thirty-Eight Cents (30,173.38).

By a roll call vote.

Roll Call:

Councilor Blake	_____	Councilor Dzujna	_____	Councilor Trudel	_____
Councilor Chandler	_____	Councilor Ribas	_____	Councilor Webb	_____
Councilor Desrochers	_____	Councilor Starkweather	_____	Councilor Zink	_____

Approved: _____

Mayor

Resolution #02-24

Passed: _____

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Michelle Stanyan is the City Clerk for the City of Franklin, Franklin, New Hampshire.

A true copy, attested: _____
City Clerk

Date: _____

CITY COUNCIL MEETING
AGENDA ITEM VIII



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

June 5, 2023

From: Judie Milner, City Manager

Subject: Franklin Business Park & Industrial Tax Increment Finance District Advisory Board

Suggested Motions:

June 5, 2023

Councilor moves, "I move the City of Franklin City Council set a public hearing for 6pm on Monday, July 10, 2023, regarding resolution 03-24 appointing the 5-member advisory board & roles of the advisory board per section XX of the Development Program and Financing Plan for the Franklin Business Park & Industrial Tax Increment Finance District."

July 10, 2023

Councilor moves, "I move the City of Franklin City Council adopt resolution 03-24 appointing the 5-member advisory board & roles of the advisory board per section XX of the Development Program and Financing Plan for the Franklin Business Park & Industrial Tax Increment Finance District."

Discussion:

The City Council adopted the development and financing plan for the Franklin Business Park and Industrial Tax Increment Finance District (District) on February 4, 2013. As forward momentum and economic development projects continue in the District, the City will need to discuss and approve potential projects to be supported with the tax increment funding. Section XX of the development program and financing plan adopted by the Council, requires the creation of a 5-member advisory board with the majority of membership to include owners or occupants of real property within or adjoining the district and a majority of membership must be City of Franklin residents. The board is advisory only; the City Council has final approval over projects financed with District funds.

Jim Aberg, FBIDC Executive Director, has recruited and recommended the members of the board.

Attachments/Exhibits:

Resolution 03-24

Page 11 of the adopted Development Program & Financing Plan for the Franklin Business Park & Industrial Tax Increment Finance District addressing the advisory board



CITY OF FRANKLIN, NEW HAMPSHIRE
"The Three Rivers City"

316 Central Street
Franklin, NH 03235

Phone: (603) 934-3900
Fax: (603) 934-7413

RESOLUTION #03-24

A Resolution Relating to Establishing a Tax Increment Financing District Advisory Board for the Industrial Park.

In the year of our Lord, Two Thousand Twenty-Three,

WHEREAS, the City Council of the City of Franklin adopted Franklin Business Park & Industrial Tax Increment Finance District (District) under RSA 162-K on February 4, 2013, and;

WHEREAS, the City Council of the City of Franklin, New Hampshire wishes to establish the advisory board for the District according to the provisions of section XX of the Development Program and Financing Plan for the District, and;

WHEREAS, the City Council of the City of Franklin, New Hampshire recognizes the advisory board shall consist of 5 (five) members with a majority of the membership to include owners and occupants of real property within or adjoining the district and a majority of members must be residents of the City of Franklin, Now,

THEREFORE, BE IT RESOLVED that at the scheduled meeting of the City Council on Monday, July 10, 2023, the City Council of the City of Franklin, New Hampshire does hereby adopt resolution 03-24 naming the following individuals to the advisory board of the Franklin Business & Industrial Tax Increment Financing District:

Steve Crowley	Watts Water Technologies	Owner
Ryan Dillon	Dillon's Creations	Owner/Resident
Jeremy Laucks	Black Fly Canoes	Owner
Mike Mullavey Jr	FBIDC Board	Owner/Resident
Jim Aberg	FBIDC/FDI	Resident

Further, the Council does hereby adopt the following roles and responsibilities of, and procedures for said Board:

1. The Board shall advise the City Council and the District Administrator in the planning, design, construction, and implementation of development program, and for the operations and maintenance of district after it has been completed;
2. The Administrator and the Ex Officio members of the Board shall provide guidance and professional assistance to the full Board.

3. In instances where the majority of the Board believes that the Administrator or the Ex Officio members have not sufficiently considered the Board's recommendation, they may, by a majority vote, refer the matter to the City Council for final action. If the Board and the Administrator cannot come to an agreement on the Board recommendation within 21 days, then such a referral may be made. This 21-day period may be extended for 14 days upon agreement of the Board, the Administrator, and the Ex Officio member. For each TIF project brought to the City Council, a good-faith effort shall be made by the Board, the Ex Officio members, and the Administrator, to present a unanimous recommendation to the Council.

