

CITY OF FRANKLIN
CITY COUNCIL MEETING
October 2, 2017
6:00 P.M.





FRANKLIN CITY COUNCIL AGENDA

Council Chambers

Monday, October 2, 2017

6:00 P.M.

SALUTE TO THE FLAG

PUBLIC HEARINGS

COMMENTS FROM THE PUBLIC

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

LEGISLATIVE COMMENTS

CITY COUNCIL ACKNOWLEDGEMENT

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

MAYOR'S UPDATE

Agenda Item I.

City Council to consider the minutes of the August 22, 2017 City Council Special Workshop Meeting and the September 5, 2017 City Council Meeting.

Agenda Item II.

Monthly School Board Report.

Agenda Item III.

City Council to consider building permit application for property on a private road (Riverview Dr.)

Agenda Item IV.

City Council to consider setting a public hearing on Resolution #06-18, A Resolution authorizing the City Finance Director to complete and sign a State of NH Drinking Water State Revolving Fund final application.

Agenda Item V.

City Council to extend the oath of office deadline from the notice of election letter from October 3, 2017 City Election.

Agenda Item VI.

Fire Chief LaChapelle to give an update on Code Enforcement/Fire Inspections.

Agenda Item VII.

City Council to consider setting a public hearing on Resolution #08-18 that appropriates \$182,774 in new revenue associated with \$7,244,310 new assessed value resulting from pick-ups from utilities.

Agenda Item VIII.**Other Business**

- 1. Committee Reports**
- 2. City Council Appointment**
Lakes Region Planning Commission
- 3. Acting City Manager's Update**
- 4. Late Items**

Adjournment

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

This location is accessible to the disabled 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



PENDING COUNCIL APPROVAL

City Council Workshop Meeting August 22, 2017

Call to Order

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

In Attendance

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

Absent

Councilor Desrochers

Salute to the Flag was led by Councilor Wells.

Public Hearings – *Interim Mayor read the following (there was also informational documents available to the public):*

Proposed New CAP Building

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development, up to \$500,000 for public facility and housing projects and up to \$350,000 for emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants.

This is a proposed application to the Community Development Finance Authority A proposed application to the Community Development Finance Authority for up \$500,000 for the demolition of the City owned, CAP leased, building at 82 Elkins St, Franklin, NH. A 5,000 sf +/- building will be constructed in its place. The facility presently offers, through CAP ,emergency food pantry assistance, the NH Fuel Assistance Program, the NH Electric Assistance Program, Weatherization Program, Information and Referral Service, Direct Housing Assistance, Women Infant &Children's Nutrition Services, Neighbor Helping Neighbor ,Commodity Surplus Food Program, Security Deposit Guarantee Program ,Emergency Assistance Program, Emergency Housing Program. At the site. Merrimack County presently provides Juvenile Diversion Services. The majority of persons served at the site are of low and moderate income.

This project conforms with Franklin's Housing and Community Development Plan's Goal of: Address public facility and social service improvement and coordination that will benefit the residents of Franklin. (Short and Long Term Goal)

Funding request: up to \$500,000

The Interim Mayor then asked for public comment on this.

Leigh Webb asked that enough thought was done so when they do the demolition and the reconstruction hopefully this will be sufficient not only to the present but future needs in terms of space required. Interim Mayor/Councilor Clarenbach stated yes.

Interim Mayor closed the public comment.

Interim Mayor read the following:

Residential Antidisplacement and Relocation Assistance Plan

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the City were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Temporary relocation will be required during this project. The agencies will relocate to city/county buildings until the facility is ready for them to move back to.

The Interim Mayor then asked for public comment on this.

There were no comments from the public.

Interim Mayor read the following:

The Progress of the Riverbend Mill Project

The Riverbend Mill property project, 100 Memorial Street in Franklin, is being converted into approximately 45 units of affordable housing. This project has a \$500,000 CDBG as part of the financing of the renovation. Construction started in October 2016 and will be complete in December 2017. It is anticipated to be rented up by June 2018.

The Interim Mayor then asked for public comment on this.

There were no comments from the public.

Resolution #05-18

Leigh Webb stated that it is heartening that this trust fund has tripled the original amount and the fire department can use the money without touching the principal. This money should not be spent unless there is an employment agreement to back it up so it is a full benefit to the City of Franklin. The purpose of this money was for training and he is in favor of this.

