

**CITY OF FRANKLIN**  
**CITY COUNCIL MEETING**  
**August 7, 2017**  
**6:00 P.M.**





## FRANKLIN CITY COUNCIL AGENDA

Council Chambers

Monday, August 7, 2017

6:00 P.M.

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**SALUTE TO THE FLAG**  
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### PUBLIC HEARINGS

**Resolution #04-18:** A Resolution which accepts the grant funds from the USDA Rural Development office, and matching funds from the FBIDC, and approves these new revenues and the expenditures of these funds for downtown economic redevelopment efforts.

### 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.

### LEGISLATIVE COMMENTS

### CITY COUNCIL ACKNOWLEDGEMENT

The Mayor will recognize any Councilor who wishes to express their appreciation on behalf of the City.

### MAYOR'S UPDATE

#### Agenda Item I.

City Council to consider the minutes of the June 13 and June 20, 2017 City Council Budget Workshop Meeting and the July 3, 2017 City Council Meeting.

#### Agenda Item II.

Monthly School Board Report.

**Agenda Item III.**

City Council to hear from NH Lottery Executive Director Charlie McIntyre with regards to Keno.

**Agenda Item IV.**

City Council to consider adopting Resolution #04-18, which accepts the grant funds from the USDA Rural Development office, and matching funds from the FBIDC, and approves these new revenues and the expenditures of these funds for downtown economic redevelopment efforts.

**Agenda Item V.**

City Council to consider a request by Charles Valliere to undo a council vote to Restore Involuntarily Merged Lots.

**Agenda Item VI.**

City Council to approve renovations to the Odell Park Cottage front and side porch.

**Agenda Item VII.**

City Council to consider setting a public hearing for Resolution #05-18, to allow withdrawing funds from the Raymond and Betty Turcotte Memorial Rescue Squad Trust Fund for Paramedic training.

**Agenda Item VIII.**

City Council to consider Discretionary Easement request for Mojalaki Golf Course (One Yellow Rose, LLC - Roger Leblanc).

**Agenda Item IX.**

City Council to consider setting a public hearing for Ordinance #05-18, regarding a change to Municipal Code, Chapter 284 Vehicles and Traffic, Section 284-24 Limited parking; no parking areas, Subsection B - Fifteen-minute parking and Subsection E - Reserved and limited parking.

**Agenda Item X.**

City Council to consider setting a public hearing for Ordinance #06-18, regarding a change to Municipal Code, Chapter 232 Property City-Owned, Section 232-5 baiting wildlife on city property.

**Agenda Item XI.**

City Council to consider setting a public hearing for Ordinance #07-18, regarding a change to Municipal Code, Chapter 215 Noises, Section 215-4.1 Fireworks.

**Agenda Item XII.**

City Council to consider scheduling three consecutive public hearings necessary to apply for up to \$500,000 of CDBG grant funds on behalf of the Community Action Program for demo of existing city building at 82 Elkins Street and construction of a new building in its place.

**Agenda Item XIII.****Other Business****1. Committee Reports****2. Mayor's Resignation/Appointments**

Conservation Commission

Trustees of the Trust Fund

**3. City Council Resignation/Appointments**

Library Board of Trustees

Lakes Region Planning Commission Transportation Technical Advisory Committee (TAC)

Winnepesaukee River Basin Program (WRBP) Advisory Board

**4. City Manager's Update****5. Late Items****Non-Public Session in Accordance with RSA 91-A:3, II(a)**

The dismissal, promotion or compensation of any public employee.

**Adjournment**

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

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

**CITY COUNCIL MEETING**  
**AGENDA ITEM I**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*City Council Meeting of August, 2017*

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**Subject: Approval of Minutes**

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**Motion: "I move that the Franklin City Council approve the minutes of the June 13 and June 20, 2017 City Council Budget Workshop Meetings and the July 3, 2017 City Council Meeting."**

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



PENDING COUNCIL APPROVAL

**City Council Budget Workshop Meeting  
Tuesday, June 13, 2017**

**Call to Order**

Interim Mayor/Councilor Clarenbach called the meeting to order in the Council Chambers, Franklin City Hall at 6:00 p.m.

**In Attendance**

Councilor Ribas, Councilor Moquin, Councilor Barton, Councilor Wells, Councilor Zink, Councilor Dzujna, City Manager Dragon and Interim Mayor/Councilor Clarenbach.

**Absent**

Councilor Desrochers, Councilor Giunta.

Salute to the Flag was led by Finance Director Milner.

**I. WELFARE DEPARTMENT page 124 – 4.1% INCREASE**

City Manager Dragon stated the new Welfare Director Sherry Ryea has been with the city for six (6) months.

City Manager Dragon stated that welfare has been trending downward and we have done well over the last few years. This trend has a lot to do with the economy, state and federal programs and the availability of assistance elsewhere. The change in the rental assistance policy back in 2013 has allowed for the expenses to drop as well.

Director Ryea reiterated that the flexibility in spending has a lot to do with what is happening with assistance. The department is a rollercoaster and you never know what it is going to do.

City Manager Dragon stated Director Ryea has done a good job as when she came to the office it was in such disarray, files missing and trying to locate certain things. She stated Finance Director Milner fills in for the Welfare Director when she is not in and she doesn't have to fill in like she used to with Director Ryea on board.

City Manager Dragon stated that the only real increase has to do with salary and benefits.

Councilor Dzujna asked if the volatility and changes is because of the amount of people that move in and out. Director Ryea stated that it has to do with funding and other programs being cut. City Manager Dragon stated that it also depends on economy.



**II. PLANNING & ZONING DEPARTMENT page 85 – 1.9% DECREASE**

Director Lewis started talking about revenues on page 56 as the building permits exceeded by \$22K. That is largely due to the fee for the Riverbend Mill and there is a general uptick in permits. There has been a drop in subdivision and site plan fees. The misc. fees on page 58 estimated a drop in revenues and that is largely due to the city now has the tax cards online.

Director Lewis stated that on the expense side the two big non personnel items are contracted services which is their share of the GIS work and membership and dues which is for LRPC in Meredith.

Councilor Zink stated the Proulx Center isn't in the planning and zoning budget which one is it in. City Manager Dragon stated it is part of the MSD buildings and grounds under Parks & Beaches.

**III. CITY CLERK/TAX COLLECTOR DEPARTMENT page 77 – 3% INCREASE**

City Clerk Gargano stated that on page 56 are the revenues and they have started to collect for amusement licenses. MV Registrations have increased but have no real reason but that will also increase the Municipal Agent Fees. Dog licenses are on track like last year. Interim Mayor/Councilor Clarenbach asked if there was an increase in the \$5 fee or just the values. City Clerk Gargano stated it's neither as people are just registering newer vehicles or more vehicles. Councilor Barton asked about the \$165K in interest and costs for property tax will they be close to that number. City Manager Dragon stated that the interest line will stay the same as they will be close to that amount this year. City Clerk Gargano stated this really has to do when people pay their bills and that is hard to know.

City Clerk Gargano stated that on page 78 for expenses professional development is down as she doesn't do certification this year since she graduated last year. Professional Services has increased as this is for the tax deed research. Elections on page 79 went down this year by 2/3 as there is only one (1) city election as last year there were three (3).

Councilor Ribas asked what is ballot coding. City Clerk Gargano replied that the ballots need to be coded a certain way in order to be counted by the machine so there is a company who does that.

**IV. LIBRARY page 146 – 2.1% DECREASE**

Director Sargent stated that they have requested a level funded budget. Last year they moved line amounts around to stay level funded and this year the line amounts are the same as last year. They are over on some service contracts but under on materials so it balances out.

Councilor Dzujna stated that the library went through a difficult time years ago and had some cuts but the library board of trustees and employees have done a great job since then. Director Sargent stated that at that time they looked at what the community needed and kept one night and Saturdays. They try and give back to the community, without any city funds, through different events each year.

Councilor Zink asked if they have any big building needs this year. Director Sargent stated they are looking at patching the roof and/or replacing part of the roof in the elevator tower. The library has its own trust so capital projects are done through that and not the city.

Councilor Dzujna stated there was a person who approached him to speak about the windows that need to be caulked and why the city isn't fixing it. He had to explain to them that there is a board of trustees that govern the library not the city.

Interim Mayor/Councilor Clarenbach stated that the returns of today are not like they were before and with the needs being greater than they were before is a challenge going forward.

**V. PARKS AND REC DEPARTMENT page 131 – .4% INCREASE**

Director Alpers stated that nothing really changed for revenues and expenditures this year as compared to last year. She stated revenues are on page 57 and page 131 for expenditures.

Councilor Zink stated that on page 65 it looks like general funds is higher. Director Alpers clarified that is her revolving fund and that is a fund that non taxpayer money goes into. Finance Director Milner stated this is set by state RSA. Councilor Dzujna asked if there was a limit on that and the answer was no. Interim Mayor/Councilor Clarenbach stated that account doesn't have any bearing on the budget. Councilor Barton asked about the pistol permits. City Manager Dragon stated those are for the police department and not under Parks and Rec.

Councilor Ribas asked about the water sample on page 131-132 but it also shows up under mileage expenditures. Director Alpers stated they have to fill the gas tank on the city car to do those samples.

Councilor Dzujna asked how long has Director Alpers been director. Finance Director Milner stated nine (9) years in Oct. Councilor Dzujna praised that what she has done has been amazing so thank you for that. City Manager Dragon stated not only does Director Alpers run the recreation program but she really runs the Bessie Rowell Community Center and scheduling all the organizations up there. She stated that Director Alpers is also constantly evaluating the programs to make changes as the kids interest change.

Councilor Zink asked how is staffing going based on the event supervisor role change last year. Director Alpers stated she is in a holding pattern as there will be some restructuring now with the 21<sup>st</sup> Century grant hire so she can better answer in the fall.

Councilor Dzujna asked if it is difficult getting afterschool counselors. Director Alpers stated getting counselors isn't that difficult but getting event supervisors is harder as the pay isn't high. There was a recent opening for a library assistant and that paid much more than the event supervisors and if you look at the job description the work is double for the event supervisor.

Councilor Dzujna stated that there will be a change in the fees next year and will that be a problem. Director Alpers doesn't feel it will be based on the analysis she has done.

**VI. FINANCE page 80 – 4.7% INCREASE**

Director Milner stated there are not a lot of changes this year. The audit line is up as the general fund is picking up more of that and this year the actuarial study must be done as this is for GASB. This is done in the financial statements and doesn't affect the budget at all.

Councilor Dzujna asked if that study has always been with the school. Finance Director Milner stated that since GASB 45 came into existence in 2013 they have always done it with the school. Interim Mayor/Councilor Clarenbach asked how often is that done and Finance Director Milner stated every other year.

**VII. MISCELLANEOUS**

City Manager Dragon stated this is where we go through the budget and pick up any items that aren't covered in the other departments. City Manager Dragon talked about the following:

Page 75 – City Council stays the same. City Manager's office the only change is the nuisance line and that only gets what can be afforded to be put in there each year. Interim Mayor/Councilor Clarenbach asked if we have a separate account when properties are taken. City Manager Dragon stated there is a revenue line. Interim Mayor/Councilor Clarenbach asked if a capital reserve account can be created. City Manager Dragon stated they can keep an eye on that line and use it for other buildings.

Councilor Zink stated that telephones seem very high. Finance Director Milner stated that all the city lines go through the city manager's budget.

Councilor Wells asked if the telephone system was through the computer system. Finance Director Milner stated it is a PBX system and not a voice over system as the internet system is not reliable. City Manager Dragon stated if we get fiber than we can reevaluate that.

Councilor Ribas stated that the switch over from PBX to fiber is expensive. City Manager Dragon stated they had a savings the last time they switched phone carriers. The city cell phones had a carrier switch last year with a savings.

Page 83 – Assessing department includes one employee and benefits. The assessing software maintenance is a \$0 as it is included in the assessing line above. Interim Mayor/City Councilor Clarenbach asked if the city owns the software and City Manager Dragon stated yes. The postage line is lower this year as it is not a reval year.

Councilor Zink asked if city values drop this year as her property value is lower this year. City Manager Dragon stated her property must be in the cycle as they do 1/5 of the city each year and maybe there was an adjustment to her property card as there wasn't an overall drop in city wide values this year. Interim Mayor/Councilor Clarenbach stated they also do comparables and that can make the value decline.

Page 84 – IT budget is going down and the other line is going up but it covers all of the city systems. When the switch was made to Avitar that changed that line. The fiber is the new line item and it is a lease payment and offset with elimination of the servers that needed replacement. Finance Manager Milner stated they were able to eliminate \$23K in the other expenditures in the budget due to the fiber so it is a net of \$11K into the budget. We will go from six (6) servers to two (2). Councilor Ribas stated this is a five (5) year lease but will only save on the servers for the first year. Finance Director Milner stated servers aren't all replaced in one (1) year there is a replacement schedule for at least the next three (3) years. City Manager Dragon stated there will be savings from the service contract. She stated that it will address issues with connectivity between buildings.

City Manager Dragon stated there are no changes to legal. Councilor Zink asked about the retainer and there are also legal hours. City Manager Dragon stated his retainer is \$1,175 mo and other services are billed separately and the rates are reduced for items not covered under the retainer.

Page 91 – General Gov't Other for City Hall Mileage is for mileage to go to conferences and training. Advertising is a best guess as it depends on how many hearings need to be had or how many open positions need to be advertised.

Page 140 –Overlay is used for abatements and if you have to give refunds it is done through this account. No changes in exemptions.

Page 134 – Finance Director Milner stated they are in the final payments for police/courthouse. Roads note is for the 2<sup>nd</sup> payment and the 1<sup>st</sup> payment for the fire truck. 50% of the police/courthouse payment will be reimbursed by the state for the courthouse and that is in revenues. Interim Mayor/Councilor Clarenbach stated there are more capital outlays but these are lease payments and aren't in debt service.

City Manager Dragon stated you gross appropriate and then shift to lease payment under capital.

Councilor Zink asked if they will ever be able to make an annual expenditure for infrastructure improvements. City Manager Dragon stated it is part of the capital plan but there are not enough funds so things have to be prioritized. Interim Mayor/City Councilor Clarenbach stated that if Northern Pass comes those funds would need to be structured properly as the needs are greater than the amount that will come.

City Manager Dragon stated next week the council will meet with the outside agencies and last week she met with the cemetery trustees as they have a deficit in their budget but explained to them that they are past the deadline for this upcoming year as the budget has been submitted. They have been added to the outside agency request for next year. She offered to them doing a model like the outing club which is getting assistance for their insurance. If we have some money leftover this year we can help.

Finance Director Milner stated it is perpetual care and cemetery trustees can't prove what monies go to what lots and that is the situation Franklin is in. The State of NH AG's office makes the city pick up expenses.

Councilor Wells stated it is not a pretty picture as perpetual care will never keep up with the expenses. City Manager Dragon stated that supporting them with insurance makes sense. Councilor Dzujna asked how many cemeteries are there in the city. Interim Mayor/City Councilor Clarenbach stated he believes there are seven (7).

#### **OTHER BUSINESS**

Interim Mayor/Councilor Clarenbach stated there is a resolution for continuing appropriations and some changes to the city manager's proposed budget with no net effect. He gave an overview of ordinances and resolutions and will bring forth next week to set the public hearing for the July meeting.

Councilor Ribas asked about the police contract as it isn't in the changes. City Manager Dragon stated she is working on solutions. If there are funds at FY17 yearend we will purchase sally port doors to make room in bottom line of budget

***Motion to adjourn made by Councilor Ribas, seconded by Councilor Barton. All in favor; meeting adjourned at 7:37 p.m.***

Respectfully Submitted,

Lauraine G. Paquin



PENDING COUNCIL APPROVAL

## **City Council Budget Workshop Meeting Tuesday, June 20, 2017**

### **Call to Order**

Interim Mayor/City Councilor Clarenbach called the meeting to order in the Council Chambers, Franklin City Hall at 6:07 p.m.

### **In Attendance**

Councilor Ribas, Councilor Moquin, Councilor Barton, Councilor Giunta, Councilor Desrochers, Councilor Wells, Councilor Zink, Councilor Dzujna, Finance Director Milner and Interim Mayor/City Councilor Clarenbach

### **Absent**

City Manager Dragon

Salute to the Flag was led by Councilor Barton.

### **BUDGET REVIEW – OUTSIDE AGENCIES**

#### **I. COMMUNITY ACTION PROGRAM (CAP) – pg 123**

Gail Lyman stated they serve eight (8) towns in the surrounding area and offer programs to low income people like federal fuel assistance and in Franklin over \$271K has been given out under that program. They also offer year round electric discount program. She did an analysis based on the fuel assistance given to Franklin residents and 44% of residents who received assistance were 60 and over and that statistic has risen over the last few years. CAP now offers cat and dog food to the low income residents based on a grant they received from Franklin Savings Bank and delivers it to the homes for the elderly. The operating budget has changed as there is no longer a FT office person from Sept – Apr as they are having a permanent year round 29hr wk position with no benefits so the total is less than last year.

Finance Director Milner asked how they are dealing with the cut in federal funding. Gail stated she is not sure and will have to see how it goes. She stated she is hoping that another way to lower their expenses is to find a different building as maintenance is costing a lot.

Councilor Ribas asked about the status of the building and looking to a different location. Gail Lyman stated it is still in the works.

**II. FRANKLIN VISITING NURSES ASSOCIATION (VNA) – pg 123**

Barbara Normandin spoke about the VNA providing home health care and hospice services to eleven (11) communities in the surrounding area and 50% of the people they service live in Franklin. Most of their services are reimbursed by insurance and Medicaid so they are heavily regulated. Reimbursements rates have been decreasing due to regulations. Last year they had an operating loss of over \$20K and this year they are asking the city to contribute to that loss by \$6K. There are some capital projects that also are needed to be completed. They do ask all the towns that they provide services or support to help.

Interim Mayor/Councilor Clarenbach asked if the Red Cross model of combining all chapters into one, what the outlook is for reimbursement. Barbara stated she is not sure how it will play out but a few years ago the move was to become a greater organization by moving into one. They employ 43 people which many are Franklin residents but she feels at some point there will be mergers.

