

CITY OF FRANKLIN
CITY COUNCIL MEETING
March 6, 2017
6:00 P.M.





FRANKLIN CITY COUNCIL AGENDA

Council Chambers

Monday, March 6, 2017

6:00 P.M.

SALUTE TO THE FLAG

PUBLIC HEARINGS

Resolution #08-17: A Resolution regarding appropriating funds of \$2,600 from the sale of Mascoko Foundry items to the nuisance abatement line.

Resolution #09-17: A Resolution regarding considering the appropriation of \$5,600 from the outside police detail fund balance for the replacement of the engine and related parts in the K-9 cruiser.

City Council to accept approximately \$250 in donations for the purpose of starting a scholarship called "Mountain Ridge Center Resident Council" placing the monies in an expendable scholarship fund with the City's Trustees of Trust Funds.

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.

CHOOSE FRANKLIN

LEGISLATIVE COMMENTS

CITY COUNCIL ACKNOWLEDGEMENT

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

MAYOR'S UPDATE

Agenda Item I.

City Council to consider the minutes of January 23, 2017 City Council Workshop Meeting and February 6, 2017 City Council Meeting.

Agenda Item II.

Monthly School Board Report.

Agenda Item III.

City Council to consider adopting Resolution #08-17, appropriating funds of \$2,600 from the sale of Mascoko Foundry items to the nuisance abatement line.

Agenda Item IV.

City Council to consider adopting Resolution #09-17, consider the appropriation of \$5,600 from the outside police detail fund balance for the replacement of the engine and related parts in the K-9 cruiser.

Agenda Item V.

City Council to accept approximately \$250 in donations for the purpose of starting a scholarship called "Mountain Ridge Center Resident Council" placing the monies in an expendable scholarship fund with the City's Trustees of Trust Funds.

Agenda Item VI.

City Council to consider the School CBA for the Teacher contracts.

Agenda Item VII.

City Council to consider a 3 year assessing contract with Avitar Associates.

Agenda Item VIII.

City Council to consider approval of Northern Pass construction agreement.

Agenda Item IX.

City Council to consider repurchase of tax deed property.

Agenda Item X.

Other Business

- 1. Committee Reports**
- 2. City Manager's Update**
- 3. 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 by stairwell elevator. Those wishing to attend who are hearing or vision impaired may make their needs known by calling 934-3900 (voice), or through "Relay New Hampshire" 1-800-735-2964 (T.D./TRY)

CITY COUNCIL MEETING
AGENDA ITEM I



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of March, 2017

Subject: Approval of Minutes

Motion: "I move that the Franklin City Council approve the minutes of the January 23, 2017 City Council Special Workshop Meeting and February 6, 2017 City Council Meeting."

Mayor calls for a second, discussion and the vote.



PENDING COUNCIL APPROVAL

City Council Special Workshop Meeting January 23, 2017

Call to Order

Mayor Merrifield called the meeting to order in the Council Chambers, Franklin City Hall at 6:04 p.m.

In Attendance

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

Absent

Councilor Giunta.

Salute to the Flag was led by Mayor Merrifield.

Economic Development Presentation

City Manager Dragon stated a lot has been happening in Franklin and not many people are aware of it. There will be a presentation from several people and hopefully this will answer questions that people have. City Manager Dragon stated that she meets with Todd Workman, Marty Parichand, Planning Director Lewis, Niel Cannon and Jim Aberg every other week to discuss the various projects they are working on and talk about the stumbling blocks they can work out to keep the projects moving forward.

City Manager Dragon stated she is starting with why the City is involved with projects that seemingly are not related to the City but are related to economic development. When the mills closed the shops closed and the community was stressed. Tourism is an effective development strategy and Franklin is unique as the river flows through downtown. We hope to work on getting out of the relationship with PermaCity Life, as they have required a lot of assistance from the City, to get to where they only require partnership assistance from the City to continue to be successful. If the City is successful at bringing the Whitewater Park and tourism to Franklin then PermaCity Life and other businesses will all be successful and need less assistance from the City.

City Manager Dragon spoke about some census information: Franklin's Population in 2000 was 8405 and in 2010 was 8477 and it is estimated to decrease to 8454. Franklin has remained stagnant for a long time and that is a concern. NH Dept. of Revenue states our tax Rate is 98 out of 232 towns/cities so it is not the tax rate that is keeping businesses from coming. Dept. of Labor states Franklin's unemployment is in the middle. The census benchmarks have Franklin's medium income at \$42,742 and in NH it is \$65,986 which is a large difference. The percentage of individuals below poverty level

in 2014 in Franklin was 24% whereas statewide it is 8.9%, that is also a very large number. If you look at what it costs people to live in their homes vs disposable income the census had owner occupied homes greater than 30% and the household income spent on mortgages was 50% and it is higher in rent occupied homes. That tells you people don't have a lot of disposable income to move around. Franklin's population is not growing, people are spending more on mortgages and rents and a great percentage of people are at poverty level so disposable income to spend on small businesses is limited. To make a change you need new net dollars through investment and tourism. When looking at tourism you need to look at what would make Franklin different than other communities. The river running through downtown creates opportunity that other communities don't have. The partnership with PermaCity Life and ONE has worked to create a way to leverage Franklin's assets. Marty Parichand worked on an economic analysis, with the help from NH Dept. of Resources and Economic Dev., on how many dollars a Whitewater Park would bring in to the community. Their estimate of direct spending is estimated at \$6.83M net new visitor spending. This is not going to happen all at once so the project has been broken down into pieces so you can focus and prioritize properly on each aspect so we can get to that net number.

City Manager Dragon joined FBIDC's board so the City is now being actively involved with what has been happening with FBIDC, as the City's economic development corporation, and they have been able to leverage the City's assets with FBIDC making the City more impactful. A strategic example of this is when R&D paving was going to move the City was able to secure the property through FBIDC. FBIDC found a tenant to pay the mortgage on that building and hold the building for future development of the mills. With Niel Cannon, Downtown Coordinator, coming on board due to the efforts of Planning Director Lewis, who put together the grant to make that possible, we are able to further leverage City and FBIDC's assets and leverage the relationships we have with PermaCity Life and ONE to work on some other projects. Some of the things that are being done are complex and require TIF plans, CDFA tax credits and other things that are available to them. It has made a difference, as we were awarded a tax credit award of \$400K for business improvements in the downtown.

City Manager Dragon stated that even though some people don't think that using City land for the Whitewater Park makes sense because it doesn't create new dollars and it doesn't have a tax assessed value but it is doing something much broader like supporting the businesses around it. This will allow PermaCity Life not to rely on assistance from the City because they become more self-sufficient.

Jim Aberg spoke about economic development in a macro sense. A few years ago economic development used to be defined as jobs, jobs, jobs but that is not the case today. In Franklin jobs are robust and that is not the issue the issue is the lack of training for those jobs.

Jim Aberg stated that the other half of economic development is building up the base which is broken into three section; residential, industrial and commercial. Residential is really flat as there are very few houses so there is no growth. Industrial is growing but also constrained by the availability of trained people. Commercial is stagnant as there are no big property areas for development to build

malls or anything of that size. That means we only have redevelopment and that area is downtown. A survey that was done in 2010 the citizens stated to do something with the downtown. The City is not able to pay for big redevelopment projects so it has to go for private public partnership. The non-profit entities can go and apply for grants from private and government sources. The nice thing about this is they don't have to pay them back. The for-profit entities would have to apply for loan packages that make these deals attractive. There are only a handful of developers who will take on mill projects. The Catch Center Housing is only 45 units but will cost \$10-12M. The Franklin Business Center will cost about \$18-\$20M and then you have the Stanley building and a few others so to do them all you are looking at \$40-\$50M to get them renovated.

The developers that do this type of work are wanted by many towns so they are looking for certain things from towns like 79E, TIF plan and a town with a welcome mat out that states we want to work with you. When the last mill closed, Franklin doesn't have an economic engine to turn on anymore. The switch needs to be turned back on again otherwise there is no economic development to drive the economy as the water flow needs to be turned into cash flow.

City Manager Dragon passed out a summary she had done on the Whitewater Park.

Niel Cannon spoke about his background and stated he has been in economic development for forty (40) years. He presented a slide show about what the downtown has to offer; strengths, weaknesses, opportunities and threats.

Niel Cannon stated the strengths are available buildings in the Historic District, the river, committed leadership, public support for change and program eligibility. The weaknesses are limited public resources, tax cap and property tax burden which is 9.3% of income. The opportunities are interested investors, PermaCity Life acting as a de-facto redevelopment entity, Federal program eligibility, new markets tax credits, Community Development Block Grants (CDBG), State program eligibility and Municipal programs/tools.

The federal program eligibility includes Historic Tax Credit which is 20% tax credit for redevelopment of properties in a Historic District. The new markets tax credits is a 39% tax credit for investment in commercial and mixed-use projects located in the Census Tract north of Central Street. The State Program eligibility are CDFA Tax Credits for community development projects that benefit low and moderate income persons and NH Business Finance Authority Loans which is business and expansion and non-profits supporting job creation. The Municipal Programs/Tools include Tax Increment Financing Plan (TIF) which uses incremental tax revenues to build public infrastructure that supports development or redevelopment and RSA 79-E which the City Council may provide tax relief upon rehabilitation or replacement of qualifying property.

Niel Cannon then spoke about the threats which are failure to act, bureaucratic barriers and the next opportunity could be last opportunity.

Todd Workman stated that PermaCity Life (PCL) has been in existence for twelve (12) months. It has taken about three (3) years of work to get to this point. They have taken the courage to go out and tie up real estate to start making plans and PCL is doing that without any taxpayer money. There is so much more that can be done from the City to make things more attractable to other investors. PCL exists for one reason and that is to implement the revitalization plan for downtown Franklin. PCL has taken the lead charge for positive and sustainable economic growth in downtown Franklin while protecting past investments. They have a clear plan, proof of concept, proof of success and will never ask for taxpayer money. They will ask the City for guidance, creativity and forward thinking to make things happen. PCL is a very small organization and sometimes you have to do a few small things to make something bigger happen. Franklin is known for affordable housing but they don't have enough quality housing until the Catch Housing project. PCL has brought in 10 businesses that equal 48 jobs to Franklin in their first year. These things happened because of the teamwork with the City. Franklin has a great toolbox and without it things won't come to Franklin. So much is happening in Franklin that NH Business Magazine last year rated Franklin as where things are happening.

Marty Parichand spoke about the Whitewater Park and it being an extreme sport. All though this sport is free the economic development ideas comes from marketing your town as a destination and capitalizing on capital and tourism because for every one (1) person you have three (3) more who will come to watch. It is as much about entertainment and tourism as it is about the experience. Franklin's community has been marked by boarded up windows and no businesses and it needs to be changed. Franklin has to have a message and Mill City Park (Whitewater Park) will help with that message through boats, bikes, brewery and restaurants. There are two (2) sections of white water, 134 miles of bike trails in or around Franklin that include Winnepesaukee Trail, WOW Trail and Rail Trail. Mill City Park is a registered State non-profit and has filed for 501C3 status. To date they have raised \$26K to bring white water architects to the City to look at the river and Marty Parichand showed a potential rendering of how it connects people to the water. \$6.83M in direct spending is DRED's number and indirect spending is \$4.68M. This will bring 175 jobs (FT/PT) that are both direct & indirect. All businesses in the downtown would be affected for the positive. At one time Franklin had three (3) movie theatres and this park will bring vibrancy back and possibly those movie theatres.

Marty Parichand stated he believes with this park you can delete the negative Franklin stigma, businesses will be viable, increase property tax revenue, attract young professionals and promote healthier lifestyles. Mill City Park is the only area in New England that has a convergence of Whitewater Rivers and trails into a downtown. There are no Whitewater Parks in NH. There are 30 in Colorado and 300 in the country. DRED, DES, Army Corp of Engineers, and DFR have been to Franklin and are buying in and realize this is not a Franklin project but a State Project and are willing to help. This is also the largest interconnect trail system in New England. It is larger than the Kingdom Trail in Vermont and that brings in 70K people a year into their community.

Jim Aberg stated that this park is a new pie and the State likes this. The Director of Travel and Tourism was here and is ready to help.

Mayor Merrifield asked about the class of rapids in the river. Marty Parichand stated rapids are classified from 1-6. A class six (6) is Niagara Falls so you don't want that. There are some class five (5) in Maine. The Winnepesaukee River on a medium flow day has class three (3) rapids with class two (2) and class four (4) lines. There were nine (9) dams on the river and all but two (2) are gone. There are fourteen (14) spots on the river where there is scrap metal, two foot wall rebar and bridge abutments. There is some heavy lifting that is going to be required to make the river safe again and to bring it back to its original condition. At no point will the City be asked for money for any of this.

Councilor Barton asked how many miles is the river? Marty Parichand stated it is 1.245 miles which is relatively short. You put in on Cross Mill Rd as there is a small turnoff on the Northfield side. The Blais' gifted $\frac{3}{4}$ of an acre to be used as a new commercial put in. There are nine (9) rapids in the 1.245 miles which makes it exciting as there is no flat water.

Councilor Moquin asked when they are ready the State will help with marketing. Marty Parichand stated absolutely and he thinks they already have as Michael Bergeron has already written a story and has published some other articles on his social media page and has been shared and reshared by DRED and DES. Councilor Moquin asked what would the seasons be like for the business. Marty Parichand stated Mill City Park has to figure out how to stay open and fund jobs and the trails have to stay pristine. The river itself only gets water when DES decides to give us water. He has been working with DES to make water flow better. What can be done is make the river safer, make it more sustainable, make the banks cleaner and construct rapids within the river so it runs 365 a year.

City Manager Dragon stated no one is asking for or proposing anything tonight. The City did apply and received a CDBG grant to make the Catch Housing Project a reality. The City did apply with FBIDC for the CDFA tax credits and sell the tax credits to make the façade improvements possible. Bringing in the Downtown Coordinator Niel Cannon helped to make some of these a reality. One of the Private Public partnerships with PCL was the creative parking solution for some of the housing units. Those are some of the things that are being worked on that aren't actually costing tax dollars but just time.

Leigh Webb asked speak as public. He stated he loves the name and logo as it relates to the history of the area. He stated that Marty & Todd have done a great job in publicizing their progress. More needs to be done to publicize Niel's progress if you can show quantifiable results for which he is attributable.

City Manager Dragon stated that Niel's work is quantified as it has to be reported to the funding source. In the spring there will be an announcement of the partners for the CDFA program and the work that will be done. Leigh Webb stated that to lift the stigma that Franklin has suffered for many years it has to be lifted by public perception. City Manager Dragon stated that Franklin for a Lifetime project and the year after event was a publication of what is going on. Leigh Webb stated that we are moving forward but we need to make sure the public knows that.

Marty Parichand stated that the logo was done by ninety (90) Colby Sawyer students that were broken into five (5) groups and they came up with several different logos and he chose the final.

Councilor Barton stated that obstacles were talked about but no one stated what they were. Jim Aberg stated the obstacles are ourselves. It is the political will to move forward, the political will to think creatively and be successful. It is the Council listening and having an open mind and working with the people that will be brought into the community.

Mayor Merrifield stated that he met with the Governor and one of the topics was how much he is paid he explained he isn't. The community relies on volunteers. Mayor Merrifield interacts with many people from different levels on a daily basis and they have asked him what is happening in downtown Franklin and he has stated an awful lot. Many things are going on in Franklin and that is due to everyone here tonight's hard work. Mayor Merrifield thanked everyone on behalf of the whole community for that.

Motion to adjourn made by Councilor Desrochers and seconded by Councilor Clarenbach. All in favor; meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Lauraine G. Paquin



PENDING COUNCIL APPROVAL

City Council Meeting February 6, 2017

Call to Order

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

In Attendance

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

Absent

Councilor Giunta.

Salute to the Flag was led by Councilor Moquin.