Agenda Item I.

City Council votes to adopt the Antidisplacement and Relocation Assistance Plan.

Motion: *Councilor Zink moved that the Franklin City Council adopt the Antidisplacement and Relocation Assistance Plan. Seconded by Councilor Giunta.*

Councilor Dzujna asked if this is different than any of the other ones we've had in place. Interim Mayor/Councilor Clarenbach stated no as it is the same plan.

All in favor; motion passes.

Agenda Item II.

City Council votes to approve the submittal of the application and votes to authorize the City Manager to signs and submit the application, and upon approval of the CDBG application, authorize the City Manager to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto.

Motion: *Council votes to approve the submittal of the application and vote to authorize the City Manager or Interim City Manager to sign and submit the application, and upon approval of the CDBG application, authorize the City Manager or Interim City Manager to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Seconded by Councilor Dzujna.*

All in favor; motion passes.

Agenda Item III.

City Council to consider adopting Resolution #05-18, authorizing the withdrawal of an amount not to exceed \$12,000 from the Raymond & Betty Turcotte Memorial Rescue Squad Trust Fund for the tuition in support of sending a Firefighter/AEMT to Nationally Registered Paramedic School.

Motion: *Councilor Dzujna moved that the Franklin City Council adopts Resolution #05-18 authorizing the withdrawal of an amount not to exceed \$12,000 from the Raymond & Betty Turcotte Memorial Rescue Squad Trust Fund for the tuition in support of sending Firefighter/AEMT Zachary Burke to Nationally Registered Paramedic School. Seconded by Councilor Zink.*

Councilor Barton asked if there was a time frame that the person has to take this. Fire Chief LaChapelle stated there is and he had the contract. The candidate will also pay the city liquidated damages of 100% under the following conditions: failure of or incompleteness of paramedic program or leaves employment in the first year, candidate shall pay 65% of liquidated damages if they leave employment before the completion of the second year and the candidate shall pay 35% of liquidated

damages if they leave before the completion of the third year. The time frame is after they are registered with the National Paramedic Registry and a licensed and practicing paramedic. The contract has been reviewed by Attorney Fitzgerald, City Manager Dragon and Finance Director Milner. There have been three (3) previous employees who have had their paramedic training paid by this trust in the past as well.

All in favor; motion passes.

Agenda Item IV.

City Council to consider setting a public hearing for Ordinance #08-18, regarding a change to Municipal Code, Chapter 284 Vehicles and Traffic, Section 284-24 Limited parking; no parking areas, Subsection C – no parking.

Motion: Councilor Zink moved that the Franklin City Council set a Public Hearing for Ordinance #08-18 at 6:00 pm on September 5, 2017 to be held in Council Chambers at Franklin City Hall. Seconded by Councilor Ribas.

Interim Mayor/Councilor Clarenbach read the ordinance:

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Seventeen;

Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 284 Vehicles and Traffic, Section 284-24 Limited parking; no parking areas, Subsection C – No parking be changed as per below:

§284-24 Limited parking; no parking areas.

C. No parking. No-parking areas are designated as follows:

	Street	Section	Side
Add	Upland Drive	Within both turn arounds at the Dead End (vicinity of #14 Upland Dr.)	Both

By a roll call vote.

All in favor; motion passes.

Agenda Item V.

City Council to continue discussion on the Odell Cottage renovation/demolition.

City Manager Dragon clarified that MSD Director Sullivan is currently on vacation but he, P&Z Director Lewis, Park & Rec Director Alpers and herself have reviewed the information that the council has. She stated that Park & Rec Director Alpers is really looking to hear tonight if the council wants to keep the building on the register or not. City Manager Dragon stated that at the last meeting some people made comments that were not completely accurate. It is on the national register, is that important to the council as that will determine the approach moving forward. City Manager Dragon stated she has spoken to MSD Director Sullivan today and stated that the city's Building and Grounds Foreman Marsh is going to take a look at the building and is willing to do a lot of the work in house. The biggest issue is time as this has been a problem for many years.