Councilor Dzujna asked if they merge what town is closest. Barbara stated that is hard to say as you have Concord, Laconia, Meredith and Pembaker. There are still several small agencies in the state and Franklin is 2<sup>nd</sup> smallest.

Councilor Moquin asked if there are other agencies providing services to Franklin. Barbara stated yes Concord and Laconia for home health and hospice.

Interim Mayor/Councilor Clarenbach mentioned that it is the hospital that lines up the VNA for patients as it is a referral based system.

Councilor Barton asked how many people from Franklin do you serve. Barbara Normandin stated they have 117 clients and over 50% are from Franklin. In 2016 they had 7,349 people that came in or were serviced.

**III. TWIN RIVERS INTERGENERATIONAL PROGRAM (TRIP CENTER) – pg 123**

Pam Jolivette, Director of Elder Services, passed out some information. She stated they asked for level funding this year and are located in the Bessie Rowell Community Center. TRIP is a multiservice organization for the elderly. They provide various programs and have several partnerships like providing Santa's Workshop and the Halloween party for the kids of Franklin. She thanked Franklin for considering older adults in the community planning as not all communities do that. They are also the fiscal agent for Merrimack County Service Link which is an aging resource center. The intake for meals has been upgraded so they can now go into the individual's home to meet with them to do an assessment.

Pam stated that state and federal funding is level and they are contracted with Elder and Adult Services of NH for a number of meals. This is their primary funding source but that is only about 60-70% of funding. They have to raise additional funds to sustain service.

They have lost their United Way funding for next year that and \$40K was cut from the meals on wheels program. It was not just this region as there were other regions cut as well.

Councilor Dzujna asked that when they opened up in BRCC there were many people against it has that calmed down. Pam stated that the people are very happy at BRCC and the joint programming has worked well. On average you have 45-60 people who visit the center and more like 100 on average that visit when there are events.

#### **IV. GRANITE STATE ANIMAL LEAGUE (FRANKLIN ANIMAL SHELTER) – pg 123**

Tom Seymour, President, and Jeff Brewer, Asst. Treasurer, were present to speak to the Council. They have a wonderful board that is all volunteer. Tom Seymour stated that 2016 was a good year as they had a 16% increase in dispositioning animals and they finished in the black and were able to add an additional \$15K to their capital campaign fund. The community has done a great job being supportive of keeping the shelter open.

They are requesting level funding which is 27% of their operating budget. Donations equate to about 15% leaving the board to raise the remaining 58%.

The fundraising activities are spring time raffle, reinstituted dance, 5K race 5<sup>th</sup> anniversary, golf tournament (new) and paws in the park. They don't have an endowment or a wealthy benefactor to support the shelter.

Councilor Desrochers stated looking at the dispositions and 14 animals were euthanized was that because they were too sick to care for. Tom Seymour stated that is correct as when you have surrenders it is hard to know how healthy they are. The animals that are brought in from animal control are also not always the healthiest or they may be a bite case. If the animal is a bite case after the ten (10) day quarantine period and the owner doesn't claim the animal then the animal becomes property of the shelter. It is very hard to adopt out a bite case dog.

Councilor Dzujna asked if they are seeing more of a need for quarantine. Jeff stated that all dogs brought in are quarantined until seen by a vet but bite cases have to be quarantined for ten (10) day period. Councilor Dzujna asked if they are seeing more bite cases, Jeff stated not a lot of dogs are bite cases. If the owner does have a valid rabies certificate the dog does not have to do the ten (10) day quarantine period.

Councilor Desrochers asked if they have explained to this to the local police. Jeff stated that per RSA it states that it is the decision of the officer if quarantine is to occur.



**V. FRANKLIN OUTING CLUB – pg 133**

Jim Jones and Tim Morrill, co-presidents were present to speak to the Council. Tim handed out marketing material that they are using to get the word out. Jim stated the Franklin Outing Club is working towards being something for all seasons and are located at the Veterans Memorial Ski Area. Jim stated that this is the first time in his 45 years that there are some great ideas for the City of Franklin. The outing club has taken over the Webster Lake Fishing Derby and it was very successful with over 600 people who attended. They have already had two (2) events that were very successful and there are four (4) more events planned for the summer (bike, hike and 2 water events). They are prepping, for next year, outdoor games for its members. They have asked for \$9K to cover the liability and worker's compensation insurances as that is also 38% of the operating budget. They have a very few volunteers and they are also actively ensuing new members.

Jim stated the lodge per a 1963 agreement be available to other organizations. The boy scouts meet there regularly and the girl scouts have used it in the past. They are looking for ski patrol people and to become a member of ski patrol it is a 13 wk course and the outing club will pay the expense. In lieu of taking that course, they are trying to find a nurse, EMT or someone in the medical field to just be in the lodge while the junior ski patrol is on the slopes. My Turn may have some interns to help offset the lift attendants. They have also renewed the relationship with the snowmobile club.

Councilor Dzujna mentioned that if there is anything that Choose Franklin can do to help. He understands they can't be open all winter due to the volunteers but there are great cross country skiing trails up there. Jim stated that one issue is snow making but they have made some connections, the second issue is ski patrol and the final is the equipment. Councilor Dzujna asked if there are grants out there. Jim stated they applied for three (3) this year and got one (1).

Councilor Ribas asked about the disc golf course. Tim stated that all fairways are cut with easy, fun and challenging courses and they are mostly in the woods and it will begin in July.

Councilor Desrochers congratulated Tim Morrill for being a 3<sup>rd</sup> generation ski member.

**VI. CAREER FIREFIGHTERS ASSOCIATION – None**

**VII. FRANKLIN HISTORICAL SOCIETY – pg 133**

Leigh Webb stated that Betty Powell had come to the council and asked for a sign for the upside down bridge which is technically covered bridge #62. He is asking for level funding as most of that goes for archival material. There is so much material and he is trying to create a revolving display and they currently have various military uniforms on display. The Historical Society is open on Sundays 10-2 until Labor Day. He asked if anyone knew where Berley Hall

was located. It was on the 3<sup>rd</sup> floor of the Odd Fellows Hall which held the entertainment venues until the opera house was opened in 1893.

**VIII. UPPER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE (UMRLAC) – pg 133**

Nita Tomaszewski is the Franklin representative on UMRLAC. UMRLAC is legislatively ordered and appointed by DES. They review AOTs and monitor the quality of the Merrimack River. They have rock baskets that they test each year of the crustations in the river and have eighteen (18) years' worth of data. They also monitor from Franklin to Concord and measure the ecoli but can't distinguish whether it is human or animal waste but can tell the levels.

In the last two (2) years they had eleven (11) meetings in 2015 and ten (10) in 2016. In 2015 they had 11,870 volunteer hours and in 2016 they had 12,110 volunteer hours. In 2015 they gave out nine (9) AOT permits and in 2016 they gave out eight (8).

Councilor Dzujna asked when the crustations are monitored is there something to bring to the state so they can help. Nita Tomaszewski works with DES and they publish their reports and report spikes when they happen. The spikes are usually above Boscawen and is usually farm waste.

Interim Mayor/Councilor Clarenbach stated this is Upper Merrimack River are there other organizations who monitor the other parts of the river. Nita Tomaszewski stated there is lower Merrimack which is Manchester south and they do all meet as a larger group.

**IX. FRANKLIN BUSINESS & INDUSTRIAL DEVELOPMENT CORP (FBIDC) – pg 133**

Jim Aberg is asking for \$45K which has not changed in the last twelve (12) years. He works with City Manager Dragon, P&Z Director Lewis, Niel Cannon, PermaCityLife and Mill City Park. So far they have brought in \$1M in grants. They have just completed an EDA grant for technical assistance for the engineering for Mill City Park.

Councilor Desrochers asked about Watts supporting industrial program. Jim Aberg stated that need is throughout the whole state. He is working with people at the state level and with Lakes Region Community Center. He stated that they need a small version of the Huot Center and that would require space, equipment and instructors. Watts will donate some of the hardware and software but there is no space in the high school or someone to train.

Councilor Giunta stated that Jim Aberg is a great resource for the council as a liaison between business and council.

**X. CEMETARY ASSOCIATION**

Interim Mayor/Councilor Clarenbach stated there are two gentlemen from the Cemetery Association here. Glen stated he is president of the Franklin Cemetery Association. In May at their annual budget meeting there was a concern about their future and how they were going to manage the upkeep. A committee was set up to meet with City Manager Dragon on how the city might be able to help them.

They are not receiving many requests for new plots as many veterans are going to Boscawen. They have cut the superintendent and his part time helper's hours to try and keep within budget. Their biggest issue is the insurance which has increased a lot in the past year. They were looking to see if they can get on the city's insurance to help out. If they can't get help from the city then who is going to take over the cemeteries (as there are also 5-6 satellite cemeteries) if there is not enough funding. People have paid for perpetual care but those costs keep increasing.

Councilor Dzujna asked what kind of insurance is he talking about. Glen stated it is liability as this past year they had to get insurance to cover the volunteers and bonds. Councilor Desrochers questioned whether there was a line item in the budget for them. Finance Director Milner stated there is not but there was a few years ago to help pay for a new lawn mower but they didn't ask for anything this year. Finance Director Milner stated that Kathy Zink had come in to talk to Manager Dragon and there was a plan in place to submit a request for insurance coverages similar to the Franklin Outing Club in next year's budget proposal. Councilor Desrochers stated that he believes under the law they are to provide money to the cemetery as there is an RSA that stated the city is to cover them. Interim Mayor/Councilor Clarenbach stated they have a legal opinion on that and there may be some other pieces to that situation. He stated they will dig that information out and look into it. Glen stated that the Municipal Services Department does currently help them. Councilor Wells asked what the shortfall is. Glen stated that last year their budget was \$43K but they went over and this year their budget is \$40K. Mike stated that the shortfall was \$8K.

Interim Mayor/Councilor Clarenbach stated that the long term will be an issue as perpetual care back then didn't cost as much as compared to the costs of today and fewer and fewer people are being buried. Investment returns are also risking today than it was years ago so that is a challenge as well.

**XI. CONSERVATION COMMISSION – pg 140**

Nita Tomaszewski asked if the Conservation Commission was included as she submitted a request. Finance Director Milner stated it is a special revenue fund for \$400. Interim Mayor/Councilor Clarenbach stated it is an interfund and not seen as an outside agency and it is budgeted for \$400. Nita stated they requested \$463 and Interim Mayor/Councilor Clarenbach stated he will make sure he has City Manager Dragon fix that.

## **XII. OTHER BUSINESS –**

Interim Mayor/Councilor Clarenbach explained to the councilors that there was a meeting tomorrow night for any final changes to the budget and they could also discuss that now before they get to the resolutions or ordinances that go along with the budget. He stated that he felt the budget brought forth met as many needs as it possibly could under the cap.

Councilor Dzujna stated he understood why the city had to do the capital reserve and the other money for the school but when the school board was talking about an overage at their meeting he now understands that will be money for next year. It would have been nice if that \$120K could have been put towards the culvert to get that fixed.

Interim Mayor/Councilor Clarenbach stated he has a desire in September to meet with the school, councilors and some community groups to refocus as where we are going as a community. There is momentum and we want to make sure we don't lose that and to make sure we are all on the same page especially if Northern Pass comes. Councilor Dzujna asked if consolidation will be brought up. Interim Mayor/Councilor Clarenbach stated that he thinks anything is on the table to meet the goals of the community. The biggest problem is there are a lot of ideas but not enough money so we need to stay focused on the smaller priorities.

Councilor Desrochers stated he was very proud to see how well the budget went this year especially with the school. Interim Mayor/Councilor Clarenbach stated he felt it was the work between City Manager Dragon, Finance Director Milner and the school administrators that was a big help.

Finance Director Milner stated it was also due to the work that the Joint Finance Committee did as well.

### **FY18 CONTINUING RESOLUTION**

**City Council to consider adopting Resolution #12-17 to allow the City to expend like appropriations until the FY18 budget is adopted.**

***Motion: Councilor Dzujna moved that the Franklin City Council adopt Resolution #12-17 to allow the City to expend like appropriations until the FY18 budget is adopted. Motion seconded by Councilor Ribas.***

Interim Mayor/City Councilor Clarenbach mentioned for the new councilors that if the council doesn't approve a budget by July 27 then the City Manager's budget becomes the default budget.

**Roll Call:**

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>yes</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

***All in favor; motion passes.***

Finance Director Milner went over some changes to the budget since City Manager Dragon submitted on May 1, 2017. All the changes are a \$0 effect on the budget and no effect on taxes. Finance Director Milner reviewed the changes with the Council: 1) appropriate sales proceeds from the old engine 1 to the suppression equipment account 2) appropriate one time additional highway block funding from the State of NH to the Haynes Brook culvert project 3) appropriate 21<sup>st</sup> Century grant to recreation budget lines 4) added school district in as previously presented. Director Milner also discussed a carry forward of retained earnings in the water fund for a project that will not fully expend by June 30, 2017 as expected.

Interim Mayor/Councilor Clarenbach stated that any changes will become part of the City Manager Dragon's default budget even though they weren't part of the original budget.

***Motion: Councilor Dzujna moved that the Franklin City Council set a public hearing for Resolution #01-18, for FY18 on July 3, 2017 for 6:00 pm. Motion seconded by Councilor Ribas.***

***All in favor; motion passes.***

***Motion: Councilor Dzujna moved that the Franklin City Council set a public hearing for Resolution #02-18, authorization to borrow for the fiber connectivity project on July 3, 2017 for 6:00 pm. Motion seconded by Councilor Desrochers.***

***All in favor; motion passes.***

***Motion: Councilor Dzujna moved that the Franklin City Council set a public hearing for Resolution #03-18, change in the purpose of the municipal buildings capital reserve fund on July 3, 2017 for 6:00 pm. Motion seconded by Councilor Giunta.***

***All in favor; motion passes.***

***Motion: Councilor Dzujna moved that the Franklin City Council set a public hearing for Ordinance #01-18, changes in municipal code fees. Motion seconded by Councilor Ribas.***

***Councilor Desrochers opposed, All others in favor; motion passes.***

Interim Mayor/Councilor Clarenbach read the ordinance.

**ORDINANCE #01-18**

**AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:**

**In the Year of our Lord, Two Thousand Seventeen;**

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

	<u>Current Fee</u>	<i>change to</i>	<u>New Fee</u>
Water Commodity Charge Per 100 cubic feet	\$6.06		\$6.45
Sewer Disposal Charge Per 100 cubic feet	\$6.27		\$6.91
Sewer Quarterly Base Rate	\$20.00		\$30.00

**Fee to be effective July 1, 2017 by a roll call vote.**

***Motion: Councilor Dzujna moved that the Franklin City Council set a public hearing for Ordinance #02-18, changes in municipal code fees. Motion seconded by Councilor Ribas.***

***All in favor; motion passes.***

Interim Mayor/Councilor Clarenbach read the ordinance.

**ORDINANCE #02-18**

**AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:**

**In the Year of our Lord, Two Thousand Seventeen;**

**Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 160, Fees, 160-1 Fees charged for service by the City of Franklin be changed as follows (change current fee to new fee, bold additional language, strikethrough for deleted language):**

	<u>Current Fee</u>	<i>change to</i>	<u>New Fee</u>
Hydrant Fee	Discontinued		\$250/year
Outside Detail, police	\$60		\$62
Summer Playground Program (7 weeks)			
Resident	\$370, plus cost of trips		\$490, plus cost of trips
Nonresident	\$530, plus cost of trips		\$680, plus cost of trips

Summer Playground Program - Early drop off or late pick up:

Resident	\$60	\$0
Nonresident	\$75	\$0

Summer Playground Program - Both early drop off or late pick up:

Resident	\$100	\$0
Nonresident	\$125	\$0

Transfer Station:

Asphalt Shingles	\$113/ton	\$127/ton
Residential Construction & Demolition	\$113/ton	\$127/ton
Commercial Haulers & all others; Shingles, construction, demo materials	\$113/ton	\$127/ton
Commercial construction & demo Materials	\$113/ton	\$127/ton
<b>Dehumidifier</b>	\$0	\$10 each

Tires (no rims):

<del>24", quartered truck tire</del>	\$6	\$9
<del>16"-234", halved</del>	\$4	\$7
Up to 16"	\$2	\$2.50

**No industrial tractor/loader tires**

Propane tanks:

Up to and including 20 pounds	\$1 each	\$2.50 each
<b>30 pounds</b>	\$20 each	\$5 each
Over <del>230</del> 30 pounds	\$20 each	\$15 each

Computer monitors/~~tablets~~

<del>17 inches</del> <b>16-19 inches</b>	\$9 each	\$9 each
<b>Over 19 inches and 21 inches</b>	\$11 each	\$15 each

VCRs, **CD players**

\$2	\$3 each
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**Printers**

\$0	\$15 each
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Trash Barrel Fee:

<b>48 gallons</b>	\$0	\$55
<b>96 gallons</b>	\$0	\$88

**Fees to be effective July 1, 2017 by a roll call vote.**

Councilor Wells asked what is the hydrant fee for. Interim Mayor/Councilor Clarenbach stated it was what MSD Director Sullivan brought forward in his budget presentation for private hydrants. MSD will flush these hydrants twice a year to get rid of stagnant water.

Councilor Barton asked about the propane tank charge going down. Finance Director Milner stated that is correct.

**Motion:** *Councilor Dzujna moved that the Franklin City Council set a public hearing for Ordinance #03-18, Franklin Municipal Code, Chapter 289 Water and Section 289-21 Charges. Motion seconded by Councilor Ribas.*

*All in favor; motion passes.*

Interim Mayor/Councilor Clarenbach read the ordinance.

### **ORDINANCE #03-18**

#### **AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:**

**In the Year of our Lord, Two Thousand Seventeen;**

**Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 289 Water, Section 289-21 Charges, be revised by removing all language that is struck and adding language that is bold:**

#### **§ 289-21. Charges.**

##### **E.**

Delinquent bills. If any charges are not paid within 30 days after the billing date, such unpaid charges shall be subject to a service charge of 1 1/4% per month, 15% per annum. If the charges are not paid within 30 days after the billing date thereof, all services furnished by the system may be discontinued, after **the deadline specified on the delinquent notice which is mailed to the property owner 30 days in advance** ~~proper notice~~. A late payment fee of \$10 will be assessed to all **water customers accounts** to which a **delinquent disconnect** notice is forwarded. Service discontinued shall not be restored until all charges owed and interest, penalties and costs incurred have been paid in full.

