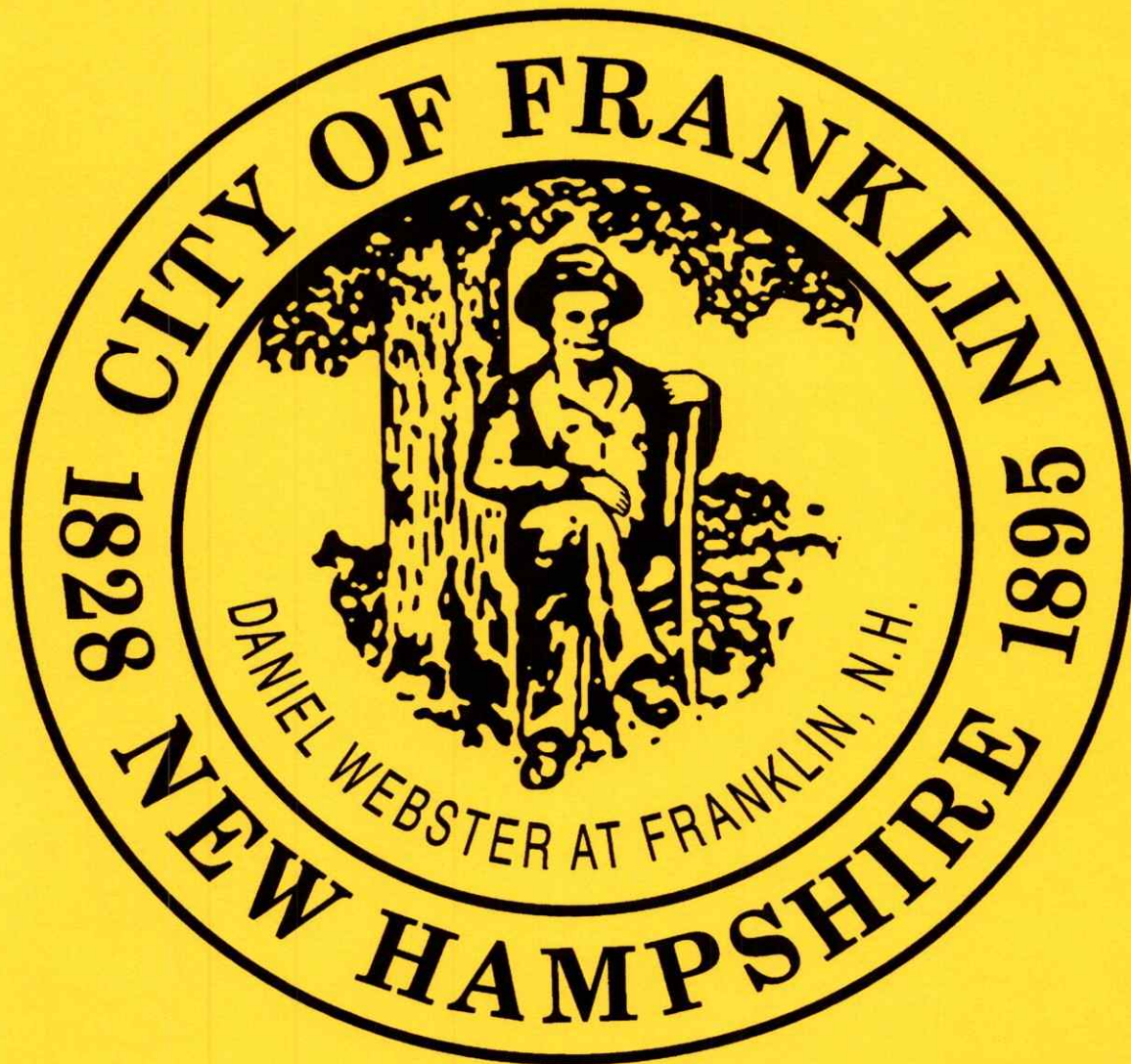
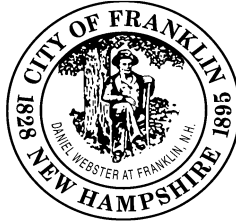


CITY OF FRANKLIN  
CITY COUNCIL MEETING  
August 7<sup>th</sup>, 2023  
6:00 P.M.





## **CITY COUNCIL MEETING**

**Monday, August 7<sup>th</sup>, 2023 - 6:00 p.m.**

**Gym, Bessie Rowell Community Center**

or view only via Zoom: <https://us02web.zoom.us/j/81989371265>

or by phone: 1-312-626-6799, Meeting ID# 819 8937 1265

\*\*\*\*\*

### **SALUTE TO THE FLAG**

\*\*\*\*\*

### **MOMENT OF SILENCE FOR OUR VETERANS**

### **PUBLIC HEARINGS**

**Ordinance 03-24 regarding the election recount procedure.**

**Resolution 04-24 granting the City Manager the authority to file an application for the Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant program and acting as the authorized representative.**

### **LEGISLATIVE UPDATE**

### **COMMENTS FROM THE PUBLIC**

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

### **CITY COUNCIL ACKNOWLEDGEMENT**

### **MAYOR'S UPDATE**



**Agenda Item I. (pg. 1)**

Council to consider the minutes of the May 22<sup>nd</sup>, 2023 City Council Special meeting, the July 10<sup>th</sup>, 2023 City Council meeting and the nonpublic minutes from the July 10<sup>th</sup>, 2023 City Council meeting.

**Agenda Item II. (pg. 52)**

Economic development workshop follow-up and next steps.

**Agenda Item III. (pg. 54)**

School Board Update

**Agenda Item IV. (pg. 56)**

Council to consider Ordinance 03-24 regarding the election recount procedure.

**Agenda Item V. (pg. 60)**

Council to consider Resolution 04-24 granting the City Manager the authority to file an application for the Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant program and acting as the authorized representative.

**Agenda Item VI. (pg. 70)**

Council to consider returning tax deeded property back to previous owner.

**Agenda Item VII. (pg. 75)**

Council to consider renewal of Lease Agreement between the City and Franklin Targeteers.

**Agenda Item VIII. (pg. 81)**

Council to consider changing the date of the regularly scheduled City Council meeting in September and October.

**Agenda Item IX. (pg. 83)**

Council to consider setting a public hearing for Resolution 05-24 to accept and appropriate \$418,000 InvestNH grant funds towards Stanley Mill demolition.

**Agenda Item X. (pg. 87)**

Council to consider setting a public hearing Resolution 06-24 to accept and appropriate \$310,000 InvestNH grant funds towards municipal purposes.

**Agenda Item XI. (pg. 92)**

**Other Business**

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

Adjournment

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

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

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





**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

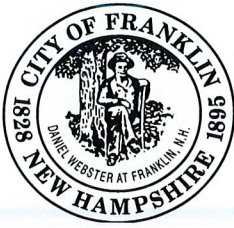
*City Council Meeting of August 7<sup>th</sup>, 2023*

**Subject: Approval of Minutes**

---

**Motion:** "I move that the Franklin City Council approve the minutes of the May 22<sup>nd</sup>, 2023 City Council Special meeting, the July 10<sup>th</sup>, 2023 City Council Meeting, and the nonpublic minutes from the July 10<sup>th</sup>, 2023 City Council meeting."

Mayor calls for a second, discussion and the vote.



**City Council Meeting Minutes**  
**Monday, May 22, 2023 - 6:00 p.m.**  
**Council Chambers, City Hall**

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

**Absent:** None

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

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

Salute to the Flag was led by Councilor Dzujna.

Mayor Brown stated that the department heads will be finishing up the budget presentation tonight and then the council can decide on whether they need another meeting for tomorrow to wrap things up.

Milner started the presentation with PowerPoint slides introducing the department heads.

**City of Franklin, New Hampshire**  
**FY2024 City Manager's Budget**  
**Proposal**

**Monday, May 22, 2023**



## FY2024 Manager's Budget Proposal – Professional Staff

Judie Milner, City Manager

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

Milner started off with some followup questions the council had from the last couple of meetings per the below slide:

- The impact of the sewer rate on a family of four would be roughly \$184/annually.
- The cost of step increases in total would be \$98,175 which would be from the general fund (the only fund generated by taxpayers) totaling \$86,486, water would be \$7,692 and sewer would be \$3,997.
- The cost of adding 24 hours of personal time to the personnel policy would be around \$39,616.

## FY2024 Manager's Budget Proposal – May 8 & May 15 Follow Up

- Impact of sewer rate on family of four
- Cost Step Increases
- Cost 24 hours personal time



Milner stated that they would be hearing from all department heads tonight, with the exception of MSD, in order listed on the below slide.

## FY2024 Manager's Budget Proposal – May 22, 2023 Overview

- City Clerk/Tax Collector
- Finance & IT
- Planning & Zoning
- Police
- Fire
- Mayor's Drug and Alcohol Task Force/Welfare
- Recreation
- Library

City Clerk Stanyan started her presentation and thanked the mayor, councilors and the city manager. She stated that she enjoys working for the city due to the amazing people that are employed here and the city is lucky to have such great leadership behind City manager Milner and the department heads.

The City Clerk Tax Collector budget begins on page 108 of the packet.

City Clerk  
Tax Collector  
(page 108)



Stanyan stated that her department still needs the 2<sup>nd</sup> Account Clerk position to be funded again. This would result in less wait times at the window, more production during busy times such as elections, property tax payment times, and shortened staff due to planned vacations or unplanned illnesses.

## City Clerk/Tax Collector

- Currently operating with 3 full time employees, in addition to one unfunded account clerk position
  - Michelle Stanyan, City Clerk/Tax Collector
  - Amy Davis-Burley, Deputy City Clerk/Deputy Tax Collector
  - Amanda Chance, Account Clerk
  - Aurora Curtis, Honorary Clerk (see photo)



Stanyan read the below slide to the council.

## What do we offer for services?

### City Clerk

- Motor Vehicle Transactions
- Vital Records
- Elections
- Dog Licenses
- Fish and Game Transactions
  - OHRV
  - Hunting and Fishing Licenses

### Tax Collector

- Semi-annual Property Tax Bills
  - Due dates are No earlier than July 1<sup>st</sup> for the first tax bill, and no earlier than December 1<sup>st</sup> for the second bill.
  - Supplemental Bills- Gravel Tax, Current Use, Timber Tax, Water and Sewer Warrants.
  - Processing abatements and final utility readings.
  - Water/Sewer Warrant Commitment and issuing of bills.
    - We have three water districts, that are billed 4 times a year. In addition to the bills, we mail late notices. These notices are issued following the due dates after each billing cycle.



The Tax Kiosk is great and has become more popular. People can pay property taxes, utility payments, as well as straight vehicle renewals and dog licensing renewals. Also, if anyone has any issues receiving their mail, the Tax Kiosk offers paperless billing as an option.

## Utility Billing

- Approximately 10,724 utility bills are mailed and emailed annually.
- The online billing service popularity is increasing.
- The online Tax Kiosk service, allows for payments to go directly to the City. This service is increasing as well in popularity. For a small fee anyone can use this service.
  - ACH transactions are only \$0.95 extra to the total.
  - Credit Card is an additional 2.95% of the total transaction.

District 1	District 2	District 3
634 Annual Average Mailed Bills	966 Annual Average Mailed Bills	751 Annual Average Mailed Bills
99 Annual Average Paperless Bills	117 Annual Average Paperless Bills	114 Annual Average Paperless Bills
147 Average Delinquent Letters	189 Average Delinquent Letters	183 Average Delinquent Letters

Below shows how property taxes are generated.



## Property Taxes

Property Taxes are similar to how the utility bills are generated. We generate, fold, and post mark in our office. We work the bills from start to finish.

### ❖ Semi Annual

- ❖ First bill is an estimated bill, which is based off the rate from the second issue tax bill from the previous calendar year at half.
- ❖ The second bill is the "actual" tax bill, which is based off the new tax rate that is set annually by the DRA.
- ❖ The second issue bill amount is determined when the amount that is taxed for the year is subtracted by the first issue bill.

### ❖ Issuing of Bills

- ❖ The total number of tax bills issued in 2022 was 7398
  - ❖ First Issue Bill: 3281 mailed bills, 409 paperless bills.
  - ❖ Second Issue Bill: 3266 mailed bills, 442 paperless bills.

### ❖ Tax Lien Execution

- ❖ April 6, 2023 there were 130 liens executed.
- ❖ Tax liens occur when a bill from a previous calendar year is not paid in the following year.

### ❖ Tax Deed

- ❖ Tax Deed execution for properties that have a lien that is 2 years and a day old.
- ❖ In FY 2023, but calendar year 2022, 5 properties were subjected to tax deeding. Since, the tax deed execution, 2 properties were sold back to the former owners.



Stanyan went over the two below slides.

## Clerk



### ▪ Motor Vehicle

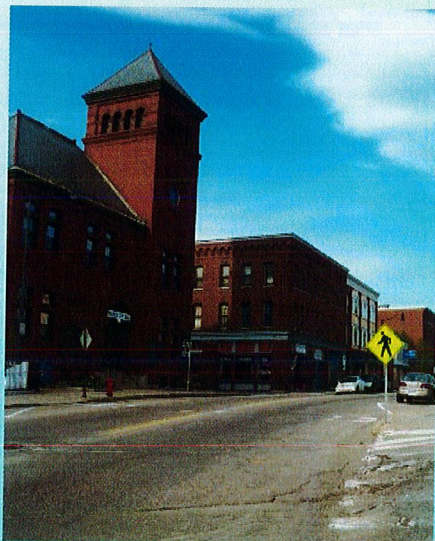
- Between April 1, 2022 to March 31, 2023 the City of Franklin City Clerk's Office completed 12,548 transactions and 275 Boat Registrations
  - These transactions range from new vehicles, title applications, transferring from one vehicle to different vehicle, straight renewals, and maintenance on registrations or plates, and more.
  - This averages out to approximately 241 registrations per week, which is also about 48 per business day.

### ▪ Dog Licenses, RSA 466:1

- 1143 dogs were licensed between April 1, 2022 to March 31, 2023.
- May is a "grace period" for additional fees. Although, this means the dog(s) are not licensed if they were to get out their home.
- Starting on June 1<sup>st</sup> additional fees occur.
  - Every month the dog is not licensed starting in June will result in an extra dollar late fee
  - In addition during the month of June per NH RSA 466:13 every owner that fails to license or renew their dog will be assessed a \$25 civil forfeiture fee. If not paid within that notice there may be additional fees as it is a legal violation.

On the below slide Stanyan read the information on vital records, elections, and Fish and Game.

## Clerk



### ○ Vital Records

- Between April 1, 2022 to March 31, 2023 the Franklin City Clerk Office processed 1654 vital records.
  - Birth, Marriage, Divorce, and Death Certificates are printed in office.
  - 795 first copy certificates (\$15 per first copy, \$7 retained by the city)
  - 813 second copy certificates (\$10 per additional copy after the 1<sup>st</sup> printed copy, \$5 retained by the city)
  - 46 Marriage License (\$50, \$7 retained by the city)

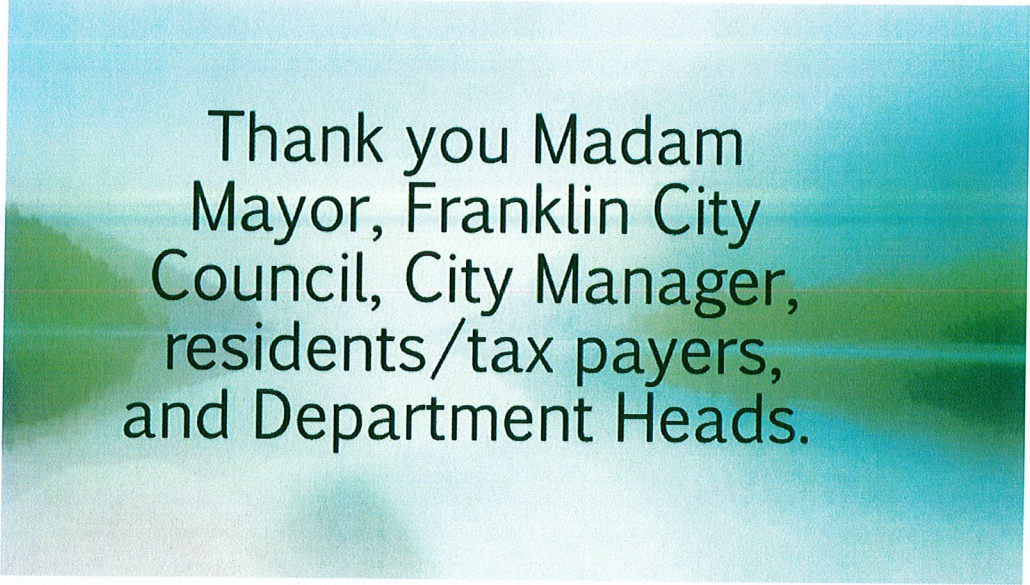
### ○ Elections

- During FY 2024 we will have 2 elections
  - October 3<sup>rd</sup> City Election
  - Tentatively in February 2024 the Presidential Primary
    - This date should be settled soon.