Park & Rec Director Alpers stated that the stability of the front porch is an issue and caution tape can be put on it but she doesn't recommend it as people will still use it. Looking at the front of the porch the right side ceiling is tipping to the left. The stabilization from the ground to the porch level is all rotten and slowly sinking in. The porch on the right side is not that bad but is a trip hazard due to the rot from the water that collects in the corner and that could be removed and stabilized but the front porch is a big concern. The question is whether the council wants to keep it on the register. There have been renovations done on the front porch over the years. She stated her intent is to dismantle it by labeling each piece that can be saved and hopefully in the spring grant money will come in and it would be put back up in its original condition based on the photos.

Councilor Dzujna stated he noticed that one of the stantions is off completely and if they take the porch off and fix some of the rot is there a time limit that we have to follow to put it back on to keep it on the National Register. Park & Rec Director Alpers stated she spoke to Peter Michaud at the National Register and he doesn't recommend taking it off in the stages as she is purposing. He is afraid that if one contractor takes it off and labels it will that same contractor commit to being able to put it back on in the spring. She stated they did not give a time frame. Councilor Dzujna asked if there any other limitations because it is under the historic register. Park & Rec Director Alpers stated whatever is done it has to be replaced the way it is now or the way it was in the past. Councilor Dzujna asked if the grants give them enough money to fix them properly. Park & Rec Director Alpers stated if they got the Mooseplate grant they can dismantle what they have now with volunteers and replace with new.

Councilor Barton asked if there was a benefit to not keeping it on the historical register. Interim Mayor/Councilor Clarenbach stated there are fewer rules but you are less likely to get grants. Park & Rec Director stated the cost to renovate is almost double to keep it on the register vs not keeping it on the register. Councilor Barton asked if there is any other significance to the building other than it being a caretaker home at one time. Park & Rec Director Alpers stated that the boys and girls scouts use it. Interim Mayor/Councilor Clarenbach stated part of the issue is determining what is the long time use or purpose of this building. There is a trust that maintains the arch and the building and with no one living it will result in decay. Councilor Wells stated he would like to see the building

repaired, its use increased, what is the real cost to repair the building and what would the use of the building be in the future.

Councilor Ribas stated the immediate issue is the porch so we should leave it on the register for now see if we get the LCHIP grant and if we don't get the grant then bring it back to discuss next steps at that time.

Councilor Moquin asked about the alternate entrance and what that is and how much. Park & Rec Alpers stated they could take the front porch off and leave just the door and then replace the floor on the side porch and use that as the main entry or you could also repair side porch and repair a few steps. Councilor Moquin asked how often do the scouts use the property and Park & Rec Director Alpers stated once a week.

Councilor Zink asked what the costs are for phase 1-5. Park & Rec Director Alpers stated she hasn't gone out for costs at this time but she did have an estimate for the front porch and side porch that was about \$15K. Councilor Zink asked if there are funds in the Odell Trust Fund that will help towards this. Park & Rec Director stated there was about \$12K in there a few years ago and there is another account that has about \$2,913.

City Manager Dragon stated that the \$2,913 funding is the money that Mike Mullavey used to give to Choose Franklin to go to Mill City Park. The funds should stay with the park as that is what people donated for.

Interim Mayor/Councilor Clarenbach stated that with Building and Grounds Foreman Marsh who is a city employee is capable of overseeing the dismantling and labeling of the porch. This is a safety and liability issue plus part of a bigger issue like who will use it.

Councilor Wells asked if there is a motion and Interim Mayor/Councilor Clarenbach stated no. Councilor Wells asked if we can table this and Interim Mayor/Councilor Clarenbach stated if this is tabled the safety issue is still the problem. The decision that is being asked of the council tonight is do they want this building to remain on the national registry or remove it from the national registry. Once that is decided the administration can begin to do what they need to do. Parks & Rec Director Alpers interjected and stated with that answer would you want to begin dismantling this fall and reapply in the spring or wait until the spring to do that. Interim Mayor/Councilor Clarenbach stated that the safety issue needs to be dealt with and since the city has an in house person who is capable to oversee that it would be ok to begin.

Councilor Dzujna stated he feels the same as it is a safety issue and keeping it on the register. Councilor Giunta stated that the safety issue turns into a liability issue so can we keep it on the registry and reduce the liability. Parks & Rec Director Alpers stated they can dismantle to salvage it but she is unsure if they would be able to get funding in the spring if they did it that way.