[Amended 7-7-2014 by Ord. No. 04-15; 9-2-2014 by Ord. No. 06-15]

**By a roll call vote.**

**Motion:** *Councilor Dzujna moved that the Franklin City Council set a public hearing for Ordinance #04-18, Franklin Municipal Code, Chapter 245 Sewers and Section 245-1 Definitions. Motion seconded by Councilor Ribas.*

*All in favor; motion passes.*

Interim Mayor/Councilor Clarenbach read the ordinance.

### **ORDINANCE #04-18**

#### **AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:**



**In the Year of our Lord, Two Thousand Seventeen;**

**Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 245 Sewers, Sections 245-1 Definitions and word usage and 245-16 Sewer charges, be revised by removing all language that is struck and adding language that is bold:**

§ 245-1. Definitions and word usage.

A.

Unless the context specifically and clearly indicates otherwise, the meaning of terms and phrases used in this chapter shall be as defined in the State Plumbing Code, and supplements thereto, established by the New Hampshire Department of Environmental Services or as defined herein.

QUARTERLY BASE RATE

This charge, **as identified in Chapter 160-1 of the Franklin City Code**, is found on the quarterly sewer bill received by all customers connected to the City sanitary sewer system. [Added 5-4-2015 by Ord. No. 10-15]

§ 245-16. Sewer charges.

J.

If any charges are not paid within 30 days after the billing date, such unpaid charges shall be subject to a service charge of 1 1/4% per month, 15% per annum. If the charges are not paid within 30 days after the billing date thereof, all services furnished by the system may be discontinued after **the deadline specified on the delinquent notice which is mailed to the property owner 30 days in advance** ~~proper notice~~. A late payment fee of \$10 will be assessed to all **sewer customers accounts** to which a **delinquent disconnect** notice is forwarded. Service discontinued shall not be restored until all charges owed, interest, penalties and costs incurred have been paid in full.

[Amended 9-2-2014 by Ord. No. 07-15~~[1]~~]

**By a roll call vote.**

Councilor Dzujna asked about the billing and the 30 day notice as someone has complained by the time it is mailed and opened it is not 30 days and wanted to know if that is something that happens on a regular basis. Finance Director Milner stated they do see that but it is the date of mailing is the 30 days not when they receive it.

***Motion to adjourn made by Councilor Zink, seconded by Councilor Ribas. All in favor; meeting adjourned at 8:07 p.m.***

Respectfully Submitted,

Lauraine G. Paquin



## PENDING COUNCIL APPROVAL

### City Council Meeting July 3, 2017

#### **Call to Order**

Interim Mayor/Councilor Clarenbach called the meeting to order in the Council Chambers, Franklin City Hall at 6:00 p.m.

#### **In Attendance**

Councilor Ribas, Councilor Moquin, Councilor Barton, Councilor Giunta, Councilor Desrochers, Councilor Wells, Councilor Zink, Councilor Dzujna, City Manager Dragon and Interim Mayor/Councilor Clarenbach.

Salute to the Flag was led by Police Chief Goldstein.

A moment of silence was held for the passing of long time Councilor Pauline Colby.

#### **Public Hearings**

**Resolution #13-17** – No public comment.

**Resolution #01-18** – School Board Member Brown asked about the school appropriation and general operating of \$16,208,339 and what is the amount of the grants in that number. Finance Director Milner stated it was \$1,884,500. School Board Member Brown questioned the police contract and how does the city budget for the potential raises in the 2<sup>nd</sup> and 3<sup>rd</sup> year. City Manager Dragon stated that is a year by year decision until the tax cap formula is set and there is no percentage to the raises. The contract is written to give the greatest amount of flexibility. School Board Member Brown asked in the current contract that ended June 30, what was the percentage of the increase for that dept. in the budget. City Manager Dragon stated that they got the same as non-union employees. If they were eligible for a step they got 2.5%, as the salary table has twelve (12) 2.5% steps, and then cola if that was in the budget but it was not. If anyone was at the top step, which is 1/3 of the employees, they would have not gotten a raise. School Board Member Brown asked about the longevity piece for the people at the top step. City Manager Dragon stated they get moved to a new scale which is \$500 to their annual pay every ten (10) years. School Board Member Brown stated the contract talked about a possible merit. City Manager Dragon stated the merit is the 2.5% between steps and they need to score a certain number on their review to be eligible for a merit. There are no merits in the FY18 budget.

Lori Hanson asked if the amount for the school includes bringing back the three (3) positions. Interim Mayor/Councilor Clarenbach stated that the budget does not currently include those two (2) positions. He explained that the city assigns a dollar value and the school decides where that money goes.

**Resolution #02-18** – No public comment.

**Resolution #03-18** – Annette Andreozzi stated she feels that this money should be marked for what you have identified. Interim Mayor/Councilor Clarenbach stated that this money is actually going into their budget and they are going to get a loan for this money is the bridge to the school to help fund the roof. Annette Andreozzi stated then you should state that this money is to bridge the gap.

**Ordinance #01-18** – No public comment.

**Ordinance #02-18** – No public comment.

**Ordinance #03-18** – School Board Member Brown asked if it they could explain what these ordinances were about. Interim Mayor/Councilor Clarenbach read each one and what they were.

**Ordinance #04-18** – No public comment.

#### 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.**

Daisy Blasdel from the Twin Rivers Pantry stated they have signed a lease for 2 Central St. and will be opening there on August 1. Their last day at their current location is the last Thursday in July.

Myla Everett stated she is the VP and fundraiser chair for the Interfaith Food Pantry. She thanked Police Chief Goldstein for stuff the cruiser fundraiser. They collected 1,557 pounds of food and \$850 in cash. She also stated that she figured it costs \$600 to feed K-9 Max for a year. They collected \$599.96 plus the \$.04 she put in to total \$600 cash to pay for food for K-9 Max and that is in addition to the \$850 cash they collected for the pantry.

School Board Member Brown asked what the water fees will be. City Manager Dragon stated the water rate is increasing \$.39, the sewer rate is increasing \$.64 and the sewer availability charge is going up \$10 to match the water availability charge. School Board Member Brown asked about Ordinance #02-18 and what are those fees. City Manager Dragon stated that all this information is online but those are fees for the city and a variety of other fees. She read the fees.

Leigh Webb asked for clarification on the increase of transfer fees do they go into the city's general fund and City Manager Dragon stated yes. He then asked if water and sewer fees go into water and sewer fund and City Manager Dragon stated yes.

Mike Mullavey spoke about closing the nonprofit set up by the council years ago called OPCP to look into improvements in Odell Park and then the mission was changed to look at all parks. He spoke about communication between Director Alpers and Sara Stanley and taking the money in the OPCP account and giving it to Choose Franklin to then give it to Mill City Park, as the OPCP board hasn't met to authorize this closure or movement of money and Director Alpers also asked for bank statements. Mike stated he had the bank statements with two (2) transactions 8/6/14 \$10,990 which paid for the basketball courts in Daniell Park and on 12/12/14 \$1,136 was paid for wood chips. Mike stated the

money given to the Choose Franklin account was directed by him due to Sara's effort to beautify small parks around the city. The money that is still in the account was given for beautification in Odell Park. They had put in two (2) flower beds one as you go in the park and one by the gazebo. Mike feels that MSD doesn't want beautification in the park so they haven't been touched and the money that is still in the account he wants to give to his daughter Sara Stanley to improve other parks. He stated he discussed this with Dick Johnson, Chuck Farmer and Sara Stanley but not at a meeting and not all at the same time as they haven't met in over three (3) years.

Mike continued to read the email from Director Alpers that stated the money was going to be used for the renovation of Odell Cottage as she has submitted grants to fund the remaining amount minus the money in the OPCP account. Mike stated he would have used the money at the Veterans Memorial Recreation area and not Odell Cottage. He feels that the cottage has no use and the money would be better spent at Veterans Memorial Park. Mike read more from the email where Director Alpers stated being VP of OPCP she thought she would have been contacted about this. Mike stated he contacted who he thought were easily accessible and didn't think to call everyone on OPCP as that would have been useless as they have been inactive for so long. It costs \$225 to keep the nonprofit open and he closed it due to inactivity and there is no one to take it over.

Councilor Desrochers asked what the balance is in the account and Mike stated there is \$2,913.72. Councilor Desrochers stated that the cottage does get used by a few groups but maybe not as much as it used to.

City Manager Dragon stated that they will have to have a follow up conversation as those funds were run through FBIDC and one person cannot make that type of decision. In fact all of those decisions need to be made by bringing the committee members back in and voting on it or by following the guidelines set up for that as it has to be done legally. Mike stated they can do what they want with the money but he knows what the money was for.

Annette Andreozzi asked about the tax deeded properties and the Code Enforcement Officer's no determination if anyone lives in the building. She cautions that taking of any properties especially if we don't know if anyone is living in them would mean the city would have to pay to move them or become landlords of them. She also asked about the Renaissance Faire and wanted to know about camping. Interim Mayor/Councilor Clarenbach stated that they will be camping on Elk's Field and not on city property.

**Legislative Comments** – None.

**City Council Acknowledgements** – None.

**Mayor's Update**

Interim Mayor/Councilor Clarenbach stated his only update is an agenda change moving item 14 to 2A.

**Agenda Item I.**

**City Council to consider the minutes of the May 22, 2017 City Council Workshop Meeting, May 30 and June 12, 2017 City Council Budget Workshop Meetings and the June 5, 2017 City Council Meeting.**

***Motion: Councilor Ribas moved that the Franklin City Council to consider the minutes of the May 22, 2017 City Council Workshop Meeting, May 30 and June 12, 2017 City Council Budget Workshop Meetings and the June 5, 2017 City Council Meeting. Motion seconded by Councilor Giunta.***

Councilor Ribas stated that he has about 11 typos and he would get together with Lauraine after the meeting to go over them.

***All in favor with corrections noted; motion passes.***

**Agenda Item II.**

**School Board Report**

Superintendent LeGallo thanked Interim Mayor/City Councilor Clarenbach for attending both graduations. They received another dropout prevention grant for \$125K due to the work of State Rep. Werner Horn. They are working with DOE to get the specifics about the grant but understand it has to do with the work around the dropout program and the drama program. They have hired a new Special Education Director Rebecca Butt, she was a speech and language pathologist in the district several years ago. There will be no school board meeting in July so the next board meeting will be August 20.

**Agenda Item IIA. – This was originally Agenda Item XIV.**

**City Council to consider waiver of vending fees and camping restrictions for Renaissance Faire September 8-10, 2017.**

***Motion: Councilor Barton moved that the Franklin City Council waive the vendor fees for the Renaissance Festival being organized by the Lions Club and allowing onsite camping of vendors to be monitored by the Franklin Police Department through an outside detail arrangement approved by the Police Chief. Motion seconded by Councilor Giunta.***

Councilor Barton asked how many people might be attending the camp out. Myla Everett answered there are 70 vendors but not all will be camping so she is not sure of the exact number.

***All in favor; motion passes.***

**Agenda Item III.**

City Council to consider adopting Resolution #13-17, re-naming a portion of Park View Drive to be known as Kenwood Avenue.

***Motion: Councilor Ribas moved that the Franklin City Council re-name the proposed portion of Park View Drive to Kenwood Avenue. Motion seconded by Councilor Dzujna.***

**Roll Call:**

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>yes</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

***All in favor; motion passes.***

**Agenda Item IV.**

City Council to consider the approval of Resolution #01-18 regarding the FY18 Budget for the City of Franklin.

***Motion: Councilor Desrochers moved that the Franklin City Council adopt Resolution #01-18 relating to the appropriation of the Fiscal Year 2018 City budget. Motion seconded by Councilor Ribas.***

**Roll Call:**

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>yes</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

***All in favor; motion passes.***

**Agenda Item V.**

City Council to consider the approval of Resolution #02-18 relating to the authorization to borrow for the fiber connectivity.

***Motion: Councilor Dzujna moved that the Franklin City Council adopt Resolution #02-18 relating to the authorization to borrow \$160,000 for the fiber connectivity project***

***over a 5 year term at the interest rate of 2.25% through Northway Bank. Motion seconded by Councilor Giunta.***

Councilor Desrochers understands this will connect the city side but how will that affect the school if in the future they have to connect on. City Manager Dragon stated the school already has fiber connection to their buildings. Councilor Desrochers asked if it will be a compatible system and City Manager Dragon stated yes.

**Roll Call:**

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>yes</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

***All in favor; motion passes.***

**Agenda Item VI.**

**City Council to consider the approval of Resolution #03-18 relating to the change in purpose of the municipal buildings capital reserve fund.**

***Motion: Councilor Zink moved that the Franklin City Council adopt Resolution #03-18 relating to the change in purpose of \$473,000 in the municipal buildings capital reserve fund to the school district capital reserve fund. Motion seconded by Councilor Ribas.***

Councilor Ribas pointed out that it states that they need seven (7) in the affirmative for the motion to pass.

**Roll Call:**

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>yes</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

***All in favor; motion passes.***

**Agenda Item VII.**

**City Council to consider the approval of Ordinance #01-18, regarding Chapter 160 Fees, 160-1 Fees with regard to an increase in the Water Commodity Charge per 100 cubic feet, an increase in the Sewer Disposal Charge per 100 cubic feet and an increase in the Sewer Quarterly Base Rate.**

**Motion:** *Councilor Dzujna moved that the Franklin City Council adopt Ordinance #01-18 increasing the water commodity rate to \$6.45 per 100 cubic feet, increasing the sewer discharge rate to \$6.91 per 100 cubic feet and increasing the sewer availability charge to \$30 per quarter effective July 1, 2017. Motion seconded by Councilor Ribas.*

Councilor Desrochers stated he understands that we have a vault to replace for \$300K and asked why does it have to be in the ground and not above as a heated building. MSD Director Sullivan stated that is what they are going to do and the cost includes engineering. MSD Director Sullivan stated they have also applied for a grant with the state drinking water revolving fund and will spread that out over a ten (10) year period if granted. The vault is antiquated and the state regulation is delivery of no more than 90lbs per home and that vault has ongoing failures. Councilor Desrochers stated that this will be the third (3) rate increase in the past four (4) years. He mentioned we have to find another way rather than raising the rates. MSD Director Sullivan clarified that the council had a workshop and have spent over \$11M already. There is very little federal funding and the system is antiquated. If the city is not proactive then we are on the path to failure. There is one (1) well that has been offline for one (1) year and if another well goes off line they will not be able to treat and filter water. He hates to do rate increases but has to be realistic. They do all they can with what facilities they have and all communities in the State of NH have the same issue. Franklin went fourteen (14) years without rates increases and prior to last year didn't do any for seven (7) years as the budget survived off retained earnings.

Councilor Giunta stated there are those that are worse off than Franklin especially if you are on the seacoast. Northern Pass is not necessarily the answer either as the water and sewer systems have to fund themselves and it is growth that will solve the problem.

Councilor Dzujna stated he hears complaints from people all the time but if we run the system to failure we could be like Flint, MI.

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>no</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

***Eight (8) in favor, one (1) not in favor; motion passes.***

#### **Agenda Item VIII.**

**City Council to consider the approval of Ordinance #02-18 for an amendment relating to Chapter 160 Fees, 160-1 Fees, of the Municipal Code.**

**Motion:** *Councilor Desrochers moved that the Franklin City Council adopt Ordinance #02-18 relating to the changes in Chapter 160-1 Fees of the Franklin Municipal Code. Motion seconded by Councilor Ribas.*



Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>yes</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

*All in favor; motion passes.*

Agenda Item IX.

City Council to consider the approval of Ordinance #03-18 for an amendment relating to Chapter 289 Water, Section 289-21, of the Municipal Code.

**Motion:** *Councilor Barton moved that the Franklin City Council adopt Ordinance #03-18 relating to the changes in Chapter 289 water specifically section 289-21 charges Motion seconded by Councilor Desrochers.*

Councilor Barton asked how the 30 day notice is sent. City Manager Dragon stated it is sent 1<sup>st</sup> class mail. Councilor Ribas asked about the effective date on the water bill. City Manager Dragon stated there are no changes as it is to clarify the language and we are not changing anything in the way that the city does business.

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>yes</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

*All in favor; motion passes.*

Agenda Item X.

City Council to consider the approval of Ordinance #04-18 for amendment relating to Chapter 245 Sewers, Section 245-1 definitions and word usage and 245-16 Sewer Charges, of the Municipal Code.

**Motion:** *Councilor Desrochers moved that the Franklin City Council adopt Ordinance #04-18 relating to the changes in Chapter 245 Sewer specifically Section 245-1 definitions and word usage and Section 245-16 Sewer Charges. Motion seconded by Councilor Ribas.*

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>yes</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

***All in favor; motion passes.***

**Agenda Item XI.**

**City Council to consider adoption of tax deeds.**

Interim Mayor/Councilor Clarenbach stated he had some updates relating to No. 1 of the tax deed property and that is to be tabled to give the electronic payment time to clear. No. 2 was paid in full.

***Motion: Councilor Desrochers moved that the Franklin City Council accept the tax deeds on the following parcels: Map/Lot 117/358/000 land only, Map/Lot 117/363/000 land only, Map/Lot 117/268/000 land & building, Map/Lot 135/099/000 land & building, Map/Lot 117/065/000 land & building, Map/Lot 117/068/000 land & building, Map/Lot 115/104/000 land only, Map/Lot 128/058/000 land only, Map/Lot 128/059/000 land only and Map/Lot 128/060/000 land only. Motion seconded by Councilor Ribas.***

Councilor Zink asked if there was a plan to discuss the Gile Pond Rd combination or a plan to create redevelopment. City Manager Dragon stated that the plan for the land on Gile Pond Rd was to speak with P&Z Director Lewis to see if they can be merged as there are many small parcels on that road. For buildings, if the inspector recommends demolition then it is added to the demolition list and once demoed and cleaned up it will come before the council to go out for bid but if it is not a buildable lot it will be offered to the abutters to be merged with their property. It is done parcel by parcel based on funds available if demolition is needed.