Ceremonial Recognition

Chief LaChapelle stated that Sam Davis has been with the fire department since Jan 11, 1967 as a sub and back then he was put on a waiting list to join the fire department. Sam has said many times how things have changed over the last fifty years. He has made many sacrifices over the years missing little league games or school events as back then the fire department came first not family. Sam has also worked with six (6) different fire chiefs. Chief LaChapelle thanked Sam for his dedication and presented Sam and his wife with a certificate for his fifty (50) years of service. Sam's father, brother Allen, brother Richard Davis Sr, son Steven and son Richard have all served or are serving with the Franklin Fire Department. In total the Davis family has given 185 years of service to the Franklin Fire Department.

Mayor Merrifield thanked Sam Davis and his family for their many years of sacrifice and service to the City of Franklin.

Public Hearings

Resolution #07-17 – No public comment.

Comments from the Public

Persons wishing to address the Council may speak for a maximum of three minutes. No more than thirty minutes will be devoted to public commentary.

Rep. Paul Henley wanted to make sure we were aware of bill HB415 tax reform bill. It provides \$500 billion in business and \$500 billion in property tax relief. It replaces that money with a 3.95%

personal income tax. It repeals the state property tax and replaces the 35% of retirement. It would replace generally \$3.35 per \$1000 to the Franklin taxpayers.

Mayor Merrifield asked City Manager Dragon if she was tracking this bill. City Manager Dragon stated she is following the bill but it is not one of the ones they are looking at with the coordinated effort on stabilization.

Councilor Desrochers asked why the State Legislature always talks about an income tax and not a sales tax. People come to New Hampshire from all over and don't pay a penny in taxes and get a free ride. Rep. Henley stated he chose an income tax as it is a lot easier. A sales tax is complicated to move through as you need to know what people want. Councilor Desrochers stated it is not easier for the taxpayers. Rep. Henley stated a sales tax is harder to put through as you have to decide what you are going to tax and it wasn't something he could do at this time. He stated that this kind of change has to come from the taxpayers, other cities/towns council/selectmen and not the legislature. He stated that the public needs to let the legislature know they want a change.

Councilor Wells stated that an income tax would not affect people on a fixed income that much. The problem is the burden is on the backs of the property owners and people on a fixed income it hurts them. People on a fixed income wouldn't benefit by a sales tax either as they still have to buy things. Rep. Henley thanked everyone for their input.

Mayor Merrifield stated that they will take Agenda Item IX now so people from the public can address this while they are still present.

Chief LaChapelle made one more comment about the Davis family as they have given a donation to the fire department for an AED and that was matched by the Elks for two (2) total. This will give them an AED in every truck. He wanted to thank them for this donation of the AED that will be placed on Ladder one in memory of their father.

Agenda Item IX.

Chief LaChapelle to present the newest version of the NH 911 maps.

Chief LaChapelle stated that over the last couple of years concerns have come up with regards to address additions, deletions and changes. The 911 program began in 1995 and there were a lot of address changes. In the last five (5) years 360 address discrepancies in Franklin have been cleaned up. All members have access to the 911 maps on their cellular devices and that was made available through a drop box program. The NH 911 software has changed dramatically while enhancing their abilities in the field. Franklin has a new map that has GIS overlay that is currently used with all other functions that are used within the City. The fire hydrant locations are also included in the overlay. When you call NH 911 it rings in either Concord or Laconia. 73% of calls to NH 911 are by cellular device and with new FCC regulations all calls have to be triangulated within 100 feet.

Chief LaChapelle stated that creating a new map came about due to a road name change and there was a group who had concerns but once it was explained they understood that it is about life safety. The dispatch center in Laconia has all of the same information and they can now give hydrant locations and where buildings are located. There are iPad's in both ambulances and fire trucks to enhance the response.

Legislative Comments

Rep. Horn recapped legislation he introduced this year on HB351 – Capital Crimes, HB378 – Clarifies a member of the public at large, HB379 – Legislation to candidate signage (was defeated), HB414 – Limits parental liability under chin services (the committee used this bill for something larger), HB525 – messed up when the bill was written as the summary was correct and an amendment was written, HB583 – asks DOE to calculate census once a year rather than three times a year and HB398 – commission to research professional media to NH.

Mayor Merrifield thanked Rep. Horn for addressing the concerns on education.

City Manager Dragon asked Rep. Horn what his thoughts are on bill HB413 – reinstatement of 15% retirement contributions by the State to towns and schools. Rep. Horn stated on paper he is all in favor of it. The reality of the situation is that there is only a finite amount of money to go around. The legislature should honor something that they said they would in the beginning and not change it later for whatever reason. City Manager Dragon stated that she hopes when the bill reaches him he will support. Mayor Merrifield asked how much it would be to the City and school. City Manager Dragon stated it would be \$106K for the city and \$139K for the school. Mayor Merrifield stated it would certainly be a piece of the solution. Rep. Horn asked if they suspect it will pass both houses. City Manager Dragon stated there is a lot of support behind the bill and the push will be wide spread. Rep. Horn stated that spending is the problem behind HB2 and asked if City Manager Dragon sees this happening outside of HB2. City Manager Dragon stated she is not sure but just hopes he will support it when it reaches him.

Rep. Horn also stated that he was on the subcommittee for the County and Corrections and their budget is going up .77%. Once the Edna McKenna Center is open then it can accept federal prisoners awaiting trial and the county will be paid around \$183 a day for those prisoners and that is money the county didn't consider.

City Council Acknowledgements – no comment.

Mayor's Update – Mayor Merrifield stated that he wanted to express thanks to school members and councilors who went to Concord to testify on HB525. He felt the state as a whole was well represented.

Agenda Item I.

City Council to consider the minutes of the January 3, 2017 City Council Inaugural Meeting.

Motion: Councilor Dzujna moved that the Franklin City Council consider the minutes of the January 3, 2017 City Council Inaugural Meeting. Motion seconded by Councilor Desrochers.

Councilor Moquin stated there was a correction that needed to be done to her daughter's name as it is Sydney not Cindy.

All in favor as corrected; motion passes.

Agenda Item II.

School Board Report – Superintendent LeGallo recognized Councilor Wells, Councilor Moquin and Councilor Ribas for viewing the schools with him. He passed out the committee assignments and information on all school board members. He stated the withdrawal is officially complete as of today and a new SAU # was assigned to Hill and Franklin retained their SAU #18. Superintendent LeGallo gave a budget update that the projected revenue for this year is about \$14M and the budgets that the principals brought forward totals \$16.1M. He stated he cut about \$400K out of that to bring it to \$15.7M and it has gone to the finance committee. The school board will hear the budget at their meeting on February 20. He stated he asked the athletic director to research pay for play sports as that is a possibly of something that may have to be done. The Strategic Plan is still being worked on and created two (2) surveys that will go out to citizens and alumni electronically soon. The strategic plan is trying to be written for the next five (5) years. The mid-year assessments testing for elementary & middle school are done and will be presented to the school board on February 20.

Councilor Desrochers asked where the \$400K in cuts came from. Superintendent LeGallo stated they mostly came from supplies and ½ the computers. Special Education is really exorbitant and that is where a lot of the increase is coming from. He did state one teacher was also cut due to enrollment.

Mayor Merrifield stated that the City was approached by a couple of individuals that wanted to donate to the City. City Manager Dragon recommended the money go to the school. The Mayor stated he has a check to give them.

Superintendent LeGallo stated that he will now be coming every month to give the report.

Agenda Item III.

City Council to consider adopting Resolution #07-17, trade-in of a Rubber Tire Excavator, pay off of its current lease and enter into a new lease schedule for the purchase of a smaller Track Propelled Excavator with financing derived from the existing sewer fund.

Motion: *Councilor Clarenbach moved that the Franklin City Council adopt Resolution #07-17 by roll call vote. Motion seconded by Councilor Dzujna.*

Councilor Clarenbach asked if the estimate of \$160K is a firm number for the trade-in and is that what they are willing to pay. MSD Director Sullivan stated yes. Councilor Desrochers asked if we have the equipment to haul it around. MSD Director Sullivan stated they have a 20 ton trailer and plenty of people with CDL-A licenses.

Roll Call:

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

All in favor; motion passes.

Agenda Item IV.

City Council to consider Community Day vendor permits.

Motion: *Councilor Clarenbach moved that the Franklin City Council waive all necessary permit fees for Community Day 2017. Motion seconded by Councilor Desrochers.*

Councilor Zink stated it states that parks & rec, police, fire, library and MSD are partnered for this event are overtime wages paid for or is it done during normal time. City Manager Dragon stated in the past the administrative fees are waived and the Community Day Committee has paid police for their time. This is to waive the vendor permit fees from the City and their vendors and they instead pay the Community Day organizers and they collect the revenue. The police waive the administration fee. Councilor Dzujna stated that being on the committee they have always paid the police department themselves.

Councilor Dzujna abstained, All others in favor; motion passes.

Agenda Item V.

City Council to consider the acceptance of tax deed property.

Motion: *Councilor Desrochers moved that the Franklin City Council take from the table to accept the tax deed of the following parcel Map/Lot: 097/046/000. Motion seconded by Councilor Dzujna.*

All in favor; motion passes.

Mayor Merrifield explained that they have the original motion before them. City Manager Dragon recommended that the Council vote against the tax deed as was discussed in January meeting. If you want to retain the \$2K+ then you have to reject the tax deed and then it will be brought before the Council again at a later time. Mayor Merrifield stated that City Manager Dragon is recommending that they reject the tax deed that they just took off the table.

Councilor Desrochers moved that the Franklin City Council accept the tax deeds on the following parcel Map/Lot: 097/046/000. Motion seconded by Councilor Dzujna.

All opposed; motion fails.

Agenda Item VI.

City Council to consider setting a public hearing for Resolution #08-17, appropriating funds of \$2,600 from the sale of the Mascoko Foundry items to the nuisance abatement line.

Motion: Councilor Desrochers moved that the Franklin City Council set a public hearing for Monday, March 6, 2017 at 6:05 pm on Resolution #08-17 for the appropriation of \$2,600 to the Nuisance Abatement Account, said funds originating from the sale of the tools and equipment from the Macosko Foundry. Motion seconded by Councilor Barton.

Mayor Merrifield read the resolution:

RESOLUTION #08-17

A Resolution Relating to a supplemental appropriation for Fiscal Year 2017.

In the year of our Lord, Two Thousand Seventeen,

WHEREAS, the City Council of the City of Franklin, New Hampshire authorized the disposal of all tools, machinery, and related items which were city property as a result of the tax deeding of the Macosko Foundry parcels on Chance Pond Road, and;

WHEREAS, the City sold the majority of the items for \$2,600, and;

WHEREAS, the City Council of the City of Franklin, New Hampshire recognizes the need to continue the work of cleaning up properties around the City in order to sell them to private individuals so the property value is back onto the property tax roll, and;

WHEREAS, the Franklin City Council wishes to appropriate the \$2,600 to the nuisance abatement account in the fiscal year 2017 budget, Now,

THEREFORE BE IT RESOLVED that at the scheduled meeting of the City Council on Monday, March 6, 2017 the City Council of the City of Franklin, New Hampshire does hereby adopt resolution 08-17 authorizing an increase in fiscal year 2017 revenues:

Miscellaneous Revenue Acct. No. 01-0-000-35090-000, Two Thousand Six Hundred Dollars (\$2,600),
and

An increase in fiscal year 2017 expenditure account:

Nuisance Abatement Acct. No. 01-1-302-40491-000, Two Thousand Six Hundred Dollars (\$2,600),

By a roll call vote.

All in favor; motion passes.

Agenda Item VII.

City Council to authorize City Manager to file and sign all documents necessary for the Rural Government Grant for Downtown Business Coordinator.

Motion: *Councilor Zink moved that the Franklin City Council vote to authorize the City Manager and City Staff to submit a Rural Business Development Grant to the USDA Rural Development Office for funds to support overall downtown and mill district revitalization programs. Motion seconded by Councilor Clarenbach.*

All in favor; motion passes.

Agenda Item VIII.

City Council consider setting a public hearing for Resolution #09-17, consider the appropriation of \$5,600 from the outside police detail fund balance for the replacement of the engine and related parts in the K-9 cruiser.

Motion: *Councilor Desrochers moved that the Franklin City Council set a public hearing for Monday, March 6, 2017 at 6:07 pm regarding Resolution #09-17 appropriating the transfer of \$5,600 from the Police Outside Detail Account to the General Fund Vehicle Maintenance Account. Motion seconded by Councilor Barton.*

Mayor Merrifield read Resolution #09-17:

RESOLUTION #09-17

A Resolution Relating to a supplemental appropriation for Fiscal Year 2017.

In the year of our Lord, Two Thousand Seventeen,

WHEREAS, the City Council of the City of Franklin, New Hampshire acknowledges the engine in the dedicated K9 cruiser is in need of replacement and this replacement was unexpected, and;

WHEREAS, the cruiser is specially equipped and dedicated to the K9 officer and canine, and;

WHEREAS, the outside police detail fund has approximately \$39,000 in fund balance, and;

WHEREAS, the Franklin City Council wishes to appropriate \$5,600 from the outside police detail fund to replace the engine and related parts of the K-9 cruiser in the fiscal year 2017 budget, Now,

THEREFORE BE IT RESOLVED that at the scheduled meeting of the City Council on Monday, March 6, 2017 the City Council of the City of Franklin, New Hampshire does hereby adopt resolution 09-17 authorizing an increase in fiscal year 2017 general fund revenues:

Transfer In – Police Detail Acct. No. 01-0-000-39145-000, Five Thousand Six Hundred Dollars (\$5,600), and

An increase in fiscal year 2017 general fund expenditure account:

Vehicle Maintenance Acct. No. 01-2-103-40660-000, Five Thousand Six Hundred Dollars (\$5,600), and

An increase in fiscal year 2017 outside police detail revenues:

Use of Fund Balance Acct. No. 25-0-000-39399-000, Five Thousand Six Hundred Dollars (\$5,600), and

An increase in fiscal year 2017 outside police detail expenditures:

Transfer Out – General Fund Acct. No. 25-0-000-40901-000, Five Thousand Six Hundred Dollars (\$5,600),

By a roll call vote.

Councilor Clarenbach asked how Max is getting around. Police Chief Goldstein stated he is in a Detective's car that they have put a crate in. Councilor Clarenbach stated to remove the month's delay he suggested to expend the money from the mechanic's fund and then put it back in so Max doesn't have to be in the detective's car for another month. He feels it is an expenditure that needs to happen now and can be replenished it next month.

Mayor Merrifield asked if Councilor Clarenbach wanted to make that official and he stated yes. Mayor Merrifield stated without objection from the Council so ordered.

Councilor Zink noticed that some repairs are being done by MSD and this is a repair that is being done by someone else. She wanted to know if this is something MSD can do. Police Chief Goldstein stated that this is being done under warranty as it needs a new fuel injector and several pistons are gone. Grappone was the lowest bid they could find and this is outside MSD's realm.

All in favor; motion passes.

Agenda Item X.

Other Business

1. **Committee Reports** – Councilor Clarenbach stated he has a request for an MSD meeting and was looking to set a date and time. MSD Director Sullivan stated he is open to any date and time. Councilor Clarenbach asked Councilor Moquin and Councilor Desrochers if they had any thoughts and Councilor Desrochers stated to pick a day. Councilor Clarenbach choose February 16 at 9:00 am.

Councilor Dzujna stated on Feb 8 is the Rec. Dept. Committee and the City/School Liaison Committee is also meeting on Feb 16 at 6:00 pm. Councilor Zink stated the Fire Committee will be meeting on Feb 21 at 5:00 pm. Councilor Barton stated the Joint Finance Committee meeting will be meeting on Feb 21 at 6:00pm. The Legislative Committee is meeting on Feb 23 at 6:00pm.

2. **City Council Appointments/Resignation**

Library Board of Trustees

Motion: Councilor Zink moved that the Franklin City Council accept Stephanie Bendixsen's resignation from the Library Board of Trustees. Motion seconded by Councilor Clarenbach.

All in favor; motion passes with regret.

3. **City Manager's Update** – City Manager Dragon advised that the City received the following contingent grant line amount: \$15,000 from NH Charitable Foundation for BRCC playground, \$6,313 from State of NH for Industrial Park Signage and \$343.90 for the STEP Grant.