Councilor Wells asked if they could barricade the front porch so no one can use it in anyway. Park & Rec Director Alpers stated they can take the staircase off but anyone who is real tall could still get

onto the porch. Councilor Wells stated he would like to see it made as safe as possible and then apply for grant money to restore the building.

Motion: Councilor Ribas moved that the Franklin City Council direct Director Alpers to remove the porch in a timely fashion consistent with National Historic Register principles and reapply for LCHIP funds in the spring. Seconded by Councilor Giunta.

Councilor Dzujna stated if it is found impossible to do this then it needs to be brought back to the council.

Councilor Zink supports the motion and would like to have an agenda item brought to another meeting about the use and vision for this building.

Parks & Rec Director Alpers stated she did propose this for the teen center group or office space and apply for a CDBG grant. City Manager Dragon stated she also met with the teen center months ago but they didn't want to use it.

All in favor; motion passes.

Agenda Item VI.

City Council to award RFP to recruitment firm.

Interim Mayor/Councilor Clarenbach stated there was a summary sheet on the table. There were four (4) companies that responded and City Manager Dragon and Finance Director Milner made a recommendation to the council to consider one (1) of the firms. City Manager Dragon stated they received four (4) proposals and made a chart to show them all. The process they would use and if they had done recruitment in NH. They chose The Mercer Group as their process was one that was thought to make sense and in line with what the council has talked about. They have done successful recruitment in NH and have placed people who have stayed and done a good job. The \$8000 that is included with their price includes three (3) visits two (2) are for multiple days. MRI is the only NH group that submitted and all the items are also good but some of their placements in NH haven't been successful so they aren't recommending them and they did also look at the teams from each proposals. Springsted Waters was the second (2) choice but they were more overboard and had no NH client references. The Gov HR proposal was all over the place and hard to understand.

Councilor Zink asked about the reason The Mercer Group didn't meet the RFP and was it because of the insurance binder and City Manager Dragon stated yes. Councilor Zink asked if the city is going with The Mercer group for the ala carte or all of it and Interim Mayor/Councilor Clarenbach stated for all of it. Councilor Zink stated that on page 7 of The Mercer Group Proposal the cost is 3 times higher at \$24,500 and \$8,000. Interim Mayor/Councilor Clarenbach stated that no it is \$16,500 and not to exceed \$8,000. Finance Director Milner stated that page 17 shows \$16,500 and not to exceed \$8,000.

Councilor Ribas asked about the developing position requirements and is that what Primex is doing? City Manager Dragon stated that Primex will have a report but it will not be the entire brochure. Primex has begun the process and the recruiter takes it from there. Interim Mayor/Councilor Clarenbach stated the Primex exercise got the councilors more in line with what they are all thinking.

Motion: Councilor Giunta moved that the Franklin City Council award the RFP for City Manager recruitment to The Mercer Group Inc. authorizing the Interim Mayor to sign all documents. Seconded by Councilor Dzujna.

All in favor; motion passes.

Agenda Item VII.

Other Business

Councilor Dzujna stated that Portsmouth City Council recently voted to have every 2nd meeting to be a discussion meeting so they can answer questions rather than just listen to the public. City Manager Dragon stated that they are having longer than normal meetings due to the water issues so they were looking for a way to cut down on their meeting time by trying this avenue.

Interim Mayor/Councilor Clarenbach stated that the public has ample time to attend meetings and voice their concerns. Some people feel they are exempt to the rules and that the Mayor has special powers. His goal is to have an open forum but when only the same ten (10) people show so he is not sure. The administration has done a good job getting back to people about issues. Councilor Giunta stated he agrees with the Interim Mayor/Councilor Clarenbach and that if we begin those types of meetings people may be more apt to seek out councilors individually.

Motion to adjourn made by Councilor Dzujna and seconded by Councilor Ribas. All in favor; meeting adjourned at 7:01 p.m.

Respectfully Submitted,

Lauraine G. Paquin



DRAFT - PENDING COUNCIL APPROVAL

City Council Meeting September 5, 2017

Call to Order

Interim Mayor/Councilor Clarenbach called the meeting to order in the Council Chambers, Franklin City Hall at 6:06 p.m.