Councilor Dzujna questioned lot #8 and the lot behind it since lot #8 is in the historic district is the lot behind it in the historic district. City Manager Dragon stated she wasn't sure at this time but that the lot behind lot #8 is land locked so she would look to merge them together. Councilor Dzujna asked if it is an issue if one is in the historic district and one isn't. City Manager Dragon didn't think so as the buildings would be torn down.

***All in favor; motion passes.***

***Motion: Councilor Desrochers moved that the Franklin City Council accept the tax deed on the following parcels: Map/Lot 096/062/058 building only. Motion seconded by Councilor Ribas.***

***Motion: Councilor Giunta moved that the Franklin City Council table the previous motion. Motion seconded by Councilor Ribas.***

***All in favor; motion passes – Councilor Moquin excused herself***

**Agenda Item XII.**

City Council to consider granting the Municipal Services Director pre award authorization to contract two year terms with four (4) service providers that provide proprietary services to the water and sewer departments.

**Motion:** *Councilor Desrochers moved that the Franklin City Council pursuant to Article III, Section 4-15, B(3) and Article III, Section 4-15, E (1) of the Franklin City Code, grant pre award authorization to the Municipal Services Director to contract, for a two year term, with the following service providers: E.J. Prescott Company, Concord, NH; Barrie Miller Well and Pump Company, Antrim, NH; Northeast Integration, LLC, Portsmouth, NH; Robert Filters Inc., Media PA. Motion seconded by Councilor Dzujna.*

*All in favor; motion passes.*

**Agenda Item XIV. - See Agenda Item IIA**

**Agenda Item XV.**

**Other Business**

1. **Committee Reports** – None
2. **City Manager's Update** – City Manager Dragon stated that the city received \$150 from the Franklin Elks Lodge for the National Basketball Grant and \$100 from Modern Woodmen for the book club. She stated she is looking for another meeting in July to cover two items, the proposed façade improvements on Buell Block building facing Marceau Park and the proposed support of CDBG funds for a Community Action Building (CAP). She put out dates of July 17, 19 & 24 and July 24 was decided upon.

City Manager Dragon gave the council legal correspondence for a code enforcement case that is with the attorney.

**Late Item**

City Council to consider a Memorandum of Understanding between Franklin School District and the Parks and Recreation Department regarding the shared use of the Ropes Course.

**Motion:** *Councilor Ribas moved that the Franklin City Council authorizes City Manager to sign the Memorandum of Understanding between Franklin School District and the Parks and Recreation Department reading the shared use of the Ropes Course once language is approved and if necessary amended by the city attorney. Motion seconded by Councilor Desrochers.*

*All in favor; motion passes.*

**Motion:** *Councilor Giunta moved that there is a need for a non-public session per RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee. Motion seconded by Councilor Desrochers.*

**Roll Call:**

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>yes</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

*All in favor; motion passes.*

Entered nonpublic session at 7:23 p.m.

**Motion:** *Councilor Giunta moved that the Franklin City Council leave nonpublic session and return to public session. Motion seconded by Councilor Ribas.*

*All in favor; motion passes.*

Public session reconvened at 7:34 p.m.

**Motion:** *Councilor Giunta moved that the Franklin City Council seal the minutes because it is determined that divulgence of this information likely would render a proposed action ineffective. Motion seconded by Councilor Desrochers.*

**Roll Call:**

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>yes</u>	Councilor Wells	<u>yes</u>
Councilor Desrochers	<u>yes</u>	Councilor Moquin	<u>yes</u>	Councilor Zink	<u>yes</u>

*All in favor; motion passes.*

**Motion to adjourn made by Councilor Giunta and seconded by Councilor Moquin. All in favor; meeting adjourned at 7:35 p.m.**

Respectfully Submitted,

Lauraine G. Paquin

**CITY COUNCIL MEETING**  
**AGENDA ITEM II**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

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*City Council Meeting of August, 2017*

**Subject: School Board Report**

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**The Superintendent will provide a monthly report to the Mayor and City Council.**

**CITY COUNCIL MEETING**  
**AGENDA ITEM III**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

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*City Council Meeting of August, 2017*

**Subject: City Council to hear from NH Lottery Executive Director  
Charlie McIntyre with regards to Keno.**

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**CHAPTER 229**  
**SB 191-FN - FINAL VERSION**

03/30/2017 1190s  
4May2017... 1516h  
1Jun2017... 2022h  
06/22/2017 2369CofC

2017 SESSION

17-0138  
04/06

**SENATE BILL        *191-FN***

**AN ACT**            establishing keno and relative to funding for kindergarten.

**SPONSORS:**        Sen. Watters, Dist 4; Sen. D'Allesandro, Dist 20; Sen. Feltes, Dist 15; Sen. Hennessey, Dist 5; Sen. Kahn, Dist 10; Sen. Lasky, Dist 13; Sen. McGilvray, Dist 16; Sen. Reagan, Dist 17; Sen. Soucy, Dist 18; Sen. Ward, Dist 8; Sen. Woodburn, Dist 1; Rep. Gile, Merr. 27; Rep. Grenier, Sull. 7; Rep. Bates, Rock. 7

**COMMITTEE:**      Education

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**AMENDED ANALYSIS**

     This bill establishes keno in New Hampshire and establishes a program to provide grants to kindergarten students.

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Explanation:        Matter added to current law appears in ***bold italics***.  
                         Matter removed from current law appears ~~[in brackets and struckthrough]~~  
                         Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

03/30/2017 1190s  
4May2017... 1516h  
1Jun2017... 2022h  
06/22/2017 2369CofC

STATE OF NEW HAMPSHIRE

AN ACT establishing keno and relative to funding for kindergarten. .

1       229:1 New Subdivision; Keno. Amend RSA 284 by inserting after section 40 the following new  
2       subdivision:

284:41 Definition. In this subdivision, “keno” means any game where a player purchases a  
ticket from a field of 80 numbers and selects a specific amount of numbers. A random number  
generator employed by the lottery commission chooses 20 numbers at random and the player is paid  
out against his or her original wager.

284:42 Administration and Enforcement. The lottery commission shall administer and enforce  
this subdivision in any town or city that has voted to allow such gaming.

10           284:43 Rulemaking. The lottery commission shall adopt rules, pursuant to RSA 541-A, relative  
11   to:

- 12 I. The application procedure for keno licenses.
- 13 II. Information to be required on license applications.
- 14 III. Procedures for a hearing following the revocation of a license.
- 15 IV. The operation of keno games, including types and amounts of wagers.
- 16 V. Information required and forms for submission of financial reports.
- 17 VI. Guidelines for licensees under this subdivision to set transaction limits for daily,
- 18 weekly, and monthly play of keno for individual keno players.

19           284:44 License Fees.

I. The license fee for a commercial premises keno license issued under RSA 284:46 shall be \$500 per year. Such fee shall be submitted to the lottery commission at the time the application is made and shall be refunded if the application is denied.

23           II. All net proceeds collected by the lottery commission under this section shall be deposited  
24   in the education trust fund established in RSA 198:39.

25           284:45 License Applications.

I. Applications shall be submitted to the lottery commission by the licensee. Proof of authority to submit the application on behalf of the licensee may be required.

28 II. Applications shall be made only on the forms supplied to the licensee by the lottery

**CHAPTER 229**  
**SB 191-FN - FINAL VERSION**  
**- Page 2 -**

1 commission.

2 III. The application form shall be fully completed by the licensee.

3 IV. Applicants for commercial premises keno licenses shall be submitted at least 30 days  
4 before the first game date.

5 V. The applicant shall certify under oath that:

6 (a) The information provided on the application is accurate.

7 (b) Neither the applicant nor any employee will operate keno games if such person has  
8 been convicted of a felony within the previous 10 years which has not been annulled by a court, or a  
9 misdemeanor involving falsehood or dishonesty within the previous 5 years which has not been  
10 annulled by a court, or has violated the statutes or rules governing charitable gaming in this or any  
11 state.

12 (c) The applicant and any employee who will be participating in the operation of the  
13 keno games is aware of all statutes and rules applicable to the operation of keno games.

14 VI. To be eligible for licensure under this subdivision an applicant shall:

15 (a) Document that it is one of the following:

16 (1) A restaurant or hotel holding a valid liquor license under RSA 178:20, II,  
17 RSA 178:21, II(a) or (b), or RSA 178:22, V(q).

18 (2) A brew pub holding a valid liquor license under RSA 178:13.

19 (3) A ballroom holding a valid liquor license under RSA 178:22, V(c).

20 (4) A veterans' club, private club, or social club holding a valid liquor license under  
21 RSA 178:22, V(h).

22 (5) A convention center holding a valid liquor license under RSA 178:22, V(i).

23 (6) A hotel holding a valid liquor license under RSA 178:22, V(k).

24 (7) A racetrack holding a valid liquor license under RSA 178:22, V(n).

25 (8) A sports recreation facility holding a valid liquor license under RSA 178:22, V(v).

26 (b) Document that the keno games will only be operated in towns and cities that have  
27 voted to allow the operation of keno games pursuant to RSA 284:51.

28 (c) Maintain a current list of employees.

29 (d) Document that no minor under the age of 18 shall be allowed to purchase or redeem  
30 a keno ticket.

31 VII. A suspension or revocation of a liquor license shall result in the immediate suspension  
32 of the keno license issued under this chapter.

33 284:46 License; Issuance.

34 I. Upon receipt of an application under RSA 284:45 the lottery commission shall review the  
35 application and shall, in writing, grant or deny the application within 45 days of receipt.

36 II. The lottery commission shall deny a license application for any one of the following  
37 reasons:

**CHAPTER 229**  
**SB 191-FN - FINAL VERSION**  
**- Page 3 -**

1           (a) The license of the applicant has been previously revoked by the commission.

2           (b) The applicant has been convicted of a crime provided for in this chapter or in any  
3 other chapter for any gaming offense.

4           (c) The applicant loses his or her liquor license after submitting the application.

5           III. No person who has been convicted of a felony or class A misdemeanor within the  
6 previous 10 years which has not been annulled by a court, or a class B misdemeanor within the past  
7 5 years which has not been annulled by a court, or who has violated any of the statutes or rules  
8 governing charitable gambling in the past in this or in any other state shall be licensed under this  
9 subdivision, or rent, lease, sublease, or otherwise provide any hall or keno paraphernalia for the  
10 conduct of keno licensed under this subdivision.

11           IV. The lottery commission shall only issue a license for an eligible location where keno  
12 tickets shall be sold and the game played within the area apportioned to distribute beverages  
13 pursuant to RSA 284:45. The lottery commission shall control the installation of the keno ticket  
14 terminals and ensure that the sale of the tickets is limited to the area apportioned to distribute  
15 beverages pursuant to RSA 284:45.

16           284:47 Operation of Keno Games.

17           I. A licensee may operate keno games at its business between the hours of 11 a.m. and 11  
18 p.m.

19           II. A licensee may retain 8 percent of the proceeds from keno games. Of the remaining 92  
20 percent:

21           (a) One percent shall be paid to the department of health and human services to  
22 support research, prevention, intervention, and treatment services for problem gamblers.

23           (b) The remainder, less the administrative costs of the lottery commission and prize  
24 payouts, shall be deposited in the education trust fund established in RSA 198:39.

25           III. No person who has been convicted of a felony or class A misdemeanor within the  
26 previous 10 years which has not been annulled by a court, or a class B misdemeanor within the past  
27 5 years which has not been annulled by a court, or who has violated any of the statutes or rules  
28 governing charitable gambling in the past in this or any other state shall operate a keno game  
29 licensed under this subdivision, or rent, lease, sublease, or otherwise provide any hall or keno  
30 paraphernalia for the conduct of keno licensed under this subdivision.

31           IV. No one under the age of 18 years shall be allowed to purchase or redeem a keno ticket.

32           284:48 Financial Reports and Inspection Required.

33           I. Any person which has been licensed to conduct keno games shall submit a complete  
34 financial report to the lottery commission for each license issued under RSA 284:46 within 15 days  
35 after the expiration of each license, provided, however, a complete monthly financial report shall be  
36 submitted in a timely fashion to the commission for each month covered by a license issued under  
37 RSA 284:46 on a form to be approved by the lottery commission.

**CHAPTER 229**  
**SB 191-FN - FINAL VERSION**  
**- Page 4 -**

1           II. All licensees shall maintain a separate checking account for the deposit and  
2 disbursement of all income relating to keno, except cash prizes awarded at the games. All expenses  
3 shall be paid by check, and all prizes of \$500 or more shall be paid by check. No keno funds shall be  
4 commingled with other funds of the licensee. The licensee shall retain all canceled checks for the  
5 payment of expenses and prizes for at least 2 years from the date of the check. The licensee shall  
6 not cash checks which it issues.

7           III. All financial reports filed by the licensee shall be maintained by the lottery commission  
8 for a period of one year from the date of filing and shall be open to public inspection.

9           IV. All financial records pertaining to the operation of keno games shall be maintained by  
10 the licensee and shall be made available to representatives of the lottery commission or of the  
11 commissioner of the department of safety upon request.

12           V. A licensee which has been licensed to conduct keno games shall maintain complete and  
13 accurate documentation of all revenues and expenses contained in the financial reports for at least 2  
14 years from the date the financial report is filed.

15           284:49 Suspension; Revocation. The commission may suspend or revoke the license of any  
16 licensee who violates any provision of this subdivision. Any licensee whose license is revoked shall  
17 not be eligible for licensure for a period of up to one year from the date of revocation.

18           284:50 Rehearing and Appeal. Any person aggrieved by a decision of the commission to deny or  
19 revoke a keno license may apply to the commission for a rehearing within 15 business days of the  
20 decision. Rehearings and appeals shall be governed by RSA 541.

21           284:51 Local Option.

22           I. Any town or city may allow the operation of keno games according to the provisions of  
23 this subdivision, in the following manner:

24           (a) In a town, the question shall be placed on the warrant of an annual town meeting  
25 under the procedures set out in RSA 39:3, and shall be voted on a ballot. In a city, the legislative  
26 body may vote to place the question on the official ballot for any regular municipal election, or, in  
27 the alternative, shall place the question on the official ballot for any regular municipal election  
28 upon submission to the legislative body of a petition signed by 5 percent of the registered voters.

29           (b) The selectmen, aldermen, or city council shall hold a public hearing on the question  
30 at least 15 days but not more than 30 days before the question is to be voted on. Notice of the  
31 hearing shall be posted in at least 2 public places in the municipality and published in a newspaper  
32 of general circulation at least 7 days before the hearing.

33           (c) The wording of the question shall be substantially as follows: "Shall we allow the  
34 operation of keno games within the town or city?"

35           II. If a majority of those voting on the question vote "Yes," keno games may be operated  
36 within the town or city.

37           III. If the question is not approved, the question may later be voted upon according to the

CHAPTER 229  
SB 191-FN - FINAL VERSION  
- Page 5 -

1 provisions of paragraph I at the next annual town meeting or regular municipal election.

2 IV. A municipality that has voted to allow the operation of keno games may consider  
3 rescinding its action in the manner described in paragraph I of this section.

4 V. The lottery commission shall maintain a list of municipalities where keno is available.

5 229:2 Application of Receipts; Education Trust Fund. Amend RSA 6:12, I(b)(65) to read as  
6 follows:

7 (65) Money received under RSA 77-A, RSA 77-E, RSA 78, RSA 78-A, RSA 78-B,  
8 RSA 83-F, **RSA 284:44 and RSA 284:47**, and from the sweepstakes fund, which shall be credited to  
9 the education trust fund under RSA 198:39.

10 229:3 Education Trust Fund; Keno Profits Added. Amend RSA 198:39, I(k) to read as follows:

11 ***(k) Funds collected and paid over to the state treasurer by the lottery***  
12 ***commission pursuant to RSA 284:44 and RSA 284:47.***

13 ***(l)*** Any other moneys appropriated from the general fund.

14 229:4 New Section; School Money; Kindergarten Grants. Amend RSA 198 by inserting after  
15 section 48-b the following new section:

16 198:48-c Kindergarten Grants.

17 I.(a) For fiscal year 2019, in addition to any funds received pursuant to RSA 198:40-a, in  
18 the first year that a school district or chartered public school that operates an approved full-day  
19 kindergarten program, the commissioner of the department of education shall calculate and  
20 distribute a grant of \$1,100 per kindergarten pupil based on the enrollment number of eligible full-  
21 day kindergarten pupils on the first day of the school year. The superintendent, or designee, shall  
22 certify the enrollment number of kindergarten pupils to the commissioner.

23 (b) For fiscal year 2019, once pupils enrolled in an approved full-day kindergarten  
24 program have been counted in the school district's average daily membership in attendance as  
25 defined in RSA 198:38, I, a school district, or a chartered public school based on its kindergarten  
26 average daily membership enrollment number, shall receive, in addition to any funds received  
27 pursuant to RSA 198:40-a, an additional grant of \$1,100 per kindergarten pupil attending a full-day  
28 kindergarten program. The commissioner shall certify the amount of the grant to the state  
29 treasurer and direct the payment thereof from the education trust fund established in RSA 198:39  
30 to the school district or chartered public school.

31 (c) Grants shall be disbursed to a school district pursuant to the distribution schedule in  
32 RSA 198:42 and to a chartered public school pursuant to the distribution schedule in RSA 194-B:11,  
33 I(c).

34 (d) The amount necessary to fund the grants under this section is hereby appropriated  
35 to the department from the education trust fund. The governor is authorized to draw a warrant  
36 from the education trust fund to satisfy the state's obligation under this section.

37 II. A school district or chartered public school that operates an approved full-day

**CHAPTER 229**  
**SB 191-FN - FINAL VERSION**  
**- Page 6 -**

1 kindergarten program for which it receives funding under this section shall permit a pupil to attend  
2 kindergarten for a half-day.