City Manager Dragon stated in the Council packet and online MSD Director Sullivan provided a detailed summary on snow and ice activity through January 25. City Manager Dragon stated that the important thing to note is that we have already gone out double the number of times than last year. We have budgeted for another six (6) average storms until we go over budget.

City Manager Dragon stated that there was great attendance on HB525 and she is hoping for a two (2) year freeze. HB597 is more complicated and amends the formula for adequate education as well. She asked Superintendent LeGallo if he could plug in the numbers and it is about \$600K more in revenue so it is favorable to Franklin. She stated the issue comes with winners and losers so you won't have as many communities advocating for it. Leigh Webb, from the public, stated as a point of reference that the last time the adequacy formula was changed radically it had a 3 year collar imposed to give municipalities time to make adjustments and that gave the legislature time to repeal it and change it radically. Mayor Merrifield stated at that time before the repeal Franklin was to get \$2M.

City Manager Dragon stated that it's great to work with the school and they are actively engaging other schools and municipalities to help fight this battle with the legislature. She stated that Rep. Horn talked about HB583 that was to change the calculation from three (3) times a year to once a year. Mayor Merrifield stated that also drives the State Dept. crazy as well as they have such a narrow window to do the calculations. City Manager Dragon stated Rep. Greg Hill has a constitutional amendment to give the general court authority to define standards of accountability, mitigate local disparities in educational opportunity and fiscal capacity. It was concerning as she can't determine what it will do to Franklin. Mayor Merrifield stated this is a constitutional amendment will require 60% from both houses and a vote from the people. There is a reason why there has never been a constitutional amendment. Leigh Webb asked if this was CACR7 and she stated yes and HB174. City Manager Dragon stated another bill to keep watch on is HB413.

City Manager Dragon is requesting a workshop this month and most likely one every month. The focus of this workshop is for police and fire and some of the challenges the City is facing in those two (2) departments. This is something that is impacting the budget but also impacting the City right now in a variety different ways like overtime, morale, difficulty getting people back in for shifts. The Council chose February 27 at 6:00 pm.

4. Late Items –

1. Repurchase of Tax Deeded Properties by previous owner

Motion: Councilor Clarenbach moved that the Franklin City Council deed 25 Webster Lake Road Map #096 Lot#407 to Lisa M. Drew upon receipt of all back taxes and interest, penalties, and fees (minus the 15% of assessed value penalty). Motion seconded by Councilor Dzujna.

Councilor Clarenbach stated that the City owns this and is deeding it over to the wife who isn't listed as an owner so does this set a precedent of a legal issue because the owner has the right to buy the property back and this is not the owner. City Manager Dragon stated that she doesn't think this sets a precedent as each case is handled separately. Brian Ward tried several times on his own but he couldn't get funding but in his wife's name alone they are

able to get funding. Brian and his wife do live together at the residence. Councilor Clarenbach stated there is no legal obligation to do this. Councilor Dzujna asked if the name on the deed will need to be changed to her and City Manager Dragon stated yes. Councilor Desrochers asked why they are not paying the 15% penalty. City Manager Dragon stated this past year the law changed and the single family homeowners would be exempted from having to pay the assessed penalty. She stated that she didn't recommend charging the penalty as it is really going back to Mr. Ward as it is only a technicality of the name. Councilor Zink stated she sees that there is water & sewer bill and \$664 fee are those added in and City Manager Dragon stated yes.

All in favor; motion passes.

2. Acceptance of Trust Fund Money

City Manager Dragon stated that creating this scholarship does require setting a public hearing so the motion tonight is to set the public hearing.

Chrissy Avila from Mountain Ridge Center stated that they are looking to have the Treasurer manage the money that they have raised for the scholarship.

Motion: Councilor Clarenbach moved that the Franklin City Council set a public hearing for Monday, March 6, 2017 at 6:08 pm to accept approximately \$250 in donations for the purpose of starting a scholarship called "Mountain Ridge Center Resident Council" placing the monies in an expendable scholarship fund with the City's Trustees of Trust fund. Motion seconded by Councilor Desrochers.

All in favor; motion passes.

Motion: Councilor Desrochers moved that the Franklin City Council enter into a non-public session under RSA 91-A3,II(d) The consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Motion seconded by Councilor Clarenbach.

Councilor Dzujna and Mayor Merrifield removed themselves from the nonpublic due to an affiliation.

Roll Call vote to enter nonpublic session:

Councilor Barton	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Ribas	<u>yes</u>
Councilor Clarenbach	<u>yes</u>	Councilor Giunta	<u>absent</u>	Councilor Wells	<u>yes</u>

Councilor Desrochers yes Councilor Moquin yes Councilor Zink yes

Entered nonpublic session at 7:20 p.m.

Public session reconvened at 8:06 p.m.

Motion: *Councilor Zink motioned to seal the minutes. Motion seconded by Councilor Ribas.*

Councilor Barton yes Councilor Dzujna abstained Councilor Ribas yes

Councilor Clarenbach yes Councilor Giunta absent Councilor Wells yes

Councilor Desrochers yes Councilor Moquin yes Councilor Zink yes

Councilor Dzujna abstained, All in favor; motion passes.

*Motion to adjourn made by Councilor Desrochers and seconded by Councilor Clarenbach.
All in favor; meeting adjourned at 8:09 p.m.*

Respectfully Submitted,

Lauraine G. Paquin

CITY COUNCIL MEETING
AGENDA ITEM II



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of March, 2017

Subject: School Board Report

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



The State of New Hampshire
Board of Education

In the Matter of
Franklin School Administrative Unit
Be It Known That:

Whereas, the voters of the Franklin School District, at the November 9, 2016 Franklin City Council Special Meeting, the city Councilors, by the necessary vote of 3/5 of the voters present and voting, have voted in favor of withdrawing from SAU #18 and establishing a single school administrative unit, in compliance with the provisions of RSA 194-C:2;

Now therefore, the State Board of Education does hereby issue this certificate of formation;

And does further certify that the Franklin School Administrative Unit #18 is lawfully formed, as of the date of issuance, with all the powers, rights and privileges and subject to all limitations, duties and restrictions, which by law appertain thereto and shall become effective on July 1, 2017.

Witness the official signature of the State Board of Education hereunto subscribed by Virginia M. Barry, Ph.D., its secretary duly authorized and the seal of the State Board hereunto affixed this 30th day of January 2017.

State Board of Education

By Virginia M. Barry

Virginia M. Barry, Ph.D.
Commissioner of Education

Franklin School District

2017-2018 School Calendar

August/September					23 Days
M	T	W	T	F	Aug. 24th - Teacher Workshop/No School Aug. 25th Teacher/Support Workshop/No School Aug. 28th – Grades 1-12 - 1st Day Aug. 30th - Kindergarten - 1st Day Sept. 1st. - No School Sept. 4th - Labor Day/No School Sept. 29th Early Release/Teacher Workshop
21	22	23	T/24	T/25	
28	29	30	31	X	
X	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	ER	

February					17 Days
M	T	W	T	F	Feb 26th-Mar. 2nd - Winter Vacation
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
X	X	X			

October					20 Days
M	T	W	T	F	6th -- Teacher & Support Staff Workshop/No School 9th – Columbus Day/No School
2	3	4	5	T/6	
X	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

March					20 Days
M	T	W	T	F	16th - Early Release/Teacher Workshop
			X	X	
5	6	7	8	9	
12	13	14	15	ER	
19	20	21	22	23	
26	27	28	29	30	

November					17 Days
M	T	W	T	F	3rd - Teacher Workshop/No School 10th – Veteran’s Day Observed/No School 22nd -24th – Thanksgiving Break
		1	2	T/3	
6	7	8	9	X	
13	14	15	16	17	
20	21	X	X	X	
27	28	29	30		

April					16 Days
M	T	W	T	F	23rd - 27th - Spring Vacation
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
X	X	X	X	X	
30					

December					16 Days
M	T	W	T	F	22nd - Early Release/Teacher Workshop December 25th - Jan. 1st - Christmas Vacation
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	ER	
X	X	X	X	X	

May					22 Days
M	T	W	T	F	18th Early Release/Teacher Workshop 28th - Memorial Day/No School
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	ER	
21	22	23	24	25	
X	29	30	31		

January					20 Days
M	T	W	T	F	1st - Holiday 15th – Martin Luther King, Jr. /No School 19th - Teacher Workshop/Parent Conference/No School
X	2	3	4	5	
8	9	10	11	12	
X	16	17	18	T/19	
22	23	24	25	26	
29	30	31			

June					9 Days
M	T	W	T	F	13th - Early Release/Last Day of School**/Teacher Workshop - Afternoon*
				1	
4	5	6	7	8	
11	12	ER	14	15	
18	19	20	21	22	
25	26	27	28	29	

Marking Periods for PSS & FMS: December 2nd March 16th June 13th

Marking Periods for FHS: November 3rd January 26th April 6th June 13th

****180 Days for Students**

***185 Days for Teachers**

APPROVED: February 20, 2017

CITY COUNCIL MEETING
AGENDA ITEM III



CITY OF FRANKLIN
COUNCIL AGENDA REPORT
City Council Meeting of February 6, 2017

From: Richard Lewis, Director of Planning and Special Projects

Subject: Resolution # 08-17
Appropriation of Funds from sale of items from Macosko Foundry on Chance Pond Road

Recommended Motion:

"I move that the Franklin City Council vote to approve Resolution # 08-17 for the appropriation of \$2,600 to the Nuisance Abatement Account, said funds originating from the sale of the tools and equipment from the Macosko Foundry."

Discussion / Concurrences:

The City Council on 1/3/17 authorized the sale of tools and equipment from the Macosko Foundry properties, which were taken by tax deeding in 2014. Following that vote, the City came to an agreement with a machine shop owner in Laconia for the purchase of the items. The price was \$2,600.

A public hearing will be held this evening, March 6th on Resolution # 08-17 to appropriate the funds from the sale of the tools to the Nuisance Abatement account. Since the City will be utilizing funds from this account for the demolition of the deteriorated building, placing the proceeds from the sale of the tools back into that account will help fund that demolition work.

Fiscal Impact:

The sale of the tools and equipment will help provide additional funds to the Nuisance Abatement Account.

Alternatives:

The Council can vote to not place the proceeds into the Nuisance Abatement and the funds would then go into the General Fund.



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

316 Central Street
Franklin, NH 03235

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

RESOLUTION #08-17

A Resolution Relating to a supplemental appropriation for Fiscal Year 2017.

In the year of our Lord, Two Thousand Seventeen,

WHEREAS, the City Council of the City of Franklin, New Hampshire authorized the disposal of all tools, machinery, and related items which were city property as a result of the tax deeding of the Macosko Foundry parcels on Chance Pond Road, and;

WHEREAS, the City sold the majority of the items for \$2,600, and;

WHEREAS, the City Council of the City of Franklin, New Hampshire recognizes the need to continue the work of cleaning up properties around the City in order to sell them to private individuals so the property value is back onto the property tax roll, and;

WHEREAS, the Franklin City Council wishes to appropriate the \$2,600 to the nuisance abatement account in the fiscal year 2017 budget, Now,

THEREFORE BE IT RESOLVED that at the scheduled meeting of the City Council on Monday, March 6, 2017 the City Council of the City of Franklin, New Hampshire does hereby adopt resolution 08-17 authorizing an increase in fiscal year 2017 revenues:

Miscellaneous Revenue Acct. No. 01-0-000-35090-000, Two Thousand Six Hundred Dollars (\$2,600), and
An increase in fiscal year 2017 expenditure account:

Nuisance Abatement Acct. No. 01-1-302-40491-000, Two Thousand Six Hundred Dollars (\$2,600),

By a roll call vote.

Roll Call:

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

Approved: _____
Mayor

Passed: _____

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

A true copy, attested: _____
City Clerk

Date: _____

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

In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, March 6, 2017 at 6:05 p.m. in the Council Chambers, Franklin City Hall regarding Resolution #08-17, to appropriate \$2,600 to the Nuisance Abatement Account, said funds originating from the sale of the tools and equipment from the Macosko Foundry.

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

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

CITY COUNCIL MEETING
AGENDA ITEM IV



CITY OF FRANKLIN COUNCIL AGENDA REPORT

City Council Meeting February 6, 2017

From: Chief David Goldstein, City of Franklin Police Chief

Subject: City Council to consider the approval of Resolution # 09-17, transferring revenue amount of five thousand six hundred dollars (\$5,600.00) to the Vehicle Maintenance Account (general fund) from the Police Outside Detail fund for the replacement of the engine in the dedicated K9 cruiser.

Recommended motions:

February 6, 2017

Councilor moves: *"I move that the Franklin City Council set a public hearing for Monday, March 6, 2017 at 6:07pm regarding Resolution #09-17 appropriating the transfer of five thousand six hundred dollars (\$5,600) from the Police Outside Detail Account to the General Fund Vehicle Maintenance Account."*

March 6, 2017

Councilor moves: *"I move that the Franklin City Council adopt Resolution #09-17 appropriating the transfer of five thousand six hundred dollars (\$5,600) from the Police Outside Detail Account to the General Fund Vehicle Maintenance Account."*

Discussion: The Franklin Police K-9 vehicle needs replacement of an engine long block in the amount of \$4,946.70 (includes parts and labor). The cruiser is currently dead lined and inoperable. The K-9 vehicle had repairs completed for replacement of a bad injector, costing six hundred and forty six dollars (\$643.06). The K-9 car is a dedicated cruiser and has associated equipment unlike any other online cruiser for climate control, and safe transporting of, and deployment of our K-9 Max. This expense was unexpected. The Police Detail account provides for replacement of equipment and repairs to our fleet.

Fiscal Impact: The City of Franklin will have a decrease in the outside police detail revenues in the amount of five thousand six hundred dollars (\$5,600.00) and increase of the general fund expenditure account for the payment of the repairs for the K-9 car.

Alternatives:

1. The City of Franklin declines to fix the K-9 car.
2. The City of Franklin takes a frontline cruiser out of the fleet and equips/converts it as a K-9 car for \$3012.75+/-.

Attachments:

Resolution# 09-17

Estimate for repair from Grappone

Bill for completed repair \$ 643.06



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RESOLUTION #09-17

A Resolution Relating to a supplemental appropriation for Fiscal Year 2017.

In the year of our Lord, Two Thousand Seventeen,

WHEREAS, the City Council of the City of Franklin, New Hampshire acknowledges the engine in the dedicated K9 cruiser is in need of replacement and this replacement was unexpected, and;

WHEREAS, the cruiser is specially equipped and dedicated to the K9 officer and canine, and;

WHEREAS, the outside police detail fund has approximately \$39,000 in fund balance, and;

WHEREAS, the Franklin City Council wishes to appropriate \$5,600 from the outside police detail fund to replace the engine and related parts of the K-9 cruiser in the fiscal year 2017 budget, Now,

THEREFORE BE IT RESOLVED that at the scheduled meeting of the City Council on Monday, March 6, 2017 the City Council of the City of Franklin, New Hampshire does hereby adopt resolution 09-17 authorizing an increase in fiscal year 2017 general fund revenues:

Transfer In – Police Detail Acct. No. 01-0-000-39145-000, Five Thousand Six Hundred Dollars (\$5,600), and

An increase in fiscal year 2017 general fund expenditure account:

Vehicle Maintenance Acct. No. 01-2-103-40660-000, Five Thousand Six Hundred Dollars (\$5,600), and

An increase in fiscal year 2017 outside police detail revenues:

Use of Fund Balance Acct. No. 25-0-000-39399-000, Five Thousand Six Hundred Dollars (\$5,600), and

An increase in fiscal year 2017 outside police detail expenditures:

Transfer Out – General Fund Acct. No. 25-0-000-40901-000, Five Thousand Six Hundred Dollars (\$5,600),

By a roll call vote.