### ○ Fish and Game

- OHRV: 146 Registrations (\$4 retained by the city per OHRV)
- Hunting and Fishing Licenses: 76 (\$1 retained by the city per license)





Thank you Madam  
Mayor, Franklin City  
Council, City Manager,  
residents/tax payers,  
and Department Heads.

Finance Director Gaudette started her presentation of the Finance budget. This can be found on page 110 of the packet. This will be a bare bones budget since they do not bring any money in.



## Finance Department

-Finance (page 110; statistics page 77)

-IT (page 112)

She stated that she wanted to go over what the finance department does, with only herself and 2 other employees in her department, since many do not realize what is involved. This is listed in the slide below.





## What hats do we wear?



- Accounts Payable and Receivable
- Payroll
  - Managing union contracts
  - Managing wage schedules/COLA's
  - Managing payroll deductions
  - Reporting to the IRS, NH Retirement System, NH Unemployment, and ACA reporting
  - Payroll deductions
- Human Resources
  - Employee hiring and termination paperwork
  - Benefits packages
    - Paperwork submissions and follow ups with employees in regards to insurance and retirement
    - Worker's compensation, long and short term disability
  - FMLA designation processing and tracking
  - Employee relations and support liaison
  - Confidentiality is key in this office
- Risk Management
  - Insurance
    - Responsibility of maintaining insurance for all municipal assets
    - Property liability
  - Maintaining internal controls for the City



Gaudette then went over just the finance part of her department per the below slides.

## Financial Reporting

- Recording journal entries.
- Grant reporting for federal tracking
  - During fiscal year 2023 we processed 42 grants
- Audits
  - NH Retirement System
    - GASB
    - Employee
  - Annual Independent
    - Financials
    - Single Audit
  - Grant Audits
- Capital Assets
  - Maintaining, tracking and reporting for financials
    - Depreciation of values, i.e. vehicles, buildings and infrastructure
    - Allocation of services and equipment between funds





## The Budget

- Municipal Budget Law –RSA 32
  - ❖ Department of Revenue Administration Rules (Rev1100 Schools; Rev1700 Municipalities)
  - ❖ Best Practices –Government Finance Officer's Association
  - ❖ City Charter/Policy
- Monthly reporting of budget status
- Several Reports are required for DRA
  - ❖ This provides data to set the tax rate
  - ❖ Property tax payments are the largest source of revenue for the city budget
  - ❖ It is important to note the budget process is continuous throughout the year
  - ❖ Fiscal Year VS Calendar Year



## Financial Services



- Finance handles deposit reconciliation
  - The systems do not bridge together, resulting in manual inputting of data.
- Provides financial services to the Library Trustees and Trustees of the Trust Funds
  - Tracking and payments of scholarships
  - deposits
- Invoicing
- Lease Agreements



Gaudette also added that she really needs another person in her office that can take care of the bigger things. She stated that there needs to be a split between finance and HR, since those are both full-time jobs, but she was not able to add to this budget. Also, the IT budget is on page 112, which shows an increase for one-time cyber fees that were needed.

## Planning, Zoning, Building Department FY2024 Budget Presentation

### Staff:

- Seth Creighton, AICP, Director
- Judy Bibbins, Administrative Secretary

Planning & Zoning Director Creighton introduced himself, adding that he is also the Special Projects Coordinator. He thanked the council members from last year for approving his administrative secretary to go from part-time to full-time. She has been very happy with this and she is able to provide more help in the office.

Creighton did state that Franklin has grown faster than any other community he has seen thus far. He then went over statistics from the next few slides.

## Statistics page 79





## Statistics:

442\* Permits Processed

and guidance offered on dozens of others that did not come to fruition

Revenue :\$77,000 as of April 1<sup>st</sup> (pages 92 and 94)

Planning & Zoning Department: Permit Summary for FY 24				
Permit Type:	Calendar Year			
	2019	2020	2021	2022
Single/Two Family Home Construction	10	7	8	5
Single/Two Family Home Additions Renovations	20	17	66	35
Single Family Manufactured Homes	3	4	1	2
Multi-Family Construction	1	0	0	0
Multi-Family Renovation	1	3	5	1
Docks/Shed/Accessory Structure	34	41	17	43
Commercial / Industrial Construction	3	2	1	2
Commercial / Industrial Renovations	6	11	9	18
Solar Systems	3	6	3	14
Mechanical	185	198	190	219
Signs	15	4	7	19
Planning Board	12	10	13	13
Zoning Board	23	8	16	10
Heritage Commission	16	4	6	17
Demolition Permits	19	21	22	23
Accessory Dwelling Units	0	0	1	1
<b>Total* Permits</b>	<b>351</b>	<b>336</b>	<b>365</b>	<b>422</b>

\* "Total" does not capture the following permits: Changes of Use; Administrative Approvals; Etc.

## Statistics: Other Tasks - General

Urban Planner

[noun]

The person who is going to solve the problems you didn't know existed.

### Key Planning & Zoning Departmental Projects During FY 2023

Participation in the Bi-Weekly meetings and regular strategy & planning discussions on economic revitalization, including the purchase of Stanley Mill property and the submission of four grants that could pay for remediation of Stanley Mill property.
Continued work on the NHDOT TAP Grant for the renovation of the Trestle Bridge.
Provide support for Brownfield (environmental cleanup) work at the Fire Dept and future Cumberland Farms properties.
Prepare materials to support the updates to the City's GIS tax maps.
Administration and oversight of Planning Board, Zoning Board, and Heritage Commission; includes review and comment on all applications and attendance at night meetings.
Participation in City Council meetings and matters.
Crafting and presentation of a new "Groundwater Protection" ordinance and revisions to "Parking" ordinances and rules.
Multiple applications were revised to become more customer-friendly.
Continued administration of Building Permits and many Requests for Service, all of which are becoming more complex as the properties being developed are more complex.
Participation in monthly Regional Planning Commission meetings.
Endless hours of guidance provided to citizens, developers, business owners, and the general public to help them understand the land use and Code rules applicable to them, and how to work through them.



### Statistics: Grants

- 4 grants applied for:
  - 3 awarded
  - 1 awaiting notice
- 2 other grants (separate from above) being administered
  - Trestle Bridge
  - Canal St / Memorial St Parking Lot
- 1 grant closed out
  - Ciao Pasta (past)/Cumberland Farms (future) Environmental

Creighton stated that the grant that was closed out, per the above slide, had more contaminants on that property than the grant will pay for. He is looking for more grants for this.

He also stated that the city really needs to have their own grant administrator.

Below he went over the amount of night meetings that he has to attend between the Planning Board, Zoning Board, Heritage Commission, City Council meetings, along with all of the planning/permit meetings that he has to attend during the day.

### Statistics: Meetings

- **48 scheduled night meetings** (PB, ZBA, HC, CC) , **plus 12-24 other night meetings:**
  - ~ 72 night meetings during 260 working days
- **Hundreds of daytime meetings**



The below slide shows what Creighton believes the city should be focusing on.

What we should be spending more time on:

- Modernizing ordinances to allow for what the community wants.
- Working interdepartmentally to understand, rank, and present needed capital improvements.
- Studying ways to improve and fund improvements to the built environment (*i.e.-traffic/parking; parks; pedestrian ways; accessibility; etc.*)

He stated that he is still in need of a Deputy Planner, but was again not able to add that to this budget.

FY 2024 Proposed Expenditures page 113

➤ One Request, Excluded

- Deputy Planner

\* *Fire Dept could use another inspector too*

**The need is great – Franklin is changing /separation of duties**



Creighton also let the council know what the other needs are that were not requested in the below slide and this concluded his presentation for Planning & Zoning.

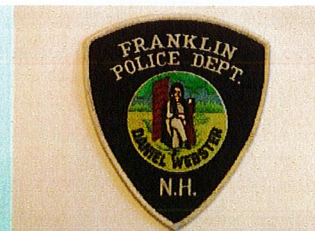
### Other *Budget* needs that were not requested

- **Programs:** AdobePro PDF; DropBox; Online Permitting Software
- **Equipment:** Office furniture and fixtures; color printer
- **Public Travel:** Use of City vehicles; attire with City logo

Police Chief Goldstein led the next slides pertaining to the police department budget and went over some general facts.

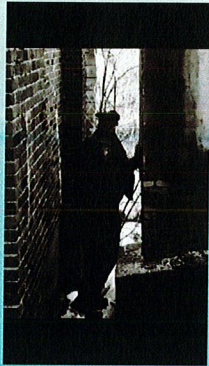
## Franklin Police Department Budget Presentation (page 118)

22 May 2023





You wouldn't enter here for a million dollars...We do it for a lot less...



## Some General Facts

- Law Enforcement is a unique profession in the United States. (on-line definition ("being the only one of its kind; unlike anything else")
- Can you think of any similar profession? (perhaps specific military units, governed by the UCMJ)
- In the United States (~332 million population)
  - ~17,000 police departments
  - < 700,000 police officers
  - ~70% of police agencies serve fewer than 10k population
  - >90% of local law enforcement agencies employ 50 or less sworn members

LODD = Line of duty deaths:

## Some General Facts (cont.)

- Average one LODD every 52-53 hours
- During COVID app. 50% LODDs were COVID related
- 50-60k assaults on law enforcement officers annually
- ~10% leave the profession



## A Large Part of the National Conversation...

I use the medical malpractice analogy all the time. About 250,000 people are killed every year by doctors committing medical malpractice while about 1,100 people are killed by police officers. 100% of medical malpractice deaths are due to a mistake the doctor made. Less than 2% of officer-involved-shootings, are unlawful. This means you're about 10,000 times more likely to be unlawfully killed by your doctor than a police officer, but no one is talking about defunding hospitals.

Tom Coughlin, LE researcher

### Franklin Police Department

- Authorized strength
  - Command-3 ft
  - Supervision-5 ft/1pt
  - Detectives-3 ft (1 open)/1 pt
  - Patrol-10 ft (4 open)/3 pt
  - K9-1 (patrol)
  - K9-1 (comfort/therapy) open
  - Communication (communications specialists)-1 ft supv/4 ft (2 open)/5 pt
  - Civilain-2 ft/1 pt
  - Legal1 ft prosecutor

### Franklin Police Department

- Average annual cruiser mileage (rounded off) 180,000 miles
- Quartermaster equipment system



Chief Goldstein read from the following slides explaining how to become a patrol officer and some of Franklin PD's accomplishments.

## To Become a Franklin Police Officer (all or none)

- *Many are called...few are chosen*
- *City application*
- Written general knowledge exam
- Physical agility test
- Background investigation
- Oral Board
- Polygraph
- Psychological Exam
- Medical (physical) exam
- Drug test
- Chief's (command staff) interview
- City Manager review

## Some Accomplishments

- Successful Police Mountain Bike School completed at FPD
- Certification of s new School Resource Officer
- 2 additional SOU members trained and appointed
- Appointed new Communications Specialist Supervisor
- Promoted a new Sergeant
- Detective Kendall Poirier recognized by the Granite State Children's Alliance for the Hands of Hope Everyday Hero Award
- Appointed ne member to the Critical Incident Team
- Upgrade sidearms (red dot sighting system)
- Upgrade rifles
- Upgrade less-lethal
- Establish an off-site FPD office at 100 Memorial Street



## Specific Duties and Responsibilities

- Criminal Investigations
- Undercover Investigations/Operations
- Grant Management
- Fleet purchase/maintenance
- Quartermaster/Equipment
- Dispatch
- SRO
- Policies & Procedures, etc.
- Recruitment
- Training
- Interns
- Complaints
- CISM/CISD/CIT
- Use of force/OC/Taser/Baton
- Firearms
- Cruiser Crashes/Damage
- Patrol
- Supervisors
- K9
- Mountain Bikes
- SOU
- Budget
- Schedule/Details
- FTO
- Evaluations
- Ride-along
- Special Projects

Chief Goldstein explained how important a work/life balance is for his department and that he needs more staff to be able to provide this balance.

## Karoshi

- Death by overwork
- Stroke & heart attack
- Unmitigated stress
- Is work/life balance important?

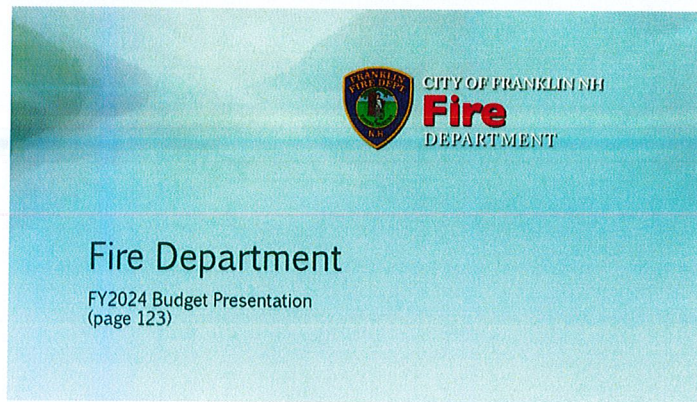


He then concluded the police department presentation with a short video and asked if there were any questions.

Councilor Webb did ask what the conviction rate is for arrests and Chief Goldstein let him know that they do not keep that number. Once an arrest leaves and goes to the courts, it is better to not know the conviction rate, as it can be discouraging as an officer.




Fire Chief Foss began his presentation of the fire department budget per the following slides:



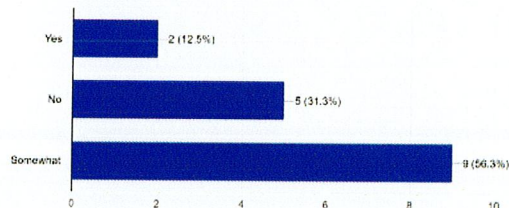
### 2024 Fire Department Budget

- Fire Department Survey
- Loss of 8 Firefighters in 13 months
- Assisting the Capital Plan
- Other concerns not addressed in FY24 Budget



### 2022 Fire Department Survey

Do you have a good work-life balance?  
16 responses



← In FY 2023 the following concern regarding “work-life balance” was brought forth City and Fire Department Leadership.

← Since April of 2022, the City of Franklin has **lost 8 career firefighters** to other fire departments, or other careers.

Exit interviews concluded that the number one reason firefighters were leaving employment with the City of Franklin was due to the amount of work being placed on our staff. Most reported having a poor work-life balance compared to that of their soon to be employers.

- The average cost of replacing a Firefighter/A-EMT = \$22,794
- Estimated cost of losing 8 Firefighters in 13 months =

**-\$182,352**





## So why did we lose 8 firefighters in 13 months???

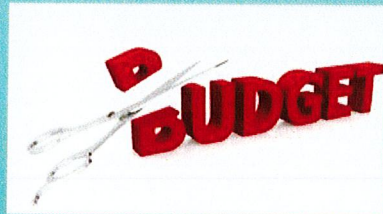
“Survey Says” #1 Answer: Unsustainable Workload/Poor Work Life Balance

### Work Load Comparison

- Average Compared Fire Department Work Load: **119 Emergency Calls/Firefighter**
- City of Franklin Fire Department: **166 Emergency Calls/Firefighter**

\*\*\*To achieve an average workload the City of Franklin needs to hire six additional Firefighter/A-EMT's \*\*\*

A request was made to fund six firefighter positions in the FY2024 budget... due to City of Franklin budget constraints, no new firefighter positions were added.



\*\*\*It is unknown if more firefighters will leave employment as a result of unsustainable workload and poor work life balance\*\*\*

## So why did we lose 8 firefighters in 13 months???

“Survey Says” #2 Answer: Low Wages Compared to Other Departments:

### Pay Comparison

- Across the board, the Franklin Fire Department employees are underpaid by approximately **\$5.59/hour** (even with a -\$2.02/hr paid benefits advantage).

LET'S  
CELEBRATE OUR  
SUCSESSES  
THOUGH...



A fair and average pay increase had been presented in the FY2024 budget!!!



## The Budget Also Addresses Assisting the Capital Plan:



2012 PL Custom Ambulance which is in need of body, paint and corrosion repair. The goal of the repair work is to assist in getting the ambulance three more years of useful life before an estimated \$300,000 capital expenditure is needed to replace.

An additional \$21,000 has been added to the EMS Apparatus Maintenance budget line to help to prolong the useful life of Franklin Fire Ambulance One (#01-2-207-40660)

Chief Foss stated that Code Enforcement staff (shown on page 84 of the budget packet) is getting busier and busier with inspections, service requests, the eyes and ears for Planning & Zoning and working with the PD on city ordinances.