3         III.(a) For fiscal year 2020 and each fiscal year thereafter, in addition to any funds received  
4 pursuant to RSA 198:40-a, the department of education shall distribute a total kindergarten grant,  
5 pursuant to RSA 198:40-a, for the remaining 1/2 of each average daily membership not counted  
6 under RSA 198:40-a to each school district or chartered public school that operates an approved full-  
7 day kindergarten program. If the amount of revenue raised through keno is insufficient to fully  
8 fund the distribution of grants under this section, the revenue shall be prorated proportionally  
9 based on entitlement among the districts entitled to a grant. The prorated portion of this grant  
10 shall not be less than the per pupil amount disbursed under paragraph I(b).

11         (b) Grants shall be disbursed to a school district pursuant to the distribution schedule  
12 in RSA 198:42 and to a chartered public school pursuant to the distribution schedule in RSA 194-  
13 B:11, I(c).

14         (c) The amount necessary to fund the grants under this paragraph is hereby  
15 appropriated to the department from the education trust fund. The governor is authorized to draw  
16 a warrant from the education trust fund to satisfy the state's obligation under this section.

17         229:5 Applicability. Kindergarten grants pursuant to RSA 198:48-c as inserted by section 4 of  
18 this act shall not be disbursed before July 1, 2018.

19         229:6 Effective Date. This act shall take effect July 1, 2017.

Approved: July 12, 2017  
Effective Date: July 01, 2017

**CITY COUNCIL MEETING**  
**AGENDA ITEM IV**





## CITY OF FRANKLIN COUNCIL AGENDA REPORT

*City Council Meetings of July 24, and August 7, 2017*

**From:** Richard Lewis, Director of Planning and Zoning  
**Subject:** Setting of Public Hearing to consider Resolution #04-18 for the acceptance, the appropriation, and the expenditure of grant funds from the USDA's Rural Development office and matching funds from Franklin Business and Industrial Development Corporation.

**Approval of Resolution 04-18 at the August 7, 2017 Meeting**

---

**Recommended Motion for the July 24, 2017 Meeting:**

***"I move that the Franklin City Council set a public hearing to be held on Monday, August 7, 2017 at 6:05 PM for Resolution #04-18 for the acceptance of Rural Development grant funds and matching funds from the FBIDC, and the appropriation and expenditures of these funds starting in Fiscal Year 2018. The funds support the work of the Downtown Business Coordinator to assist in the revitalization efforts in the downtown business and mill district."***

**Recommended Motion for the August 7, 2017 Meeting:**

***"I move that the Franklin City Council vote to approve Resolution 04-18, which accepts the grant funds from the USDA Rural Development office, and matching funds from the FBIDC, and approves these new revenues and the expenditures of these funds for downtown economic redevelopment efforts. I further move that the City Council authorize the City Manager to sign and take action on all relevant documents pertaining to the administration of this grant."***

---

**Discussion:**

As you are aware, the City received a grant from Rural Development in 2015. We used those funds [\$50,000] to establish the position of a Downtown Business Coordinator, who focuses on bringing new ideas and improved communication to several key tasks including marketing assistance for the downtown businesses, helping new or emerging businesses gain the proper foundation to grow and prosper, seeking other grant or loans that might assist businesses or property owners, and working with all businesses to bring increased vitality to the downtown area.

The 2015 grant funds have been expended. We submitted a 2017 grant application and the City recently learned that we were again selected for funding. The grant award this year is for \$9,410.00. Our application outlined that a 50% match from FBIDC would be provided, and that Board voted on 6/28/17 to provide a match of \$5,590.00. The total of the grant funds and the match will make \$15,000 available to the City for this important project.

The Rural Development office will be preparing all of the necessary grant agreements and supporting documentation. The recommended motion allows the City Manager to take all action to administer the grant.

**Concurrences and Fiscal Impact:**

The City Council approved the submission of this 2017 grant application. There are no matching funds required for this grant program and no direct expenditures by the City.

Attachments/Exhibits: Copy of Resolution 04-18



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

316 Central Street  
Franklin, NH 03235

(603) 934-3900  
fax: (603) 934-7413  
cityhall@franklinnh.org

**RESOLUTION #04-18**

**A Resolution Relating to a Supplemental Appropriation for Fiscal Year 2018.**

**In the year of our Lord, Two Thousand Seventeen,**

**WHEREAS**, the City Council of the City of Franklin has adopted a budget for Fiscal Year 2018 which began July 1, 2017, and;

**WHEREAS**, the City Council recognizes the recent efforts to improve the economic and residential viability of the downtown and the need to continue with additional progress, and;

**WHEREAS**, the City has been awarded another grant from the Rural Development Office of the US Department of Agriculture in the amount of \$9,410, with the funds to be used for the Downtown Business Coordinator to assist the redevelopment and revitalization of the downtown area, and;

**WHEREAS**, the Franklin Business & Industrial Development Corporation (FBIDC) board has voted on June 28, 2017 to provide matching funds for the grant in the amount of \$5,590 making grant & match total funding of \$15,000, and;

**WHEREAS**, the City Council recognizes that these grant funds will provide the City a unique opportunity to assist in the redevelopment efforts which will benefit all downtown property owners and business owners, Now,

**THEREFORE BE IT RESOLVED**, that at the scheduled meeting of the City Council on Monday, August 7, 2017, the City Council of the City of Franklin, New Hampshire does hereby vote to adopt resolution 04-18, accepting the grant funds from the USDA, Rural Development office, accept matching funds from FBIDC, hereby authorizes the City Manager to execute all grant documents and hereby authorizes the following non lapsing appropriations,

**An increase in revenues:**

Acct# 01-1-000-33111-435 Federal Grant – USDA Rural Technical Assistance – Nine Thousand Four Hundred Ten Dollars (\$9,410),

Acct#01-0-000-35085-000 Donations – Five Thousand Five Hundred Ninety Dollars (\$5,590.00),

**And an increase in expenditures:**

Acct# 01-1-302-40110-435 Wages – USDA Rural Technical Assistance Fifteen Thousand Dollars (\$15,000.00)

By a roll call vote.

**Roll Call:**

Councilor Barton	_____	Councilor Dzujna	_____	Councilor Ribas	_____
Councilor Clarenbach	_____	Councilor Giunta	_____	Councilor Wells	_____
Councilor Desrochers	_____	Councilor Moquin	_____	Councilor Zink	_____

Approved: \_\_\_\_\_  
Interim 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 Katie A. Gargano is the City Clerk for the City of Franklin, 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, August 7, 2017 at 6:00 p.m. in the Council Chambers, Franklin City Hall regarding Resolution #04-18, for the acceptance, appropriation and expenditure of grant funds from the USDA's Rural Development office and matching funds from Franklin Business Development Corporation.**

**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**

*August 7, 2017 City Council Meeting*

**From:** Richard Lewis, Director of Planning and Zoning

**Subject:** Request by Charles Valliere to Undo Council Vote to Restore Involuntarily Merged Lots

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**Proposed Motion:**

I move that the Franklin City Council vote to void the September 12, 2016 approval by the City Council regarding the restoration of the three involuntarily merged tracts owned by Charles and Diane Valliere.

---

**Discussion:**

On 9/12/16, the City Council voted to restore the involuntarily merged lots on Webster Avenue that were owned by Charles and Diane Valliere. This 2016 vote was in accordance with RSA 674:39-aa.II.

That action caused a substantial increase in the property tax burden for the owners. While some increase in taxes was anticipated, the amount of the increase was almost double, and is causing a financial burden. Attached is a memo from the owners seeking a vote by the Council to void this 2016 action.

I have reviewed this request and I have communicated with the City Attorney. He is in agreement with me that since the deeds for the "unmerged" lots have not been recorded at the Merrimack County Registry of Deeds, a vote to void the 2016 action can be permitted.

Attorney Fitzgerald is also in agreement that this action will prevent the owners from seeking a future "restoration" vote by the City Council. As noted in the attached memo, the owners acknowledge this consequence. The owners will need to obtain subdivision approval for any action that changes the configuration of these lots.

**Alternatives:**

If the City Council denied the request, then the owner will continue to be taxed into the future on the restored lot layout.

**Attachments:** Memo from the Valliere's and a map of the subject lots

To: Elizabeth Dragon, City Manager  
From: Charles and Diane Valliere  
Date: July 17, 2017  
Re: 2016 Restoration of Involuntarily Merged Lots  
Request to Undo City Council Action

On September 12 ,2016 , I Charles Valliere , presented to the City Council a proposal to unmerge lots located at 34 Webster Ave Franklin NH. At said meeting this proposal was approved.

It was my hope that by achieving this change, my tax burden would go down; in fact it went way up to level that I cannot afford as I am approaching retirement.

Therefore at this time I would request that the Council decision on September 12, 2016 be voided as no new tax deeds have been prepared or recorded.

I have spoken to Dick Lewis whom in turn has spoken to the city attorney and they have said this is very possible as the new deeds to the unmerged lots have not yet been recorded.

I do understand that if the 2016 action voided, it would remove my ability to seek any further restoration under RSA 674:39-aa.II of the merged lot statute, and I accept this consequence.

I would like to thank all City Council members and Dick Lewis for their service and assistance in this matter

CHARLES AND DIANE VALLIERE  
PO Box 338  
Dracut, MA 01826





**CITY COUNCIL MEETING**  
**AGENDA ITEM VI**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*August 7<sup>th</sup>, 2017 City Council Meeting*

**From:** Krystal Alpers, Parks and Recreation Director

**Subject:** City Council to approve renovations to Odell Park Cottage.

---

**Recommended Motions:**

Councilor moves: **“I move the Franklin City Council approves removing the front and side porch to the Odell Park Cottage and install a temporary entryway.”**

---

**Discussion:**

Currently the Odell Park Cottage front and side porch are in disrepair, however, the cottage is on the National Register of Historic Places (NRHP) which limits what renovations can be done. Since the Cottage is on the NRHP, any renovation that is done must keep with the integrity of the building and be repaired/replaced the same as its original condition. Doing this is costly as there is intricate work in dismantling and saving any of the structure that is in salvageable condition. There have been many conversations about renovating the Cottage, but we currently do not have enough funding to do this renovation the way NRHP requires.

Last year, the Parks and Recreation Director applied for the Moose Plate grant and did not receive it. The intent was to use grant funding and some of the money in the Trust Fund to do this renovation. From a life safety perspective, the front and side porch must be removed at this time. Therefore, the Parks and Recreation Director is recommending that we remove both porches and salvage what we are able. We will then install a temporary entry way.

The Parks and Recreation Director intends to reapply for the Moose Plate Grant in the Spring of 2018. If successful, we will install a new front and side porch keeping with the integrity of the original porches.

The Parks and Recreation Director has submitted a building permit to the Planning and Zoning Department and will also present this proposal before the Heritage Commission at their next scheduled meeting.

Steve Donahue has offered to do this work at no cost to the city except for supplies for the temporary entry way.

7/3/17 RRL

# APPLICATION FOR BUILDING PERMIT

Permit No. (issued by the P/Z Office) B

City of Franklin, New Hampshire

Please print legibly and with pen

Street Address for Proposed Project:

150 Memorial St. Franklin, New Hampshire

Map/Lot # (Parcel ID):

New Map #: 117

Zone: 405

Owners Name:	City of Franklin			
Address (where owner resides):	316 Central St.	Franklin	NH	03235
Telephone (Contact info):	(Home Phone) 603 934 2118	(Work Phone)	(Cell Phone)	(email) kalpers@franklinnh.org

Person completing application:

Krystal Alpers

Person to contact to pick up approved permit:

Same

Phone: 934 2118

IF YOU ARE NOT THE OWNER, A LETTER OF AUTHORIZATION MUST BE SUBMITTED WITH THIS APPLICATION.

Type of Property:	<input checked="" type="checkbox"/> Single Family	<input type="checkbox"/> Two-Family	<input type="checkbox"/> Multi-Family
(as it exists prior to proposal)	<input type="checkbox"/> Business/Commercial/Industrial	<input type="checkbox"/> Vacant Land	

The following must be filled out for the entire proposal.

Type of Improvement	Sq. Footage	Cost of Work	<p>Initial filing fee for Residential \$50.00; and, Initial filing fee for Multi-family/Commercial \$150.00.</p> <p>The cost of work must include labor and materials even if free. Estimate cost to the nearest dollar.</p> <p>Inspections are ordered for each project. Inspection fees are \$40.00 per inspection. Inspections can be ordered to include, but not limited to, rough, insulation and final inspections. If you fail an inspection, a re-inspection fee will be ordered at \$50.00. If you are issued a temporary Certificate of Occupancy, you will be ordered to pay \$40.00 for the inspection for the Final Certificate of Occupancy. Ex. For a single family home inspections could entail 3 inspections at \$40.00 per inspections, for a total of \$120.00</p>
<input type="checkbox"/> Addition		\$	
<input type="checkbox"/> New Home		\$	
<input type="checkbox"/> Accessory Structure/Garage		\$	
<input type="checkbox"/> Deck/Porches		\$	
<input type="checkbox"/> Shed (>150 sq.ft.)		\$	
<input type="checkbox"/> Seasonal Conversion		\$	
<input type="checkbox"/> Other addition to property		\$	
<input checked="" type="checkbox"/> Alterations/Repairs		\$	

To determine the cost of construction/value for garage's and accessory structures, when a signed proposal is not available or the work is being completed by the homeowner, the office may use the most recent Permit Fee Multiplier as set in the ICC IBC and updated frequently. The column to use for the determination will be column 1A (under Utility, miscellaneous).

For the above improvements, a plot plan of the property, showing distances to each property line, MUST be included with the building permit, as well as a floor plan. For new additions, new homes or changes to non-living space to living space a copy of the approved Energy Code Compliance form must be submitted with this application.

Check all that apply	Fill out all that apply
----------------------	-------------------------

If you cannot determine for sure which item to check off, please check off the item that most resembles your project or contact the office

Facilities are available on site: ☒ City Water ☐ Well ☒ City Sewer ☐ Septic

Describe the proposed project (be specific and print please):  
 Remove front and side porch. Save any material that can be reused.  
 Place temporary entry ways. Continue to apply for grant funding.  
 Replace front porch and side porch when funding is obtained.

Please list the NAME and STATE CERTIFIED LICENSE NUMBER (when applicable) PLEASE PRINT

Contractor's Name:	Steve Donahue	Telephone #
Electrician's Name:		License #
Plumber's Name:		License #

I certify that the above information is accurate. I understand that any misstatement on this application may be grounds for the revocation of any permit issued.

Signature of Person completing application

Printed Name of person completing application

Date

6/4/17

DO NOT WRITE IN THIS SPACE- FOR OFFICE USE ONLY

Type of Fee	Type	Total Due	Date Paid	How Paid
Initial Fee				<input type="checkbox"/> Cash <input type="checkbox"/> ck #
Building Fees	<input type="checkbox"/> One or Two Family <input type="checkbox"/> Multi-Family Commercial	(less \$ _____ (amount pd for Initial fee))		<input type="checkbox"/> Cash <input type="checkbox"/> ck #
Inspect Fees (\$40.00 per)	<input type="checkbox"/> Rough <input type="checkbox"/> Insulation <input type="checkbox"/> Final <input type="checkbox"/> Other			<input type="checkbox"/> Cash <input type="checkbox"/> ck #
Total Amount Due				
Total Paid				<input type="checkbox"/> Cash <input type="checkbox"/> ck #
Total Owed				

APPROVALS:

☐ State Septic    ☐ State Energy Audit    ☐ Driveway Permit    ☐ Sketch of Site  
☐ Letter of Authorization    ☐ City Water Hook-up    ☐ Other \_\_\_\_\_

Information Needed: \_\_\_\_\_

Denied: ☐ Reason for Denial \_\_\_\_\_  
 Approved: ☐ Stipulation of Approval \_\_\_\_\_

Approval By \_\_\_\_\_

Date \_\_\_\_\_

**Inspections Ordered by Chuck Bodien (Building Inspector):**

<i>Inspections must be requested for:</i>	
Foundation/Footing _____	<input type="checkbox"/>
Rough _____	<input type="checkbox"/>
Insulation _____	<input type="checkbox"/>
Final _____	<input type="checkbox"/>
Other _____	<input type="checkbox"/>
Other _____	<input type="checkbox"/>
Other _____	<input type="checkbox"/>
<p><i>"All work must comply with State and Local Code Requirements."</i></p>	

IF ANY OF THESE  
 INSPECTIONS, ORDERED  
 BY CHUCK BODIEN ARE  
 CONDUCTED AND YOU  
 FAIL THAT INSPECTION,  
 THERE IS A \$50.00  
 REINSPECTION FEE THAT  
 MUST BE PAID PRIOR TO  
 ANY OCCUPANCY  
 PERMITS BEING ISSUED  
 FOR THE USE OF THE  
 PROPOSAL.



# CITY OF FRANKLIN, NEW HAMPSHIRE

*"The Three Rivers City"*

Planning and Zoning Department  
316 Central Street  
Franklin New Hampshire 03235

Tel: (603) 934-2341  
Fax: (603) 934-7413  
[dlewis@franklinnh.org](mailto:dlewis@franklinnh.org)

## Use/Occupancy Permits City Code Section 305-31, C.

Dear Applicant's Name:

You are applying for a building permit with the City of Franklin. Once the building permit is approved and prior to your occupancy of and/or use of the proposed project, an occupancy permit must be issued by the City of Franklin.

Once building has been completed on your proposed project and you are getting ready to use the proposed new construction, addition or other project, you must receive a certificate of occupancy in order to continue this use. Please contact Chuck Bodien (603-934-5680) to inquire about a time and date that the inspection can take place. At the time of the inspection, Chuck Bodien would approve, deny or approve with conditions the occupancy and issue either a Final CO (Certificate of Occupancy), a Temporary CO or other work would have to be done to prior to any approvals for occupancy. Upon Inspector Bodien's inspection, he would return the approval to the Planning and Zoning Office, where the CO would be issued within 2-3 working days (not including the date of the inspection).

If for some reason you are issued a Temporary Certificate of Use/Occupancy, there will be a \$40.00 re-inspection fee charged before the Final Certificate of Use/Occupancy will be issued. If you schedule the final inspection and you fail the final inspection, there will be a \$50.00 re-inspection fee charged before the Certificate of Use/Occupancy will be issued. The Occupancy permit will not be issued until these fees are paid in full.