Roll Call:

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

Approved: _____
Mayor

Passed: _____

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

A true copy, attested: _____
City Clerk

Date: _____

RO # 116880

OP	Acct	Tech	Hours	Complaint/Cause/Correction	Charge
A	SCP-F	C			Labor Total: 0.00
CUSTOMER STATES: MANUFACTURER RECOMMENDED SERVICE VISUAL MULTI POINT REPORT CARD					
B	SCP-F	091142C	4.20		Labor Total: 424.20
CUSTOMER STATES: BLOWS WHITE SMOKE AND HAS A MISFIRE CODE IN PCM FOR #6 CYL ALSO HAS TAPPING NOISE. CHECK AND ADVISE TICKING IN ENGINE					
Parts:	1	BR3Z9F593B		INJECTOR ASY	44.90 44.90
	1	FORZ9229A		KIT - "O" RING	26.38 26.38
	6	7T4Z9229B		RING - SEALING	15.48 92.88
	1	AT4Z9H486A		GASKET	16.95 16.95
					Total Parts: 181.11
					Operation Total: 605.31
C	SCP-X	C			Labor Total: 0.00
CUSTOMER STATES: 848-3203					
D	SCP-F	C			Labor Total: 0.00
CUSTOMER STATES: REPLACE BAD INJECTOR AND CHANGE GAS SOAKED OIL AND FILTER					
Total Labor Hours: 4.20					

** PAY SUMMARY **

SCP-F	605.31
Customer Paid Shop Charge	37.75

Customer Total: 643.06

TROY



Grappone Ford / Mazda

Rt 3A Bow Jct.
P.O. Box 1200
Concord, NH 03302
603-226-8049
Estimate of Repairs

Name	CITY OF FRANKLIN PD	Date	1/19/2017
Address		RO #	
		Phone #	

Year	2013	Model	EXPLORE	Vin #	
Make	FORD	License		Color	
					Mileage 80,000

[illegible]

0.0

Parts =	\$ -
Labor =	\$ 1,411.00
Tow =	
Rental =	
Sublet =	
Sub Total =	\$ 4,921.70
Misc =	\$25.00
Total =	\$4,946.70

THE ABOVE IS AN ESTIMATE BASED ON OUR INITIAL INSPECTION AND DOES NOT COVER ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED AFTER THE WORK HAS BEEN STARTED. OCCASIONALLY DAMAGED PARTS MAY BE FOUND AFTER THE START OF WORK WHICH WAS NOT VISIBLE OR EVIDENT AT THE TIME OF THE INITIAL INSPECTION. PARTS PRICING MAY CHANGE WITHOUT PRIOR NOTICE. THIS ESTIMATE CANNOT COVER SUCH CONTINGENCIES. ESTIMATE EXPIRES AFTER 15 DA

Celebrating 90 Years of Dedicated Customer Service

Bodo

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

In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, March 6, 2017 at 6:07 p.m. in the Council Chambers, Franklin City Hall regarding Resolution #09-17, appropriating the transfer of \$5,600 from the Police Outside Detail Account to the General Fund Vehicle Maintenance Account.

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

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

CITY COUNCIL MEETING
AGENDA ITEM V



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

February 3, 2017

From: Judie Milner, Finance Director
Subject: Acceptance of Trust Fund Money

Recommendation:

I recommend that the City Council accept approximately \$250 in donations to place into a scholarship expendable trust called "Mountain Ridge Center Resident Council Scholarship" with the City's Trustees of Trust Funds.

Motions:

February 6, 2017

Councilor moves, "I move that the Franklin City Council set a public hearing for Monday, March 6, 2017, at 6:08pm to accept approximately \$250 in donations for the purpose of starting a scholarship called "Mountain Ridge Center Resident Council" placing the monies in an expendable scholarship fund with the City's Trustees of Trust Funds".

March 6, 2017

Councilor moves, "I move that the Franklin City Council accept approximately \$250 in donations for the purpose of starting a scholarship called "Mountain Ridge Center Resident Council" placing the monies in an expendable scholarship fund with the City's Trustees of Trust Funds".

Discussion:

Councilor Moquin approached me on behalf of Mountain Ridge about starting a new scholarship to be placed with the City's Trustees of Trust funds. The trust is expendable in nature and hopes to award an annual scholarship to a graduating Franklin High School senior who is enrolled in nursing, physical therapy, occupational therapy, speech therapy or other medical profession post-secondary education. Funds will be awarded after the successful completion of first semester and proof of enrollment in second semester.

Concurrences:

This trust fund (along with the other scholarship funds) would be managed by the City's Trustees of Trust Funds, recorded as a expendable trust fund in the City's financial system and reported as a special revenue fund in the City's financial statements.

Fiscal Impact:

This trust fund would not have an impact on the City funds but rather would provide an annual scholarship to one high school senior.

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

In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, March 6, 2017 at 6:08 p.m. in the Council Chambers, Franklin City Hall to accept approximately \$250 in donations for the purpose of starting a scholarship called "Mountain Ridge Resident Council" placing the monies in an expendable scholarship fund with the City's Trustees of Trust Funds.

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

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

CITY COUNCIL MEETING
AGENDA ITEM VI



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of March, 2017

Subject: School CBA for Teacher contracts

CITY COUNCIL MEETING
AGENDA ITEM VII



CITY OF FRANKLIN
COUNCIL AGENDA REPORT
City Council Meeting March 2017

From: Elizabeth Dragon– City Manager

Subject: City Council to consider 3 yr assessing contract with Avitar Associates (which includes update to create “values anew”, data conversion and software support for Avitar software)

Recommending motion:

1. Councilor moves:

“I move that the Franklin City Council authorizes the City Manager to execute the three year assessing services agreement between the City of Franklin and Avitar Associates of N.E., Inc. not to exceed the \$85,686 per year.”

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

Discussion: Consistent with the FY 2017 budget please find attached a contract for assessing services for a 3 year period. The contract includes general assessing services, cyclical inspections, an update/revaluation, conversion from CLT software to Avitar, and Avitar software support for (March 1, 2017-February 29, 2020).

The city completed the last values anew process (update) in 2013.

The USPAP Report required by the Dept of Revenue to provide details on the methodology used for the “values anew process” was provided to the Dept of Revenue In January 2014. In March 2015 the City signed a two year assessing agreement with Corcoran Associates. This contract expired July 1, 2016. Corcoran has had staffing difficulties this year and is unfamiliar and clearly resistant to handle the Avitar conversion. In my opinion, this is the reason we were not able to convert (as planned) from the DOS based CLT software system to the Avitar assessing software back in 2014. Therefore, I feel now is the best time to switch assessing companies and software. Avitar assessors are the most qualified to do the conversion. Our assessing employee for the city (Deb Ryba) has told me that she plans to retire in 2018. She has been with the city for 33 plus years. Converting while she remains with the city is our best option!

At the time of writing this CAR the Department of Revenue had not provided comments on the proposed contract. However, the contract has been submitted and any comments from DRA will be advisory only.

- If there are language adjustments that are needed I request the ability to include those changes in the final signed agreement.

The City will be required to be re-certified in 2018. The City updates 1/5th of the properties each year through the general assessing contract (cyclical review). Then the city is required to do a more comprehensive re-certification/revaluation process in line with the NH Dept of Revenue standards. It is during this update we will also be completing our final transition to Avitar Assessing software.

Three years ago we transitioned all but the assessing software to Avitar. We converted from BMSI to Avitar Tax collect & Avitar Utility billing in the City Clerk's office. This final transition to Avitar Assessing will eliminate the need for duplicate entering of data and maintenance of two systems (CLT & Avitar). This will ultimately save costs in labor, software maintenance agreements & computer hardware. When the conversion didn't happen in 2014 we had to set up a separate server at the Proulx center to handle the CLT system and Avitar shell needed to communicate with city clerk's office.

There are enough funds currently budgeted to cover this contract as long as I stop Corcoran services immediately-which I have done.

In the past we have carried \$80,000 per year in our assessing contract service budget line (and this did not include the update/values anew or conversion which is included in this new agreement). We have also carried \$5,100 (which just increased to \$5,600) per year for CLT software support and \$908 for the Avitar Assessing shell. Therefore, this contract at \$85,686 which includes software, conversion, and update is \$822 per year less than our current contract for software and assessing only (it did not include the update process, the data conversion, and the internet kiosk with mapping available for the public to access). We are getting a great deal more for our dollar and we are enhancing services. We are also reducing labor by eliminating dual entry which also reduces the risk of error. In addition, after the conversion we will be able to eliminate one server in the assessing office used now for the Avitar shell. This will ultimately save us in hardware costs in the future.

In the year 2020 our costs actually begin to decrease with this plan (will be \$10,000 less in 2020 and \$28,467 in 2021 forward). This is because we will not need to finance the conversion & update of values and the general assessing contract services are much less with Avitar vs. Corcoran allowing us to add funds to our existing capital reserve account to begin saving in advance for the next update.

Attachments/Exhibits: 1. Proposed Assessing Contract (3/1/2017-2/29/2020)

**FRANKLIN, NH
3 YEAR
ASSESSOR'S AGREEMENT
3/1/2017 THROUGH 2/29/2020
DRA CERTIFICATION 2018**

This agreement is made by Avitar Associates of N.E. Inc., located at 150 Suncook Valley Highway, Chichester NH, 03258, herein called "The Company", for the City of Franklin, NH, herein called "The City".

Avitar shall act as the responsible assessing agent under this agreement for the Municipal Assessing Officials of the City of Franklin, 36 Central Street, Franklin, NH 03235, email citymgr@franklinnh.org & dryba@franklinnh.org, phone number 934-3900 ext 5 (Assessing 934-5449) & fax number 934-7413.

ASSESSING AGREEMENT

I. CONTRACT ASSESSING – Will appear on monthly invoice as Contract Assessing (CA).

A) Office Hours: An assessing supervisor will be present onsite an average of one day per month and will oversee all facets of assessing work as detailed in this contract. This time is set aside to meet with taxpayers and/or other department heads in matters associated with assessment procedures, valuations, etc., as well as field work, as needed and the duties described below.

B) Duties: Shall include routine assessment tasks which are normally part of the assessor's duties. Such as the administration of Timber Yield Taxes, Excavation Yield Taxes, applications for current use, and/or other exemptions such as blind, elderly, veterans, etc.

a) Map Changes: The Assessor shall reassess and generate new values for any new parcels created from subdivisions and/or developments which have occurred prior to April 1st of the tax year.

b) Pick-ups: Normal routine assessment updates resulting from changes whether it be from new construction, such as in additions or renovations; or conversely if a diminution of value should occur from fire damage or some other possible unforeseen circumstances.

c) Meetings: The Assessor shall be available for any normal meeting not to exceed once a month (on average), with the City Council for any assessment or budget matter. Scheduled on one of the assessing days for which the Assessor is in City.

d) Abatements: The Assessor shall consider all abatement requests properly filed by any taxpayer and after review and research, shall make a recommendation to the Board of Selectmen/Assessors in writing. Utilities are not included in this Section. See Section I. Utility Work.

C) Appeals: The Assessor shall represent the City and its best interest in all abatements or appeals. Utilities are not included in this Section. See Section I. Utility Work.

D) Miscellaneous: Miscellaneous duties and/or special assignments involving valuations shall be considered by the Assessor, if reasonable and time is available and cost is not economically prohibitive for the Assessor.

E) Sales Ratio: Assessor will review and verify sales as required by DRA and will provide information for use in the states Mosaic system. Neighborhoods or classes of property will be updated as needed to conform with the City's general level of assessment and an addendum to the USPAP report will be provided to document these types of changes when they occur.

- F) DRA Monitoring:** Meet and work with State Monitors to ensure the City is meeting all certification requirements of DRA and to maintain a good working relationship.
- G) Auto Expense:** No additional mileage or auto expense billing. All included herein.
- H) Utility Work:** Any needed updates to utility properties for new construction or defense of values before the BTLA or Superior Court shall be billed additionally at the developed annual rate (currently \$125/hour). This fee is also applied to any utility defense (abatement & appeal) work. Annually, Avitar will mail a letter advising the community of the annual utility rate.
- J) Work Product:** All work files to be delivered in final form to municipal assessing officials.

II. *YEARLY DATA VERIFICATION – To be billed as Data Verification (DV) on monthly invoice.*

The Assessor shall begin the verification of existing assessments data in order to ensure reliability and equity between taxpayers and ensure that physical data is accurate and follows along with the models and descriptions set forth in the data collection manual. This process involves the measuring and listing (interior inspection) for each parcel, both taxable and non-taxable. A portion of the City will be done yearly to maintain accurate information on an ongoing basis. This is generally done during the summer/fall months.

Any interior inspections not completed during the initial field visit, no matter the reason, shall be followed up with a company form letter, first class mail to those taxpayers informing them of the importance of such an interior inspection and the procedure to make an appointment for one. There is no additional charge for this mailing. This callback phase is generally completed in the fall. A door hanger will be left notifying the taxpayer of our visit to the property and instructing them they will receive a letter at a later date to arrange for inspection.

Any and all corrections shall be made to the existing assessment record and said procedure shall be considered a part of the yearly maintenance (pick-ups) process.

For tax year 2017, there are an approximate 1,120 parcels to be visited. It is estimated that there will be a similar number of parcels to be visited during tax year 2019, following the 2018 update year.

All work will be completed and delivered to the City before the end of the calendar year.

III. MISCELLANEOUS INFORMATION

- A)** MS-1 Report. The Company shall assist and ensure that the MS-1 report is accurate and completed in a timely manner.
- B)** Notices to the public, not specifically addressed herein will be generated and mailed at the City's expense.
- C)** City Assessing Coordinator shall be kept informed of all work, schedules and completion dates.
- D)** After hour City Council/Assessor meetings shall be scheduled as early as possible and first on the agenda. All assessing meetings will count as part of the General Assessing Contract.
- E)** The relationship between the contractor and the municipality shall be that of an independent contractor. As such, the contractor shall hold the municipality, its agents, servants and employees harmless, at the contractor's sole expense, to any liability or legal proceeding occurring as a result of the contractor's action(s) or omissions, including injury, death, property damage or any associated expense(s), including costs of defense and reasonable attorney's fees. It is understood that legal proceedings resulting from appeals of property valuations or constitutional interpretations concerning property valuations are not subject to this clause.

CITY RESPONSIBILITIES

The City shall be responsible to provide an office space with desks, tables, chairs, telephone and access to a computer with links to the CAMA system. Access to a copy machine for copying work related documents and keys to the workspace at no cost to the contractor. An assessing clerk, employee of the City shall be assigned to aid the assessor with their duties. The clerk's responsibility will include:

- A)** To respond to any taxpayer's request for applications for exemptions, current use or abatements.
- B)** To help property owners interpret assessment facts as contained on individual cards, if unsure, they should forward to or advise the Assessor of all said requests or schedule an appointment for the Assessor's next visit.
- C)** To aid the Assessor by acting as the secretary, duties may include typing, record keeping, appointment scheduling, and any other duty typically associated to a proper and efficient administration of assessment tasks, etc.
- D)** The cost of mailings and/or any notices or publications shall be the responsibility of the City, except in the case of a Full Update, where the company shall pay cost to mail the notice of new values or unless otherwise noted in the contract.

COMPANY RESPONSIBILITIES

- A) The Company will provide the Department of Revenue with a copy of certificate of insurance no more than thirty (30) days after the signing of the contract. The municipality will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.
- B) The Company agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services as indicated in the contract, in an accurate and professional manner and in accordance with all applicable laws and rules in effect at the time of contract satisfaction.
- C) The Company will not assign any part of this agreement without expressed written permission by the municipality.

COMPENSATION

The Company shall be compensated as an independent contractor under this agreement. As such, the company shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation and Liability to all company employees assigned to work in the City.

Monthly statements detailing services rendered during the month will be provided by the Company and paid by the municipality within 20 days, unless a written question or concern of the statement is provided to the Company describing any problem, at which time payment may be held until an answer is given or problem/concern is corrected.

VALUATION UPDATE

2018 Valuation Update (value anew) of all properties in the City to ensure compliance with the **2018** DRA Certification.