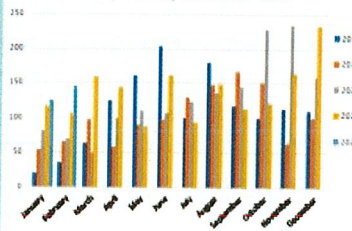
## The Following Concern Is Not Addressed in the Budget However:

It would be helpful to have an additional code enforcement officer in the City of Franklin that could be utilized by both the Fire Department and Planning and Zoning. With economic development, growth and projected projects in the City, an additional member would be beneficial to the departments.

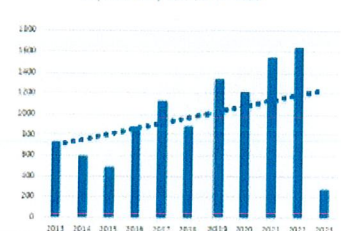
Franklin Fire Department - Annual Inspections Conducted

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2013													726
2014													567
2015													497
2016													875
2017													1127
2018													881
2019	20	34	63	125	160	203	100	180	117	100	113	100	1324
2020	53	64	97	58	60	97	129	148	106	150	83	100	1215
2021	80	66	40	98	110	107	123	138	144	228	234	166	1537
2022	115	106	156	143	88	160	62	148	112	120	183	232	1635
2023	124	145	0	0	0	0	0	0	0	0	0	0	269

Inspections by Month 2019 - 2023



Inspections by Year 2013 - 2023



Chief Foss concluded that the biggest thing the fire department needs is more staff. He has been asking for more staff for years, but it has not been possible to add this to the budget.



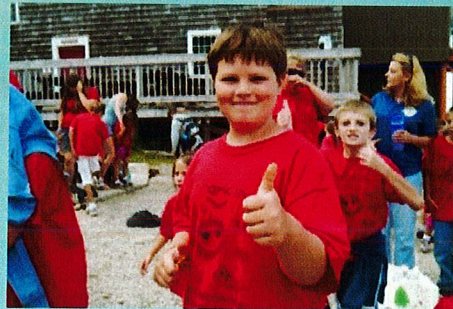
Milner stated that the Franklin Partners in Prevention (formerly the Mayor's Drug Task Force) is 100% grant funded, which is on page 140. The matching revenue can be found on page 93, under federal revenues, which matches evenly. This is year three of the five year funding of this grant. The leadership team is continueing looking for more funding to move this forward.

The Welfare is on page 141. This was alleged to have the director be full time, but it was moved to part time. The state has had Covid money to help people with rent, utilities and other things that have been requested so we have been sending people to these programs. Those programs will be expiring in June of this year so they are expecting to see more welfare expenditures going forward. The welfare expenditure budget was not reduced because of this.

## FY2024 Manager's Proposed Budget – Expenditures

- Franklin Partners in Prevention  
(100% grant funded) (page 140)
- Welfare (page 141)

Parks & Recreation Director Alpers started her budget presentation with the following slides:



## Parks & Recreation

FY2024 Budget Presentation  
(page 143)



## FY2023 Manager's Budget Proposal – May 22, 2023 Review- Recreation

### Personnel

- a. 1 Full Time Director
- b. 1 Full Time Program Director – fully funded by 21C Grant
- c. 2 Part time Event Supervisors (34 hours per week)
- d. Summer Staff (10 weeks)
  - i. 14 full time counselors
  - ii. 8 part time counselors
  - iii. 2 one on one's – funded by SAU 18
  - iv. 2 part time beach attendants
  - v. 1 Flower Maintenance – funded by Choose Franklin
  - vi. 2 Lake Hosts – funded by Webster Lake Association & NH Lakes
- e. Before and After School Program Staff
  - a. 20 part time counselors
  - b. 1 one on one – funded by SAU 18

## FY2023 Manager's Budget Proposal – May 22, 2023 Review- Recreation

On Going Programs		
<ul style="list-style-type: none"> <li>• Before &amp; After School Program</li> <li>• Summer Camp</li> <li>• Teacher Workshop Days, Early Release Days &amp; Snow Days/Delays</li> <li>• School Vacation Camps – Christmas, February, April</li> <li>• Junior Youth Group</li> </ul>	<ul style="list-style-type: none"> <li>• Archery</li> <li>• Zumba</li> <li>• Fierce Spirit Fitness – Boot Camp</li> <li>• Open Gym &amp; Game Room</li> <li>• Cooking Matters Classes</li> <li>• Farmers Market</li> <li>• Adult Pick Up Basketball</li> <li>• Family Engagement Nights                             <ul style="list-style-type: none"> <li>◦ Family Paint Night</li> </ul> </li> </ul>	
Seasonal Programs		
<b>Fall Programs:</b> Pre-School – 6 <sup>th</sup> Grade Soccer Kindergarten - 6 <sup>th</sup> Grade Field Hockey Halloween Extravaganza Lights on After School Event	<b>Winter Programs:</b> Pre-School – High School Basketball Letter from Santa Santa's Workshop Adult Pick Up Basketball	
<b>Spring Programs:</b> Father Daughter Dance Community Day Easter Extravaganza Boat Bash Snow Crash Jackson Kayak Event Winni River Days	<b>Summer Programs:</b> Stand Up Paddle Board Lessons Whitewater Kayaking Lessons Swim Lessons Tennis Lessons Archery Clinic Mountain Biking	Drama Program Soccer Camp Lego Camp Concerts in the Park Farmer's Market Fun Pass Booklets Attraction Tickets Lake Host Program



## FY2023 Manager's Budget Proposal – May 22, 2023 Review - Recreation

<b>Strengths</b> <ul style="list-style-type: none"> <li>• Dedicated Personnel</li> <li>• Affordable programming and Child Care provided for the community</li> <li>• Community Connections – programming and collaboration</li> <li>• Bessie Rowell Community Center (BRCC)</li> <li>• Strong relationship with tenants in BRCC</li> <li>• Volunteers</li> <li>• Great parks</li> <li>• Community Beaches</li> <li>• Flexible department adapting to community needs</li> <li>• Hours of operation - 6:30am-6pm</li> <li>• Capital planning for BRCC</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• Staff pay</li> <li>• Youth Sports Coordinator</li> <li>• Executive Assistant – only dept without</li> <li>• Vandalism</li> <li>• Limited space at BRCC for growth</li> <li>• Staff turnover</li> <li>• Beach Management</li> <li>• Department Vehicles</li> <li>• Parent Involvement</li> <li>• Lack of capital park planning</li> <li>• Lack of volunteers</li> </ul>
<b>Opportunities</b> <ul style="list-style-type: none"> <li>• Additional Programming – Middle School/High School</li> <li>• Youth Sports</li> <li>• Existing programming growth</li> <li>• Community collaborations – new partners</li> <li>• Capital planning</li> </ul>	<b>Threats</b> <ul style="list-style-type: none"> <li>• Competition</li> <li>• Local Businesses Hourly Wage</li> <li>• Lack of grant funding</li> <li>• Vandalism</li> <li>• Lack of space to grow</li> <li>• Staff turnover</li> <li>• Beach Management</li> <li>• Park upkeep</li> <li>• Capital funding</li> </ul>

## FY2024 Manager's Budget Proposal – Programs History

- Parks & Recreation
  - Administration – supported by City – keep open but not run programs; maintain beaches, maintain parks & fields
  - Programs – revenues offset all expenditures and a portion of administration

	FY2020	FY2021	FY2022
<b>Programs Revenue</b>	\$ 279,976	\$ 279,975	\$ 351,718
<b>Programs Expenditure</b>	\$ (237,892)	\$ (276,865)	\$ (258,345)
<b>Excess(Deficit) Revenue</b>	\$ 42,084	\$ 3,110	\$ 93,373
		covid affect	

Alpers also handed out another sheet to the council showing the Parks & Recreation expenditures versus revenues and that is included at the end of these minutes.

This concluded her presentation. There were a few questions that she was able to answer.



## FRANKLIN PUBLIC LIBRARY (page 157)



Library Director Sargent went over his budget for the library. He stated that the city funds two full time positions of salaries and benefits and gives the library a \$51,500 operating grant. This funds utilities, service contracts, materials, etc. The library has not asked for an increase on that for multiple years, since they are fortunate enough to have a trust fund that supplements the library projects. Some projects done recently was an irrigation system that was put in last year and the windows were worked on as well.

## FRANKLIN PUBLIC LIBRARY





Last year the main floor was painted. This year, Sargent stated that he is having motorized blinds installed. The biggest project will be the CC TV system for the library and City Hall. All of the security cameras, monitors and the DVR are being replaced. All of the current equipment is Chinese manufactured so noone will work on it any longer due to the security threat. Replacement of all equipment should be happening any time now. The library is footing the bill for the library and City Hall as well.

## FRANKLIN PUBLIC LIBRARY



That concluded the library department budget, which was the last of all departments in the proposed budget.



Mayor Brown thanked all of the department heads for all of their time and stated that she knows this is a team effort and took a lot of work to do.

Mayor Brown asked if the council was in need of another meeting tomorrow night to wrap everything up. The council did not want to have another meeting.



Milner did let make the council aware that tomorrow is the last day to set a public hearing and have 10 clear days to get the budget on the agenda for June 5<sup>th</sup>, which would keep the employees from having two open enrollments for benefits. She did answer a question stating that the public hearing could be set tonight if they did not want to meet tomorrow.

**Motion - Councilor Ribas moved that the Franklin City Council set a public hearing for June 5<sup>th</sup>, 2023 at 6pm in Council Chambers for 3 consecutive public hearings; Resolution #01-24, Ordinance 01-24, and Ordinance 02-24, the latter two in title only. Seconded by Councilor Dzujna.**

Mayor Brown asked if there was any discussion on this motion.  
No discussion ensued.

**All in favor. Motion PASSED.**

Mayor Brown read Resolution 01-24 into record:

#### **RESOLUTION #01-24**

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

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

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

#### **MUNICIPAL DEPARTMENTS**

##### **APPROPRIATIONS:**

##### **General Operations (MS-232):**

General Government	\$	2,004,993
Public Safety		7,151,451
Highways & Streets		2,029,217
Sanitation		1,356,511
Health		371,079
Welfare		98,179
Culture & Recreation		1,484,123
Conservation & Development		100,000
Debt Service		631,446
Capital Outlay		798,260
Interfund Operating Transfers Out		284,695
Total General Operations Appropriations		<u>16,310,755</u>

##### **Other Funds:**

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

##### **ESTIMATED REVENUES:**

##### **General Operations (MS-434):**

City Revenues General Fund	\$	5,576,080
Other Financing Resources		897,082
Interfund Operating Transfers In		121,350
Total Taxation		9,715,643
Total General Operations Estimated Revenues		<u>16,310,755</u>

##### **Other Funds:**

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



**SCHOOL DEPARTMENT**

**APPROPRIATIONS:**

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

**ESTIMATED REVENUES:**

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

**MERRIMACK COUNTY**

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

**INDUSTRIAL PARK TAX INCREMENT FINANCING DISTRICT**

Estimated Tax to be Raised \$ 62,290

**FRANKLIN FALLS MIXED USE TAX INCREMENT FINANCING DISTRICT**

Estimated Tax to be Raised \$ 72,324

**VETERAN'S CREDITS**

Estimated Tax to be Raised \$ 178,525

**OVERLAY**

Estimated Tax to be Raised \$ 31,000

**All in favor. Motion PASSED**

**Other Business:**

City Manager Milner and Police Chief Goldstein let the council know that Officer Miller, the support dog for the PD, has been with Officer Kristin Tracy for a total of 4 years. Now that Officer Tracy is leaving the Franklin PD, they need the council to allow her to take Miller with her since the dog is a city asset and employee.

**Motion - Councilor Dzujna moved that the Franklin City Council offer to have Officer Miller leave the Franklin PD with Officer Tracy for a nominal fee. Seconded by Councilor Ribas.**

Mayor Brown asked if there was any discussion on this motion.  
No discussion ensued.

**All in favor. Motion PASSED.**

**ADJOURNMENT:**

**Motion to adjourn was made by Councilor Zink and seconded by Councilor Trudel.**

**All in favor. Motion PASSED.**

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Lisa A. Jones  
Executive Secretary



# Franklin Parks and Recreation Department Expenditures V Revenue by Funding Type - FY22

Expenditures		Recreation Department Supported by Taxes	Revenue
01-5-211-40110-000 Recreation Admin FT Wages		\$ 72,799.04	
01-5-211-40210-000 Recreation Admin Health & Dental Ins		\$ 63,035.39	
01-5-211-40215-000 Recreation Admin Life Ins		\$ 920.69	
01-5-211-40230-000 Recreation Admin NHRS		\$ 19,016.63	
01-5-211-40250-000 Recreation Admin Unemployment		\$ 118.96	
01-5-211-40260-000 Recreation Admin WC Ins		\$ 10,291.00	
01-5-211-40290-000 Recreation Admin Prof Devel		\$ 1,594.00	
01-5-211-40291-000 Recreation Admin Staff Devel		\$ 525.00	
01-5-211-40292-000 Recreation Background Checks		\$ 1,176.00	
01-5-211-40299-000 Recreation Admin Mileage Reimb		\$ 2,010.11	
01-5-211-40341-000 Recreation Admin Telephone		\$ 1,748.26	
01-5-211-40342-000 Recreation Admin Software Maint		\$ 3,700.00	
01-5-211-40350-000 Preemployment Screening		\$ 50.00	
01-5-211-40439-000 Recreation Admin Other Contracted Services		\$ 2,564.91	
01-5-211-40440-000 Recreation Admin Equip Lease		\$ 3,517.84	
01-5-211-40560-000 Recreation Admin Membership/Dues		\$ 633.89	
01-5-211-40611-000 Recreation Admin Supplies - Spec Department		\$ 967.06	
01-5-211-40612-000 Recreation Admin Supplies - Medical		\$ 636.52	
01-5-211-40625-000 Recreation Admin Postage		\$ 285.97	
01-5-211-40686-000 Recreation Admin Rec Supplies		\$ 7,468.85	
01-5-211-40750-000 Recreation Admin CO - Furn & Fixture		\$ -	
		<b>\$ 193,060.12</b>	

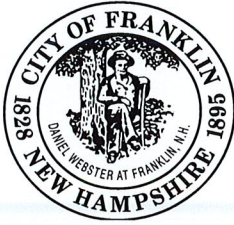
Expenditures		Recreation Department - Offset by Revenue	Revenue
01-5-211-40121-000 Recreation Admin Admin Summer Rec		\$ 50,004.33	
01-5-211-40121-113 Admin Summer Rec After School Program - Rec		\$ 88,680.20	
01-5-211-40123-000 Recreation Admin Spec Program Wages		\$ 46,890.44	
01-5-211-40123-113 Admin Spec Program Wages After School Program - Rec		\$ -	
01-5-211-40140-000 Admin OT Wages		\$ 2,948.22	
01-5-211-40140-113 Admin OT Wages After School Program - Rec		\$ -	
01-5-211-40210-113 Admin Health & Dental Ins After School Program - Rec		\$ -	
01-5-211-40220-000 Recreation Admin Social Sec		\$ 10,539.14	
01-5-211-40220-113 Admin Social Sec After School Program - Rec		\$ 5,497.63	
01-5-211-40225-000 Recreation Admin Medicare		\$ 2,464.93	
01-5-211-40225-113 Admin Medicare After School Program - Rec		\$ 1,285.64	
01-5-211-40390-000 Recreation Admin Other Prof Serv.		\$ 2,415.00	
01-5-211-40490-000 Recreation Admin Other Property Service		\$ 12,643.83	
01-5-211-40685-000 Recreation Admin Supplies - Spec Program		\$ 8,962.41	
01-5-211-40685-113 Admin Supplies - Spec Program After School Program - Rec		\$ 8,597.58	
01-5-211-40687-000 Admin Field Trips		\$ 17,415.69	
01-5-211-40687-113 Admin Field Trips After School Program - Rec		\$ -	
		<b>\$ 258,345.04</b>	
		*** Please note the overage in revenue to help offset the above operational costs	
		01-5-000-34050-000 Rec - Summer Program	\$ 114,680.00
		01-5-000-34050-113 Rec - Summer Program After School Program - Rec	\$ 215,543.19
		01-5-000-34051-000 Rec - Sports Fees	\$ 5,560.58
		01-5-000-34059-000 Rec - Misc Fees	\$ 15,934.08
			<b>\$ 351,717.85</b>