In Attendance

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

Salute to the Flag was led by City Manager Dragon.

Councilor Desrochers asked for a moment of silence to honor Franklin veteran John Pelletier who served in Korea and Vietnam, 1967-1969, and suffered from Asian Orange and passed away on August 22.

Public Hearings

October Ballot Question – Leigh Webb asked if this was just to get input from the public or to have this on the ballot and Interim Mayor/Councilor Clarenbach stated no it is for any question about the subject. Leigh Webb stated that the legislature has put the city in a spot as he feels kindergarten should be funded but not sure this is the way to do it as with Franklin's demographics this just gives people another outlet to spend money they don't have. He stated he finds it difficult to fund Keno through this way.

State Rep. Horn stated he would have not chosen Keno to fund kindergarten but the legislature put them together to pass both items. He stated this is an enabling vote and doesn't require the city to open keno parlors but allow approved businesses and organizations to offer keno if they so choose. He will entrust that the approved businesses and organizations will be the appropriate stewards in viewing whether or not keno would be a problem for the community. He stated Franklin already has all day kindergarten that is paid for by the money from the state so it is viewed as more money coming for the school district.

Interim Mayor/Councilor Clarenbach explained to the public in the audience what the kindergarten/keno bill entails and that even with a no vote from the voters, Franklin will still get funding from the state.

Ordinance #05-18 – Leigh Webb asked about the restricted parking behind this building and there was no mention of the opera house so if they could amend that so the opera house can be included on the signs. Interim Mayor/Councilor Clarenbach stated that they discussed this and they will include that.

Ordinance #06-18 – Leigh Webb stated he is in favor of this ordinance and it should be passed.

Ordinance #07-18 –Mark Lorenz spoke about why we have to amuse ourselves by setting off explosives without care of its effect like hurting the environment, littering, scaring wildlife and domestic animals. Anything that can be done to lessen the chemicals and the non-biodegradable litter and noise that comes from fireworks. Studies have shown that loons and eagles, both present on Webster Lake, tend to abandon their nests after repeated fireworks displays. People used to shoot the fireworks into the lake and now shoot them off the top of the hill and this year they raked up 11 commercial type trash bags of litter and they were putting that litter into the lake for many years previous to this year. He asked the councilors to roll back the time to 9:30 pm.

James Carlton stated that he gets up early for work and in his area, Elkins St., it is not about the colors it is about who can be the loudest. Last year he saw a gentlemen drop a tennis ball filled with something had a wick dropped in the sewer and the vibration and noise was tremendous. People are lighting off fireworks at midnight or 1:00 am. The police state they can't do anything and we have to contact the city. He feels that the privilege has been abused and needs to be brought back to 9:30 pm.

Ted Starkweather from Ward 1 stated he is in favor of this being enacted and doesn't mind people being patriotic but the 4th of July is one day not 365. He feels this is a good approach in trying to rein some people in.

Janet Corning read her post from Franklin's talking. Her dogs are terrified with the noise night after night and one of them has even injured itself trying to get out of its cage as it was so scared. She is not sure turning back the time is the solution as in her area there are so many houses close together that it poses a fire danger.

Edward Prive stated that when the fireworks went off at the back side of Terrace Rd last week he felt like he was at war. The police are strapped but this needs to stop.

Marty Russo asked if the council is only proposing a time change. City Manager Dragon stated yes Sunday-Thursday until 9:30 pm and Friday and Saturday until 10:00 pm. He stated loud explosives are illegal. He is ok with the change as regulations need to be enforced. He did caution regulating it to death but also stated that the litter aspect of this also needs to be addressed.

Jeff Savary read a passage that a pastor had written. He told a story of a friend who has a child who suffers from seizures and the noise from the fireworks sets off the seizures. He asked that the city address this as it does really affect people's lives.

Tracy Goldwaite stated that there was a display at midnight last week and she has to get up at 4:00 am to go to work. In previous years on the 4th of July she has left the city but this year was unable to and it was miserable and something has to be done. She constantly has litter in her yard that she has to continuously pick up and there needs to be change.

Leigh Webb stated if this is passed it is an improvement but understands this is not the end of the discussion. Responsible citizens are always self-governing and the irresponsible can't get caught without this.