The update includes the following:

- Sales Verification
- Sales Analysis
- Development of New Cost Tables (Land & Buildings)
- Testing of New Cost Tables
- Recalculation of All Values
- Parcel by Parcel Field Review
- Notice of New Values
- Preliminary values posted on our website (for 30 days) (posting begins when notice of new values are mailed)
- Informal Hearings
- Review After Hearings
- All Data Processing
- Final Sales Analysis & New Values
- Printing of Final Cards
- **A USPAP/ASB Compliant Manual**
- Written Responses to Board of Selectmen on all abatement requests for Tax year 2018
- Utility Values are included (which include a report necessary for inclusion in the city wide USPAP report). The City indicates 7 total utility properties.

An update agreement detailing the specifics noted above must be signed under separate agreement as required by RSA 21-J:11 and is enclosed.

With Utilities Option: \$95,400

Bonding is available upon request. This is an additional fee of \$3,500 and is not included in the cost breakdown on Page 8.

COST SUMMARY

Contract Assessing (CA)	\$16,800	\$16,800	\$16,800
Data Verification (DV)	\$31,360		\$31,360
Update Contract (UC) w/Utilities		\$95,400	
*See Details Below	\$25,480	\$11,529	\$11,529
Yearly Cost	\$73,640	\$123,729	\$59,689

CONTRACT EXECUTION

3 Year Contract Assessing, Data Verification, Update Contract & Software as detailed below and in separate contracts.

\$257,085, which equates to an annual cost of \$85,686 to be billed in equal monthly payments of \$7,140.50 starting 3/1/17 thru 2/29/20.

**This price includes Avitar CAMA, Software Support through 12/31/19, Assessing Kiosk and Map Bundle.*

(Pending Annual Funding)

AVITAR ASSOCIATES OF N.E., INC.

Company:

**Loren J. Martin, President Assessing Operations
or Gary J. Roberge, CEO**

Date

CITY OF FRANKLIN, N.H.

City Manager

Date

Offer valid thru 4/1/17.

AVITAR PERSONNEL THAT MAY WORK ON THE PROJECT

<u>ID</u>	<u>EMPLOYEE</u>	<u>AVITAR POSITION</u>	<u>NH DRA CERTIFICATION</u>
GR	Gary J Roberge	CEO, Sr Assessor	Certified Property Assessor Supervisor
LM	Loren J Martin	President, Sr Assessor	Certified Property Assessor Supervisor
DW	David Woodward	Assessor/Supervisor	Certified Property Assessor Supervisor
MS	Mark Stetson	Assessor/Supervisor	Certified Property Assessor Supervisor
CR	Chad Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
JR	Jonathan Rice	Assessor/Supervisor	Certified Property Assessor Supervisor
ER	Evan Roberge	Assessor	Certified Property Assessor
KC	Kerry Connor	Assessor Assistant	Certified Property Assessor Assistant
DM	Dan Martin	Assessor Assistant	Certified Property Assessor Assistant
JB	Jonathan Babon	Assessor Assistant	Certified Property Assessor Assistant
AD	Adam Denoncour	Assessor Assistant	Certified Property Assessor Assistant
JD	Jaron Downes	Building Data Collector	Certified Building Measurer & Lister

UPDATE AGREEMENT

SUBJECT: A Cyclical Update of all taxable, tax exempt and non-taxable property for tax assessment purposes, in accordance with the standards set forth in the laws of the State of New Hampshire and Administrative Rules adopted by the Department of Revenue Administration (DRA) and the Assessing Standards Board (ASB), in effect at the time of execution.

Franklin, NH, a municipal corporation organized and existing under the laws of the State of New Hampshire, hereinafter called the Municipality; and Avitar Associates of NE, Inc., a business organization existing under the laws of the State of New Hampshire and having a principal place of business at 150 Suncook Valley Highway, Chichester, NH 03258 hereinafter called the Company, hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION

1.1 Name of Municipality:	City of Franklin
1.2 Address of Municipality:	316 Central Street
	Franklin, NH 03235
1.3 Contact Email:	citymgr@franklinnh.org
1.4 Contracting Officer for the Municipality:	City Manager
1.5 Telephone & Fax Numbers:	(603) 934-5900 ext 5 Fax 934-7413
1.6 Name of Company:	Avitar Associates of N.E., Inc.
1.7 Address of Company:	150 Suncook Valley Highway
	Chichester, NH 03258
1.8 Telephone & Fax Numbers:	(603) 798-4419 Fax (603) 798-4263
1.9 Name and Title of Company Signer:	Loren J. Martin, President of Assessing Operations
	or Gary J. Roberge, CEO
1.10 Contact Email:	loren@avitarassociates.com or gary@avitarassociates.com

2. GENERAL SERVICES TO BE PERFORMED BY THE COMPANY

2.1 Appraise all property.

2.1.1 To appraise all taxable property within the municipality in a good and workmanlike manner according to New Hampshire Revised Statutes 75:1.

2.1.2 To appraise all tax exempt and non-taxable property (RSA 74:2) within the taxing jurisdiction of the Municipality in the same manner as taxable property.

2.1.3 The Company shall measure, list and verify all sales used as benchmarks for the update process, unless otherwise noted in the addendum section of this contract.

2.2 Completion of Work:

2.2.1 The company shall complete all work and deliver the same in final form to the Municipal Assessing Officials on or before 10/1/2018 with assessments as of 4/1/2018.

2.2.2 A penalty of \$35.00 per day shall be paid by the Company for each day required for completion beyond the above stated completion date for delays caused by the Company.

2.2.3 The re-assessment shall be considered complete and in its final form only when informal reviews have been complete, value changes made as required and the figures are submitted to and accepted by the Municipal Assessing Officials. The Company shall provide the municipality with a full set of property record cards, the USPAP Standard 6 Report which includes the data collection manual and the CAMA Manual, if applicable.

2.3 Personnel.

2.3.1 The Company shall employ experienced and competent Assessors who have been certified by the N.H. Department of Revenue Administration in accordance with ASB 300 rules and RSA 21-J:14-f for the level of work they will be performing. A list of personnel is attached to this contract detailing their level of certification.

2.3.2 The Company shall not compensate, in any way, a Municipal officer or employee or any member of the family of such officer or employee in the performance of any work under this contract.

2.3.3 Upon approval of the contract and before the update/revaluation begins, the Company shall forward to the N.H. Department of Revenue Administration a list of the approved employees assigned to the update project.

2.3.4 The Company will ensure the DRA Certified Assessor Supervisor will be on the job site 50% of the time.

2.3.5 The Company will ensure that there will be no assigning of any part of the contract to anyone other than the Company without express written permission by the City.

2.4 Public Relations.

The Company and the Municipality, during the progress of the work, shall use its best efforts and that of its employees to promote full cooperation and amiable relations with the taxpayers. All publicity and news releases will be cleared with the Municipal Assessing Officials. The Company, upon request of the Municipality, will make available speakers to acquaint property owners with the nature and purpose of the update at a public forum scheduled by the Municipality, but not more than 2 during the course of the project.

2.5 Confidentiality.

2.5.1 The Company agrees to not disclose to anyone except the Municipal Assessing Official and the Commissioner of the N.H. Department of Revenue Administration or their respective designee, any preliminary values or new values discovered, for any purpose, or to permit anyone to use or peruse any of the data on file in connection with the update, until the values have been submitted to the Municipal Assessing Officials and are made public.

2.5.2 The Company agrees to furnish the New Hampshire Department of Revenue Administration staff member assigned to monitor the update reasonable requests for information made in writing.

2.6 Compensation and Terms.

The Municipality in consideration of the services hereunder to be performed by the Company agrees to pay to the Company the sum of **\$95,400** dollars, in manner and form as follows:

2.6.1 Payment shall be made as outlined in accordance within the 3 Year Assessor's Agreement.

2.6.2 Monthly progress reports will be submitted by the Company for the City's review.

3. DETAIL SERVICES TO BE PERFORMED BY THE COMPANY

3.1 Development of Unit Costs:

3.1.1 The Company shall use Marshall & Swift Cost Manual as a basis to develop the costs of residential, commercial and industrial construction in the area and modify those costs by local sales, material costs and prevailing wage rates in the building trades. These shall include Architects and Engineer's fees, and contractor's overhead and profits. Before using such unit costs, the Company shall make tests using costs against actual sales of buildings whose actual current costs are known, in order to ensure accuracy.

3.1.2 Residential Property Appraisal Schedules. The Company shall use unit cost as the basis of appraisal of residential properties. Schedules shall consist of unit base prices upon definite specifications for houses of various types and quality of construction and reflect the building customs and practices in the community. The schedules shall include adjustment for story height, square foot size and extra features, such as barns, garages, pools, fireplaces, etc.

3.2 Collection of Property Data – No Measure & Listing Except Sales Properties Used in Preliminary Sales Analysis

3.2.1 All vacant land parcels and any attributes that may affect the market value shall be listed accurately. Such attributes may include, but not be limited to: number of acres; road frontage; neighborhoods; water frontage; water access; views; topography; easements; deeded restrictions and other factors that might affect the market value.

- 3.2.2** Every principal building(s), shall be accurately measured and listed to account for the specific elements and details of construction as described in the data collection manual. Such elements and details may include, but not be limited to: quality of construction; age of structure; depreciation factors; basement area; roofing; exterior cover; flooring; fireplaces; heating & cooling systems; plumbing; story height; number of bathrooms; number of bedrooms; and, other features, attributes, or factors that might affect market value. (All improvements on the property will be measured but not necessarily listed, ie. sheds, decks, barns, etc.)
- 3.2.3** The Company shall make an attempt to inspect the property and if the attempt is unsuccessful, the Company may:
- (a) Leave a notification card at the property advising the taxpayer that they will receive a letter in the future to call and schedule an interior inspection and;
 - (b) Send a letter to the property owner requesting that the property owner call the Contractor's designee, within a stated time frame as agreed upon by the Municipal Assessing Officials and the Company, to arrange for an interior inspection;
- 3.2.4** If the Company is not able to arrange for an interior inspection or entrance to a building or parcel of land cannot be obtained as detailed in Section 3.2.5 below, the Company shall:
- (a) Estimate the value of the improvements using the best evidence available; and
 - (b) Annotate the property record card accordingly.
- 3.2.5** The Company shall complete interior inspection of all properties except:
- (a) Vacant or unoccupied structures;
 - (b) Where multiple attempts for inspection have been made without success and the owner or occupant has not responded to the Companies notifications;
 - (c) Where postings prevent access;
 - (d) Unsafe structures;
 - (e) When the owner has refused access to the Company;
 - (f) When inhabitants appear impaired, dangerous or threatening; and,
 - (g) Any other reason for which the Municipal Assessing Officials agree that the property is inaccessible.
- 3.2.6** Commercial and Industrial property, whether rented or not, may have its earnings or estimated earnings capitalized as another means of developing the properties market value.
- 3.2.7** The Company shall provide to Municipality a complete copy of the: field data collection card(s).

3.3 Market Analysis:

3.3.1 A DRA Certified Property Assessor Assistant under the guidance of a DRA Certified Property Assessor or Supervisor may validate sales data. A DRA Certified Property Assessor Supervisor shall prepare the full market analysis.

3.3.2 In order to ensure that appraisals will reflect full and true value, the Municipality shall provide to the Company a copy of all property transfers for a period not to exceed two (2) years immediately preceding the effective date of the update.

3.3.3 A market analysis shall be conducted using accepted appraisal methods in order to determine land, building and total property values. Such accepted methodology shall include the consideration of all sales given by the municipality to the Company and their inclusion in the sales section of the USPAP report with appropriate notations for those sales not used in the correlation of values.

3.3.4 All qualified property sales shall be included in the USPAP report by photocopy or printout of the property record card and a photograph of the principal buildings shall be attached thereto. A list of all unqualified sales will also be provided.

3.3.5 The sales price and terms of the sale shall be verified by the Company and a notation as to qualified or unqualified transaction with unqualified sales noted as to reason made on the property assessment record card along with the sale price, date of the sale, and date of inspection.

3.3.6 Land values shall be determined from land only sales whenever possible, however, in the absence of an adequate number of land sales, the appraiser may use the land residual technique to assist him in the determination of land values. The analysis shall show the sale price, adjustments made and final value as of the effective date of the update.

3.3.7 The indicated land values shall be shown as, but not limited to, front foot, square foot, front acre or rear acre units or other appropriate units of comparison.

3.3.8 The preliminary market analysis showing the sales used and the analysis to indicate property values, including front foot, square foot or front acre, rear acre unit values, or other appropriate units of comparison shall be delivered to the Municipal Assessing Officials prior to the notification to taxpayers of preliminary values. Final market analysis will be printed and provided to the Municipal Assessing Officials as part of the USPAP report.

3.4 Value Notification & Informal Reviews.

3.4.1 The Company shall provide the Municipal Assessing Officials with a list of newly established values for review and a sample notice that specifies the dates to call for scheduling an informal hearing.

3.4.2 The Company shall mail, first class, to all property owners a notice of the newly estimated value of the property. Such notice shall also contain instructions for online access for 30 days for their ease in review and comparing assessments and an indication of where else this information is available, ie, the Library, City Hall, etc. for review. The notice shall also contain the date, time and location of the informal review process including instructions on obtaining an informal review.

3.4.3 The informal review process shall include a 5 day window for property owners to call and schedule an appointment which will occur at a later date. The informal review process may be monitored by the Municipal Assessing Officials or their designee. The Company shall ensure that an informal review of the newly estimated property values is provided to all property owners who request such review during the timeframe allowed for setting up appointments.

3.4.4 The Company shall notify all property owners addressed during the informal reviews of the disposition of their review stating whether or not a change in value has resulted and the amount thereof and will contain information regarding the abatement/appeal process.

3.5 Manual of Appraisal:

3.5.1 Final Appraisal Report. This report shall follow closely the most recent edition of Uniform Standards of Appraisal Practice (USPAP) Standard 6. The report shall contain the following sections:

1. A Letter of Transmittal.
2. A Certification Statement.
3. A section including the contracted Scope of Work.
4. A section detailing sales, income, and cost approaches to value including all valuation premises.
5. A section including all tables pertinent to the valuation process along with any schedules for the valuation of residential, commercial, industrial, manufactured housing and exempt properties.
6. A section including statistical analysis and testing.
7. A neighborhood/sales map.
8. A section detailing all CAMA system codes/tables.
9. A section detailing the data collection process.

The Company shall instruct the Municipal Assessing Officials or their designee in the use of the manual so that they will have an understanding of the appraisal process being utilized. Upon completion of the revaluation/update, the Company shall deliver one electronic copy and one hard copy of the report to the Municipal Assessing Officials and one copy to the DRA.

3.6 Property Record Cards:

- 3.6.1** The Company shall prepare property record cards 8-1/2 x 11 inches for each separate parcel of property in the municipality. Sales information is detailed on the front of the card to the right of owner information and includes grantor, date of sale, and consideration amount, qualification code and indicator of whether improved (I) or vacant (V).
- 3.6.2** The cards shall be arranged based on the City's CAMA system design, as to show the owner's name, street number, or other designation of the property and the mailing address of the owner, together with the necessary information for determining land value, the number of acres of the parcel, the land classification, any adjustments made to the land values and the value of the improvements to the land.
- 3.6.3** The card shall be so arranged as to show descriptive information of the buildings, pricing detail, depreciation allowed for physical, functional and economic factors and an outline sketch of all principal buildings in the parcel. The property record cards shall be provided in map, lot and subplot sequence and will detail the base valuation year and the print date of the property record card.
- 3.6.4** Any coding used by the Company on the property record card will be clearly explained elsewhere on the card or in the USPAP report.
- 3.6.5** The initial's of the Company's employee who measured and/or listed the property shall be noted on each property record card, along with 3rd and 4th characters that describe the reason for the visit and what was done, ie, M=measured, L=measured & listed. A detailed explanation of these codes is outlined in the USPAP report.