By a roll call vote.

Roll Call:

Councilor Blake	_____	Councilor Dzujna	_____	Councilor Trudel	_____
Councilor Chandler	_____	Councilor Ribas	_____	Councilor Webb	_____
Councilor Desrochers	_____	Councilor Starkweather	_____	Councilor Zink	_____

Approved: _____
Mayor

Passed: _____

I certify that said vote has not been amended or repealed and remain in full force and effect as of the date of this Certification and that Michelle Stanyan is the City Clerk for the City of Franklin, Franklin, New Hampshire.

A true copy, attested: _____
City Clerk

Date: _____

Council, grants from any private or public organization or corporation, or from any state or federal agency for any work associated with this Plan; 4) Negotiate any Development Agreements and present the Agreements to the City Council for final approval; 5) Certify to the City Council, for acquisition through eminent domain, property that cannot be acquired by negotiation, but is required for implementation of the Plan; and 6) Certify to the City Council the amount of funds, if any, which must be raised through the sale of bonds to finance the activities associated with this Plan. The City Council may grant through an affirmative vote of the Council, additional powers, as deemed necessary and appropriate, in order to implement the goals, purpose, work and improvements outlined in this Plan or any future amendment.

XX. Advisory Board

In accordance with 162-K: 14, the Council shall create, by resolution, an Advisory Board for the District and delineate its advisory roles and responsibilities. The Advisory Board shall consist of five members appointed by the Council. A majority of the membership will include owners or occupants of real property within or adjoining the district. A majority of the membership shall be residents of the city. The function of the Advisory Board shall be to advise the City Council and the District Administrator in planning, construction and implementation of the development program along with maintenance and operation of the district after it has been completed. The role of the Advisory Board shall be limited to review of plans and recommendation to the District Administrator on matters related to scheduling of improvements, trail locations and location & types of pedestrian amenities. In instances where a majority of the Advisory Board believes that the Administrator has not sufficiently considered the Advisory Board's recommendation, they may, by majority vote, refer the matter along with their written recommendations and explanations therefore to the next regularly scheduled meeting of the City Council. In such instances the Administrator shall delay implementation pending City Council review and determination on the matter.

XXI. Annual Report

Pursuant to RSA 162-K:11, the City, by and through the Administrator of the District, in consultation with the Advisory Board, shall prepare an annual report containing the following:

- A Narrative Report on the status of the implementation of the Plan and a summary of the work that has been completed within the previous year;
- The amount and source of revenue of the District;
- The amount and purpose of expenditures;
- The amount of principal and interest on any outstanding bonded indebtedness;
- The original assessed value of the District;
- The captured assessed value retained by the District;
- The tax increments received; and,
- Any additional information necessary to demonstrate compliance with the tax increment-financing plan.

XXII. Adoption and Approval of the Plan

Adoption of this plan has been carried out through the following actions:

- The holding of a public hearing by the Franklin City Council regarding the adoption of Chapter 162-K on April 17, 2002.

CITY COUNCIL MEETING
AGENDA ITEM IX



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**
City Council Meeting June 5, 2023

From: Michelle Stanyan, City Clerk
Subject: Council to allow the issuing of Dog Civil Forfeitures for failure to license

Recommended Motions:

1. Councilor moves:
"I move that the Franklin City Council allow the City Clerk to issue Civil Forfeitures to dog owners that have not licensed their dog(s) per NHS RSA 466:14 as follows:

The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture foreach unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$7 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner."

2. Mayor asks for a second, discussion, and calls the vote.

Attachments/Exhibits:

1. NH RSA 466:1 (Procuring License), NH RSA 466:7 (Additional Charge Where Payment of License Fee is Delayed), NH RSA 466:13 (Forfeiture), NH RSA 466:14 (Warrants; Proceedings), NH RSA 466:16 (Returns).
*These RSA's explain the process of dog licenses to have further information for clarification.
2. List of dog owners that will be receiving a letter of civil forfeiture. List is sealed for non-public due to privacy laws.

**TITLE XLV
ANIMALS**

**CHAPTER 466
DOGS AND CATS**

**Licensing of Dogs
Section 466:1**

466:1 Procuring License; Tag. – Every owner or keeper of a dog 4 months old or over shall annually, cause it to be registered, numbered, described, and licensed for one year in the office of the clerk of the city or town in which the dog is kept, and shall cause it to wear around its neck a collar to which shall be attached a metal tag with the following information thereon: the name of the city or town, year of issue of license and its registered number. The tag and license shall be furnished by the clerk at the expense of the city or town. Regardless of when the license is obtained, the license shall be effective from May 1 of each year to April 30 of the subsequent year.