If you have any questions or concerns, please feel free to contact the Planning and Zoning Office, at (603) 934-2341

Sincerely,

Richard Lewis  
Planning and Zoning Administrator

I have read and understand the above letter. I understand that I must obtain a Certificate of Occupancy Permit upon completion of all building on the property in question.

Applicant's Signature: \_\_\_\_\_  
Tax Map/Lot #: \_\_\_\_\_

Date: \_\_\_\_\_

6/7/17

Address: \_\_\_\_\_

12 ~~Rose~~ 150 Memorial St.





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

Planning and Zoning Department  
316 Central Street  
Franklin NH 03235

Tel: (603) 934-2341  
Fax: (603) 934-7413  
[dlewis@franklinnh.org](mailto:dlewis@franklinnh.org)

**ADDENDUM TO BUILDING PERMIT APPLICATION**

The obtaining of a City of Franklin Building Permit shall not relieve the owner of the responsibility for obtaining any other applicable local, State or Federal Permits that may be required.

In addition to obtaining a building permit from the City of Franklin, there may be other State and Federal Permits required, especially if the construction activity affects a water body or is within two hundred fifty (250) feet of the shoreline or a lake, river or stream.

All activities on the property shall be conducted in accordance with the New Hampshire Subsurface Septic System laws, the New Hampshire Shoreland Protection Act, the New Hampshire Fill or Dredge Law, Timber Harvesting laws, and other appropriate laws and regulations.

**Shoreline or Wetland Area**

If applicable, the applicant/owner shall be responsible for obtaining a State Wetlands Permit from the Department of Environmental Services-Wetland Bureau, for any work that involves dredging, filling or construction in or adjacent to surface waters and their banks, or wetlands, pursuant to New Hampshire RSA 482-A.

**Removal of Trees**

RSA 79:1 (Definitions), RSA 79:3 (Normal Yield Tax) and RSA 79:10 (Notice of Intent to Cut) must be complied with. A complete copy of the New Hampshire Revised Statutes Annotated (RSAs) is available at the Franklin Public Library and can also be found on the World Wide Web (<http://199.02.250.14/rsa/>).

The undersigned applicant/land owner acknowledges that he/she will comply with all appropriate local, State and Federal laws and procedures regarding construction activity on the above mentioned property.

Krystal Alpers

Print Name

[Signature]

Signature

6/7/17

Date

**CITY COUNCIL MEETING**  
**AGENDA ITEM VII**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*City Council Meeting, August 7, 2017*

**From:** Kevin LaChapelle, Fire Chief

**Subject:** For the Franklin City Council to consider the release of funds from the Raymond and Betty Turcotte Memorial Fund to pay for the tuition of Firefighter Zachary Burke to attend Paramedic School.

---

**Recommending motions:**

**August 7, 2017**

***Councilor moves: "I move that the Franklin City Council schedule a public hearing for Tuesday August 22, 2017 at 6:00 pm on Resolution 05-18 to allow withdrawing funds from the Raymond and Betty Turcotte Memorial Rescue Squad Trust Fund for the purpose of Paramedic training."***

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

**August 22, 2017**

***Councilor moves: "I move that the Franklin City Council adopts resolution 05-18 authorizing the withdrawal of an amount not to exceed \$12,000 from the Raymond & Betty Turcotte Memorial Rescue Squad Trust Fund for the tuition in support of sending Firefighter/AEMT Zachary Burke to Nationally Registered Paramedic School."***

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

---

**Background:**

The Raymond & Betty Turcotte Memorial Rescue Squad Trust Fund was established when Mr. Turcotte's *Will* donated one-third of his estate to the Rescue Squad in 1996. At this time, we are requesting to expend money from this account which will allow us to continue supporting our Advanced level of emergency medicine.

In the mid 1990's, Chief Clarenbach committed to training our EMS staff to a level of advanced emergency medicine (EMT-I). Later in 2001 Chief Clarenbach hired our first Paramedic (the highest level of Advanced Emergency Medicine). The City of Franklin committed to supporting Paramedic level service by hiring Paramedics when they are on the hiring list. The last time the Fire Department had an internal candidate attend Paramedic school was in 2002. It has since been very difficult to find internal staff that is willing to commit to this level of training. If this expenditure is approved, the City will enter into an Employment Agreement with Fire fighter Burke.



expenditure is approved, the City will enter into an Employment Agreement with Fire fighter Burke.

It is a known fact within the Emergency Services that hiring and maintaining staff to perform at the Paramedic level is a daunting task. The Fire Department is currently in a state of concern whereas only two out of four shifts are staffed with Paramedics. Moving forward with training our current staff to the Paramedic level serves is a true investment to health and well-being of our community. Training our current staff also solidifies staff retention by virtue of investing in their future. Paramedic level service has proven to save countless lives in our City and is highly recommended by Chief LaChapelle.

**Fiscal Impact:**

Raymond & Betty Turcotte Rescue Squad Memorial Trust Fund (Expendable)

Current balance as of 6/30/17 is \$82,000+

The fund has been used five times spending \$95,000 since its inception in 1997.

After this expenditure there will be a balance of \$70,000 in this trust fund. This current administration agrees with previous Fire Department administrations that this account should not be spent below the original principal of \$50,000.

We will be paying for books and labor through our Operational budget.

**Alternatives:**

The alternative is for the Fire Department to have only two paramedics on full-time staff.



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

316 Central Street  
Franklin, NH 03235

(603) 934-3900  
fax: (603) 934-7413  
cityhall@franklinnh.org

**RESOLUTION #05-18**

**A Resolution Relating to a Supplemental Appropriation for Fiscal Year 2018.**

**In the year of our Lord, Two Thousand Seventeen,**

**WHEREAS**, the City Council of the City of Franklin has adopted a budget for Fiscal Year 2018 which began July 1, 2017, and;

**WHEREAS**, the City Council of the City of Franklin, New Hampshire recognizes that, due to changes in personnel, the Fire Department now has just (2) paramedics in employment, and;

**WHEREAS**, the City Council of the City of Franklin, New Hampshire recognizes the Raymond & Betty Turcotte expendable trust fund was established for and has traditionally supported rescue related purchases for the Fire Department, and;

**WHEREAS**, the City Council of the City of Franklin, New Hampshire understands that the Turcotte trust fund has a current balance of approximately \$82,439, and;

**WHEREAS**, the City Council of the City of Franklin wishes to appropriate from the Turcotte trust fund an amount not to exceed \$12,000 for the purpose of sending Firefighter/AEMT Zachary Burke to Nationally Registered Paramedic School, Now,

**THEREFORE BE IT RESOLVED** that at the scheduled meeting of the City Council on Tuesday, August 22, 2017 the City Council of the City of Franklin, New Hampshire does hereby adopt resolution 05-18 allowing the withdrawal of Twelve Thousand Dollars (\$12,000) from the Turcotte trust fund and authorizing an increase in FY18 revenues:

Transfer In – Trust Funds Acct. No. 01-0-000-39160-000 – Twelve Thousand Dollars (\$12,000),

And an increase in expenditure account,

Rescue Staff Development Acct. No. 01-2-207-40291-000 – Twelve Thousand Dollars (\$12,000),

By a roll call vote.

**Roll Call:**

Resolution #05-18

Councilor Barton	_____	Councilor Dzujna	_____	Councilor Ribas	_____
Councilor Clarenbach	_____	Councilor Giunta	_____	Councilor Wells	_____
Councilor Desrochers	_____	Councilor Moquin	_____	Councilor Zink	_____

Approved: \_\_\_\_\_  
Interim 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 Katie A. Gargano 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

*City Council Meeting August 2017*

**From:** Elizabeth Dragon – City Manager

**Subject:** City Council to consider the granting of a Discretionary Preservation Easement for Mojalaki Golf Course (Submitted by One Yellow Rose, Roger Leblanc)

---

Councilor moves:

I move the Franklin City Council approve the Discretionary Easement application for Tax Map #119, lot #402-00, 341 Prospect Street establishing an easement value of

”

---

Mayor calls for a second, discussion, and vote.

---

**Discussion:** There have been discretionary easements in place for the golf course since 1983. The most recent easement expired March 31, 2017 and was not renewed within the statutory deadline for the 2017 tax year. Therefore, the easement application if approved would begin in the 2018 tax year.

The application has been reviewed by the city assessor and his letter of recommendation has been included. Using the Appraisal support submitted by Mr. Leblanc, the assessor is recommending an easement value in the range of \$191,500 to \$40,166.

The actual easement document would need to be updated with current dates and values and recorded. These fees would be charged to the property owner.

**Attachments/Exhibits:**

1. Easement application (PA-36) & map
2. Letter listing public use & access
3. Recommendation from City Assessor
4. Appraisal summary page
5. Sections of RSA 79C

FORM

PA-36

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
DISCRETIONARY EASEMENT APPLICATION

## STEP 1 PROPERTY OWNER (S)

PLEASE TYPE OR PRINT	LAST NAME <b>ONE YELLOW ROSE, LLC</b>	FIRST NAME
	LAST NAME	FIRST NAME
	STREET ADDRESS <b>PO BOX 313</b>	
	ADDRESS (CONTINUED)	
	TOWN/CITY <b>FRANKLIN</b>	STATE <b>NH</b>

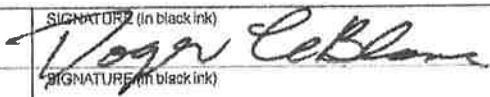
## STEP 2 PROPERTY LOCATION

PLEASE TYPE OR PRINT	STREET <b>321 PROSPECT STREET</b>			
	TOWN/CITY <b>FRANKLIN</b>		COUNTY <b>MERRIMACK</b>	
	NUMBER OF ACRES IN PARCEL <b>96.508</b>		NUMBER OF ACRES IN REQUESTED EASEMENT <b>94.508</b>	
	MAP # <b>119</b>	LOT # <b>402-00</b>	BOOK # <b>3094</b>	PAGE # <b>57</b>
	CHECK ONE: <input checked="" type="checkbox"/> Original Application <input type="checkbox"/> Renewal			TAX YEAR <b>2018</b>

## STEP 3 REASON FOR DISCRETIONARY EASEMENT APPLICATION

<input checked="" type="checkbox"/> Preservation of a Golf Course	<input type="checkbox"/> Preservation of an airport	<input type="checkbox"/> Preservation of Open Space
<input type="checkbox"/> Preservation of land for outdoor recreation by/or for the education of the general public		
Description of Public Benefit: <b>GOLF COURSE (PUBLIC ACCESS)</b>		

## STEP 4 SIGNATURES OF ALL PROPERTY OWNERS OF RECORD

TYPE OR PRINT NAME (In black ink) <b>ROGER LEBLANC</b>	SIGNATURE (In black ink) 	DATE <b>07/10/17</b>
TYPE OR PRINT NAME (In black ink)	SIGNATURE (In black ink)	DATE
TYPE OR PRINT NAME (In black ink)	SIGNATURE (In black ink)	DATE
TYPE OR PRINT NAME (In black ink)	SIGNATURE (In black ink)	DATE

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**DISCRETIONARY EASEMENT APPLICATION**  
 (CONTINUED)

**STEP 5 TO BE COMPLETED BY THE LOCAL ASSESSORS**

<input type="checkbox"/> APPROVED	Pending approval of Discretionary Easement agreement by landowner and assessing officials.
<input type="checkbox"/> DENIED	
Comments:	

**STEP 6 APPROVAL OF A MAJORITY OF SELECTMEN/ASSESSORS**

TYPE OR PRINT NAME (Ink black ink)	SIGNATURE (Ink black ink)	DATE
TYPE OR PRINT NAME (Ink black ink)	SIGNATURE (Ink black ink)	DATE
TYPE OR PRINT NAME (Ink black ink)	SIGNATURE (Ink black ink)	DATE
TYPE OR PRINT NAME (Ink black ink)	SIGNATURE (Ink black ink)	DATE
TYPE OR PRINT NAME (Ink black ink)	SIGNATURE (Ink black ink)	DATE

**STEP 7 DOCUMENTATION**

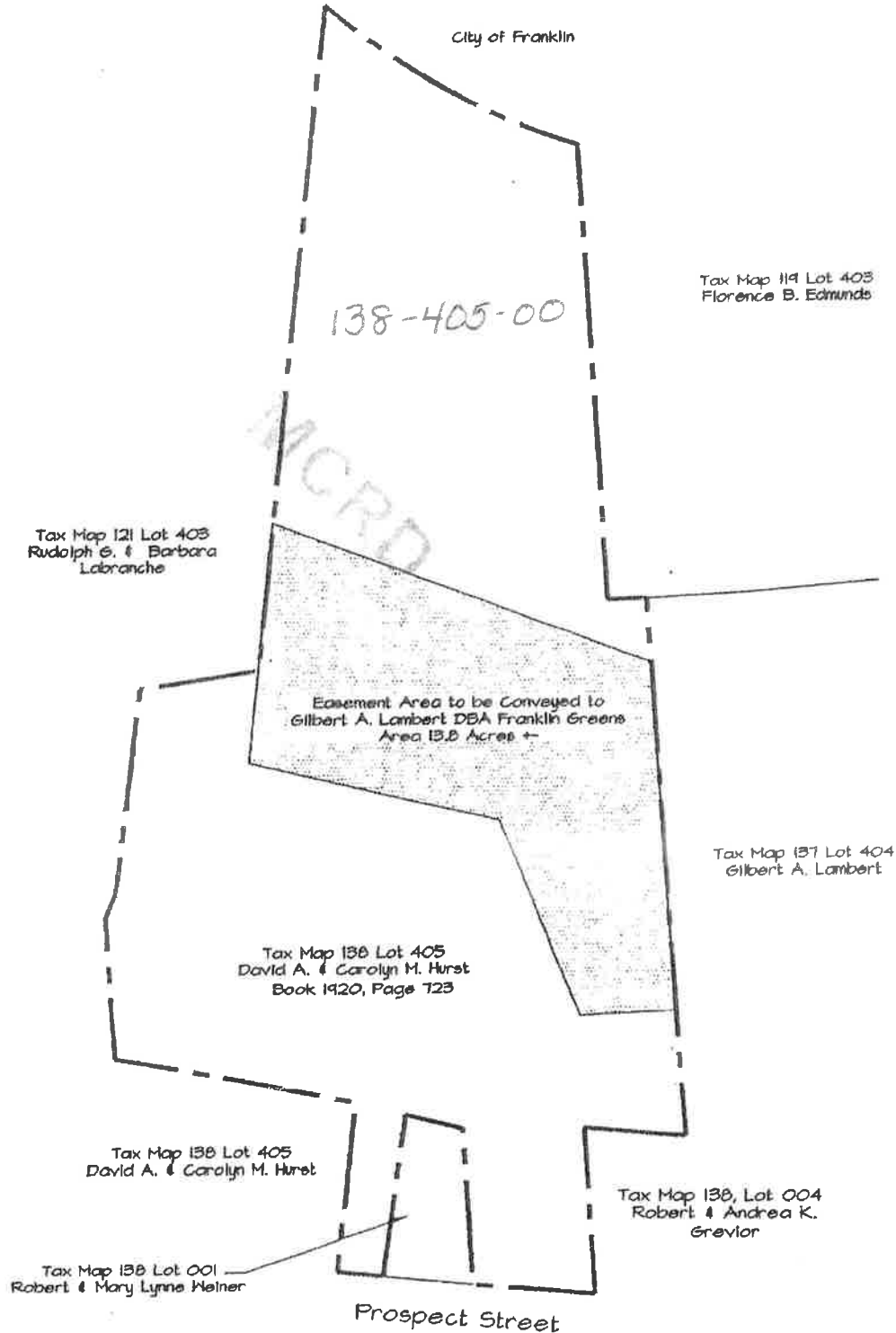
(a) A map of the entire parcel showing the property location, orientation, overall boundaries and acreages clearly showing easement area requested.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(b) An appraisal justifying the value of the requested easement.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Sketch FOR  
DESCRIPTION AND  
EASEMENT





# Easement Sketch for the Franklin Greens



MERRIMACK COUNTY RECORDS

*Kath. L. Quay*, Register

Project No. 99017

July 24, 2017

The Following is a List of Reasons Why We Believe the Application for Discretionary Easement should be granted to Mojalaki Country Club, LLC.

Dear Sir:

- We support the Parks and Recreation Department yearly by instructing the children on the proper methods of playing golf, at no cost to the city.
- We allow many people to use our property for leisure walks and strolls with their dog to observe a multitude of different animals and birds that frequent the property.
- We support all non-profit organizations with discounted merchandise and facilities.
- We support the Franklin High School football team with their fund raising efforts by offering a discount for golf.
- We also support the FHS golf team by allowing them to play and practice for free. They have also held their tournaments at the end of the year here.
- Mojalaki has provided golf carts to local organizations when needed for transporting people at school and recreational functions.
- We try to employ local kids as their first job in the workforce.
- We support local businesses by buying local.

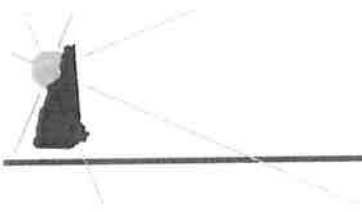
Mojalaki is a great place for wild life to be seen and appreciated so close to the city. It is land that would otherwise be grabbed up by developers, putting a greater burden on the school system and municipal services and ultimately on the taxpayer. Preserving that land for recreation has to be both environmentally and economically sound.

Sincerely,

A handwritten signature in dark ink, appearing to read "Roger LeBlanc". The signature is fluid and cursive, with the first name "Roger" being more prominent and the last name "LeBlanc" following in a similar style.