4. APPEAL - PROCEDURE NOTIFICATION.

If any property owner believes their assessment is unfair and wishes to appeal for abatement, they **SHALL FIRST APPEAL TO THE LOCAL ASSESSING OFFICIALS** in writing, by March 1, in accordance with RSA 76:16. Forms for this purpose may be obtained from the local Assessing Officials. The **MUNICIPALITY** has until July 1 following notice of tax to grant or deny the abatement. If the property owner is dissatisfied with the decision of the local assessing authority, or the taxpayer does not receive a decision, the taxpayer may exercise **ONE** of the following options:

OPTION NUMBER 1

The taxpayer may **APPEAL TO THE BOARD OF TAX AND LAND APPEALS, 107 PLEASANT STREET, CONCORD, NEW HAMPSHIRE 03301**, in writing, after receiving the **MUNICIPALITY'S** decision or after July 1 and no later than September 1 after the date of the notice of tax, with a payment of an application fee as set by the Board (RSA76:16a)

OPTION NUMBER 2

The taxpayer may **APPEAL BY PETITION TO THE SUPERIOR COURT IN THE COUNTY IN WHICH THE PROPERTY IS LOCATED** on or before September 1 following the date of notice of tax. (RSA 76:17)

NOTE: An appeal to the State Board of Tax and Land Appeals shall be deemed a waiver of any right to petition the Superior Court (RSA 71-B:11)

5. HOW THE COMPANY VALUES PROPERTY

- 5.1** Replacement cost shall be computed using the schedules described in section 3.2. These values shall then be depreciated according to age, condition, utility and desirability and the appropriate amount of physical, functional and economic depreciation shall be shown on each property record card, or shown as a composite adjustment based on condition, utility and desirability.
- 5.2** If the residential property contains 4 or more separate apartments or residential areas and if the rental charges are at market level, the earnings may be examined to establish a basis of rent capitalization to be used as a comparison to other property indications of value.
- 5.3** Before the final values are estimated, a DRA Certified Property Assessor Supervisor shall compare the preliminary values with the sales utilized in the sales survey to ensure all values reflect the market as of April 1 of the year of the revaluation.
- 5.4** When computations of the data obtained from the inspection have been completed a final review shall be made by a DRA Certified Property Assessor Supervisor parcel by parcel, block by block, to identify and correct any mechanical errors, unusual features or anything influencing the final value and to ensure all properties are valued at their highest and best use.

6. CONDUCT OF VALUATION OF PUBLIC UTILITY PROPERTY

- 6.1** Utility property will be valued by Avitar considering the three approaches to value like any other property in the City, where applicable. We will first consider the cost approach (RCNLD), then the income approach, if applicable and if data exists. Then the market sales approach, based on small self contained utilities, will be used when arms length sales exist that are not governed by state or federal agencies and lastly, the NH DRA value opinions, or any combination we feel appropriate unless directed otherwise by the City in writing.

7. ABATEMENT & TAX APPEALS

The Company agrees to furnish the services of a qualified representative to support the values established for the revaluation tax year upon local abatements without cost. A written recommendation will be provided. Appeals to the N.H. Board of Tax and Land Appeals or Superior Court, in all cases where the appeals have been entered within the time prescribed by law will be at the per diem rate of \$95/hour. "Any legal fees incurred are the sole responsibility of the City." In the case of an appeal upon Public Utility property that has been appraised by the Company, the prevailing rate will be charged (currently \$125/hr), the services of an expert may be required and the charge shall be \$2,500 per day plus expenses. The Company shall continue to be responsible for providing a qualified representative to support the established value even if the Municipal Assessing Officials have reduced the value as part of the proceedings defined in RSA 76:16. However, if the Municipal Assessing Officials increase any value established by the Company, they forfeit their right to Company representation.

8. SERVICES TO BE PERFORMED BY THE MUNICIPALITY/CITY

8.1 The Municipality shall notify the Company, in writing, what property is exempt from taxation or for any reason dangerous or unsafe, so special arrangements can be made.

8.2 Office Space and Equipment.

The Municipality shall provide suitable office space with desks, tables, telephone access and chairs for the use of the agents and employees of the Company in performing their necessary work, if requested.

8.3 Records and Maps.

The Municipality shall furnish to the Company information pertaining to ownership of all property in the Municipality, the physical location of all property, including two sets of up-to-date tax maps, zoning maps, charts, plans and sales information which may be requested by the Company in performing its work under this contract. If updated tax maps are not provided (consistent with the April 1st assessing records), then an additional fee may be charged. Maps must show lot size and road frontages. If lot size and road frontage is not on the maps, it must be provided by the City with the maps. Building permits, along with plans for any subdivisions, lot line adjustments, mergers, etc. shall be provided.

8.4 Sales Information.

The Municipality shall keep the Company informed of all sales of property taking place during the progress of the update of which it has knowledge, shall make corrections on municipal maps as of April 1 of the update year where lots have been subdivided, merged or apportioned, and notify the company of all ownership, name and address changes.

9. INDEMNIFICATION AND INSURANCE

9.1 The Company agrees to indemnify the Municipality against claims for bodily injury, death and property damage which arises through the company's actions in the course of the Company's performance of the agreement.

9.2 The Company shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances which are beyond the Company's reasonable control.

9.3 The Company shall maintain Public Liability Insurance, Automobile Liability Insurance and Workmen's Compensation Insurance.

9.3.1 The Public Liability Insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of \$1,000,000 each occurrence for bodily injury liability, and \$1,000,000 each occurrence for property damage liability.

9.3.2 The Automobile Liability Insurance shall be in the form of comprehensive automobile liability and shall provide limits of \$1,000,000 each occurrence for bodily injury liability. A copy of the insurance certificate shall be forwarded to the Department of Revenue Administration before starting any work.

9.4 The Company shall maintain certificates of insurance on record with the Department of Revenue before starting the revaluation confirming the required insurance coverage and providing that the State shall receive ten (10) days written notice of the cancellation or material change in the required insurance coverage.

10. PERFORMANCE BOND

The Company, before starting any update/revaluation work shall deliver to the Municipality an executed bond or irrevocable letter of credit in the principal sum of the amount to be paid by the Municipality to the Company, if required, as provided in subparagraph 2.6, as security for the faithful and satisfactory performance of this contract and shall not expire before final values are submitted to and implemented by the assessing officials. A copy of the bond or irrevocable letter of credit shall be forwarded to the Department of Revenue Administration before starting any work. Any cost for bond or letter of credit, if requested, is in addition to the cost of the contract as specified in Section 2.6 and detailed in the "Agreement Execution" section found on page 11.

11. PROJECT SIZE

It is agreed between the parties that the entire project consists of an estimate of 3,770 tracts as defined by RSA 75:9, and that in the event that the number should exceed 100% of said estimate, the company shall be entitled to additional remuneration based on \$55 per parcel/tract. In the event of missing utility parcels, the additional cost is \$2,500 per utility property.

12. ADDENDUMS AND APPENDIXES

- If changes in the law (that occur after signing of the contract) affect the deliverables as noted in this contract, additional fees may be assessed to cover the cost to comply and produce newly required products. This will be communicated in writing to the municipality as soon as it becomes known.
- No measuring & listing except sale properties.

Agreement Execution

**Bond Required by City Please Check One & Initial:* Yes ☐ No ☐
Additional Cost of \$3,500
New Total, If Bond Required \$98,900
Total Number of Parcels 3,770

In the presence of:

City of: Franklin, N.H.

Witness

By: _____
City Manager

Date: _____

In the presence of:

Company: Avitar Associates of N.E., Inc.

Witness

By: _____
Loren J. Martin, President of Assessing Operations
or Gary J. Roberge, CEO

Date: _____

AVITAR PERSONNEL THAT MAY WORK ON THE PROJECT

<u>ID</u>	<u>EMPLOYEE</u>	<u>AVITAR POSITION</u>	<u>NH DRA CERTIFICATION</u>
GR	Gary J Roberge	CEO, Sr Assessor	Certified Property Assessor Supervisor
LM	Loren J Martin	President, Sr Assessor	Certified Property Assessor Supervisor
DW	David Woodward	Assessor/Supervisor	Certified Property Assessor Supervisor
MS	Mark Stetson	Assessor/Supervisor	Certified Property Assessor Supervisor
CR	Chad Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
JR	Jonathan Rice	Assessor/Supervisor	Certified Property Assessor Supervisor
ER	Evan Roberge	Assessor	Certified Property Assessor
KC	Kerry Connor	Assessor Assistant	Certified Property Assessor Assistant
DM	Dan Martin	Assessor Assistant	Certified Property Assessor Assistant
JB	Jonathan Babon	Assessor Assistant	Certified Property Assessor Assistant
AD	Adam Denoncour	Assessor Assistant	Certified Property Assessor Assistant
JD	Jaron Downes	Building Data Collector	Certified Building Measurer & Lister

CITY COUNCIL MEETING
AGENDA ITEM VIII



CITY OF FRANKLIN
COUNCIL AGENDA REPORT
City Council Meeting March 2017

From: Elizabeth Dragon– City Manager
Subject: City Council to consider approval of Northern Pass construction agreement

Recommending motion:

1. Councilor moves:

“I move that the Franklin City Council authorizes the City Manager to execute the construction agreement with Northern Pass Transmission LLC once some minor changes have made to the document as recommended by staff”

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

Discussion: Northern Pass is preparing for construction!!! Attached is a construction agreement that they have asked we review and sign. I have given the document to the Police Chief, Fire Chief, MSD Director and Planning Director for comments. They had only minor comments which I have already forwarded to the Northern Pass team to be addressed.

I have also sent the document to the City Attorney. Attorney Fitzgerald had no legal concerns. He noted- this document by itself confers no particular benefits, financial or otherwise upon the City. It certainly grants no control over company activities beyond that level that the City already has. It is largely simply a statement of compliance with applicable laws and regulations with which the company would have to comply in any event. Other than that, the commitments that the company makes are basically those which are for its own benefit.

I recommend approval of the agreement with some minor wording changes suggested by the City departments. Replacing “Fire Chief” with Fire Department” in several places in the document, including wording to address how flaggers vs. police details will be addressed in construction zones, wording to address how on site crimes (such as theft) and related prosecution will be handled. In addition, Chief LaChapelle continues to discuss concerns related to the two blind entrances to the proposed converter location.

Attachments/Exhibits: 1. Proposed construction agreement

**AGREEMENT BETWEEN
CITY OF FRANKLIN AND NORTHERN PASS TRANSMISSION LLC**

THIS AGREEMENT ("Agreement") is made this ___ day of _____, 2017, between the CITY OF FRANKLIN, NEW HAMPSHIRE ("City") and NORTHERN PASS TRANSMISSION LLC ("NPT").

WITNESSETH:

WHEREAS, NPT is proposing to construct and operate a 1,090 MW high voltage transmission line from the United States-Canadian border in the Town of Pittsburg to the Town of Deerfield, New Hampshire, with related infrastructure (the "Project"), including a Converter Terminal to be located in Franklin, New Hampshire; and

WHEREAS, NPT has submitted an application for a Certificate of Site and Facility for the Project to the New Hampshire Site Evaluation Committee ("SEC"); and

WHEREAS, a portion of the Project, including the Converter Terminal, will be located within the City (the "Project Facilities"); and

WHEREAS, both the City and NPT desire that the Project be constructed in a manner that, to the extent practical, minimizes impacts to the environment and disruption to the public, provides reasonable assurance to the City and its residents that construction impacts will be avoided, minimized, and mitigated, and facilitates the use of efficient construction methods; and

WHEREAS, it is in the best interests of the City and NPT to maintain an open line of communications regarding the construction of the Project in order to achieve common goals and establish consistent practices in furtherance of such goals; and

WHEREAS, the City desires that NPT comply with the following provisions regarding construction and operation of the Project Facilities; and

WHEREAS, the City and NPT desire that the SEC adopt these provisions as conditions and incorporate them into any certificate it may grant NPT for the Project;

NOW, THEREFORE, in consideration of the foregoing, the City and NPT hereby agree as follows:

Article 1
TERM

1.1 Term. This Agreement shall commence as of the date first set forth above and terminate at such time that the Project Facilities may be decommissioned, consistent with the Certificate of Site and Facility issued by the SEC, or that the Project has not continuously transmitted electricity for a continuous period of twenty-four months for reasons other than maintenance, repair or upgrade of the Project Facilities, whichever shall occur sooner.

Article 2
CONSTRUCTION PERIOD REQUIREMENTS

2.1 Best Practices. NPT shall employ best practices in the construction of the Project consistent with those requirements set forth in Exhibit A.

2.2 Construction Schedule. Upon request of the City, prior to the commencement of construction activities for any Project Facilities, NPT shall provide the City with a schedule for construction activities.

2.3 Traffic Control. NPT shall coordinate with City representatives to reasonably minimize the impact of Project construction on traffic and businesses. To the extent that construction activities within the City require traffic control, such services will be provided by qualified personnel engaged by NPT.

2.4 Work Hours. Normal work hours for NPT and its contractors will be a window of twelve (12) consecutive hours during each day, Monday through Saturday. The City recognizes that the first hour of normal work hours may vary based on the nature of the work. NPT and/or its contractor(s) normally will work between 7:00 am and 7:00 pm. Normal work hours may be extended, however, due to exigent circumstances (including, without limitation, as appropriate to maintain a safe work environment), when required for system reliability or integrity, and other rules pertaining to the operation of the Project Facilities, including testing, and equipment outages, or to perform critical work activities for construction and testing purposes. When practical, NPT will advise the City of circumstances that will likely require extended work hours and the duration of such periods.

2.5 Equipment and material staging and storage. A combination of temporary storage areas, staging areas and laydown areas will be needed to support construction. Support sites for material staging will be required at locations in the vicinity of the affected transmission line corridor. NPT will coordinate with the City to the extent practical to identify such sites.

2.6 Lighting. NPT and its contractors may use lighting to work safely, including, without limitation, due to inclement weather, as appropriate for the conduct of work. NPT does not currently contemplate extended periods of night work; however, it may be necessary to work at night under certain circumstances.

2.7 Disposal of Construction Debris. Tree stumps, trash, and brush will be disposed of consistent with state law. Construction debris and stumps shall not be disposed of at City facilities, unless approved by the City.

2.8 Blasting. The handling, storage, sale, transportation, and use of explosive materials shall conform to all state and federal rules and regulations. In addition, at least ten (10) days before blasting commences, NPT shall brief City officials on the blasting plan. The briefing shall include the safeguards that will be in place to ensure that building foundations, wells or other structures will not be damaged by the blasting.

2.9 Construction Vehicles.

(a) The start-up and idling of trucks and equipment will conform to all applicable New Hampshire Department of Transportation regulations. In addition, the start-up and idling of trucks and equipment on the Project Facilities will only be conducted between 5:30 a.m. and 7:00 p.m., Monday through Friday and between 6:30 a.m. and 7:00 p.m. on Saturday.

(b) Notwithstanding anything in this Agreement to the contrary, over-sized vehicles delivering equipment and supplies may, with advance notice, travel on City roads between the hours of 7:00 p.m. and 6:00 a.m. and on Sundays so that the timing of such over-sized deliveries will minimize potential disruptions to area roads.

2.10 Liability Insurance. NPT shall maintain a current general liability policy covering bodily injury and property damage with limits of at least Six Million Dollars (\$6,000,000) in the aggregate which may be covered as a part of an umbrella or blanket policy. Certificates verifying such insurance coverage shall be made available to the City upon request.

Article 3 PUBLIC ROADS

3.1 Public Roads.

In the event that NPT wishes to utilize City roads for the travel of oversize or overweight vehicles, and/or use during posted weight limit time periods, then NPT shall:

(a) Notify the City of local public roads to be used within the City to transport equipment and parts for construction, operation or maintenance of the Project Facilities.

(b) Hire a qualified professional engineer to document local road conditions prior to and after construction.

(c) Promptly repair, at NPT's expense, any local road damage cause directly by NPT or its contractors at any time, and restore roads to the same or better condition.

Article 4 ENVIRONMENTAL REQUIREMENTS

4.1 Stormwater Plan. Prior to the commencement of construction of any Project Facilities, NPT shall provide the City with a copy of the final Soil, Erosion and Sediment Control site plans or New Hampshire Stormwater Pollution Prevention Plan, as approved by the New Hampshire Department of Environmental Services ("DES") showing the construction layout of the Project.