Chief LaChapelle stated that he has sat in on two (2) testimonials at the State House about fireworks. Franklin is not alone in this issue as this is a statewide issue and the Fire Chiefs Association is working on it and lobbying with the fireworks industry to make sure everyone is as safe as possible.

Ordinance #08-18 – no public comment

Comments from the Public

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

Leigh Webb spoke about item #9 about discussing the windows that are in storage in this building. They are in storage because if the city ever wants to go for federal funds to work or restore the city hall building the guidelines state that any changes are reversible and you need the original items to do that. He offered to store the windows in the basement of the historical society. On item #14 and #15 when discussing leases to look at all possible consequences as not all business stay the same and if any of those cease to exist the city is indemnified and the walkway is an additional element for the city and an additional liability. He also mentioned that the curtain on the stage is new and treated for anti-fire.

State Rep. Horn expressed his admiration for the Franklin Fire Dept. as he was part of the launching of a program whose funds will bring to Franklin fire and carbon monoxide detectors to homes of 55+ and with children five (5) and under. He feels Franklin Fire Dept is the best in the state.

Annette Andreozzi stated she is in favor of public private partnerships that are a benefit to the public as well as the private and fair to all. She stated that the council giving a portion of Marceau Park for the benefit of a one (1) private entity have they given enough thought to the consideration of fairness to other businesses, property owners, taxpayers and the future of Franklin. This council has not reviewed the downtown plans that were done in the past nor have they made a plan for the future of the entire downtown. She hasn't been able to find the assessor's estimate of the property value or a cost proposal by someone who installs walkways. There has been no stated determination of what is beneficial to the broader revitalization of the downtown, no public input asked for by the council and no consideration of the additional cost to the city of the perpetual easement that will benefit one property holder. Under RSA 79E the owner would not be taxed on any property value of improvements for as long as the council decides and as an easement there will be no property taxes for consideration ever. The downtown is a TIF district and funds from increased property values go into the TIF for improvements in the district like the walkway in Marceau Park. When the project on the mill is complete all of that additional money will go into the TIF and that should be used on the walkway freeing up money in the city budget to go towards the school or other areas of the city.

Marceau Park should become the city's square but the whole park and surrounding area needs a plan.

Choose Franklin – Steve Foley spoke and stated he is the chair and Charlene Fortin is the Co-Chair of Choose Franklin. They have monthly meetings on the 1st Thursday at 8:00 am. This Thursday at 8:00 am they are planning a civil program on elder care. They are holding a candidates forum on September 25 at 6:00 pm. They have a new venture which is fundraising with the rotary club by selling Christmas Trees. Their vision is to partner with non-profits each year after this year. They will still have the Franklin's First day with the kayakers.

Legislative Comments – State Rep. Horn stated the big bill writing begins tomorrow and goes for ten (10) business days. He will try to put forth a few bills and is looking to put information forward on the following: motorcycle inspection bill, mental health beds bill, multimedia legislation, stabilization freeze bill (that will have a heavier lift with unanticipated revenue) and lack of uniformity for car seats. He is on a few subcommittees and is working on legislative fixes with felonies first. Councilor Dzujna stated he was glad he is looking at stabilization and will let everyone know when the meetings are. State Rep. Horn stated anyone who is going to sign on for any of these bills as a sponsor or cosponsor will be asked to testify.

City Council Acknowledgements

Councilor Dzujna recognized Ashley Shortt for setting up National Night Out for the 1st time with Police Chief Goldstein. He also read an post from Bonnie Mongeau that was on Franklin's Talking about Fire Chief LaChapelle taking time out to throw a football with her son who was alone outside waiting for friends to come home.

Councilor Moquin recognized Sarah Stanley and Franklin Savings Bank for their \$400 donation to the resident council at Mountain Ridge.

Mayor's Update – None.

Agenda Item I.

City Council to consider the minutes of the July 13, July 24 and August 9, 2017 City Council Workshop Meetings and the August 7, 2017 City Council Meeting.

Motion: Councilor Barton moved that the Franklin City Council consider the minutes of the July 13, July 24 and August 9, 2017 City Council Workshop Meetings and the August 7, 2017 City Council Meeting. Motion seconded by Councilor Dzujna.