# Franklin Parks and Recreation Department Expenditures V Revenue by Funding Type - FY22

Recreation Department 21C Grant - Offset by Revenue			Revenue
<b>Expenditures</b>			
01-5-211-40110-439 Admin FT Wages 21 Century			
01-5-211-40121-439 Admin Summer Rec 21 Century	\$ 59,930.74		
01-5-211-40123-439 Admin Spec Program Wages 21 Century	\$ 50,133.51		
01-5-211-40140-439 Admin OT Wages 21 Century	\$ 10,589.50		
01-5-211-40210-439 Admin Health & Dental Ins 21 Century	\$ 6,395.28		
01-5-211-40220-439 Admin Social Sec 21 Century	\$ 7,516.38		
01-5-211-40225-439 Admin Medicare 21 Century	\$ 1,768.14		
01-5-211-40250-439 Admin Unemployment 21 Century	\$ 30.70		
01-5-211-40260-439 Admin WC Ins 21 Century	\$ 3,312.96		
01-5-211-40290-439 Admin Prof Devel 21 Century	\$ 845.00		
01-5-211-40390-439 Admin Other Prof Serv. 21 Century	\$ -		
01-5-211-40439-439 Admin Other Contracted Services 21 Century	\$ 7,911.60		
01-5-211-40490-439 Admin Other Property Service 21 Century	\$ -		
01-5-211-40685-439 Admin Supplies - Spec Program 21 Century	\$ 23,853.84		
01-5-211-40750-439 Admin CO - Furn & Fixture 21 Century	\$ 2,114.95		
	<b>\$ 174,402.60</b>		
01-5-211-33111-439 Admin Fed Grant - Operating 21 Century			<b>\$ 174,402.60</b>
<b>Recreation Department ARPA Funding - Offset by Revenue</b>			
<b>Expenditures</b>			
01-5-211-40110-126 Admin FT Wages COVID - Rec Emergency Child Care	\$ 43,672.04		
01-5-211-40121-126 Admin Summer Rec COVID - Rec Emergency Child Care	\$ 2,130.75		
01-5-211-40123-126 Admin Spec Program Wages COVID - Rec Emergency Child Care	\$ 4,326.23		
01-5-211-40220-126 Admin Social Sec COVID - Rec Emergency Child Care	\$ 3,974.08		
01-5-211-40225-126 Admin Medicare COVID - Rec Emergency Child Care	\$ 724.56		
	<b>\$ 54,827.66</b>		
01-5-211-33111-126 Admin Fed Grant - Operating COVID - Rec Emergency Child Care			<b>\$ 58,527.18</b>
<b>Recreation Department ARPA Funding - Offset by Revenue</b>			
<b>Expenditures</b>			
01-5-211-40110-129 Admin FT Wages ARPA	\$ 34,263.04		
01-5-211-40121-129 Admin Summer Rec COVID - ARPA	\$ 43.00		
01-5-211-40123-129 Admin Spec Program Wages COVID - Rec Emergency Child Care	\$ 6,800.90		
01-5-211-40220-129 Admin Social Sec COVID - Rec Emergency Child Care ARPA	\$ 2,561.64		
01-5-211-40225-129 Admin Medicare COVID - Rec Emergency Child Care	\$ 599.20		
	<b>\$ 44,267.78</b>		
01-5-211-33111-129 Admin Fed Grant - Operating COVID - ARPA			<b>\$ 69,378.21</b>
<b>Recreation Department Student Support - Offset by Revenue by SAU 18</b>			
<b>Expenditures</b>			
01-5-211-40121-458 Admin Summer Rec B/ASP Program Asst reimb by school grant	\$ 5,081.25		
01-5-211-40220-458 Admin Social Sec COVID - Rec Emergency Child Care	\$ 315.07		
01-5-211-40225-458 Admin Medicare COVID - Rec Emergency Child Care	\$ 73.71		
	<b>\$ 5,470.03</b>		
01-5-211-33111-458 Admin Fed Grant - Operating B/ASP Program Asst reimb by school			<b>\$ 5,470.03</b>
<b>Recreation Department NRPA Mentoring Grant - Offset by Revenue</b>			
<b>Expenditures</b>			
01-5-211-40685-456 Admin Supplies - Spec Program NRPA	\$ 3,475.98		
01-5-211-33111-456 Admin Fed Grant - Operating NRPA			<b>\$ 3,475.98</b>





## **City Council Meeting Minutes Monday, July 10, 2023 - 6:00 p.m. Council Chambers, City Hall**

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

**Absent:** Councilor Bob Desrochers and Councilor Paul Trudel

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

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

Salute to the Flag was led by Councilor Webb. This was followed by a moment of silence in remembrance of veteran Gerard (Joe) Fecteau (368<sup>th</sup> Combat Engineers and 197<sup>th</sup> Field Artillery) and Councilor Paul Trudel's father-in-law, John Reutlinger (US Army in the Korean Theatre of Operations) who recently passed away, led by Councilor Zink.

### **Public Hearings:**

**Resolution #02-24 appropriating \$30,173.38 to the Franklin School District fiscal year 2023 budget.**

The public hearing opened at 6:04 p.m.

There was no discussion on this hearing.

The public hearing on Resolution 02-24 closed at 6:04 p.m.

**Resolution #03-24 establishing an Industrial Park Tax Increment Financing District Advisory Board.**

The public hearing opened at 6:04 p.m.

There was no discussion on this hearing.

The public hearing on Resolution 03-24 closed at 6:04 p.m.

### **Legislative Update:**

The NH representative was not present for an update.

### **Comments from the Public:**

Mayor Brown reminded everyone that persons wishing to address the council may speak for a maximum of three minutes and no more than thirty minutes will be devoted to public commentary.



Public comments opened at 6:05 p.m.

Resident Scott Clarenbach, Ward III, stated that he learned recently that the availability charge for sewer and water came in for 2015 and 2017 at \$30 per quarter for each one. The problem with that is administration is charging that whether connected to the water system or not. He mentioned that he had made the motion and voted on this subject a while back and it was intended for vacant buildings that were not generating much money. As of right now, people that have their water shut off for the winter season are still getting charged a \$60 fee every quarter for availability. He asked the council to look into this since it is not what was approved and is not appropriate to be charging that fee in this instance.

A few residents spoke about their support for the City Hall/Opera House renovations and hopes that it can be accomplished.

There was also a lot of comments about the \$20M bond that has been discussed during Economic Development Task Force meetings and forums.

Councilor Blake received an email from resident Maureen Aube that she read to the public stating “I want you to know that I support the bond to make the necessary improvements to Franklin”.

Attached to the end of the minutes is a statement from resident Desiree McLaughlin, Ward II, and an email that Councilor Chandler received and read to the public, regarding the bond.

There were some questions about when the verbiage would be available and a public hearing for the bond would be set and Mayor Brown stated that August would be the earliest.

Coalition Coordinator, Stephanie Wolff, gave some updates for Franklin Partners in Prevention:

- From June 3<sup>rd</sup> to June 6<sup>th</sup>, Wolff attended the 54<sup>th</sup> Annual New England School of Addiction and Prevention Studies Summer School Training Institute. This was a four-day long virtual training conference presenting information on the latest and greatest of prevention strategies, addiction research and treatments from professionals across the country.
- From June 12<sup>th</sup> – 15<sup>th</sup>, Coalition member, Christine Dzujna and Wolff, completed the second week of CADCA’s National Coalition Academy. This week covered topics such as implementing community wide strategies, methods of evaluating community progress and the completion of Logic Models for targeted substances.
- June 17<sup>th</sup>, they had their annual 5k for Prevention. Despite the forecasted rain, they had 25 participants and raised \$535 towards their prevention cause.
- Wolff gave a shout out to the Partnership for Public Health located in Laconia. They awarded Franklin Partners in Prevention with \$2,500 to fund coalition trainings. These funds can be used for trainings for coalition members, school staff, or community members depending on the nature of the training.



- July 17<sup>th</sup>- 21<sup>st</sup> she will be joining coalitions from across the country in Grapevine Texas for the CADCA Mid-Year Conference to learn about successes and strategies from coalitions from all over.
- August 1<sup>st</sup> is National Night Out. Franklin Partners in Prevention, Franklin Police Department and Franklin Fire Department are teaming up to plan this family friendly community event. This event will occur at Odell Park from 5pm to 8pm. Registration is open for vendors until July 17<sup>th</sup>.

Public comments closed at 6:35 p.m.

**City Council Acknowledgement:**

Councilor Dzujna stated that he had the privilege last month to sit at the award ceremony at the high school. He was amazed that \$76,000 in grants were given to the kids in one form or another. He wanted to recognize all of the organizations that offered these grants.

**Mayor's Update:**

- Mayor Brown started by commending Cumberland Farms for holding their price of gas. They have been the lowest in the area, even lower than BJ's.
- She had the opportunity a couple of weeks ago to attend an all-day session on local government hosted by the New Hampshire Municipal Association. It was a really great training.
- As part of the Mayor's Council, one issue that mayors across NH have been dealing with this year is the homeless situation. There has been a subcommittee put together that has been looking at some of the challenges that community is facing with the homeless. A lot of it has to do with the lack of information, in particular from 211 and the differing relationships with the Community Action Program that runs a lot of the shelters. She will be meeting with other mayors in about two weeks to talk about some statewide options to better help with this situation.

**Agenda Item I.**

Approval of Minutes.

Council to consider the minutes of the May 15<sup>th</sup>, 2023 City Council Special meeting, the nonpublic minutes from the May 15<sup>th</sup>, 2023 City Council Special meeting, the June 5<sup>th</sup>, 2023 City Council meeting, and the nonpublic minutes from the June 5<sup>th</sup>, 2023 City Council meeting.

**Motion – Councilor Dzujna moved that the Franklin City Council approve the minutes of the May 15<sup>th</sup>, 2023 City Council Special meeting, the nonpublic minutes from the May 15<sup>th</sup>, 2023 City Council Special meeting, the June 5<sup>th</sup>, 2023 City Council meeting, and the nonpublic minutes from the June 5<sup>th</sup>, 2023 City Council meeting. Seconded by Councilor Blake.**



Mayor Brown asked if there was any discussion.  
No discussion ensued.

**All in favor. Motion PASSED.**

**Agenda Item II.**

Council to Consider Wall of Honor Request

Rev. Roger Sargent approached the city council and requested the acceptance of a wall plaque containing the names and photos of Franklin fallen veterans of wars to be placed in the foyer of City Hall near the entrance to the City Council chambers where other veterans and a folded flag are already displayed. He did understand that this may need to be done at a later time, after renovations have been completed.

The council accepted Father Sargent's request.

**Agenda Item III.**

School Board Update.

Superintendent LeGallo was unable to attend so there was no school board update.

**Agenda Item IV.**

Council to consider Resolution #02-24 appropriating \$30,173.38 to the Franklin School District fiscal year 2023 budget.

**Motion - Councilor Dzujna moved that the Franklin City Council adopts resolution 02-24 appropriating \$30,173.38 to the Franklin School District fiscal year 2024 budget. Seconded by Councilor Blake.**

Mayor Brown asked if there was any discussion on this motion.  
No discussion ensued.

**RESOLUTION # 02-24**

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

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

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

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



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

**An Increase in Revenues:**

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

**An Increase in Expenditures:**

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

**By a roll call vote.**

**Roll Call:**

Councilor Blake	<u>yes</u>	Councilor Desrochers	<u>absent</u>	Councilor Starkweather	<u>yes</u>
Councilor Webb	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Trudel	<u>absent</u>
Councilor Chandler	<u>yes</u>	Councilor Ribas	<u>yes</u>	Councilor Zink	<u>yes</u>

**All in favor. Motion PASSED**

**Agenda Item V.**

Council to consider Resolution 03-24 establishing an Industrial Park Tax Increment Financing District Advisory Board.

**Motion - Councilor Ribas moved that the Franklin City Council adopt resolution 03-24 establishing an Industrial Park Tax Increment Financing District Advisory Board. Seconded by Councilor Blake.**

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

Councilor Zink asked if Jim Aberg, who is a paid member of the FBIDC, causes any conflict of interest by sitting on this board.

Milner stated that he is the Executive Director of FBIDC, however, since they are in charge of the Industrial Park, she doesn't believe that makes it a conflict of interest. It gives him an objective view of taking care of the necessary needs at that park. They felt as a team that that was ok. He is also not a paid employee of the city, but paid executive of the nonprofit FBIDC, and his pay would not be affected by any decision of this advisory board.

No other discussion ensued.

**By a roll call vote.**



**Roll Call:**

<b>Councilor Blake</b>	<u><b>yes</b></u>	<b>Councilor Desrochers</b>	<u><b>absent</b></u>	<b>Councilor Starkweather</b>	<u><b>yes</b></u>
<b>Councilor Webb</b>	<u><b>yes</b></u>	<b>Councilor Dzujna</b>	<u><b>yes</b></u>	<b>Councilor Trudel</b>	<u><b>absent</b></u>
<b>Councilor Chandler</b>	<u><b>yes</b></u>	<b>Councilor Ribas</b>	<u><b>yes</b></u>	<b>Councilor Zink</b>	<u><b>abstained</b></u>

**6 in favor; 1 abstention. Motion PASSED**

**Agenda Item VI.**

Council to consider setting a public hearing for Resolution 04-24 granting the City Manager the authority to file an application for the Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant program and acting as the authorized representative.

**Motion - Councilor Ribas moved that the Franklin City Council set a public hearing for August 7<sup>th</sup>, 2023 at 6pm in Council Chambers for Resolution #04-24 granting the City Manager authority to file an application under the State of New Hampshire Department of Environmental Services, Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant program, and designating as Authorized Representative. Seconded by Councilor Dzujna.**

Mayor Brown asked if there was any discussion on this motion.  
No discussion ensued.

**All in favor. Motion PASSED.**

Mayor Brown read Resolution 04-24 into record:

**RESOLUTION #04-24**

**A Resolution granting the City Manager the authority to file an application under the State of New Hampshire Department of Environmental Services, Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant program, and designating as Authorized Representative.**

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

**WHEREAS**, the City of Franklin, New Hampshire after thorough consideration of the nature of its drinking water system is required under the US-EPA Lead and Copper Rule Revision (LCRR) requires “water systems” to develop and submit to NHDES an inventory of the service lines within the water distribution system (public and private) by October 16<sup>th</sup>, 2024. Therefore, it is necessary and in public interest to apply for grant assistance from the State of New Hampshire, Department of Environmental Services in the amount of \$50,000 with the City providing a 0% match.



**THEREFORE, BE IT RESOLVED**, that at their regularly scheduled meeting of the City Council on Monday, August 7<sup>th</sup>, 2023, the City Council of Franklin, New Hampshire does hereby adopt resolution #04-24

**THEREFORE, BE IT FURTHER RESOLVED**,

1. *That City Manager, Judie Milner, is hereby designated as the Authorized Representative of the City of Franklin, NH for the purpose of filing a grant application, furnishing such information, data and documents pertaining to the applicant for a grant as may be required; and otherwise act as the Authorized Representative of the applicant in connection with the application and If such a grant can be made, is the Authorized Representative of the Applicant responsible for furnishing information, data and documents pertaining to disbursements relating to the grant.*
2. *That the Franklin, New Hampshire City Council hereby votes to enter into the Lead Service Line Inventory, Sampling Plan, and Replacement Plan Grant, authorizing City Manager, Judie Milner, to execute any documents which may necessary to effectuate this grant.*
3. *That certified copies of this resolution be included as part of the final grant application.*
4. *That City Manager, Judie Milner, is authorized to sign the final agreement binding the City of Franklin to the terms and conditions of the grant: Primary signatory being Judie Milner, City Manager.*
5. *That this resolution is to be non-lapsing.*

**Agenda Item VII.**

Council to consider re-adopting the 9/8/15 Code of Conduct policy for elected officials and appointed board members.

**Motion – Councilor Webb moved that the Franklin City Council re-adopt the 9/8/15 code of conduct for elected officials and appointed board members policy. Seconded by Councilor Ribas.**

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

The majority of the council stated that they were not comfortable supporting the approval of the code of conduct without it being codified and to have more explanation in the writing that pertains to this day and age better.

**6 opposed; 1 in favor. Motion FAILED**

Milner recommended that the policy is reformatted and then passed along to legal counsel to make sure that it is legal before codifying it. Without objection from the council, Milner stated that she is hearing that they would like to put this on an ordinance and bring it to the next city council meeting after approval to set a public hearing.

This was accepted with no objection.

**Agenda Item VIII.**



Council to consider setting a public hearing for Ordinance 03-24 regarding the election recount procedure.

**Motion – Councilor Zink moved that the Franklin City Council set a public hearing for 6pm on Monday, August 7, 2023, regarding Ordinance 03-24, for the Election Recount Procedure. Seconded by Councilor Ribas.**

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

**All in favor. Motion PASSED**

Mayor Brown read Ordinance 03-24 into record:

**ORDINANCE #03-24**

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

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

**Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code Part I: Administrative Legislation, Add Chapter 18, Elections; Section I: Contested Races, tie votes and recount process, be added as follows:**

**Chapter 18 Elections**

**Section I Contested Races, tie votes and recount process**

Recount Procedure- Any candidate whose name appeared on a municipal election ballot may file a request for recount in writing with the Franklin City Clerk no later than 5:00 p.m. on the Friday following the municipal election. The applicant shall pay a fee to the Franklin City Clerk, for the use of the City in the same manner as prescribed by RSA 669:31, II.