Source. 1891, 60:1. 1925, 96:1. PL 150:6. RL 180:6. RSA 466:1. 1957, 217:1. 1995, 298:1. 1996, 67:1. 1997, 273:1, eff. Jan. 1, 1998.

**TITLE XLV
ANIMALS**

**CHAPTER 466
DOGS AND CATS**

**Licensing of Dogs
Section 466:7**

466:7 Additional Charge Where Payment of License Fee is Delayed. – In addition to the license fees provided in RSA 466:4, there shall be a charge of \$1 for each month or any part thereof that the fees remain unpaid if said fees are not paid before June 1 in any year.

Source. 1953, 39:1. RSA 466:7. 1965, 325:1. 1977, 356:4, eff. Aug. 30, 1977.

**TITLE XLV
ANIMALS**

**CHAPTER 466
DOGS AND CATS**

**Licensing of Dogs
Section 466:13**

466:13 Forfeiture. – Whoever is the owner or keeper of a dog and who fails to license or renew the dog license pursuant to RSA 466:1 shall forfeit \$25 to the town or city clerk of the municipality in which the dog is kept. If the forfeiture is not made to the town or city clerk within 15 calendar days of the notice of forfeiture, the case may be disposed of in a district court as a violation with a fine not to exceed \$50, notwithstanding the provisions of RSA 651:2, IV. A forfeiture shall not relieve the owner or keeper of the requirement of proper licensing of the dog as required by RSA 466:1. This section shall also apply to cats, if the municipality licenses cats. Any forfeitures collected under this section may be retained by the city or town for the administration and enforcement of this chapter.

Source. 1891, 60:8. PL 150:15. RL 180:15. RSA 466:13. 1994, 353:6. 1995, 298:9. 1996, 67:4. 2001, 274:6, eff. July 16, 2001.

**TITLE XLV
ANIMALS**

**CHAPTER 466
DOGS AND CATS**

**Unlicensed Dogs
Section 466:14**

466:14 Warrants; Proceedings. – The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$7 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner.

Source. RS 127:5. CS 133:5. GS 105:5. GL 115:7. PS 118:8. 1891, 60:11. PL 150:18. RL 180:18. RSA 466:14. 1965, 325:2. 1967, 150:1. 1977, 559:1. 1983, 198:1. 1987, 91:1. 1994, 353:7. 1995, 298:10. 1996, 67:5. 2000, 128:1. 2001, 274:7, eff. July 16, 2001. 2014, 178:1, eff. July 1, 2014.

**TITLE XLV
ANIMALS**

**CHAPTER 466
DOGS AND CATS**

**Unlicensed Dogs
Section 466:16**

466:16 Returns. – Each local law enforcement officer to whom the warrant named in RSA 466:14 is issued shall return the warrant, on or before August 31, to the local governing body issuing it and, shall state in the return the number of owners who received and paid the civil forfeiture, the number of dogs in the city or town which have been seized and held under the provisions of RSA 466:14, and the number of owners who have received summons to a district or municipal court for failure to pay the civil forfeiture pursuant to RSA 466:13 or to license the dog pursuant to RSA 466:1.

Source. 1891, 60:12. PL 150:20. RL 180:20. RSA 466:16. 1994, 353:8. 2000, 128:2, eff. Jan. 1, 2001.

CITY COUNCIL MEETING
AGENDA ITEM X



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of June 5th, 2023

Subject: Other Business

- 1. Committee Reports**
- 2. City Manager's Update**
- 3. Late Items**

Adjournment



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting June 5, 2023

Date: May 31, 2023
From: Judie Milner, City Manager
Subject: City Manager's Update

- Contingent Grant Line Activity –
- Trust fund for school funding –
- Congratulations:
- Committee Meetings – June:
- Welcome:
- Tax Bills
- Shout Out –
- Random Acts of Community –
- Media contacts –
- Stanley Mill update
- City Hall Update
- Crosswalks
- City Manager Vacation
- Non-Public Session Needed

Motion:

I move the City Council enter into nonpublic session under RSA 91-A:3 II(d)
Consideration of the acquisition, sale, or lease of real or personal property which,
if discussed in public, would likely benefit a party or parties whose interests are
adverse to those of the general community.