Councilor Ribas stated he has about 5 typos that he will email.

All in favor with those changes; motion passes.

Agenda Item II.

School Board Report

Superintendent LeGallo thanked Councilor Dzujna for attending the welcome back meeting. He recognized Councilor Zink who is hosting a foreign exchange student who is attending Franklin High School for the year. He wished City Manager Dragon well and will miss her collaboration. He handed out the energy audit summary and will come back to talk about the plan the school board decides on. Kindergarten added a 4th room as they had a mad rush two (2) days before school started. Preschool has been moved into the elementary school. In collaboration with Finance Director Milner they will put out an RFP for the audit in the spring. On Sept 18 at 5:00 pm the Mayor's Drug Task Force will be holding an event at the high school about the dangers of marijuana use.

Councilor Desrochers asked about the middle school roof. Superintendent LeGallo stated they are still working on the RFP as contractors were busy this fall so they are looking to have it done in the spring.

Councilor Dzujna asked if they have done any more about bringing back Commissioner Edelblut. When he was here he made a comment about bringing back people with expertise. Superintendent LeGallo stated he will reach out but hadn't at this time.

Agenda Item III.

NH AARP State Director to speak with the council on age friendly communities.

Todd Fahey stated that there are 233K members in NH. He did attend The Franklin for a Lifetime program a year ago but didn't speak. He stated Franklin made their national publication on what communities have done. He congratulated Franklin on making the publication and gave each councilor the publication.

Agenda Item IV.

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

***Motion: Councilor Giunta moved that the Franklin City Council adopt Ordinance #05-18.
Motion seconded by Councilor Desrochers.***

Roll Call:

Councilor Barton yes Councilor Dzujna yes Councilor Ribas yes

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

All in favor; motion passes.

Agenda Item V.

City Council to consider adopting Ordinance #06-18, proposing a change to the Franklin Municipal Code, Chapter 232 "Property, City-Owned", adding Section 232-5 baiting of wildlife on city property.

Motion: *Councilor Dzunja moved that the Franklin City Council approve Ordinance #06-18. Motion seconded by Councilor Ribas.*

Councilor Desrochers stated he doesn't have a problem with the baiting issue but he feels this will open the door for banning hunting on city property later on and he is not in favor.

Councilor Dzunja asked if it is mandatory to bait to hunt. Councilor Desrochers said no you just need landowner's permission.

Roll Call:

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

Eight (8) in favor and one (1) opposed; motion passes.

Agenda Item VI.

City Council to consider adopting Ordinance #07-18 proposing a change to the Franklin Municipal Cod, Chapter 215 "Noise", Section 215-4.1 Fireworks.

Motion: *Councilor Zink moved that the Franklin City Council approve Ordinance #07-18. Motion seconded by Councilor Dzunja.*

Councilor Desrochers moved to amend this to 10:00 pm 365 days a year so there is no confusion and make it easier to enforce.

Amendment: Councilor Desrochers moved that the Franklin City Council amend Ordinance #07-18 to 10:00 pm all year. Motion seconded by Councilor Moquin.

Councilor Giunta explained that at the legislative committee meeting the time was discussed in great length and they compromised on the time in the ordinance and yes it was confusing.

Councilor Dzujna was also at the legislative meeting and he is in favor of 9:30 pm.

Two (2) in favor and seven (7) opposed; amendment fails.

Amendment: Councilor Giunta moved that the Franklin City Council amend Ordinance #07-18 to say to ignite fireworks past the hour of 9:30 pm until noon the following day.
Motion seconded by Councilor Dzujna.

Councilor Barton asked if it was 9:30 pm every day and Interim Mayor/Councilor Clarenbach stated yes.

Councilor Ribas stated he feels the public sentiment today speaks to this amendment understanding that this will be shorter in the summer but it is a reasonable comprise.

Seven (7) in favor and two (2) opposed; amendment passes.

Interim Mayor/Councilor Clarenbach asked if there was any discussion on the original motion as amended. Councilor Wells asked the police department representative if this was going to be enforceable and Lt. Clough answered yes.

Roll Call:

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

Eight (8) in favor and one (1) opposed; motion passes.

Agenda Item VII.