The following rules and procedures shall be observed during the course of a municipal election recount:

1. The City Clerk shall serve notice of the recount on all candidates for the office in question.
2. The recount team will be comprised of the City Clerk, Moderator or Assistant Moderator, Ward Clerk, and two City Councilors of the City of Franklin. Anyone on the recount team shall be disqualified from participating if their seat is the subject of the recount. Also, if the City Council deems a conflict of interest for any of the five stated members of the recount team, the Moderator shall appoint someone in their place per NH RSA 669:32.
3. No cell phones, tablets, or any electronic devices with recording capabilities may be used in the recount room during the recount, other than approved previously by the City Clerk.
4. All members of the public shall be seated in a designated area that will allow for visual and audible observation of the recount. No person shall be seated closer than six feet from the recount team unless they are the candidate and/or their representative.



5. The Moderator of the contested ward or City Clerk shall preside over the recount.
6. If there is a question as to whether a ballot is valid, the Moderator shall determine its validity.
7. A candidate and/or their representative may be present at the recount to inspect the ballots as they are being counted. Each candidate shall be limited to one representative.
8. The recount method may be the sort/stack method or the tally method, but no other.
9. The City Clerk will unseal the container holding the ballots cast by voters on the date cast, announcing such publicly.
10. Candidates and/or their representatives are prohibited from touching the ballots and from marking a ballot in any manner during the recount.
11. The recounting officials shall not let the ballots out of their control at any time, and no person other than the recounting officials may touch the ballot while it is being inspected or at any other time.
12. Each ballot will be read declaring the legal vote apparent from the voter's marks, the ballots will then be stacked according to how the ballot was cast.
13. If there is a ballot that is protested by a candidate or their representative, the Moderator shall rule on its validity and shall attach a note to the ballot stating the name of the candidate making the protest and setting further the ruling made upon the validity of the ballot.
14. The ballots shall be recounted one time only and all protests must be made at the time the ballots are recounted. The candidate or their representative has the right to inspect each ballot as it is recounted, and any protest relating to the ballot being counted must be made at that time and no other time.
15. The candidate who requested the recount may cancel the recount at any time during the procedure, at which time the City Clerk will publicly announce the candidate's request to cancel the recount, and the recount will cease at once. The candidate may choose to cancel the recount at any time prior to the announced date and time.
16. Tie votes shall be resolved by lot. The City Clerk shall prepare a set of slips of paper of equal size, each numbered 1 to 10. Each shall be folded and placed in a container. The candidates shall then draw a slip from the container. The candidate drawing the highest number will be declared the winner.
17. After the ballots are recounted, the City Clerk shall announce the results of the recount to the City Council. The mayor shall then confirm the results and declare the person with the highest number of votes as the winner of the seat in question.
18. After the results have been announced, the ballots shall immediately be turned over to the City Clerk who shall immediately place the ballots in the container. The City Clerk shall seal the box with tape and mark the box, signed by the recount officials, in the same manner as required by RSA 659:95 and shall note the date and the reason why the original container was opened. The City Clerk shall then take custody of the ballots.
19. The City Clerk shall then place the sealed ballots in a secure location where the ballots will be kept for 60 days.

Effective Upon Passage



**Agenda Item IX.**

Council to consider adoption of the following tax deeds:

1. Map/ Lot: 098-012-000 (Building & Land)	2. Map/ Lot: 134-276-000 (Building & Land)
3. Map/ Lot: 117-047-000 (Building & Land)	4. Map/ Lot: 112-015-000 (Building & Land)
5. Map/ Lot: 102-003-000 (Building & Land)	6. Map/ Lot: 135-115-000 (Building & Land)
7. Map/ Lot: 096-412-007 (Building Only)	8. Map/ Lot: 078-006-009 (Building Only)
9. Map/ Lot: 098-065-000 (Building & Land)	10. Map/ Lot: 098-061-018 (Building Only)
11. Map/ Lot: 116-026-000 (Building & Land)	12. Map/ Lot: 134-221-000 (Building & Land)

**Motion – Councilor Ribas moved that the Franklin City Council accept the tax deeds on the following parcels: Map/ Lot: 098-12-000 (Building & Land), Map/ Lot: 134-276-000 (Building & Land) Map/ Lot: 117-047-000 (Building & Land), Map/ Lot: 125-015-000 (Building & Land), Map/ Lot: 102-003-000 (Building & Land), Map/ Lot: 135-115-000 (Building & Land), Map/ Lot: 096-412-007 (Building Only), Map/ Lot: 078-006-009 (Building Only), Map/ Lot: 098-065-000 (Building & Land), Map/ Lot: 098-061-018 (Building Only), Map/ Lot: 116-026-000 (Building & Land), and Map/ Lot: 134-221-000 (Building & Land). Seconded by Councilor Dzujna.**

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

Milner stated that there are two properties that have recently been paid and removed from this list, which are lots 117-047-00 and 096-412-00.

**Motion – Councilor Ribas moved to amend the motion removing lots 117-047-00 and 096-412-00 from the tax deed list. Seconded by Councilor Dzujna.**

**All in favor. Motion PASSED**

City Clerk Stanyan answered questions from the council and did explain that these residents had received letters prior to this about their taxes being overdue.

Mayor Brown took a vote for the original motion.

**All in favor. Motion PASSED**

**Agenda Item X.**

Council to review the City Manager's evaluation format.



Councilor Ribas explained that it was recommended to revamp the evaluation process for the city manager and after meeting several times, the ad hoc committee lowered the number of questions to 25 or so for the council. They also decided to seek answers from department heads and employees as well since they work more closely with the city manager, so there are a few additional questions for staff to get their input. He clarified that the council would still be doing the final review of the city manager and this information from professional staff would help inform the council during the evaluation process. The survey will only be able to be sent to the appropriate staff and will be anonymous. He left this to the council to discuss.

The council thanked Councilor Ribas for all of his work on this.

Councilor Blake, who also sat on this committee, let everyone know that the reason they started this committee was because the council decided to approve doing a 360 review for the city manager going forward and this is how it is done in the corporate world as far as asking other employees about the individual's performance.

The council discussed doing this as a trial run first to work out any bugs.

**Motion – Councilor Ribas moved that the Franklin City Council approve the remodeled evaluation process and instructs the committee to input these questions in and coordinate with the City Manager's office to send out this year's trial run version of the evaluation and to report back by next month if they haven't done so. Seconded by Councilor Blake.**

**All in favor. Motion PASSED**

**Agenda Item XI.**

Council to consider one -year extension of current cable franchise agreement to 12/31/24.

Milner stated that the councilors received a nonpublic franchise agreement and the attorney recommended that the city sign another one-year extension of the agreement since the current cable contract with Breezeline is the most lucrative in the state right now. This is due to the fact the cable services will be going away and replaced by streaming services. This would also be recommended so that the city can coordinate getting the best agreement possible in the future.

If there are no questions about the agreement there is no need to enter into a nonpublic session and the public piece and suggested motion are in the council packets.

**Motion – Councilor Ribas moved that the Franklin City Council extend the city's cable franchise agreement through 12/31/2024. Seconded by Councilor Dzujna.**

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

Milner clarified that the current agreement expires on 12/31/2023 and the new agreement would go to 12/31/2024. This is also for cable services only and not internet services.

**All in favor. Motion PASSED**

**Agenda Item XII.**



Council to consider Building Permit Proposal for Property on a Private Road.

**Motion – Councilor Ribas moved that the Franklin City Council approve the issuance of a Building Permit for 4 Doucette Dr, Map-Lot 103-001-00 and authorize the City Manager to execute the Agreement and Notice of Release from Municipal Responsibility and Liability between the City of Franklin and the owners. Said fully executed agreement is to be recorded at the Merrimack County Registry of Deed; the recording and recording fees are the responsibility of the applicant. Recording must be complete before permits can be issued. Seconded by Councilor Dzujna.**

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

A small discussion ensued and Planning & Zoning Director Creighton was able to answer any questions.

**All in favor. Motion PASSED**

**Agenda Item XIII.**

Council to consider Outdoor Dining Application/Procedure/Rules.

**Motion – Councilor Dzujna moved that the Franklin City Council accept the Outdoor Dining License Rules and Application and authorize the City Manager to sign off on acceptable applications which propose to use municipal property. Seconded by Councilor Ribas.**

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

Milner stated that Attorney Fitzgerald agreed that the city was allowed to do a pilot program for this year with a fee for the outdoor dining application as a program. If the council were to decide to move this into code for next year it would then be done as a city ordinance.

A discussion ensued and P&Z Director Creighton answered questions from the council. He clarified that this is for use of public property, but the guidelines would be great to use for private property applications that come through his department.

Milner stated that this would need to go to the Legislative Committee if the council wants to look at this as an ordinance for next year and she will make sure to put that on their agenda for November.

**All in favor. Motion PASSED**

**Agenda Item XIV.**

**Other Business:**

**1. Mayor & Council Appointments**



**Motion – Councilor Zink moved that the Franklin City Council reappoint Seth Creighton to the Lakes Region Planning Commission as the Primary Representative, term of service to August 2025. Seconded by Councilor Dzujna.**

**All in favor. Motion PASSED**

**Motion – Councilor Zink moved that the Franklin City Council reappoint Justin Hanscom to the Lakes Region Planning Commission as the Deputy Representative, term of service to August 2025. Seconded by Councilor Chandler.**

**All in favor. Motion PASSED**

**Motion – Councilor Zink moved that the Franklin City Council appoint Gerard Desrochers to the Supervisors of the Checklist for Ward III, (Seat SCW31) term of service to January 2028. Seconded by Councilor Webb.**

**All in favor. Motion PASSED**

## **2. Committee Reports**

Councilor Dzujna stated that the MSD Committee meeting on June 21<sup>st</sup> went well. They had a good discussion about recycling and how to get the word out better. There are some equipment challenges at the transfer station and hiring staff. They asked MSD Director Hanscom to get an idea from other communities on how they are dealing with solid waste and recycling procedures going forward. The next MSD Committee meeting is TBD.

Councilor Chandler stated they had a Police Committee meeting on June 22<sup>nd</sup>. They are waiting on some money from Senator Shaheen and they are hoping to get \$250,000 to go towards body cams.

Councilor Starkweather stated that the July 17<sup>th</sup> Fire Committee has been cancelled and they didn't have much new to talk about except that they are still short 6 firefighters. Since that will not happen overnight, they decided to cancel the meeting for now.

## **3. City Manager's Update**

- Milner wanted to start off with some clarification on the \$20M bond that has not come before the council yet. It is a vote to authorize capital expenditures, not specific projects.

In addition, city council members were invited to the public forum that was held if they were in a different role, such as the role of the Downtown Business Group Coordinator or the role on FBIDC.



Also, the TIF note was not a bond so that may have been taken out of context. When she was talking about the city not bonding since the 1990's, they have not gone through the formal bond process, which includes going through Moody's for a rating. What has been done since the 90's is long-term debt notes, which is different process than a bond.

91A Requests – These needed to be clarified because they weren't clear enough to give the person the information that they were looking for. They are currently being worked on.

These were items that came up during this meeting that Milner wanted to clarify.

- Contingent Grant Line Activity – They received \$50 for the fire department, \$161.88 from Hannaford for the fire department, \$243.76 from Hannaford, \$3,300 from the Partnership in Public Health, and \$605.23 from the 5K for Franklin Partners in Prevention, \$100 from the Hill Village Bible Church for National Night Out, \$720 from the McCaffrey family for picnic tables at Legace Beach, \$470 for the Bookie Laroche Memorial donation, and \$660.43 for a sex offender compliance grant.
- Trust fund for school funding – \$271.69
- Congratulations: Firefighters Mike Provencher and David Sabo for their Swift Water Rescue Technical Level 1 certification and also Mike Provencher for Advanced Forest Fire training.
- Committee Meetings – July: There are no committee meetings for this month.
- Welcome: Lawrence Light in the Municipal Services department and Trevor Merchant in PD.
- Shout Out – To the department heads, especially Finance Director Gaudette, for the very nice vacation she was able to take for 2 weeks. The city was in great hands during that time, so thank you.
- Random Acts of Community – Judith Ackerson, who has been the town crier for years, for getting all of the information out there with community dates and a shout out to Amy and Andrew Duguay, who are taking over that role. Also, for the flowers, she thanked Glenn Morrill and his posse, along with Councilor Dzujna, for all of the beautiful flowers in the community.
- Media contacts – Union Leader, Laconia Daily Sun and the Concord Monitor
- Merrimack County Event - They are celebrating their 200<sup>th</sup> bicentennial on September 30<sup>th</sup> from 11am – 3pm. This is a free family fun day community event. This will be at the Merrimack County campus in Boscowan.
- State Budget Update – The state has passed a budget and it is providing \$145M more to communities over the current budget. The council will be seeing a resolution come



through for the municipality as some one-time highway and bridge funding again, along with some adequacy education funding for the school district.

- Stanley Mill update – The city has received all three grants that they applied for totaling \$2.5M. One has already been appropriated by the city council, the second is waiting on approval from the Governor and Council, and the third is going through the federal process. This should be coming before the council for appropriation by the November meeting.
- City Hall Update – Tomorrow, 7/11, she will be meeting to award the RFP for the architectural services for City Hall and will be discussing different locations for the services of the city, along with the location of the next city council meeting.
- Workshop meetings for July and August – July 24<sup>th</sup> at 6:30pm (due to FACT Camp) in Council Chambers there will be a joint meeting with the Franklin School Board from the Economic Development Committee about the bond.  
August 21<sup>st</sup> there will be a workshop meeting on the Trestle Bridge per their DOT grant at 6pm, location TBD.
- The Economic Development Team will be having some more listening sessions on the alleged \$20M bond on Thursday 7/13 & 7/27 at the Waterhorse Pub from 4pm – 5:30pm.
- Milner let the council know that notices for dog forfeitures are going out and they will have 15 days to respond to those notices.

#### 4. Nonpublic Session Needed

Milner stated that they were ready to enter into a nonpublic session.

**Motion – Councilor Ribas moved that the Franklin City Council enter into nonpublic according to RSA 91-A:3 II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Seconded by Councilor Dzujna.**

By a roll call vote.

Roll Call:

Councilor Blake	<u>yes</u>	Councilor Desrochers	<u>absent</u>	Councilor Starkweather	<u>yes</u>
Councilor Webb	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Trudel	<u>absent</u>
Councilor Chandler	<u>yes</u>	Councilor Ribas	<u>yes</u>	Councilor Zink	<u>yes</u>



All in favor. Motion PASSED

Entered into nonpublic at 8:23 p.m.

Motion – Councilor Desrochers moved to leave nonpublic session and return to public session.  
Seconded by Councilor Ribas.

All in favor. Motion PASSED

Public Session reconvened at 9:29 p.m.

Motion — Councilor Dzujna moved to seal the minutes. Seconded by Councilor Ribas.

By a roll call vote.

Roll Call:

Councilor Blake	<u>yes</u>	Councilor Desrochers	<u>absent</u>	Councilor Starkweather	<u>yes</u>
Councilor Webb	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Trudel	<u>absent</u>
Councilor Chandler	<u>yes</u>	Councilor Ribas	<u>yes</u>	Councilor Zink	<u>yes</u>

All in favor. Motion PASSED

**ADJOURNMENT:**

Motion to adjourn was made by Councilor Zink and seconded by Councilor Chandler.  
All in favor. Motion PASSED.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Lisa A. Jones  
Executive Secretary



Desiree McLaughlin  
Address to City Council - 7/10/23

Moral Turpitude equals bad policy. Allow me to elaborate. To fully explain, one must understand the definition of moral turpitude as well as the purpose of the city council. The definition of moral turpitude is "a crime that involves dishonesty, fraud, deceit or misrepresentation. The city council is the governing body of the city. The members are elected by the citizens and the members together to make general policies, supervise city government, and appropriate funds for various means. So let's look at the first part "make general policies", what are some examples of policy passed by the city council that may have been corrupted by moral turpitude? The most recent example presents itself in the Repeal and Replace of Chapter 257, Ordinance 03-23 "Solid Waste". Why is that a perfect example? It is a perfect example because this particular ordinance was passed against the will of the people. It was passed against the will of members of the electorate who voted for a specific city councilor as a representative and it was passed against renters who reside within the specific wards of the city for which city councilors have a responsibility to. This responsibility is to protect their interests by supervising evaluating the City Manager, Judie Milner. Residents and taxpayers performed their due diligence and contacted their city councilors and in turn were silenced at committee meetings first by the Mayor and later by the director of the Municipal Services Committee, a city councilor elect, George Dzjuna. Residents signed not one but two petitions that were in turn, discredited by the City Manager whose action was supported by Mayor Jo Brown. Residents showed up at meeting after meeting to speak against this action and they were dismissed. City Councilor Bob Desrochers fought the good fight and even quoted the US Constitution. It all fell on the deaf ears of those who had their eyes on their own agendas. The residents received the equivalent of a pat on the head and the phrase "I'm doing this for your own good." THAT was an ethical crime and it was committed by everyone here who voted YES. Shame on you for your lack of representation of your electorate

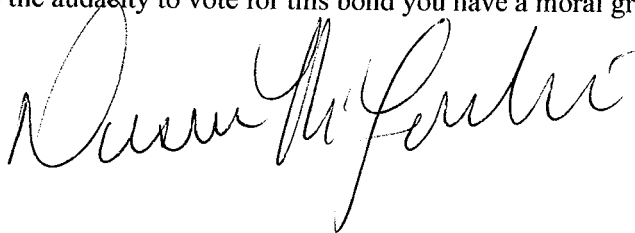
This brings me to our current situation regarding this 20 million dollar bond. This bond is a financial vehicle that will further manipulate the budget and put a potentially insurmountable burden on the residents of our small city. We are, in fact, the smallest city in NH. We consist of a diverse population of approximately 8,766 people with the following demographics obtained from the census bureau & DHHS; approximately 22% of our residents are over 65 years of age & 18% are under 18 years of age. That makes the percentage of our financially vulnerable population approximately 40%. Regarding the balance of the population, they could be identified as our valuable workforce population of which there are only 21.4% holding a bachelor's degree or higher. The median salary for the workforce population is between 41,000 if you are a female and 52,000 if you are a male. Let that sink in if you are thinking about our single moms in the city. The median rents are listed at 985.00 and they are rising, thanks in part to your revised municipal ordinance. So, think about it, who is going to be left to work in your city.