4.2 Wildlife Protection. Prior to commencing construction, NPT shall provide the City with copies of all protocols and plans for post-construction monitoring and impact

mitigation related to wildlife that are contained in any permit condition or as a condition of the Certificate of Site and Facility issued by the SEC.

4.3 Environmentally Sensitive Areas. The Project Facilities shall be constructed and operated in such a manner as to comply with all applicable environmental permits and conditions associated with the Certificate of Site and Facility issued by the SEC.

4.4 Hazardous Wastes. NPT agrees to comply with all state and federal regulations applicable to the use and disposal of hazardous wastes involved in or generated by the Project Facilities during construction, operation, maintenance, or decommissioning.

Article 5 OPERATING PERIOD REQUIREMENTS

5.1 Spill Protection. NPT shall take reasonable and prudent steps to prevent spills of hazardous substances used during the construction and operation of the Project Facilities. This includes, without limitation, oil and oil-based products, gasoline, and other hazardous substances from construction related vehicles and machinery, permanently stored oil, and oil used for operation of permanent equipment. NPT shall provide the City with a copy of the Spill Prevention, Control and Countermeasure Plan for the Project Facilities as required by state or federal agencies.

5.2 Right-of-Way Maintenance. NPT shall abide by the requirements of RSA 374:2-a regarding the use of herbicides for right-of-way maintenance.

Article 6 SITE SECURITY

6.1 Warnings. Clearly visible safety warning signs shall be placed at the converter terminal. Visible, reflective, colored objects, such as flags, reflectors, or tape shall be placed on all anchor points of guy wires, if any, and along the guy wires up to a height of ten feet from the ground.

6.2 Electrical Components. All electrical components of the Project Facilities shall conform to relevant and applicable state and national codes, and relevant and applicable international standards.

6.3 Access Doors. All access doors to any Project Facilities shall be locked, fenced, or both, as appropriate, to prevent entry by non-authorized persons.

6.4 Gates. Entrances to any Project Facilities shall be gated, and locked during non-working hours. If NPT identifies problems with unauthorized access, it shall work to implement additional security measures.

6.5 Signage. Signs shall be reasonably sized and limited to those necessary to identify the Project Facilities and provide warnings or liability information, construction information, or identification of private property. There will be no signs placed in the public right-of-way

without the prior approval of the City. After the completion of construction, signs visible from public roads shall be unlit and be no larger than twelve square feet, unless otherwise required by applicable permits or as otherwise approved by the City.

Article 7 EMERGENCY RESPONSE

7.1 Access. The City shall have access to all gated entrances to the Project Facilities for the purpose of emergency response. NPT shall provide to the City any keys, combination codes, and/or remote control devices necessary to open such gates. Such keys or access devices may not be provided by the City to anyone other than members of the Police Department, Fire Chief, Emergency Medical Services or Highway Department while engaged in official duties. NPT shall provide access to any Project Facilities upon reasonable request by the City for the purpose of building or safety inspections. NPT shall provide escorted access for emergency response purposes pursuant to the protocols provided under this Agreement. NPT shall coordinate agreements with responding City emergency services and ensure access for those responder departments. Building, occupancy or other permits or approvals required by City regulations and ordinances are not required for any of the site plans, subdivisions, facilities, buildings, roads or other structures certificated by the SEC.

7.2 Coordination. Upon request, NPT shall cooperate with the City's emergency services and any emergency services that may be called upon to deal with a fire or other emergency at the Project Facilities through a mutual aid agreement, to develop and coordinate implementation of an emergency response plan for the Project Facilities. NPT shall provide and maintain protocols for direct notification of emergency response personnel designated by the City, including provisions for escorted access to the Project Facilities and provisions notifying the City of contact information for emergency response personnel. NPT shall coordinate with other jurisdictions as necessary on emergency response provisions.

Article 8 REPORTS TO THE CITY

8.1 Incident Reports. During construction of the Project Facilities, NPT shall provide copies of all reports of environmental incidents or industrial accidents that require a report to the U.S. Environmental Protection Agency, DES, Occupational Safety and Health Administration, or another federal or state government agency to the City Manager or designee as soon as practicable, but not later than thirty days after such incident. During operation of the Project Facilities, NPT shall, on an annual basis, provide the City Manager or designee details on any calls for emergency, police or fire assistance.

Article 9 COMMUNITY RELATIONS

9.1 Community Outreach. NPT shall maintain a public outreach program during construction to inform the City and the community of the status of the Project, including, without limitation, construction sequencing and schedules, and to respond to any public concerns and/or complaints in a timely manner. NPT will utilize methods that may include a field outreach

representative, mailings and/or door hangers, the Project website, and a toll-free hotline, to apprise residents of Project milestones and nearby construction activities.

9.2 Public Inquiries and Complaints. During construction of the Project Facilities, and continuing through completion of decommissioning of the Project, NPT shall identify an individual(s), including phone number, email address, and mailing address, who will be available for the public to contact with inquiries and complaints. NPT shall make reasonable efforts to respond to and address the public's inquiries and complaints.

9.3 Representatives. Each party will designate a representative to serve as its primary point of contact for the Project, including, without limitation, any matters arising out of, and/or contemplated under, this Agreement. Those representatives will meet on a regular basis as appropriate based on the progress of the Project and otherwise to address any concerns on an ad hoc basis to enhance issue resolution. At the initial meeting, the representatives will develop, among other things, a contact list for distribution within each party's organization to foster communication. The representatives will periodically review and update that contact list. Each party acknowledges that the representatives will not have the authority to bind a party; however, the representatives will serve as the initial interface between the parties and facilitate decision-making of the parties. Each party may change its representative from time to time.

Article 10 MISCELLANEOUS

10.1 This Agreement contains the entire agreement between the parties relating to the transaction contemplated hereby and all prior or contemporary agreements, understandings, representations and statements, oral or written, are merged herein. No modification, waiver, amendment, discharge or change of this Agreement will be valid unless in writing and signed by the party against whom enforcement of such modification, waiver, amendment, discharge or change is sought.

10.2 This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which, when taken together, will be deemed to be one instrument.

10.3 The interpretation of this Agreement and the rights and obligations of the parties hereunder will be construed and enforced exclusively in accordance with the laws of the State of New Hampshire.

10.4 This Agreement is binding upon and will inure to the benefit of the parties hereto, their successors, legal representatives and permitted assigns.

10.5 If any term, clause or provision of this Agreement is judged by a court of competent jurisdiction to be invalid and/or unenforceable, the validity and/or enforceability of any other term, clause or provision in this Agreement will not be affected thereby.

10.6 The captions of the Articles or sections of this Agreement are to assist the parties in reading this Agreement and are not a part of the terms or provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

NORTHERN PASS TRANSMISSION LLC

By: _____

Title: _____

Date: _____

CITY OF FRANKLIN

By: _____

Title: _____

Date: _____

EXHIBIT A

All work performed by NPT contractors in New Hampshire will follow the New Hampshire Department of Environmental Service (NHDES) Best Management Practices Manual For Utility Maintenance In And Adjacent To Wetlands And Waterbodies In New Hampshire, published by the New Hampshire Department of Resources and Economic Development (NHDRED). For items not addressed in the NHDES/NHDRED manual, a supplemental best management practices manual will be created for the project similar to what is available at: (<http://www.transtnission-nu.com/contractois/pdgCT BMP.pdf>). Additionally, Eversource requires that all employees and contractors are trained on wetland Best Management Practices that must be followed during construction activities.

NPT contractors are required to follow all appropriate procedures specified by state law and all permit conditions when they are issued for the project. Land clearing (forestry) contractors are required to comply with New Hampshire Department of Resources and Economic Development (DRED), Best Management Practices for Erosion Control on Timber Harvesting Operations in New Hampshire.

Blasting contractors will be required to adhere to the conditions specified in the Certificate of Site and Facility to be issued by the SEC. NHDES has produced technical publication WD-10-12 Rock Blasting and Water Quality Measures That Can Be Taken to Protect Water Quality and Mitigate Impacts which outlines best management practices to protect water quality before and during blasting activities.

With respect to managing stormwater to protect sensitive wetlands and habitats during site preparation activities, NPT's contractors are required to follow the best management practices (BMPs) detailed in the NH Stormwater Manual (NHDES, 2008) and adhere to the conditions specified in the Certificate of Site and Facility to be issued by the SEC. At the federal level, the project will require a Construction General Permit (CGP) through the US Environmental Protection Agency (USEPA) National Pollution Discharge and Elimination System (NPDES) Phase II program. A significant component of the CGP involves development and implementation of a Stormwater Pollution Prevention Plan (SWPPP) to govern site-specific construction activities and guide the required management of stormwater pollutants and sediments using best management practices (BMPs) prior to and during construction and after construction is complete until stabilization is achieved.

CITY COUNCIL MEETING
AGENDA ITEM IX



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council meeting March 6, 2017

From: Elizabeth Dragon – City Manager

Subject: Repurchase of Tax Deeded Properties by previous owner
32 Central Street Map/Lot 098/012/00 (Adams)

Recommended Motion: “I move the Franklin City Council deed back 32 Central street upon receipt of all back taxes, water bills, and interest and penalties (minus the 15% of assessed value penalty) with the following conditions:

1. Adams and City shall walk the property, prior to the deeding of the parcel, to acknowledge the property corners and lines. Any lot corner without a formal “pin” or bound shall be clearly identified with appropriate pavement marking paint.
 2. All parking to the rear of the building shall be set back from the top of the slope towards the abutting river shoreline.
 3. The driveway along the side of the building shall be kept open at all times for access to the City land behind the building.
 4. All parking at the front of the building shall be on the parcel re-purchased by Adams.
 5. No parking on any City property shall be permitted.
 6. Adams shall present to the City and the Planning Department a site plan showing all of the on-site parking to be established in compliance with above conditions. Once this plan is approved, then Adams shall have the spaces permanently striped, marked, or otherwise identified.”
-

Discussion: For failure to pay property taxes the above property was tax deeded to the City of Franklin.

This property is an automotive garage which abuts a city owned property and a right of way to the river. There have been code enforcement concerns at 32 Central Street because cars have been parked on the city owned lot and across the right of way impeding access to the river for recreation. As a compromise to avoid payment of the assessed penalty (equal to \$12,510) I explained to Mr. Adams the city would like to put some conditions on his repurchase.

On 8/4/16 the owner brought in a certified check for the total amount due for \$9,791.71 to cover the total amount of taxes & interest & penalties (less the assessed penalty). The City has been holding these funds in escrow awaiting the resolution of all outstanding issues. Since then, an additional tax bill has been issued, and Mr. Adams has continued to operate the auto garage and utilize city water.

It is not unusual for the council to waive the assessment penalty for residential property. It is less likely on commercial property such as this.

There have been discussions between Director Lewis and Mr. Adams over the last few months. There was talk about Mr. Adams acquiring a portion of City land right in front of the shop, but that option was too costly and time consuming. The conditions would address parking of vehicles in such a way as to ensure the river access is not impeded and that the city lot is not used for the automotive business.

Once Mr. Adams has submitted all outstanding balances due, and a parking plan, and that plan is approved by City staff, then the actual deeding back to Mr. Adams can then take place. City staff will monitor the site to insure that Mr. Adams adheres to the conditions.

If the City council votes to not deed the property back to Mr. Adams, then the City will, in effect, become a landlord, and we would need to take action to either evict Mr. Adams or enter into a lease agreement. In addition to returning the \$9,791.71 paid in August. Neither of these options are good ones for the City.

Attachments/Exhibits: 1. Property card & tax statement

Payoff Calculations- Tax Deed Property

32 Central St

Name: Adams, Bruce & Jacqueline

Map 098

Lot 012

Sub 000

Type: Commercial Garage

LEVY YEAR DEEDED: 2013

DEED DATE: 5/9/2016

DATE DEED RECORDED: 6/10/2016

PAYOFF DATE:

8/5/2016

ASSESSED VALUE: 2015

\$

83,100.00

TOTAL AMOUNTS OWED AT DEEDING- 18%

Year: 2012	Principal	\$ 2,133.71	Interest	\$ 823.90	Costs	\$ 35.63	Total	\$ 2,993.24
Year: 2013	Principal	\$ 2,218.41	Interest	\$ 459.48	Costs	\$ 10.00	Total	\$ 2,687.89
Year: 2014	Principal	\$ 2,254.46	Interest	\$ 36.69	Costs	\$ 10.00	Total	\$ 2,301.15

Days from Deed to Payoff 88

Interest

\$ 286.88

PerDiem

\$ 3.26

Total Prior Tax

Principal

\$ 6,606.58

Interest

\$ 1,606.95

Costs

\$ 55.63

Total

\$ 8,269.16

WATER/SEWER AMOUNTS OWED AT DEEDING- 15%

Year: 2016S14

Principal

\$ 63.89

Interest

Penalty

Total

\$ 63.89

2016S14

Principal

\$ 70.67

Interest

Penalty

Total

\$ 70.67

Days from Deed to Payoff 88

Interest

\$ 5.28

PerDiem

\$ 0.06

Total Prior Water/Sewer

\$ 134.56

\$ 5.28

Total

\$ 139.84

Total Prior:

Principal

\$ 6,741.14

Interest

\$ 1,612.23

Costs

\$ 55.63

Total

\$ 8,409.00

SUBSEQUENT TAXES ACCRUED AFTER DEEDING

12%

Year: 2015	Principal	\$ 1,045.00	Interest	\$ 9.62	PerDiem	\$ 0.34	Total	\$ 1,054.62
*1st Half Due	7/8/2016	28						
Year	Principal		Interest	-	PerDiem	-	Total	\$ -
*2nd half Due	12/23/2015	226						

SUBSEQUENT WATER/SEWER ACCRUED AFTER DEEDING- 15%

Year:	Principal		Interest		Costs		Total	\$ -
	Principal		Interest		Costs		Total	\$ -
Total Subsequent Taxes:	Principal	\$ 1,045.00	Interest	\$ 9.62	PerDiem	\$ 0.34	Total	\$ 1,054.62

Total Prior

\$ 8,409.00

Total Subsequent

\$ 1,054.62

Equalized Assessed Value

\$ 83,400.00

Penalty Adjustment

15%

*Other Charges prior to tax stamp

\$ 255.20

PAYOFF PRIOR TO TAX STAMP:

\$ 9,718.82

TAX STAMP:

\$ 72.89

TOTAL PAYOFF:

\$ 9,791.71

* Other Charges to include deed preparation, legal and recording fees, etc. at time of sale

\$ 10.00 Tax Collector's Deed

\$ 12.46 Record Deed to City

\$ 14.40 Repurchase Letter

\$ 55.88 Insurance Premium

\$ 12.46 Record Deed to Owner

\$ 150.00 Attorney Fees (preparation of closing documents)

DOCUMENT IS PRINTED ON CHEMICAL REACTIVE PAPER



Franklin Savings Bank
PO Box 339, Franklin, New Hampshire 03235

00
TREA

DATE ~~Aug~~ 4, 2016

RE: Bruce Adams

\$ 9,791.71

Nine Thousand Seven Hundred Ninety One and 71/100***

PAY City of Franklin
TO
THE
ORDER
OF

PAYABLE THROUGH FRANKLIN SAVINGS BANK, FRANKLIN, NH

AUTHORIZED SIGNATURE

Gracie Wingate
Christi Perez



⑈000087411⑈ ⑆211770174⑆33857764⑈

32 CENTRAL STREET Parcel ID: 098-012-00 SHEET # 07 Number of Units: Class: C - 332 Zoning: RS Card # 1 of 1

CURRENT OWNER/ADDRESS

ADAMS, BRUCE
ADAMS, JACQUELINE
% ADAMS AUTO SERVICE & CO
32 CENTRAL STREET
FRANKLIN NH 03235
DEED BOOK: 2265
DEED PAGE: 173
DEED DATE: 20010524
LAST UPDATE: 20150311
SALE DATA:
DATE TYPE PRICE CODE
20010524LAND + BLDG 32,000 E
19981225LAND + BLDG 145,000 1
OTHER FEATURES/ATTACHED IMPROVEMENTS
NO STR/C
1 001 OVHD WD/MTL 8
1 RS1 UTIL FRAME 11 14 1