Roger LeBlanc

Mojalaki Country Club, LLC



# ***Avitar Associates of New England, Inc.***

***A Municipal Services Company***

**July 28, 2017**

**City of Franklin  
Deb Ryba, Assessing Technician  
316 Central Street  
Franklin, NH 03235**

**Re: RSA 79-C Discretionary Easement Application**

Dear Deb:

On behalf of One Yellow Rose, LLC, Roger LeBlanc has submitted an application for a Discretionary Easement for 94.508 of the 96.508 acre parcel total of property identified as Map 119, Lot 402, located at 321 Prospect Street. It should be noted that this property has been the subject of discretionary easements starting in 1983. The most recent easement expired March 31, 2017 and was not renewed by the statutory deadline. As such, this application is being submitted as a new application commencing with the 2018 tax year. The application, accompanying map and statement of public benefit are complete and meet the requirements set forth in RSA 79-C. The statute requires that the land subject to the easement be assessed in a range, the low end of which is the value of such land if it were in current use and the high end by multiplying 75 percent of the land's fair market value by the current equalization rate. The applicant submitted an appraisal with the application which intends to provide opinion of market value of the land only as if vacant and as of April 1, 2017. It should be noted that this appraisal should not be confused with an appraisal of the entire property at its highest and best use, which is currently a public golf course. That being said, using the opinion of value contained in the appraisal for the sole purpose of establishing the high end of the value range for the easement, would equate to an equalized value of the easement area of approximately \$191,500. Using the value for the Farm category of current use would equate to a low end of the value range for the easement area of \$40,166. I recommend that the council determine a value within this range based on the weight of the perceived public benefit outlined by the applicant.

Feel free to contact me, should you have any questions.

**Very Truly Yours,**

**Mark Stetson, CNHA  
Assessor Supervisor**

MS/sjc

**J. CHET ROGERS, LLC**  
Commercial Real Estate Appraiser  
P.O. Box 1138  
Hollis, New Hampshire 03049

New Hampshire Certified General NHCG-727  
Maine Certified General MECG-2590  
Massachusetts Certified General MACG-103344  
Vermont Certified General VTCG-080.0091163  
[www.chetrogers.com](http://www.chetrogers.com) [www.conservationappraisal.com](http://www.conservationappraisal.com)

Tel: (603) 722-0663  
Fax: (603) 546-7776

Email: [chet@chetrogers.com](mailto:chet@chetrogers.com)

June 30, 2017

Roger LeBlanc  
One Yellow Rose, LLC  
321 Prospect Street  
Franklin, NH 03235

**RE: 321 Prospect Street, Franklin, New Hampshire**

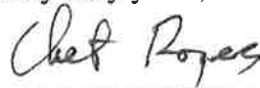
Dear Mr. LeBlanc:

As requested, the captioned property has been inspected to arrive at a retrospective opinion of market value of the fee simple interest in the subject property's land only as of April 1, 2017, the original date assessments were set. This requested appraisal, submitted in Appraisal Report format, has been prepared based on my understanding of provisions of the Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 2-2(a). Based upon my investigations and analyses, I have formed an opinion as to the market value of the AS IS fee simple interest in the subject land at the level of:

**\$240,000**

Accompanying report outlines the appraisal process and sets forth the rationale and methodology leading to the final opinion of value set forth above. Your attention is called to the Assumptions and Limiting Conditions which apply to this report, and to the Certification of Appraisal.

Very truly yours,



J. CHET ROGERS, MAI  
Certified General Appraiser (NHCG-727)

JCR:cjr  
Appraisal No. 170607

## SUMMARY OF SALIENT FACTS & CONCLUSIONS

**Location:** 321 Prospect Street, Franklin, New Hampshire

**Owner of Record:** One Yellow Rose, LLC

**Assessment and Taxes:**

	With discretionary easement	Without discretionary easement
Land	\$135,100	\$412,500
Improvements	\$248,500	\$945,500
Total assessment	\$383,600	\$1,358,000
Tax Rate	\$25.23	\$25.23
Total Taxes	\$9,678	\$34,262

Note that improvements include enhancements to the land to make it a golf course. Thus, the difference in value of improvements is in large part included in the discretionary easement.

**Zoning:** RR

**Land Area:** 96.5 Acres

**Improvements:** An 18-hole golf course with supporting structures and equipment not valued herein.

**Highest and Best Use:** Residential subdivision of four lots with the remaining acreage as surplus land

**Purpose of Appraisal:** To form an opinion as to market value of the land as if vacant in the Subject property as of the specified date.

**Estimated Exposure Time:** Two years

**Estimated Marketing Time:** Two years

**Value Conclusion:** \$240,000 AS IS

**Date of Inspection:** June 10, 2017

**Date of Value:** April 1, 2017

**Appraiser:** J. Chet Rogers, MAI  
Certified General Appraiser (NHCG-727)

# TITLE V TAXATION

## CHAPTER 79-C DISCRETIONARY EASEMENTS

### Section 79-C:1

**79-C:1 Declaration of Public Interest.** – It is hereby declared to be in the public interest to encourage the preservation of open space which is potentially subject to development, thus providing a healthful and attractive outdoor environment for work and recreation of the state's citizens, maintaining the character of the state's landscape, and conserving the land, water, forest, agricultural, recreational, and wildlife resources. It is further declared to be in the public interest to prevent the loss of open space due to property taxation at values incompatible with open space usage. The means for encouraging preservation of open space authorized by this chapter is the acquisition of discretionary easements of development rights by town or city governments on such open space land which provides a demonstrated public benefit.

**Source.** 1996, 176:1, eff. Aug. 2, 1996.

# TITLE V TAXATION

## CHAPTER 79-C DISCRETIONARY EASEMENTS

### Section 79-C:2

**79-C:2 Definitions.** – In this chapter:

I. "Discretionary easement" means a restriction of open space land granted to a city or town for a term of 10 or more years.

II. "Public benefit" shall have the meaning described in RSA 79-C:3.

III. "Golf course land" means a parcel of 10 acres or more of land used in the playing of the game of golf including greens, fairways, tees, traps, and roughs, and such other areas which are located within the established playing area.

**Source.** 1996, 176:1, eff. Aug. 2, 1996.

**CITY COUNCIL MEETING**  
**AGENDA ITEM IX**





**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*August 7, 2017*

**From:** Brian J. Sullivan, Municipal Services Director

**Subject:** City Council to consider setting a public hearing for Ordinance # 05-18, an ordinance proposing a change to the Franklin Municipal Code, Chapter 284 "Vehicles and Traffic", Section 284-24 Limited Parking; no parking areas; Subsection B- Fifteen minute parking and Subsection E- Reserved and limited Parking.

---

**Recommended Motion(s):**

***August 7, 2017***

***Councilor Moves: "I move that the Franklin City Council set a public hearing on Ordinance # 05-18 at 6:00 PM on Tuesday September 5, 2017 in the Council Chambers at the Franklin City Hall."***

***Mayor calls for a second and the vote.***

***September 5, 2017***

***Councilor Moves: "I move that the Franklin City Council adopt Ordinance # 05-18, proposing a change to the Franklin Municipal Code, Chapter 284 "Vehicles and Traffic", Section 284-24 Limited Parking; no parking areas; Subsection B- Fifteen minute parking and Subsection E- Reserved and limited Parking."***

***Mayor calls for a second and calls for a roll call vote.***

---

**Discussion:**

On Thursday July 27, 2017 the Legislative Committee met to review proposed ordinance changes to the Franklin City Code. Proposed Ordinance #05-18 relates to changes to Chapter 284 "Vehicles and Traffic". The ordinance proposes establishing limited parking for the City Hall and Library parking lot and re-establishes fifteen minute parking on Memorial Street in place of the current two spaces being used as a former bus stop.

**Concurrences:**

The three member Legislative Committee unanimously voted to direct the City Manager to draft a proposed ordinance relating to the above.

**Alternatives:**

Maintain the existing Traffic Code relating to the proposed changes. This would not make the best use of City Hall and Memorial Street parking.

**Attachments / Exhibits:**

Ordinance # 05-18



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

316 Central Street  
Franklin, NH 03235

(603) 934-3900  
fax: (603) 934-7413  
cityhall@franklinnh.org

**ORDINANCE #05-18**

**AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:**

**In the Year of our Lord, Two Thousand Seventeen;**

**Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 284 Vehicles and Traffic, Section 284-24 Limited parking; no parking areas, Subsection B Fifteen-minute parking and Subsection E Reserved and limited parking be changed as per below:**

**§284-24 Limited parking; no parking areas.**

- B.** Fifteen-minute parking. Fifteen-minute spaces are designated as follows: between the hours of 8:00 a.m. and 6:00 p.m. Mondays through Saturdays, inclusive. [Amended 5-4-2015 by Ord. No. 11-15]

	<b>Street</b>	<b>Section</b>	<b>Side</b>
Remove	Memorial Street [Amended 1-5-2015 by Ord. No. 08-15; 10-5-2015 by Ord. No. 06-16]	336 Central Street north to memorial parking lot entrance (1 space)	Northeast
Add	Memorial Street	336 Central Street north to Municipal Parking lot entrance (3 spaces)	Northeast

- E.** Reserved and limited parking. Reserved and limited parking areas are designated as follows:

	<b>Street</b>	<b>Number of spaces</b>	<b>Purpose</b>
Add	City Hall/Library Parking Lot	Entire Lot	City Hall and Library Parking Only
Remove	Memorial Street north from Central 2 Street to Municipal Parking Lot entrance [Added 1-5-2015 by Ord. No. 08-15; amended 10-5-2015 by Ord. No. 06-16]		Bus stop (reserved)

**By a roll call vote.**

**Roll Call:**

<b>Councilor Barton</b>	_____	<b>Councilor Dzujna</b>	_____	<b>Councilor Ribas</b>	_____
<b>Councilor Clarenbach</b>	_____	<b>Councilor Giunta</b>	_____	<b>Councilor Wells</b>	_____

**Councilor Desrochers** \_\_\_\_\_ **Councilor Moquin** \_\_\_\_\_ **Councilor Zink** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
**Interim 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 Katie A. Gargano is the City Clerk for the City of Franklin, Franklin, New Hampshire.**

**A true copy, attested:** \_\_\_\_\_  
**City Clerk**

**Date:** \_\_\_\_\_

**CITY COUNCIL MEETING**  
**AGENDA ITEM X**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**  
*City Council August 2017*

**From:** Elizabeth Dragon – City Manager  
**Subject:** Baiting wildlife on City Owned land  
Chapter 232 City Owned property

---

***Recommended Motion: "I move that the Franklin City Council sets a public hearing on Ordinance #06-18 for September 5, 2017 at 6:00pm"***

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

---

**Background:**

Chapter 232 of the city code discusses City Owned property.

Currently there is no guidance in the code regarding baiting of animals on city land.

In New Hampshire, Fish & Game has a permit to bait wildlife during certain times of the year.

Baiting is the act of placing meat, carrion, honey or any other food or ingestible substance capable of luring or attracting coyote, fur-bearing animals, or game animals with the exception of the gray squirrel.

If baiting on town or city owned land-the municipality must sign off on an application to Fish & Game as the landowner (copy attached). I recently had a hunter come in and ask me to sign such a permit. I searched our code and could find no guidance on the subject. So I then asked the city attorney.

In essence-the code has no specific grant or authority for the city manager to sign a permit and there is no history of council passing on the matter to the manager. Therefore, it is a council decision. He suggests either the council adopt a city wide policy or grant authority to the city manager to deal with the requests on a case by case basis.

The Legislative Committee met on July 27, 2017 and voted to add:

**Chapter 232-5 Baiting of Wildlife on City Property**  
**The baiting of wildlife is not permitted on city property.**

- As an alternative: you could add a section to allow exceptions.

However, I personally don't feel the city manager should be reviewing areas of the city for potential baiting and making case by case decisions. Most communities in NH simply

prohibit baiting due to liability concerns, health concerns (with the potential use of rotting meat etc), issues with attracting a variety of wildlife to a certain section of city land etc.



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

316 Central Street  
Franklin, NH 03235

(603) 934-3900  
fax: (603) 934-7413  
cityhall@franklinnh.org

**ORDINANCE #06-18**

**AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:**

**In the Year of our Lord, Two Thousand Seventeen;**

**Be it ordained by the City Council of the City of Franklin to amend the Franklin Municipal Code, Chapter 232 Property, City-Owned, to add a new section for Baiting of Wildlife on City Property:**

Chapter 232 of the Code of the City of Franklin is hereby amended to add a new section following §232-4 to be known as §232-5 as follows:

**§232-5 Baiting of Wildlife on City Property**

The baiting of wildlife is not permitted on city property.

**By a roll call vote.**

**Roll Call:**

Councilor Barton	_____	Councilor Dzujna	_____	Councilor Ribas	_____
Councilor Clarenbach	_____	Councilor Giunta	_____	Councilor Wells	_____
Councilor Desrochers	_____	Councilor Moquin	_____	Councilor Zink	_____

Approved: \_\_\_\_\_  
Interim 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 Katie A. Gargano is the City Clerk for the City of Franklin, Franklin, New Hampshire.

A true copy, attested: \_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

**CITY COUNCIL MEETING**  
**AGENDA ITEM XI**





**CITY OF FRANKLIN**  
**COUNCIL AGENDA REPORT**  
*City Council August 2017*

**From:** Elizabeth Dragon – City Manager  
**Subject:** City Council to consider amending Chapter 215-4.1 Fireworks

---

***Recommended Motion: "I move that the Franklin City Council sets a public hearing on Ordinance #07-18 for September 5, 2017 at 6:00pm"***

1. Mayor calls for a second, discussion, and the vote.
- 

**Background:**

Chapter 215-4.1 Fireworks was added in 2007 and amended in 2008. It allows fireworks to be ignited until 11pm every day except on Fourth of July which has no time restriction.

***§ 215-4.1 Fireworks.***

[Added 9-4-2007 by Ord. No. 05-08]

Without limitation of the prohibition contained in § 215-2, it shall be unlawful for any person within any residential, commercial, retail or industrial zone of the City to ignite fireworks past the hour of 11:00 p.m. until noon the following day except on the Fourth of July holiday.

***215-2 Prohibited conduct.***

It shall be unlawful for any person, firm or corporation to make, continue or cause to be made or continued or to allow to be continued any loud, unnecessary, unreasonable or unusual noises or any noise which either annoys, disturbs or endangers the comfort, repose, health, peace, safety, convenience, welfare and prosperity of others within the limits of the City of Franklin.

The Fire department, Police department, and City hall have received several complaints in regards to fireworks being shot off at late hours all days of the week. The loud noise is startling residents, disturbing sleep, and frightening pets. A resident in one neighborhood has been working on a petition (currently with over 200 signatures) to request a reduction to the time frame fireworks are allowed to be ignited.

The legislative committee agreed the time limits should be adjusted. The committee agreed on a compromise that states during the work week (Sunday through Thursday) fireworks should not be allowed past 9:30pm. On the weekend days Friday & Saturday (as well as holidays) the time would be extended to 10:00pm.

City of Franklin, NH  
Thursday, July 27, 2017

## Chapter 232. Property, City-Owned

### § 232-1. Purpose.

In order to protect and provide for the health, safety, and welfare of the citizens of Franklin and all visitors to the City, the Franklin City Council hereby establishes provisions for the use of City-owned properties and the restrictions for certain uses that might compromise the health, safety, and welfare of all persons.

### § 232-2. City codes.

As the definition of "city property" encompasses many different types of land areas, rights-of-way, and structures, there already exists a variety of City codes that address the use of these areas. The existing codes include, but are not limited to, the following chapters:

Chapter 101, Alcoholic Beverages  
Chapter 107, Animals  
Chapter 113, Bicycles  
Chapter 125, Moving of Buildings  
Chapter 143, Curfew  
Chapter 149, Driveways  
Chapter 155, Public Entertainment  
Chapter 170, Floodplain Management  
Chapter 180, Hazardous Substances  
Chapter 203, Littering and Public Cleanliness  
Chapter 215, Noise  
Chapter 219, Nuisances  
Chapter 222, Parks and Beaches  
Chapter 230, Peddling and Soliciting  
Chapter 245, Sewers  
Chapter 252, Skates and Skateboards  
Chapter 257, Solid Waste  
Chapter 262, Streets and Sidewalks  
Chapter 284, Vehicles and Traffic  
Chapter 289, Water  
Chapter 294, Weapons  
Chapter 309, Community Center  
Chapter 321, G.A.R. Hall

### § 232-3. Adoption of policies; enforcement.

In addition to the applicable City codes, the City may adopt policies for the use of specific structures, parks, parking areas, sidewalks, or similar properties. The application and interpretation of the

policies shall be carried out by the specific department responsible for the property. For certain proposed uses, the department head, in consultation with the City Manager, is permitted to apply some discretion to allow for certain uses that might not be included in the list of allowed uses but are determined to be consistent with, and similar to, the enumerated uses. All policies shall be adopted by the applicable committee of the City Council, or by the Council itself as deemed appropriate by the Committee.

## § 232-4. Overnight use of property.

No camping or any overnight use of any City property is allowed unless it meets the following requirements:

- A. The proposed use is being carried out by an organization which must have a recognized goal of community assistance, education, or other recognizable focus of community support. Eligible organizations may seek approval on a yearly or a use-by-use basis.
- B. Prior to approval by the appropriate City department (Parks and Recreation, Conservation, Municipal Services, etc.), the organization shall outline the proposed use and duration and the number of individuals involved.
- C. Any City property used for any camping or overnight activities shall be cleaned after the activity and shall be left in its original condition. All trash or debris shall be removed from the property and disposed of properly.
- D. The appropriate department head, or the City Manager, retains the right to deny any camping or overnight use if a determination is made that the request did not adequately describe the planning or management of the activity or that the proposed use will not protect and provide for the general health, safety and welfare of the City.