But let us leave that damning data to the side for a moment to note that this bond has been vociferously opposed by many residents before it has even been recommended to the council by the "Economic Development Team". It hasn't been recommended so I can't even petition against it. Because it technically doesn't exist. And why would that happen? Why would a spreadsheet be disclosed regarding the bond and its allocations and then it is held up long enough to miss being put on the ballot? And don't tell me it's because its politics. That its acceptable to manipulate dates. Don't stand up here during your pompous mayoral address, quote Socrates and tell me to be kind while you endorse the passing of a bond that will inflict hardship on your most vulnerable populations. And don't plead for a bond to save the Opera House when the very children you say have received benefit from it are negatively impacted whether by displacing them from their residences or potentially making them the newest victims of food insecurity. Don't put the "Code of Conduct" on this agenda unless you plan on enforcing it. You have 3 city councilors that have extremely close and biased ties to two organizations that SHOULD RECUSE THEMSELVES from the vote per your own re-introduced code of conduct. And told TELL me you



checked from Fitzgerald because until you have been sued and win, that liability is still out there. And finally, since we are talking about your code of conduct, can I call for the resignation of the Economic Development Team contracted employee of Franklin. Niel Cannon who took the liberty of calling a property owning, tax paying resident of Franklin, "an idiot". The full statement documented into perpetuity on social media by Mr. Cannon was "Take the time to be civil and research the data, you idiot!" How ironic he was begging for civility in the same sentence he was calling her an idiot.

Mr. Cannon is an integral part of the apparently un-vetted and un-supervised financial pioneers for the City of Franklin. Is the council aware that there are no minutes to any meetings this committee holds? I discovered that fact via a rare response to a 91A request. Are you aware that you as a city council will take the heat for the decisions, failings and even decorum of these team members whether you are responsible for them or not?. Perhaps the code of conduct to be discussed this evening can extend to those recommending the tax burden of millions of dollars. Are you aware there is a video recording circulating of Marty Parichand threatening a disabled teen who was enrolled in the high school at the time of the incident? Do you want me to play it? Perhaps it can include City Manager Judie Milner who has been caught several times on zoom giving incorrect information (lying) to the electorate. occasion 1 – Judie stated at a meeting in response to questioning by a resident regarding bond specifics "We have not issued a bond since the 90's", when in fact a bond had been issued against TIF district funds and guaranteed by Eric Chinburg within the last few years. Occasion 2, Judie made the statement regarding city council members being present at the "Invite Only Economic Development Meeting stating "Thankfully there will not be any public body members in the audience that day, so we are inviting members of the community who do not sit on the city council." When I arrived at that meeting, not only was Councilor Dzijuna present but also Councilor Valerie Blake. These residents have again done their due diligence and contacted their councilors; they have come to countless **poorly identified** meetings & forums to speak against this bond. I, myself, have submitted four 91-A's of which only a quarter of the data has been supplied. But do understand this, while you are dismissing each resident objection you are violating the moral and ethical station you occupy. You are guilty of moral turpitude. Each time you fail to represent those who have elected you, you have disrespected the vote that put you in that council seat. At this point, if you have the audacity to vote for this bond you have a moral grade value of zero.





## Jay Chandler

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**From:** Mayor  
**Sent:** Wednesday, July 5, 2023 12:57 PM  
**To:** George Dzujna; Jay Chandler; Ted Starkweather; websterlake@metrocast.net; Vince Ribas; Olivia Zink; Robert Desrochers; Paul Trudel; Valerie Blake; Leigh Webb  
**Cc:** sam@jacobson.net; City Manager  
**Subject:** Fwd: Franklin bond - please support

Sam, thank you for your letter of support. We will likely have a public hearing on the bond late summer/early fall.

I have forwarded your letter to the entire council

Jo Brown, Mayor  
City of Franklin

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**From:** Sam Jacobson <sam@jacobson.net>  
**Sent:** Tuesday, July 4, 2023 11:33 PM  
**To:** Olivia Zink <OZink@franklinnh.org>; Vince Ribas <VRibas@franklinnh.org>; Robert Desrochers <RDesrochers@franklinnh.org>  
**Cc:** Mayor <Mayor@franklinnh.org>  
**Subject:** Franklin bond - please support

Hello Olivia, Vincent, and Robert,

My name is Sam Jacobson and I am a geologist and a new resident of Franklin. I write to you today to ask for your support for the whitewater park & bond financing.

I moved here in January 2023, drawn by the city's growing reputation as an outdoor recreation haven, specifically the construction establishment of New England's first whitewater park. The wave and amphitheatre has been the location of many of my budding relationships in the city, both on the water, and watching (sometimes crazy) kayakers. The winter was cold, but the my neighbors and the city more broadly welcomed me with open arms, a fact for which I am grateful and reflects the strength of the Franklin community.

As a new homeowner, I've seen the value of the partially complete whitewater park - it sets Franklin apart from other Lakes communities and has drawn tourists into Franklin throughout the spring and summer. Frankly, I likely would have looked to move elsewhere if not for the whitewater park and commitment from the city and community to leveraging its natural resources. Having attended the spring economic development board meeting, I understand that there is a shortfall in the financing for the completion of the park and that there is a \$20M bond being debated amongst the council members to finance the completion of the park, and road improvements amongst other civic priorities. I write to you today to ask for your support for this growing portion of the community and for collecting funds from the community to invest in itself. From my perspective, this investment is a critical component to ensuring Franklin's continued attractiveness to other prospective residents and growth.

I am happy to discuss over the phone or in person if that is easier for you. My phone number is 215 840 4386, or you can stop by 16 Forest Street - I am home most days.

I've cc'd the mayor in the hopes that she will share this letter with other councillors. Looking forward to hearing from you.



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





**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

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*August 7, 2023*

**Subject: City Manager's Economic Development Team to Provide Follow-up Answers  
from the July 24<sup>th</sup>, 2023 City Council Workshop Meeting and Next Steps**



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





**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*City Council Meeting of August 7<sup>th</sup>, 2023*

**Subject: Monthly School Board Update**

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



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





**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

August 7, 2023

**From:** Michelle Stanyan, City Clerk

**Subject:** City Ordinance 03-24 Regarding the Election Recount Procedure

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**Suggested Motions:**

**July 10, 2023**

Councilor moves, "I move the Franklin City Council set a public hearing for 6pm on Monday, August 7, 2023, regarding Ordinance 03-24, for the Election Recount Procedure."

Mayor calls for a second, discussion and vote.

**August 7, 2023**

Councilor moves, "I move the Franklin City Council adopt Ordinance 03-24, regarding the Election Recount Procedure."

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

**Discussion:**

To address the rules and procedures that shall be observed during the course of a municipal election recount. This was also reviewed by city solicitor, Paul Fitzgerald.

**Attachments/Exhibits:**

Ordinance 03-24





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

316 Central Street  
Franklin, NH 03235

(603) 934-3900  
fax:(603) 934-7413

**ORDINANCE #03-24**

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

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

**Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code Part I: Administrative Legislation, Add Chapter 18, Elections; Section I: Contested Races, tie votes and recount process, be added as follows:**

**Chapter 18 Elections**

**Section I Contested Races, tie votes and recount process**

Recount Procedure- Any candidate whose name appeared on a municipal election ballot may file a request for recount in writing with the Franklin City Clerk no later than 5:00 p.m. on the Friday following the municipal election. The applicant shall pay a fee to the Franklin City Clerk, for the use of the City in the same manner as prescribed by RSA 669:31, II.

The following rules and procedures shall be observed during the course of a municipal election recount:

1. The City Clerk shall serve notice of the recount on all candidates for the office in question.
2. The recount team will be comprised of the City Clerk, Moderator or Assistant Moderator, Ward Clerk, and two City Councilors of the City of Franklin. Anyone on the recount team shall be disqualified from participating if their seat is the subject of the recount. Also, if the City Council deems a conflict of interest for any of the five stated members of the recount team, the Moderator shall appoint someone in their place per NH RSA 669:32.
3. No cell phones, tablets, or any electronic devices with recording capabilities may be used in the recount room during the recount, other than approved previously by the City Clerk.
4. All members of the public shall be seated in a designated area that will allow for visual and audible observation of the recount. No person shall be seated closer than six feet from the recount team unless they are the candidate and/or their representative.
5. The Moderator of the contested ward or City Clerk shall preside over the recount.
6. If there is a question as to whether a ballot is valid, the Moderator shall determine its validity.
7. A candidate and/or their representative may be present at the recount to inspect the ballots as they are being counted. Each candidate shall be limited to one representative.
8. The recount method may be the sort/stack method or the tally method, but no other.
9. The City Clerk will unseal the container holding the ballots cast by voters on the date cast, announcing such publicly.
10. Candidates and/or their representatives are prohibited from touching the ballots and from marking a ballot in any manner during the recount.
11. The recounting officials shall not let the ballots out of their control at any time, and no person other than the recounting officials may touch the ballot while it is being inspected or at any other time.
12. Each ballot will be read declaring the legal vote apparent from the voter's marks, the ballots will then be stacked according to how the ballot was cast.

**ORDINANCE #03-24**

Page 2 of 2

13. If there is a ballot that is protested by a candidate or their representative, the Moderator shall rule on its validity and shall attach a note to the ballot stating the name of the candidate making the protest and setting further the ruling made upon the validity of the ballot.
14. The ballots shall be recounted one time only and all protests must be made at the time the ballots are recounted. The candidate or their representative has the right to inspect each ballot as it is recounted, and any protest relating to the ballot being counted must be made at that time and no other time.
15. The candidate who requested the recount may cancel the recount at any time during the procedure, at which time the City Clerk will publicly announce the candidate's request to cancel the recount, and the recount will cease at once. The candidate may choose to cancel the recount at anytime prior to the announced date and time.
16. Tie votes shall be resolved by lot. The City Clerk shall prepare a set of slips of paper of equal size, each numbered 1 to 10. Each shall be folded and placed in a container. The candidates shall then draw a slip from the container. The candidate drawing the highest number will be declared the winner.
17. After the ballots are recounted, the City Clerk shall announce the results of the recount to the City Council. The Mayor shall then confirm the results and declare the person with the highest number of votes as the winner of the seat in question.
18. After the results have been announced, the ballots shall immediately be turned over to the City Clerk who shall immediately place the ballots in the container. The City Clerk shall seal the box with tape and mark the box, signed by the recount officials, in the same manner as required by RSA 659:95 and shall note the date and the reason why the original container was opened. The City Clerk shall then take custody of the ballots.
19. The City Clerk shall then place the sealed ballots in a secure location where the ballots will be kept for 60 days.

Effective Upon Passage

By a roll call vote.

Roll Call:

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

Approved: \_\_\_\_\_  
Mayor

Passed: \_\_\_\_\_

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

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

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



**CITY COUNCIL MEETING**  
**AGENDA ITEM V**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**  
August 7<sup>th</sup>, 2023

**From: Justin Hanscom, Municipal Services Director**

**Subject: Lead Service Line Inventory Grant**

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**Recommended Motions:**

**July 10, 2023**

Councilor moves, "I move that the Franklin City Council set a public hearing for August 7<sup>th</sup>, 2023 at 6pm in Council Chambers for Resolution #04-24 granting the City Manager authority to file an application under the State of New Hampshire Department of Environmental Services, Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant program, and designating as Authorized Representative."

Mayor calls for a second, discussion and vote.

**August 7, 2023**

Councilor moves, "I move that the Franklin City Council adopts Resolution #04-24 granting the City Manager authority to file an application under the State of New Hampshire Department of Environmental Services, Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant program, and designating as Authorized Representative."

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

**Discussion:**

The City of Franklin drinking water system is required under the US-EPA Lead and Copper Rule Revision (LCRR) requires "water systems" to develop and submit to NHDES an inventory of the service lines within the water distribution system (public and private) by October 16, 2024.

**Fiscal Impact:**

This amount will have no effect on the taxes raised by the City of Franklin or water and sewer users as this is a \$50,000 no match grant.

The water department and Municipal Services administration would have to devote more hours to the project and take away from other tasks without the grant.

*Franklin - The Three Rivers City*



**Alternatives:**

Do not apply for the grant and have city staff try to complete by the deadline.

**Attachments/Exhibits:**

Resolution 04-24

LSLI Grant application and scope of work



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

316 Central Street  
Franklin, NH 03235

(603) 934-3900  
fax: (603) 934-7413

**RESOLUTION #04-24**

**A Resolution granting the City Manager the authority to file an application under the State of New Hampshire Department of Environmental Services, Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant program, and designating as Authorized Representative.**

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

**WHEREAS**, the City of Franklin, New Hampshire after thorough consideration of the nature of its drinking water system is required under the US-EPA Lead and Copper Rule Revision (LCRR) requires "water systems" to develop and submit to NHDES an inventory of the service lines within the water distribution system (public and private) by October 16<sup>th</sup>, 2024. Therefore, it is necessary and in public interest to apply for grant assistance from the State of New Hampshire, Department of Environmental Services in the amount of \$50,000 with the City providing a 0% match.

**THEREFORE, BE IT RESOLVED**, *that at their regularly scheduled meeting of the City Council on Monday, August 7<sup>th</sup>, 2023, the City Council of Franklin, New Hampshire does hereby adopt resolution #04-24*

**THEREFORE, BE IT FURTHER RESOLVED**,

- 1. That City Manager, Judie Milner, is hereby designated as the Authorized Representative of the City of Franklin, NH for the purpose of filing a grant application, furnishing such information, data and documents pertaining to the applicant for a grant as may be required; and otherwise act as the Authorized Representative of the applicant in connection with the application and If such a grant can be made, is the Authorized Representative of the Applicant responsible for furnishing information, data and documents pertaining to disbursements relating to the grant.*
- 2. That the Franklin, New Hampshire City Council hereby votes to enter into the Lead Service Line Inventory, Sampling Plan, and Replacement Plan Grant, authorizing City Manager, Judie Milner, to execute any documents which may necessary to effectuate this grant.*
- 3. That certified copies of this resolution be included as part of the final grant application.*



4. *That City Manager, Judie Milner, is authorized to sign the final agreement binding the City of Franklin to the terms and conditions of the grant: Primary signatory being Judie Milner, City Manager.*
5. *That this resolution is to be non-lapsing.*

**By a roll call vote.**

**Roll Call:**

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

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

**Passed:** \_\_\_\_\_

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

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

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



# Large PWS LSLI Grant Program

Water Division | Drinking Water Groundwater Bureau  
Lead Service Line Inventory, Sampling Plan,  
and Replacement Plan Grant



## 1. Introduction:

The New Hampshire Department of Environmental Services (NHDES) Drinking Water and Groundwater Bureau (DWGB) is pleased to announce the *Lead Service Line Inventory (LSLI) and Replacement Plan for Large Community Water Systems Grant* program. The program budget allows grants of \$50,000 to \$100,000 based on number of service connections. No community match is required. Total project cost may exceed the grant amount; however, only the grant amount will be reimbursed.