LAND DATA:

TYPE	SIZE	LAND INFLUENCE(S)	FACTOR	LAND VALUE
WATERFRONT	0.330	0	0	65,710
		0	0	
		0	0	
		0	0	
TOTAL ACRES:				0.330
TOTAL LAND VALUE:				65,700

Neighborhood ID: 302.00

ASSESSMENT INFORMATION:

	PRIOR	CURRENT
LAND	65,700	65,700
BUILDING	17,700	17,700
TOTAL	83,400	83,400

- DATA COLLECTION INFORMATION -

20131004 RD MEASURE ONLY
20091210 RD ENT: GAINED
20081120 RD UNOCCUPIED

COST APPROACH DETAIL: STRUCTURE TYPE: 332 AUTO SERVICE

LEVELS	USE	PERIMETER	HEATING	A/C	W/H	AREA	SF RATE	RCN	% GOOD	RCNLD
B1 TO B1	86	190	NONE	NONE	7	2062	46.51	95,920	.10	9,590
O1 TO O1	47	151	UNIT HEATNONE	12	1702	60.98	103,790	21,310	.20	20,750
O1 TO O1	84	69	NONE	NONE	8	360	59.20	21,310	.20	4,270
A1 TO A1	86	151	NONE	NONE	8	1702	20.43	34,780	.20	6,950
T0			NONE	NONE			0.00	0	.00	0
T0			NONE	NONE			0.00	0	.00	0
T0			NONE	NONE			0.00	0	.00	0
T0			NONE	NONE			0.00	0	.00	0

AREA

SKETCH
A A/15 FR / B
B 15 FR / B
C
D
E
F
G
H

AREA

1702 I
360 J
L
M
N
O

Building # 1
Year Built 1900
Units 1
QUALITY GRADE D-
IDENT. UNITS 1
Efficiencies
1-Bedrooms
2-Bedrooms
3-Bedrooms

TOTAL UNADJ. RCNLD
AVE % GOOD
Grade Factor
Ident Units
FUNC/ECON FACTOR
Rcnld

23,090
0.16
0.70
1
1.00
16,200

OUTBUILDING/YARD ITEM DETAIL:

DESCRIPTION	Width	Length	QUAN.	YEAR BUILT	PHYS. COND.	FUNC. UTIL.	VALUE
PA1	1	2400	1	1985	FAIR	FAIR	1,500
					NONE	NONE	
					NONE	NONE	
					NONE	NONE	
					NONE	NONE	

Gross Building De

TOTAL OBJ/YARD VALUE: 1,500

PERMIT DATA: # PRICE PURPOSE

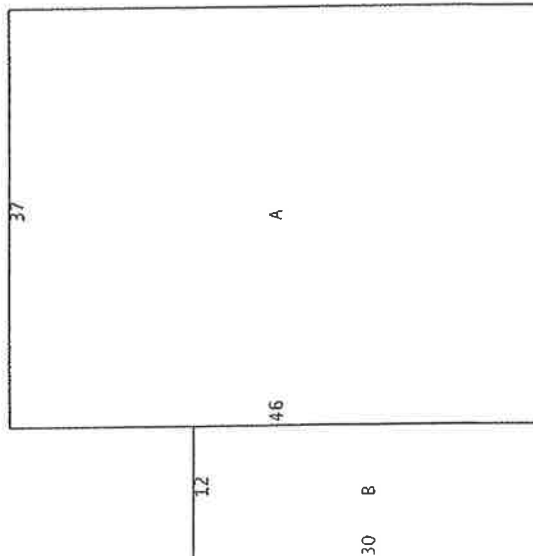
20061103 B06127 6,800 GAR DOORS/SIDE

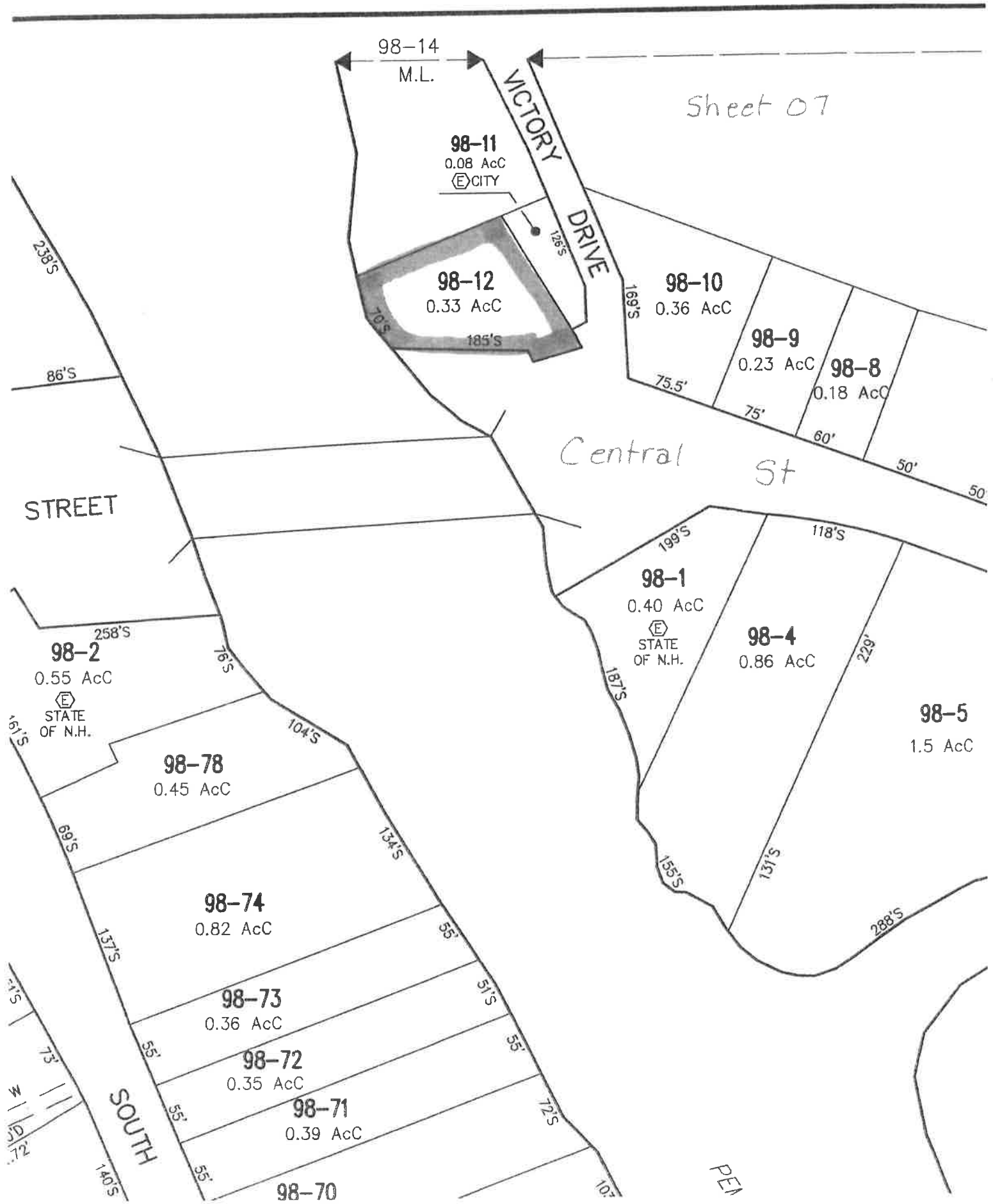
INCOME APPROACH SUMMARY:

TOTAL RENTABLE SQUARE FEET:
MARKET RENT/SQUARE FOOT:
POTENTIAL GROSS INCOME:
TOTAL EXPENSES (INCL. MAINT.):
TOTAL NET OPERATING INCOME:
OVERALL RATE:
INCOME INDICATED VALUE:

NOTES: COST
70' OF WATERFRONT
ADAMS GARAGE
COMM NOTE: DBA: ADAMS GARAGE

81,400





Sheet 07

Central St

STREET

SOUTH

PEA

City of Franklin
316 Central Street
Franklin, NH 03235

CURRENT
INVOICE
due



FRANKLIN, CITY OF
316 CENTRAL STREET
FRANKLIN, NH 03235

**CITY OF FRANKLIN
2017 UTILITY BILL 13 OF 4**

Invoice: 2017W13000258

Account: 582

Print Date: Feb 07, 2017

Billing Period: Nov 09 - Jan 26

Payment Due Date: Mar 09, 2017

Amount Due: \$ 136.31

15% APR Charged After 03/09/2017

Per City Ordinance 289-21 E. A \$10.00 Late Fee will be added to all unpaid Water Bills after the Due Date

Per City Ordinance 245-16 J. A \$10.00 Late Fee will be added to all unpaid Sewer Bills after the Due Date

Did you know, The Franklin Drug Task Force has a permanent disposal box for your old and expired medications at the Franklin PD?
Drop them off; do not flush your medications!

Account Details

Billing Details

Billed To: FRANKLIN, CITY OF
Location: 32 CENTRAL STREET
Map: 000098 **Lot:** 000012 **Sub:** 000000
Account: 582

Water -- 1 Flat Unit(s) @ \$ 30.00/unit	\$ 30.00
Water -- 700cu. ft. @ \$ 6.0600/100	\$ 42.42
Sewer -- 1 Flat Unit(s) @ \$ 20.00/unit	\$ 20.00
Sewer -- 700cu. ft. @ \$ 6.2700/100	\$ 43.89

Billing Summary

Billing Period: Nov 09, 2016 to Jan 26, 2017	
Payment Due Date: Mar 09, 2017	
Meter Readings:	
Current Reading:	55,100.00
Previous Reading:	54,400.00
Usage:	700.00

Water Bill:	\$ 72.42
Sewer Bill:	\$ 63.89

MAILED
2-7-17

Amount Due By 03/09/2017: \$ 136.31

2017 UTILITY BILL 13 OF 4

Mailed To:
FRANKLIN, CITY OF
316 CENTRAL STREET
FRANKLIN, NH 03235

City of Franklin
Monday - Friday
8:15 AM - 5:00 PM
(603) 934-3109
Tax Collector: Katie Gargano

Billed To: FRANKLIN, CITY OF
Location: 32 CENTRAL STREET
Map: 000098 **Lot:** 000012 **Sub:** 000000
Account: 582
Invoice: 2017W13000258

PAY ONLINE AT: franklin.nhtaxkiosk.com

Remit To:
City of Franklin
316 Central Street
Franklin, NH 03235

Amount Due By 03/09/2017: \$ 136.31

15% APR Charged After 03/09/2017

RETURN THIS PORTION WITH PAYMENT

REMITTED AMOUNT: _____

CITY OF FRANKLIN

316 Central Street

Franklin, NH 03235

Office Hours

Monday - Friday

8:15 AM - 5:00 PM

(603) 934-3109

FRANKLIN, CITY OF
316 CENTRAL STREET
FRANKLIN, NH 03235

OFFICE OF THE TAX COLLECTOR
NOTICE OF DELINQUENT TAXES
Monday, January 23, 2017

All past due taxes and liens are listed below. For each, the tax and interest as of 02/24/2017 are listed. **To avoid the initiation of the Tax Lien Process and associated additional expenses, you should pay the total amount due (tax and interest) on or before 02/24/2017 for all levies listed not already liened.** Levies with "L" after the year were previously liened.

Please contact us for the revised amount due if payment is made before or after 02/24/2017. The interest rate is 12% APR on property tax and 18% APR on yield tax, use change tax, gravel tax, and tax liens.

This notice is based on Town records as of 01/23/2017. Please notify us as soon as possible if you believe the information is not correct. Your cooperation is appreciated.

The interest rate is 15% APR on water and sewer.

Levy Year	Property Location	Map Lot Sub	Tax Amount	Int/Pen	*Total Due
2016P02	4 TRAIL STREET	000078 000006 000015	\$ 422.91	\$ 6.26	\$ 429.17
2016P02	32 CENTRAL STREET	000098 000012 000000	\$ 1,059.18	\$ 15.67	\$ 1,074.85
			\$ 1,482.09	\$ 21.93	\$ 1,504.02

LEVY YEAR TAX TYPE INFORMATION

B - Betterment	P - Property	T - Timber Yield
G - Gravel Yield	R - Residence	U - Use Change
L - Lien	S - Sewer	W - Water

(*Total Due Amounts as of 02/24/2017)**Total Per Diem: \$ 0.4872**

Collector of Taxes
Katie Gargano

CITY COUNCIL MEETING
AGENDA ITEM X



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of March, 2017

Subject: Other Business

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



CITY OF FRANKLIN
COUNCIL AGENDA REPORT
City Council Meeting March 2017

Date: February 22, 2017
From: Elizabeth Dragon, City Manager
Subject: Manager's Update

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

\$1500 from Elks Club for AED's in the ladder truck and fire staff car

Legislative update:

HB 145 would have created more hurdles for Northern Pass. Requiring projects of this necessary be approved in every community it runs through. In January, I went to Concord to oppose this bill. It was ultimately voted Inexpedient to Legislate (ITL).

HB525 to freeze the education stabilization grant- was retained in committee.

HB 413 to bring back a state contribution (15%) for the police/fire/teachers retirement system has passed the house.

HB 597 to create a new formula for education funding which would have provided the Franklin schools with an additional \$600,000 approximately-was voted ITL (killed in the house).

Budget Schedule: Attached is my proposed budget schedule to date. Please note I have added a date for a presentation to the Capital committee (CIP). This has been scheduled for April 24th but still needs to be confirmed with the CIP chair. I have also added a workshop in May with the City Council to discuss the capital plan (May 22nd).

City & School Financial Consolidation/Collaboration: The topic of consolidation came up at both the liaison committee meeting and joint finance committee meeting. The school board will be bringing the topic up again at one of their upcoming meetings. Director Milner & I are going to work on updating the presentation on the topic.

Request for Council Worksession Monday March 27th at 6-pm. I would like to request the next council work session be focused on water & sewer. I have told Director Sullivan he would have 1hr for presentation and 30mins for question and answers.



**CITY OF FRANKLIN
CITY MANAGER'S OFFICE**

Memorandum

TO: Honorable Mayor and City Council
FROM: Elizabeth Dragon – City Manager
CC: Department Heads
RE: FY18 Budget Schedule

Please find below tentative dates for this FY2018 budget process:

March 15	Preliminary Budgets due to City Manager
March 24	Outside Agency Request forms due
April 7	Capital Improvements forms due to City Manager
April	Department head workshop with City Manager to prepare final CIP
April 24	Capital Improvements presentation to CIP committee (to be confirmed with CIP chair)
May 1	Managers Budget complete
May 22	Capital Budget workshop with City Council
May/June	Council Budget Work sessions

➤ Schedule at least 5-6 work sessions and 1 public hearing

- School to present their 2018 budget
- Evaluate Charges for Services, Revenues/fines/fee updates, Wages & Benefits overview and Municipal Services
- Public Safety (Police & Fire) & Drug Task Force
- City Clerk/Tax Collector, Finance, Library, Recreation, Planning & Zoning , Misc general govt
- Outside Agencies & overall budget questions
- Follow up questions and finalize overall budget
- Public hearing date (for revenue/fee changes & budget)

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

In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, March 6, 2017 at 6:05 p.m. in the Council Chambers, Franklin City Hall regarding Resolution #08-17, to appropriate \$2,600 to the Nuisance Abatement Account, said funds originating from the sale of the tools and equipment from the Macosko Foundry.

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

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

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

In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, March 6, 2017 at 6:07 p.m. in the Council Chambers, Franklin City Hall regarding Resolution #09-17, appropriating the transfer of \$5,600 from the Police Outside Detail Account to the General Fund Vehicle Maintenance Account.

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

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

In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, March 6, 2017 at 6:08 p.m. in the Council Chambers, Franklin City Hall to accept approximately \$250 in donations for the purpose of starting a scholarship called “Mountain Ridge Resident Council” placing the monies in an expendable scholarship fund with the City’s Trustees of Trust Funds.

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

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