\* proposed  
addition

232-5



STATE OF NEW HAMPSHIRE  
FISH AND GAME DEPARTMENT  
11 HAZEN DRIVE — CONCORD 03301

F&G 160  
Rev. 09/2016  
LAW16006.indd

**PERMIT TO BAIT WILDLIFE**

Indicate whether this bait site location is on state owned or managed land (Fis 307.05)  
or is not on state owned or managed land (Fis 307.01):

Check one: ☐ IS on State Owned or Managed Land ☐ IS NOT on State Owned or Managed Land

If permittee is a licensed NH Hunting Guide, indicate whether this bait site is for private or commercial use:

Check one: ☐ Private Use ☐ Commercial Use

I hereby grant to \_\_\_\_\_ of \_\_\_\_\_

(ADDRESS: STREET) (TOWN) (STATE) (ZIP)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Telephone Number: \_\_\_\_\_

Permission to bait for \_\_\_\_\_ on land owned or occupied  
(SPECIES ALLOWED MUST BE SPECIFICALLY INDICATED)

by me, hereinafter described, during the period designated by the laws of the State of New Hampshire. Said land located as follows:

Wildlife Management Unit: \_\_\_\_\_ Town(s): \_\_\_\_\_

Road(s) \_\_\_\_\_

Exact Location: \_\_\_\_\_  
(MUST INCLUDE SPECIFIC DIRECTIONS TO ALLOW A PERSON TO LOCATE EACH BAIT SITE)

Landowner's Stipulations \_\_\_\_\_

Landowner's Name \_\_\_\_\_ Telephone Number: \_\_\_\_\_

(ADDRESS: STREET) (TOWN) (STATE) (ZIP)

This permit expires December 31st following the date of issuance except as provided by Fis 307.01(e)(1) and Fis 307.05(e)(1).

(DATE OF ISSUANCE) (SIGNATURE OF LANDOWNER)

This permit is not valid unless ALL information items have been provided and the proper distribution, including U.S.G.S. map or copy thereof, has been completed.

**NOTE: SEE BELOW FOR IMPORTANT INFORMATION AND INSTRUCTIONS!**

**Baiting:** The act of placing meat, carrion, honey or any other food or ingestible substance capable of luring or attracting coyote, fur-bearing animals, or game animals with the exception of gray squirrel (207:1 II-a)

No person shall engage in the act of baiting for fur-bearing animals, including coyote or game animals, with the exception of gray squirrel from April 15 to August 31.

No person may bait wildlife on the property of another unless he has secured from the owner or occupant of the property upon which the bait is to be deposited a permit (Permit To Bait Wildlife) in writing, signed by the owner or occupant, and until he has filed a copy of the permit with the Fish and Game Department as specified below, together with a USGS map or copy thereof showing the specific location of the bait site (207:3-d).

No person shall place bait less than 300 feet from a dwelling or public roadway, path or trail.

A permit to bait wildlife shall be valid for a single permittee only and shall have only that permittee's name entered on the permit. No person other than the permittee is authorized to place bait. At each bait site, an identification sign at least 3 x 6 inches in size shall bear the name and address of the person placing said bait, and shall bear the names of not more than 2 other persons permitted to hunt over the bait (excluding guides).

No identification sign at a bait site shall be altered by substitution or changing of the names listed thereon during the open season for taking bear.

A person with a current hunting license may be allowed a maximum of 2 active bait sites, depending on the species and WMU. A bait site shall be considered active if the baiting season for the species allowed on the permit to bait wildlife is open or if no specific expiration date is noted on the permit form.

From the close of the season to take bear with the aid and use of bait through December 15th, baiting for coyote shall be restricted to the use of meat, animal parts, carrion, or fish.

No person shall use the aid of bait to take wild turkeys.

Permit applications to bait wildlife on lands other than state owned and managed land shall not be considered unless received by the Department on or before the first Monday in August if baiting for bear, or by the first Monday in October for all other species.

On state owned or managed lands (National Forest) applications will be accepted at any time, except, applications for baiting bear and deer shall not be considered unless received between the first Monday in June and the first Monday in August. Note: Special rules apply for the Connecticut Lakes Headwaters Forest baiting permit lottery (see Fis 307.04(k)).

This permit does not convey any rights other than permission to bait the wildlife species indicated according to the laws of the State of New Hampshire, subject to whatever stipulations the landowner may prescribe.

Prior to the placement of any bait, copies of this permit shall be distributed as follows:

- Original to be retained by permittee.
- One copy to be left with the landowner.
- If baiting on state owned or managed land: One copy with USGS map attached shall be submitted in hand to the Law Enforcement Division at NH Fish and Game Headquarters in Concord, or be mailed to the Law Enforcement Division, NH Fish and Game Department, 11 Hazen Drive, Concord, NH 03301. Once it has been approved, our office will send you the signed permit.
- If not baiting on state owned or managed land: Two copies with USGS map attached shall be submitted in hand to the Wildlife Division at NH Fish and Game Headquarters in Concord, or be mailed to the Wildlife Division, NH Fish and Game Department, 11 Hazen Drive, Concord, NH 03301. Other than for deer or bear, the permittee shall not place any bait until 3 days after the date of postmark during the open season.

This summary of the baiting regulations is intended only as a guide. The complete Fish and Game Laws may be viewed at [www.wildlife.state.nh.us](http://www.wildlife.state.nh.us)



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

316 Central Street  
Franklin, NH 03235

(603) 934-3900  
fax: (603) 934-7413  
cityhall@franklinnh.org

**ORDINANCE #07-18**

**AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:**

**In the Year of our Lord, Two Thousand Seventeen;**

**Be it ordained by the City Council of the City of Franklin to amend the Franklin Municipal Code, Chapter 215 Noise, Section 215-4.1 Fireworks, is hereby amended to read as follows:**

**§ 215-4.1 Fireworks.**

[Added 9-4-2007 by Ord. No. 05-08]

**Statement**

It is the intent of the City of Franklin to promote the safe and authorized use of Class B Fireworks and legal Class C "Permissible Fireworks" as described by the New Hampshire State Fire Marshal's Office pursuant to all regulatory guidelines under NH RSA 160- B and NH RSA 160-C. Furthermore it is intended to protect the health and welfare of the citizens of the City of Franklin and preserve the quality of life in this community, without unduly prohibiting, limiting or otherwise regulating the legal sale and display of fireworks defined in NH RSA 160-C. The purpose of this ordinance is to establish standards for the control of fireworks in the city and by prohibiting specific activities during designated times.

Without limitation of the prohibition contained in § **215-2**, it shall be unlawful for any person within any residential, commercial, retail or industrial zone of the City to ignite fireworks Sunday through Thursday past the hour of 9:30 p.m. until noon the following day, Friday and Saturday (in addition to all nationally recognized holidays) past the hour of 10:00 p.m. until noon the following day.

It shall be unlawful for any person to violate any of the provisions or regulations as set forth by this ordinance.

**By a roll call vote.**

**Roll Call:**

<b>Councilor Barton</b>	_____	<b>Councilor Dzujna</b>	_____	<b>Councilor Ribas</b>	_____
<b>Councilor Clarenbach</b>	_____	<b>Councilor Giunta</b>	_____	<b>Councilor Wells</b>	_____
<b>Councilor Desrochers</b>	_____	<b>Councilor Moquin</b>	_____	<b>Councilor Zink</b>	_____

**Approved:** \_\_\_\_\_

**Interim 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 Katie A. Gargano is the City Clerk for the City of Franklin, Franklin, New Hampshire.**

**A true copy, attested:** \_\_\_\_\_  
**City Clerk**

**Date:** \_\_\_\_\_

**CITY COUNCIL MEETING**  
**AGENDA ITEM XII**



**CITY OF FRANKLIN**  
**COUNCIL AGENDA REPORT**  
*City Council Meeting August 2017*

**From:** Elizabeth Dragon – City Manager

**Subject:** City Council to consider scheduling three consecutive public hearings necessary to apply for up to \$500,000 of CDBG Grant funds on behalf of the Community Action Program for demo of existing city building at 82 Elkins street and construction of a new building in its place.

---

**Suggested Motions:**

1. Councilor moves:

“I move that the Franklin City Council schedule three consecutive public hearings on August 22, 2017 beginning at 6:00 pm regarding an application for a Community Development Block Grant (CDBG) Grant up to \$500,000 on behalf of the Community Action Program (CAP) for demo of existing building at 82 Elkins street and construction of a new one its place”

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

---

**Discussion:** The Council needs to schedule a public hearing if they wish to apply for a CDBG grant on behalf of the Community Action Program (CAP).

Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The City of Franklin is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 for economic development projects, as well as up to \$350,000 in emergency funds. Feasibility Study funds are available for up to \$12,000 per study. January marked the beginning of a new funding year and we have not yet applied for housing/public facility funds.

The purpose of a public hearing for CDBG funding is to receive public comment on a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds for the demolition of the existing building at 82 Elkins Street and construction of a new building in its place.

A public hearing is also required on the Residential and Antidisplacement and Relocation Assistance Plan and a hearing is required on the Housing and Community Development Plan.

The City Council met with CAP regarding this project on July 24<sup>th</sup> and agreed to move forward with the application. The next meeting of the council is August 22, 2017 and will meet the timeline necessary to apply for this round of funding. (Needs to be held before August 28<sup>th</sup>).



CITY OF FRANKLIN  
Public Hearings Notice  
Community Development Block Grant Project

The Franklin City Council will hold three consecutive Public Hearings on August 22, 2017, 6:00 p.m. at City Hall, 316 Central Street, Franklin, New Hampshire 03235. 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 and housing projects, and up to \$350,000 for emergency activities. Up to \$12,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons. The public hearings will hear public comment on the following:

1. A proposed application to the Community Development Finance Authority for up to \$500,000 for the demolition of the City owned, CAP leased, building at 82 Elkins St, Franklin, NH. A 5,000 sf +/- building will be constructed in its place. The facility presently offers, through CAP, emergency food pantry assistance, the NH Fuel Assistance Program, the NH Electric Assistance Program, Weatherization Program, Information and Referral Service, Direct Housing Assistance, Women Infant & Children's Nutrition Services, Neighbor Helping Neighbor, Commodity Surplus Food Program, Security Deposit Guarantee Program, Emergency Assistance Program, Emergency Housing Program. At the site. Merrimack County presently provides Juvenile Diversion Services. The majority of persons served at the site are of low and moderate income.
2. the Residential Antidisplacement and Relocation Assistance Plan.
3. Progress of the Riverbend Mill property project, 100 Memorial Street in Franklin, conversion into approximately 45 units of affordable housing. This project has a \$500,000 CDBG as part of the financing of the renovation.

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, New Hampshire 03235  
(603)934-3900

**CITY COUNCIL MEETING**  
**AGENDA ITEM XIII**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*City Council Meeting of August, 2017*

**Subject: Other Business**

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**1. Committee Reports**

**2. Mayor Resignation/Appointments**

Conservation Commission  
Trustees of the Trust Fund

**3. City Council Resignation/Appointments**

Library Board of Trustees  
Lakes Region Planning Commission Transportation Technical  
Advisory Committee (TAC)  
Winnepesaukee River Basin Program (WRBP) Advisory Board

**4. City Manager's Update**

**5. Late Items**

## **MAYOR'S RESIGNATION/APPOINTMENTS**

### **Conservation Commission:**

#### **Resignation**

**Mayor: "I regretfully accept the resignation of Donna Liolis from the Conservation Commission (Seat CC2)."**

#### **Appointments**

**Mayor: "I reappoint Nita Tomaszewski to the Conservation Commission (Seat CC3), Term of Service to September 2020."**

### **Trustees of the Trust Funds:**

#### **Appointments**

**Mayor: "I reappoint Kathy Zink to the Trustees of the Trust Funds (Seat TT1), Term of Service to September 2020".**

**From:** Donna Liolis

**Sent:** Friday, February 17, 2017 7:49 AM

**To:** nitat@metrocast.net

**Subject:** Re: We missed you?

I'm emailing you now with my resignation as of today! I have not been well since last July of 2016 with Lyme & Bells. I've also been in & out of the hospital 6 times before I could find one to give me the light of day. I'm still going to OT & PT for help & I'm trying to get better. Sorry you disapprove but so do I.

Donna

## **CITY COUNCIL RESIGNATIONS/APPOINTMENTS**

### **Library Board of Trustees:**

#### **Resignation**

**Motion: “I move that the Franklin City Council accept Mike Gula’s resignation from the Franklin Public Library Board of Trustees (Seat LT3).”**

### **Lakes Region Planning Commission Transportation Technical Advisory Committee (TAC):**

#### **Appointment**

**Motion: “I move that the Franklin City Council appoint Brian Sullivan, as an alternate member, to the Lakes Region Planning Commission Transportation Technical Advisory Committee (TAC).”**

### **Winnepesaukee River Basin Program (WRBP) Advisory Board:**

#### **Appointment**

**Motion: “I move that the Franklin City Council appoint Brian Barry, as an alternate member, to the Winnepesaukee River Basin Program (WRBP) Advisory Board.”**

## Lauraine Paquin

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**From:** Rob Sargent <rob.sargent@franklin.lib.nh.us>  
**Sent:** Friday, June 23, 2017 10:58 AM  
**To:** Lauraine Paquin  
**Subject:** FW: Mike Gula's resignation

Mr. Gula's resignation from the Library Board of Trustees is below. He and his family are moving from Franklin to Bedford. Thanks, Rob

Bow

-----Original Message-----

From: [run4it72@gmail.com](mailto:run4it72@gmail.com) [<mailto:run4it72@gmail.com>]  
Sent: Thursday, June 22, 2017 1:15 PM  
To: Rob Sargent  
Cc: [swettfarm@metrocast.net](mailto:swettfarm@metrocast.net)  
Subject: Mike Gula's resignation

Dear Robert,

As of June 22, 2017, I hereby resign from the Franklin Public Library board of trustees. It has been my pleasure to serve the city of Franklin on the board for the last 8 years. I thank you so very much Robert for giving me the opportunity to serve and make a difference. I wish the board and the library continued success in the future.

Sincerely,

Mike E. Gula  
603-682-6798

## LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3  
Meredith, NH 03253  
tel 603-279-8171  
fax 603-279-0200  
www.lakesrpc.org



June 1, 2017

City Council  
City of Franklin  
316 Central Street  
Franklin, NH 03235

RE: *Lakes Region Planning Commission Transportation Technical Advisory Committee (TAC)*

Dear City Council:

In reviewing our records, we discovered that the City of Franklin does not currently have an Alternate Representative appointed to the Transportation Advisory Committee (TAC). Per TAC bylaws the city is entitled to appoint one member and one alternate member. Membership on the TAC usually includes individuals who have technical expertise in transportation, e.g., public works directors, city planners, administrators, etc. However, anyone in your community that has technical expertise in transportation or an interest in transportation is also appropriate. The decision is yours.

Much of the success and integrity of the Planning Commission's long-range transportation program is due to the involvement of TAC members. We believe that it is important for all Lakes Region communities to be represented on the TAC, and encourage you to appoint a representative, and an alternate, to represent Franklin.

As we look forward to your continued involvement, please send a letter of appointment to us at your earliest convenience.

Please contact Mike Izard, or me, if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeffrey Hayes', is written over a printed name and title. The signature is fluid and stylized, with a long horizontal stroke extending to the left.

Jeffrey Hayes  
Executive Director

Cc: Brian Barry/TAC Representative  
Tony Giunta/LRPC Commissioner  
S. Morgan, TAC Chairman  
M. Izard, LRPC Planning Manager  
16-301.2



**WRBP Advisory Board Representative  
Appointment Confirmation Form**

Community Name: City of Franklin

WRBP Advisory Board Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency contact information (pager/cellular/home phone): \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

Date appointment will end, if specific term designated: \_\_\_\_\_

(otherwise appointment will continue until replacement is appointed)<sup>1</sup>

WRBP Advisory Board Alternate

Name: Brian Barry

Title: Deputy Director

Mailing Address: 43 West Bow St, Franklin, NH 03235

Phone #: 603-934-4103

Fax: 603-934-7409

Email: bbarry@franklinnh.org

Emergency contact information (pager/cellular/home phone): 603-512-2111

Appointing Authority: Franklin City Council

Appointment Date: \_\_\_\_\_

Does Alternate have same authority as Representative (Yes/No): yes

Date appointment will end, if specific term designated: \_\_\_\_\_

(otherwise appointment will continue until replacement is appointed)<sup>1</sup>

Name of person completing form: \_\_\_\_\_

Signature of person completing form: \_\_\_\_\_

Date Completed: \_\_\_\_\_

<sup>1</sup> Notify the WRBP of replacement representative or alternate(s) using this form.



**CITY OF FRANKLIN**  
**COUNCIL AGENDA REPORT**  
*City Council Meeting Aug 2017*

**Date:** July 31, 2017  
**From:** Elizabeth Dragon, City Manager  
**Subject:** Manager's Update

**Contingency Grant Line Activity:** The City received the following in the contingent grant line this month:

None to report this month

**Road Scholar Program:** Congratulations to Brian Barry & Ken Kreis each of them received their Road Scholar One certification with the University of NH T2 Center program.

**Choose Franklin Request:** The Choose Franklin group is requesting to hold their candidates forum on September 25<sup>th</sup> (which is normally reserved for a council workshop). The Council has been holding additional meetings to move along the City Manager recruitment process. The September 25<sup>th</sup> date is currently available.

**City manager recruitment process:**

City Council voted to work with a professional recruiter to hire the next city manager.

- Request for Proposals (RFPs) for a recruiter went out July 25<sup>th</sup> and are due back August 18<sup>th</sup>.
- The Council met with Primex July 24<sup>th</sup>. They will assist with the creation of a candidate's profile. Primex will facilitate a public meeting on August 9<sup>th</sup> to take council & public input.
- The Council scheduled a meeting August 22<sup>nd</sup> to Award the RFP to a professional recruiter (there are currently two other non-related items on the agenda that evening).
- On August 29<sup>th</sup> the Council has a workshop with Primex to finalize the candidate's profile which will be given to the chosen recruiter.
- The Council plans to meet with the recruiter the first week in September.
- My final day with the City is September 17<sup>th</sup>.
- September/October the recruiter will solicit resumes and work to finalize a list of candidates. The recruiter will use the Council's updated candidate's profile, established minimum requirements, and council's approved selection process. The process could include writing samples, essay questions, preliminary interviews, reference checks, sample work documents, and personality tests). The final process will be included in the recruiter's approved contract.
- November the Council intends to interview only the top candidates.
- December the Council intends to have a candidate chosen. The recruiter will complete the background and assist with contract negotiations.
- January/February the new City manager is expected to begin (depending on length of his/her notice requirement and date of accepted offer)