The new Lead Copper Rule Revision (LCRR) under the U.S. Environmental Protection Agency (USEPA) requires community water systems and non-transient, non-community water systems, herein referred to as “water systems” or “systems,” to develop and submit to NHDES an inventory of service lines within the water system’s distribution system by October 16, 2024. The purpose of the inventory is to identify the location, material, and other pertinent information of service lines and ultimately create a replacement plan for all lead service lines and galvanized service lines downstream of lead pipe, also known as “galvanized requiring replacement,” within public water distribution systems nationwide. This includes the entirety of the service line from the water main to the structure. In certain instances where sampling data dictates, in addition to being required to submit service line inventories, systems will be required to submit a documented replacement program for replacing the service lines requiring replacement to the NHDES by October 16, 2024. This grant program is to assist communities in preparing a service line inventory that includes information for all the services in the distribution system, to update the sampling plan, and to prepare replacement plans for systems (when required).

The service line inventory must be made publicly accessible and include a unique location identifier for each “Lead Service Line” (LSL). It is the goal of NHDES to make all LSL inventories available by constructing a web-based, map-enabled portal to allow system owners and operators to securely enter spatial and tabular inventory data, make edits, and submit as-built plans or other documents in .pdf format. Due to the timing of the LSL inventory requirement, NHDES has created a draft Excel spreadsheet for interim use as a template for completing inventories until the portal becomes available. The intent is to use this spreadsheet to collect inventory data that will be uploaded once the portal is available in 2023.

Funds for this program may be used for in-house or outside services. Consultants should be selected based on their knowledge and experience with similar projects. Eligible activities include, but are not limited to, the following tasks when used for creating the Lead Service Line Inventories, Sampling Plans, and Replacement Plans: digitizing historic records, building inspections, test pits/potholing, and water quality testing (non-compliance only).

**NOTE:** Small Community and Non-Transient, Non-Community Water Systems which are NOT on the list below will receive LSLI, Sampling Plan, and Replacement Plan assistance through a separate DWGB program.

## 2. Criteria:

- Lead Service Line Inventories (LSLI), Sampling Plans, and Replacement Plans are eligible for large community water systems listed in the table below.

New Hampshire Department of Environmental Services  
29 Hazen Drive, PO Box 95, Concord, NH 03302-0095  
[www.des.nh.gov](http://www.des.nh.gov) | (603) 271-3503



- **Funding:** Maximum grant award is based on the number of service connections in the water system.

# connections	Maximum Grant Amount
<=7000	\$50,000
7001-20000	\$75,000
>20000	\$100,000

- **Match:** A community match is **not** required. Total project cost may exceed maximum grant amount; however, no additional funds will be reimbursed.
- **NHDES will not reimburse work completed prior to the grant approval.**
- **There is no deadline for this submittal;** however, the deadline to complete inventories and replacement plans is October 16, 2024. Grants will be distributed on a first come, first served basis.

PWS ID	SYSTEM NAME	PWS ID	SYSTEM NAME
0231010	BERLIN WATER WORKS	1351010	LINCOLN WATER WORKS
0461010	CLAREMONT WATER DEPT	1471010	MANCHESTER WATER WORKS
0501010	CONCORD WATER DEPT	1531010	MERRIMACK VILLAGE DIST
0611010	DERRY WATER DEPT	1731010	NEWMARKET WATER WORKS
0651010	DOVER WATER DEPT	1871010	PETERBOROUGH WATER WORKS
0801010	EXETER WATER DEPT	1951010	PORTSMOUTH WATER WORKS (and 1951020)
0851010	FRANKLIN WATER WORKS	2001010	ROCHESTER WATER DEPT
1031010	HAMPSTEAD AREA WATER	2051010	SALEM WATER DEPT
1071010	HANOVER WATER DEPT	2111010	SEABROOK WATER DEPT
1181010	CENTRAL HOOKSETT WATER PCT	2151010	SOMERSWORTH WATER WORKS
1241010	KEENE WATER DEPT	Multiple	PENNICHUCK (All Pennichuck-owned systems)
1281010	LACONIA WATER WORKS	Multiple	AQUARION (All Aquarion-owned systems)
1321010	LEBANON WATER DEPT	-	-

### 3. Grant Approval Process and Documentation:

Selected grant recipients will be notified in writing and must enter into a grant agreement with the NHDES to receive funds. NHDES will use the information provided in the application to prepare the grant agreement and exhibits. This is a reimbursement grant which requires you to complete work and provide deliverables for review and approval before requesting payment. Reimbursements can be provided throughout the project duration as deliverables are approved.

**Grant agreement documentation will be required to be submitted to NHDES for final approval by Governor and Council.** Once the grant has received final approval, the project can begin.

### 4. Application (next page):

**Applications shall be emailed to:** Jen Mates, NHDES-DWGB, [jennifer.s.mates@des.nh.gov](mailto:jennifer.s.mates@des.nh.gov)



# Large PWS LSLI Grant Program Application

Water Division | Drinking Water Groundwater Bureau  
Lead Service Line Inventory, Sampling Plan,  
and Replacement Plan Grant



General System Information	
PWS Name/Applicant	Franklin Water Works
Project Location	Franklin, NH
PWS ID #	0851010
Contact Person and Title	Justin Hanscom, Municipal Services Director
Contact Person Email Address	<a href="mailto:jhanscom@franklinnh.org">jhanscom@franklinnh.org</a>
Contact Person Phone	603-934-4103

System Owner Information	
System Owner Name	City of Franklin, NH
System Owner Title	City Manager
System Owner Email Address	<a href="mailto:citymgr@franklinnh.org">citymgr@franklinnh.org</a>
System Owner Phone	603-934-3900

Additional Information	
<p><i>Proposed project (use additional pages as necessary).</i></p> <p><i>Describe the work proposed to meet the October 16, 2024 deadline for compliance with the LCRR inventory, sampling plan, and replacement plan requirements.</i></p>	<p>Please see attached scope of work.</p>
<p><i>Key staff managing and working on the project, if known. Has the community engaged or discussed engaging a consultant to perform the work?</i></p>	<p>Franklin Water Works</p> <ul style="list-style-type: none"> <li>-Justin Hanscom, Municipal Services Director</li> </ul> <p>Tata &amp; Howard, Inc.</p> <ul style="list-style-type: none"> <li>-Peter J. Goodwin, P.E., Associate</li> <li>-Jenna W. Rzasa, P.E., Co-President</li> </ul>



**Scope of Work  
Lead Service Line Inventory  
Franklin, New Hampshire**

The City of Franklin, New Hampshire has approximately 2,500 water services and as required by the Lead and Copper Rule Revisions (LCRR), is developing a public and private side Lead Service Line Inventory. The following scope of work has been developed to meet the LCRR's requirements using the NHDES \$50,000 Grant.

**Phase 1-Preliminary LSL Inventory Development**

1. Collect available records, both digital and paper. The inventory will include both the City of Franklin and privately owned sides of the service line as required by the LCRR. Data sources will include:
  - GIS database,
  - Municipal Services Department historical work order database,
  - Paper records and property data,
  - Assessors database,
  - Information collected during meter replacement programs,
  - Available water service tie cards,
  - Planning, Zoning, and Building Department approvals and records,
  - City of Franklin water main replacement programs

The City will provide all requested available information or access to the information.

2. Assist the City with preparation of a public information mailer to provide the background of the LCRR and to request the property owner with completing and submitting a questionnaire to document the private side water service material. Compile the received questionnaires for inclusion in the inventory.
3. Create the database of available information collected per service using the "Lead Service Line Inventory" template provided by the New Hampshire Department of Environmental Services.

Assumptions for unknown service line materials will be provided and/or documented in the database. These assumptions will be based on installation dates, home construction dates, and the service line size. The 1986 EPA Lead Ban will be used as a starting point and local ordinances will be reviewed to determine when lead was no longer allowed to be installed in the City. Additionally, water main installation date will be used to assume the material for the public side of the service.

4. Based on the information available and provided, create a list of unknown service line materials. Provide a ranking for verification that indicates high probability of lead, medium probability of lead and low probability of lead. Provide recommendations and preliminary budgets for next steps which may include additional data collection, home inspection for the service line material to the meter, and/or potholing at the curb stop.

5. Identify up to 30 properties for a home inspection to confirm or verify material on either side of the meter. Send letters to the properties to set up inspection and provide follow up scheduling for the City staff to perform the inspections. Compile inspection forms and update the LSL inventory. A total of 30 hours has been budgeted for coordination.



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



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*City Council meeting August 7, 2023*

**From:** Judie Milner – City Manager

**Subject:** Repurchase of Tax Deeded Property by previous owner - **Barbara Labrie, 373 New Hampton Road**

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**Recommended Motion**

Councilor moves, "I move that the Franklin City Council deed 373 New Hampton Road Map/Lot #128-066-00 back to Barbara Labrie."

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

**Discussion**

The property was tax deeded to the City of Franklin for failure to pay property taxes. Ms. Labrie was able to secure funding to pay the back taxes of \$18, 237.92, which is the total amount due, to the city. The \$9,790 penalty equivalent to 10% of assessed value at the time of the deeding is waived per State statute as this is Ms. Labrie's primary residence.

**Attachments**

Revised Amount Due as of July 2023 from City Clerk  
Original Repurchase letter



373 New Hampton Road ~~Grand Total Due \$18,237.92~~

AS of 7/2023

Water Only Property at 15% Interest, plus all are considered late, with \$10 extra fee

**Cycle 21-Due 9/26/2022 288 days from due date to 7/12/2023**

\$60.20 billed, \$77.33 total

**Cycle 22-Due 12/30/2022, 194 days from due date to 7/12/2023**

\$53.10 billed, \$67.33 Total

**Cycle 23-Due 04/04/2023, 99 days from due date to 7/12/2023**

\$60.80 billed, \$73.27 Total

**Cycle 24-Due 07/03/2023, 9 days from due date to 7/12/2023**

\$60.80 billed, \$71.02

**TOTAL WATER DUE: \$288.95**

Property Taxes- Liens are charged at 14% interest after execution, Taxes are 8% after due date

**2019 Tax Lien- Execution date: 05/06/2020, 1,162 Days**

\$3429.79 when lien was executed, \$4958.44 total due

**2020 Tax Lien-Execution date: 04/08/2021, 825 Days**

\$3464.87 when lien was executed, \$4561.29 total due

**2021 Tax Lien- Execution date: 05/12/2022, 426 Days**

\$3552.12 when lien was executed, \$4132.53

**2022 1<sup>st</sup> Property Tax-Due Date 07/01/2023, 376 Days**

\$1136.62 billed, interest accrued total \$1230.29

**2022 2<sup>nd</sup> Property Tax-Due Date 12/19/2022, 205 Days**

\$1251.16 billed, interest accrued total \$1307.38

**2023 1<sup>st</sup> Property Tax-Due Date 07/03/2023, 9 Days**

\$1755.58 billed, interest accrued total \$1759.04

**TOTAL TAXES DUE: \$17,948.97**



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

316 Central Street  
Franklin, NH 03235

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

October 31, 2022

Via Certified Mail – Address Service Requested - Return Receipt Requested

Labrie, Barbara  
373 New Hampton Road  
Franklin, NH 03235

Re: Disposal of Tax Deeded Property  
373 New Hampton Road – Map/Lot 128-066-000

Dear Ms. Ingram:

This notice is being provided to you pursuant to RSA 80:89 as notification of the City's intention to sell real estate (hereafter "the property") located at 373 New Hampton Road (Tax Map 128, Lot 066-000) by sealed bid or public auction or disposition on or about January 31, 2023. The property was acquired by the City pursuant to a Tax Collector's Deed dated September 15, 2022 which was recorded in the Merrimack County Registry of Deeds at Book 3808, Page 20 on October 5, 2022.

You are listed as the former owner of the property.

In accordance with RSA 80:89-I, you, as the former owner, have the right to repurchase the property prior to the City disposing of said property. You may repurchase the property from the City for the sum of **\$22,521.63 (Twenty Two Thousand Five Hundred Twenty One Dollars and Sixty Three Cents) \***. This figure has been determined as follows:

- **\$10,446.78** representing all taxes assessed but unpaid as of the date of the tax deed, together with all taxes which would thereafter otherwise have been assessed against such property based on its valuation, but for its ownership by the municipality. See RSA 80:90, I(a);
- **\$2,003.38** representing all statutory interest actually accrued on all back taxes as of the date of the tax deed, together with all statutory interest which would otherwise thereafter have accrued on all taxes listed in subparagraph (a), but for the property's ownership by the municipality. See RSA 80:90, I(b);
- **\$56.47** for all fees associated with notice and recording in connection with the tax collection process. See RSA 80:90, I(c);



- **\$150.00** for all legal costs incurred by the municipality in connection with the property, including those connected with the municipality's sale or the former owner's repurchase. See RSA 80:90 I(d);
- **\$75.00** representing the incidental and consequential costs incurred by the City in connection with the ownership and disposition of the property. See RSA 80:90, I(e);
- **\$9,790.00** representing the statutory penalty of 10% of the assessed value of the property as of the date of the tax deed, adjusted by the equalization ratio for the year of assessment. See RSA 80:90, I(f); and

If you intend to exercise your right to repurchase the property for the amount specified above, you must inform the City of your intention within thirty (30) days of this notice 12/012022). See RSA 80:89, II. Notification to the City of your intention to repurchase must be by certified mail and shall indicate that you are ready, willing, and able to pay all back taxes, interest, costs and penalties, as defined in RSA 80:90, except that if the property is the former owner's principal residence, or was the former owner's principal residence at the time of execution of the tax deed under RSA 80:76, the additional penalty under RSA 80:90, I(f) shall not apply. See RSA 80:89, II. Within 15 days after notifying the City of your intention to repurchase the property, you must tender the repurchase amount by certified or bank check to the City for \$22,521.63 See RSA 80:89, II.

If you fail to notify the City of your intention to repurchase the property within the time prescribed above or if you fail to tender required payment within fifteen (15) days after notifying the City of your intention to repurchase, the City will proceed with its offering for sale by sealed bid or public auction and disposition of the property. See RSA 80:89, II.

If you should have any questions in this matter you may contact me at the address on this letterhead or by telephone at (603) 934-3900.

Sincerely,



Judie Milner  
City Manager

Cc:  
Michelle Stanyan, Tax Collector

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





August 7, 2023

**Subject:** Council to consider renewal of Lease Agreement between the City and Franklin Targeteers

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**Recommending motion:**

Councilor moves: *"I move that the Franklin City Council approves the renewal of the Lease Agreement between the Franklin Targeteers and the City of Franklin for five years beginning April 1, 2023 and ending March 31, 2028 and authorize the City Manager to sign said agreement on behalf of the City."*

Mayor calls for a second, discussion, and vote.

---

**Discussion:** This is a 5-year renewal of the existing lease agreement. The agreement has not changed since it was approved by the City Solicitor in 2013 with the exception of the highlighted clarification wording in the attached proposed lease agreement. No change in liability is required and Chief Goldstein has no issues with the renewal.

**Attachments**

Targeteers Lease Agreement

## LEASE AGREEMENT

**City of Franklin, New Hampshire  
And  
Franklin Targeteers**

LEASE AGREEMENT made this \_\_\_\_ day of \_\_\_, 2023, by and between the City of Franklin, a New Hampshire Municipal Corporation, located in the County of Merrimack with a place of business at Soldier's Memorial Hall, 316 Central Street, Franklin, New Hampshire, hereinafter referred to as "the Lessor" and the Franklin Targeteers, a voluntary association organized pursuant to the laws of the State of New Hampshire, with a place of business at P. O. Box 352, Franklin, New Hampshire 03235, hereinafter referred to as "the Lessees".

1. Premises – The Lessor hereby agrees to lease to the Lessees, and the Lessees agree to lease from the Lessor a portion of a certain parcel of land owned by the Lessor in the City of Franklin, said land lying east of the Merrimack River and located off the easterly side of River Street in said Franklin and being a portion of a parcel designated as Tax Map #003-121-402. The specific area to be leased by the Lessees is shown on the enclosed plan which is hereby incorporated by reference.
2. Rent Reserved – The Lessees shall pay to the Lessor the sum of One Dollar (1.00) per year, in advance.
3. Lease Term – This lease shall be for a term of five (5) years commencing on the date first written above and may be renewed for successive five (5) year terms on the terms and conditions contained herein, subject to the parties' rights of termination as hereinafter described.
4. Use of Premises – The sole use to which the premises may be put by the Lessees is for a firearm target practice range. No other use of the property shall be permitted without the written agreement of the Lessor. There shall be no hunting or taking of live game on the premises. Additionally, there shall be absolutely no use of alcoholic beverages (or impairment inducing drugs) on the premises, nor shall any individual be allowed to use the premises who is impaired by reason of the consumption of alcohol or drugs, regardless of the legality of such consumption.



5. Enclosure – Periodically during the term of this lease, a representative of the Lessees and a representative of the Lessor shall walk the boundaries and the Lessees shall thereafter post appropriate warning signs around the perimeter of the leased area, said signs being highly visible and posted no less frequently than every 25 yards on the perimeter and containing a warning that a target practice area is being entered and that entry is forbidden to unauthorized persons. Said signs shall be approved as to size and design by the office of the Franklin City Manager. Additionally, the Lessees shall maintain a locked gate at the entrance to the property during the term of lease.
6. Insurance – Prior to the commencement of the use of the premises for target practice, the Lessees shall obtain adequate liability insurance for the protection of any injured party who is injured or participating in, or as a result of, the use of the premises as a target range. The City of Franklin shall be a named insured on said policy and a certified copy of the policy shall be delivered to the office of the Franklin City Manager before target practice activities commence. Policy limits shall be no less than \$1,000,000.00. Annually, or more frequently upon request, the Lessees shall furnish proof of insurance.
7. Training – The Franklin Targeteers shall assume responsibility for ensuring that each member or guest who is allowed to use the premises for target practice purposes shall be adequately educated to use the premises for target practice purposes and shall be adequately educated in the safe handling of a firearm so as to reduce to the greatest possible degree the possibility of personal injury.
8. Municipal Liability – In addition to the provisions contained above, the Lessees do hereby agree that neither it nor its members shall bring any claim against the Lessor for any injury which occurs as a result of the Lessees use of the described property, whether for the approved purpose or otherwise, and further agrees that it shall indemnify the City and hold it harmless from any claim by any third party for injury to person or to property which may arise from the use of the premises by the Lessees.
9. Restricted Hours – The property shall not be used by the Lessees for target practice at any time prior to 8:00 a.m. nor shall it be used later in the day than one-half hour before sunset. Additionally, the property shall not be used on Saturday, Sunday, or Holiday prior to 9:00 a.m.

10. Improvements – All site improvements made by the Lessees shall be after consultation and with the permission of the Franklin City Manager. The Lessees reserve the right to remove any personal property which it may install at the site at the termination of this agreement.
11. Municipal Use - The Lessees hereby agree that in addition to its own use, the Franklin Police Department shall have exclusive use of the range for target practice, qualifications, efficiency testing and any other firearms training that the City of Franklin Police Department deems appropriate and necessary for the officers of the department, as directed by the Chief of Police. In the event of conflicting use schedules, the Lessor's schedule shall be controlling but the Lessor shall make the area available for the Lessees use at reasonable times and frequencies. The Lessees shall not be responsible for property or personal injury incurred during the property's use by the Lessor, except to the extent such losses are caused by the gross negligence or willful misconduct of the Targeteers. Individual officers, who are employees of the Franklin Police Department, may also use the facility at times mutually convenient to themselves and the Lessees. Use of the range by an individual officer shall not give rise to the Lessor's ability to claim exclusive temporary use of the premises. Individual officers need not be members of the Franklin Targeteers to use the facility. Additionally, such officers may bring guests to the facility and such guests may utilize the facility, but the officers must be present at all times when the range is in use by such a guest.
- The Franklin Police Department as an agent of the Lessor, shall not only have exclusive use of the range, but in all matters concerning police firearms training shall be guided and directed by the department's certified firearms' instructors, who shall be the department's range masters as directed and approved by the Franklin Police Chief. No use of the range shall be made by the Lessees while it is in use by the Franklin Police Department.
12. Termination – Regardless of any prior language in this document concerning leasehold terms or annual lease payments, the Lessor specifically reserves the right to terminate this lease at any time. Such termination shall be effective upon notice from the Franklin City Manager to any representative of the Lessees that such right of usage has been halted. In the event that the City exercises this option, then the Lessees obligations of maintenance shall cease immediately but all obligations concerning financial liability shall continue until the resolution



of any such issue. Notwithstanding the language at Paragraph 3, this is a tenancy at will that may be terminated by the Lessor at any time.

13. Information Provided by Lessees – Lessees shall continuously provide the Lessor with an updated list of its officers, including name, title, address and telephone number.
14. Merger– The parties agree that this document constitutes the complete agreement between them and that neither is relying upon any representations or statements not contained herein.
15. Assignment and Binding Effect – No part of this agreement may be assigned without the written permission of the other party. This agreement shall be binding upon the parties, their representatives and successors.
16. Amendment. No term or provision of this Agreement shall be altered, amended or changed in any way except in writing, with such amendment being executed by the parties hereto.
17. Governing Law. This contract shall be governed by, and interpreted in accordance with, the laws of the State of New Hampshire. It is specifically agreed that the courts of the State of New Hampshire shall have jurisdiction over any dispute arising here from.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Judie Milner, City Manager  
Duly Authorized

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, Franklin Targeteers  
Duly Authorized

**CITY COUNCIL MEETING**  
**AGENDA ITEM VIII**





## CITY OF FRANKLIN COUNCIL AGENDA REPORT

August 7, 2023

### **Subject: Council to Consider Rescheduling September 2023 & October 2023 City Council Meetings**

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#### **September City Council Meeting**

The regular city council meeting for September falls on the Labor Day Holiday (9/4). Traditionally, the city council moves the September city council meeting to either the Tuesday following the holiday (9/5 for 2023) or the following Monday (9/11 for 2023).

#### **October City Council Meeting**

The regular city council meeting for October falls on Monday, October 2, 2023. Municipal elections are Tuesday, October 3rd. Monday October 9<sup>th</sup> is the Columbus Day Holiday. Last year, upon staff recommendation, the City Council moved the October city council meeting to the following Tuesday to accommodate staff and election needs regarding set up requirements of the shared space for Monday night meeting and Tuesday elections. While this is not an issue this year as city council meetings will be held at the Bessie Rowell Community Center, this change in meeting date did eliminate the need for the council to hold another meeting in October by including the "canvass of the votes" as an agenda item for the regularly schedule city council meeting. If the council chooses to change the meeting, Tuesday, October 10<sup>th</sup>, is the date that the task of canvass of votes must be done.

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





## CITY OF FRANKLIN COUNCIL AGENDA REPORT

*City Council Meetings of August 7, 2023 and September ??, 2023*

**From:** Judie Milner, City Manager

**Subject:** Franklin City Council to consider Resolution #05-24 accepting and appropriating an InvestNH grant for the purpose of demolishing the Stanley Mill.

---

### **Recommended Motions:**

#### **August 7, 2023**

Councilor moves, "I move the Franklin City Council set a public hearing date for 6:00 p.m. on \_\_\_\_\_, September \_\_, 2023, regarding Resolution #05-24 accepting and appropriating an InvestNH grant in the amount of \$418,000 for the purpose of demolishing the Stanley Mill and authorizing the City Manager to execute all documents relating to the grant."

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

#### **September \_\_, 2023**

Councilor moves, "I move that the Franklin City Council adopt Resolution #05-24 accepting and appropriating an InvestNH grant in the amount of \$418,000 for the purpose of demolishing the Stanley Mill and authorizing the City Manager to execute all documents relating to the grant."

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

---

### **Background:**

As was previously discussed with the City Council, the City applied for two InvestNH Grants from the NH Business and Economic Affairs. The City received both grants. One of the grants is called a "Demolition Grant" which would be used for demolition of Stanley Mill and is recommended to be appropriated in resolution 05-24. The other grant is "Per Unit Grant" which offers up to \$10,000 for each recently approved affordable unit in the City (there are 31 such units in the Chinburg Stevens Mill project) will be addressed in resolution 06-24 separately.

### **Concurrences:**

City Council voted to allow the City Manager to apply for this grant, accept and act as signatory on all related InvestNH matters on 12/5/22 and re-affirmed that vote on 5/1/23.

### **Fiscal Impact:**

These grants are 100% federal funds with no match required.

### **Attachments:**

Resolution 05-24

Governor & Council approved grant agreement



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

316 Central Street  
Franklin, NH 03235

(603) 934-3900  
fax: (603) 934-7413

**RESOLUTION #05-24**

**A Resolution Relating to a Supplemental Appropriation for Fiscal Year 2024.**

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

**WHEREAS**, the City Council of the City of Franklin, New Hampshire adopted a budget for Fiscal Year 2024 which began July 1, 2023, **and;**

**WHEREAS**, the City Council of the City of Franklin, New Hampshire understands the Stanley Mill property is an extensive environmental clean-up project which requires the demolition of the mill, **and;**

**WHEREAS**, the City Council of the City of Franklin, New Hampshire understands the City received federal grant funds through the New Hampshire Business and Economic Affairs InvestNH program in the amount of \$418,000 for the purposes of demolishing the Stanley Mill, **and;**

**WHEREAS**, the City Council of the City of Franklin, New Hampshire wishes to appropriate the grant for the demolition of the mill, **Now,**

**THEREFORE, BE IT RESOLVED** that at the scheduled meeting of the City Council on \_\_\_\_\_, September \_\_\_\_, 2023 at 6pm the City Council of the City of Franklin, New Hampshire does hereby adopt resolution #05-24 accepting the InvestNH grant, authorizing the City Manager to execute all grant related documents and authorizing a non-lapsing appropriation through an increase in FY2024 revenues:

Federal Grant Brownfield Acct. No. 01-0-000-33110-413 – Four Hundred Eighteen Thousand dollars (\$418,000)

And an increase in FY2024 expenditure accounts,

Nuisance Abatement Brownfield Acct No. 01-1-302-40491-413 – Four Hundred Eighteen Thousand dollars (\$418,000),

**By a roll call vote.**

**Roll Call:**



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

Approved: \_\_\_\_\_  
Mayor

Passed: \_\_\_\_\_

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

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

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

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





## CITY OF FRANKLIN COUNCIL AGENDA REPORT

*City Council Meetings of August 7, 2023 and September ??, 2023*

**From:** Judie Milner, City Manager

**Subject:** Franklin City Council to consider Resolution #06-24 accepting and appropriating an InvestNH grant for municipal purposes.

---

### **Recommended Motions:**

#### **August 7<sup>th</sup>, 2023:**

Councilor moves, "I move that the Franklin City Council set a public hearing date for 6:00 p.m. on \_\_\_\_\_, September \_\_, 2023, regarding Resolution #06-24 accepting and appropriating an InvestNH grant in the amount of \$310,000 for the purpose of matching DOT Action Plan, funding development studies and the city hall project."

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

#### **September \_\_, 2023:**

Councilor moves, "I move that the Franklin City Council adopt Resolution #06-24 accepting and appropriating an InvestNH grant in the amount of \$310,000 for the purpose of matching DOT Action Plan, funding development studies and the city hall project."

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

---

### **Background:**

As was previously discussed with the City Council, the City applied for two InvestNH Grants from the NH Business and Economic Affairs. The City received both grants. One of the grants is called a "Demolition Grant" which would be used for demolition of Stanley Mill and is addressed separately under resolution 05-24. The other grant is "Per Unit Grant" which offers up to \$10,000 for each recently approved affordable unit in the City (there are 31 such units in the Chinburg Stevens Mill project) which is not restricted. As these grants are a result of economic development by way of affordable housing, the city manager's economic development group is recommending to appropriate the funding for the match for the DOT Action Plan grant (\$20,000), funding or matching development studies such as a traffic, parking or way finding signage (\$100,000) and the remaining \$190,000 to the City Hall project. As the council is aware, the city sent out an RFQ for all architectural service tasks needed for the project (vs just the cost estimate task as previously funded - \$60,000 via resolution 15-23). The project was awarded to ARcove for a total of \$132, 815. The \$190,000 InvestNH grant plus the \$60,000 already appropriated \$250,000 for the city hall project which will cover the architectural services. The remainder to be used toward the project construction or toward relocating costs for city offices as a result of the construction.

**Concurrences:**

City Council voted to allow the City Manager to apply for this grant, accept and act as signatory on all related InvestNH matters on 12/5/22 and re-affirmed that vote on 5/1/23.

**Fiscal Impact:**

These grants are 100% federal funds with no match required.

**Attachments:**

Resolution 06-24

Governor & Council approved grant agreement





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

316 Central Street  
Franklin, NH 03235

(603) 934-3900  
fax: (603) 934-7413

**RESOLUTION #06-24**

**A Resolution Relating to a Supplemental Appropriation for Fiscal Year 2024.**

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

**WHEREAS**, the City Council of the City of Franklin, New Hampshire adopted a budget for Fiscal Year 2024 which began July 1, 2023, **and;**

**WHEREAS**, the City Council of the City of Franklin, New Hampshire understands the City received federal grant funds through the New Hampshire Business and Economic Affairs InvestNH program in the amount of \$310,000 for municipal purposes, **and;**

**WHEREAS**, the City Council of the City of Franklin, New Hampshire recognizes several economic development purposes in which the InvestNH funding would be instrumental including DOT Action Plan project, traffic, parking and wayfinding signage studies, and the "city hall/opera house" project at Soldiers Memorial Hall, **and;**

**WHEREAS**, the City Council of the City of Franklin, New Hampshire wishes to appropriate the grant for these economic development purposes, **Now,**

**THEREFORE, BE IT RESOLVED** that at the scheduled meeting of the City Council on \_\_\_\_\_, September \_\_\_\_, 2023 at 6pm the City Council of the City of Franklin, New Hampshire does hereby adopt resolution #06-24 accepting the InvestNH grant, authorizing the City Manager to execute all grant related documents and authorizing a non-lapsing appropriation through an increase in FY2024 revenues:

Federal Grant Acct. No. 01-0-000-33110-000 – Three Hundred Ten Thousand dollars (\$310,000)

And an increase in FY2024 expenditure accounts,

Economic Development Other Professional Services Acct No. 01-6-511-40390-000 – One Hundred Twenty Thousand dollars (\$120,000)

Buildings Acct No. 01-9-012-40720-000 – One Hundred Ninety Thousand dollars (\$190,000),

**By a roll call vote.**

**Roll Call:**

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

Approved: \_\_\_\_\_  
Mayor

Passed: \_\_\_\_\_

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

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

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



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



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*City Council Meeting of August 7<sup>th</sup>, 2023*

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**Subject: Other Business**

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

**Adjournment**



## **Mayor Appointments**

### **Recommended Motions:**

“I re-appoint (Chair) Kathy Zink to the Trustees of the Trust Funds Committee, seat TT1, term of service to September 2026.”

“I re-appoint Christine Sheedy to the Conservation Commission Committee, seat CC3, term of service to September 2026.”

## **Councilor Appointments**

### **Recommended Motions:**

“I move that the Franklin City Council re-appoint Rodney Judkins to the Code Enforcement Appeals Board, seat CEAB3, term of service to September 2026.”

“I move that the Franklin City Council re-appoint Ernest Fredette to the Code Enforcement Appeals Board, seat CEAB6, term of service to September 2026.”

“I move that the Franklin City Council appoint Debra Gibbs to the Ward III Clerk position, seat WC3, to fill in for the rest of 2023.”

### **Attachments:**

Prospective Appointee Profile – Debra Gibbs



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

316 Central Street  
Franklin NH 03235

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

**PROSPECTIVE APPOINTEE PROFILE**

Name: Debra R Gibbs

Address: 6 Hampshire Drive Franklin NH 03235

Street Address City State Zip Code

Telephone: 603-527-1640 cell lildebbie@metrocast.net

(Home Phone) (Work Phone) (Cell Phone) (email)

**You must be a Franklin resident to sit on any board or committee within the City! If at any time you do not reside in Franklin, then you shall submit a letter of resignation for your position.**

Franklin Resident: ☒ Yes For how long? 9 years

Employer: Self-employed

Address: same as above

Street Address City State Zip Code

**Interested in appointment to:** Ward Clerk

Please list below any specific skills, knowledge or experience you believe to be relevant:

I have volunteered over the last 3 years at Ward 3 in different positions. Recently subbing for the Ward Clerk position  
in the 2022 election.

Please state briefly why you are interested in this Board/Committee:

I believe it is in our civic duty to participate in helping out at the polls during election times. I feel honored to be  
able to do this for our community assisting during the polls.

Debra R Gibbs

Signature

July 18, 2023

Date

Thank you for your willingness to provide us with this information.





**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

City Council Meeting August 7, 2023

**Date:** August 2, 2023  
**From:** Judie Milner, City Manager  
**Subject:** City Manager's Update

- Contingent Grant Line Activity –
- Trust fund for school funding –
- Welcome:
- Congratulations:
- Committee Meetings – Aug:
  - Joint Finance – no Aug meeting; meeting dates are 9/19 & 10/12
  - Legislative
  - Municipal Services
- Shout Out – National Night Out
- Election Updates
  - Candidates Filing Period –
  - Supervisors of Checklist Session
- Tax Deed Update
- Dog Forfeiture Update
- Media contacts –
- Plan NH Event -
- Legislative Update -

- Stanley Mill update -
- City Hall Update –
- Workshop meeting -August 21, 2023
- CDBG grant for Healthfirst submitted
- Late Item
- Non Public Needed:

## **Non Public**

Motion to go into non-public according to RSA 91-A:3 II (/)

Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

## **Roll Call Vote**