City Council to consider adopting Ordinance #08-18, regarding a change to Municipal Code, Chapter 284 Vehicles and Traffic, Section 284-24 Limited Parking; no parking areas, Subsection C – no parking.

Motion: Councilor Ribas moved that the Franklin City Council adopt Ordinance #08-18. Motion seconded by Councilor Giunta.

Roll Call:

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

All in favor; motion passes.

Agenda Item VIII.

City Council to hear from the Municipal Services Director on the fall residential leaf pickup and alternative essential services.

MSD Director Sullivan stated at the May budget meeting there was discussion of essential services and leaf pickup. The leaf pick up takes about eight (8) weeks to finish at a critical time of year and we very seldom finish the pickup due to snow. At this time he recommends the discontinuation of this service as they have other priorities like repairing the roads and getting ready for winter as it has pushed back other projects by five (5) years and they just can no longer provide this service. He stated he will be putting this in the newsletter, website and the electronic signs. Interim Mayor/Councilor Clarenbach asked him to just get the word out and contact the UNH Coop if they have a brochure on how to compost in their own yard. Councilor Desrochers stated you might be able to put this out in the water bills. Councilor Ribas asked about the impact on culverts. MSD Director Sullivan stated they will continue the maintenance on the culverts and it will be a challenge.

Agenda Item IX.

City Council to consider granting the Municipal Services Director authorization to remove the windows that are stored in the City Hall Attic and sell them for the best possible price.

Motion: Councilor Dzujna moved that the Franklin City Council authorize Municipal Services Director to remove the windows stored in the attic of the Franklin City Hall and sell them for the best possible price. Motion seconded by Councilor Desrochers.

MSD Director Sullivan stated he was approached by Leigh Webb to store the windows in the basement of the Historical Society and he is in favor of that as an alternative if the council approves. Councilor Barton asked if they save the windows what does that do for the city. MSD Director Sullivan stated that they will store them with an option to sell later. Councilor Barton asked why we would store them. MSD Director Sullivan stated if they decide to do a renovation they need the original items or proof of the items as they are in a historic district. There was no real market for these windows nine (9) years ago and that is why they were stored. Leigh Webb stated this does not sacrifice ownership of the windows it is just storing them somewhere else.

Amendment: Councilor Ribas moved that the Franklin City Council strike everything after city hall and replace with store them at the Franklin Historical Society in the original motion. Motion seconded by Councilor Giunta.

Councilor Wells asked if we can sell them for anything. MSD Director Sullivan stated they have no real value and will not bring in much money. Councilor Giunta asked Chief LaChapelle if there is a fire load here will it create a situation of a fire load at the historical society. Chief LaChapelle stated the city doesn't own that building. There has been a lot of time and energy spent fixing up city hall and removing the fire load from city hall would be a good thing. If the owner of that building chooses to have that fire load in their building that is up to them. Councilor Dzujna asked if there is no issue storing them but if the opportunity comes up we should give MSD Director the authority to sell them. MSD Director Sullivan stated he would come back with a proposal if they get an offer.

All in favor; amendment passes.

All in favor; original amended motion passes.

Agenda Item X.

City Council to consider a formal request from Tyler Matzke to construct a home on a Class 6 Road (Kelly Road off Prospect Street).

Motion: Councilor Barton moved that the Franklin City Council approve the issuance of a building permit for Tyler Matzke for parcel 138-403-00, located on Kelly Road, and authorize the City Manager to execute the Agreement and Notice of Release from Municipal Responsibility and Liability between the City of Franklin and Mr. Matzke. Motion seconded by Councilor Dzujna.

Councilor Desrochers asked how does Planning and Zoning feel on this. P&Z Director Lewis stated that this didn't go to the planning and zoning but they have previously issued approvals and acknowledgments for other houses on this road and preexisting homes on Kelly Road. Councilor Ribas asked if there is a sense of urgency to get it done this month. P&Z Director Lewis stated given the parameters of the situation he is extremely confident that the planning board would approve this and Mr. Matzke would like to get other permits. MSD Director Sullivan stated he has been to the site for the driveway permit. Interim Mayor/Councilor Clarenbach stated he has an issue as there is a recommendation coming from the planning board and feels it is a mistake to approve this before it comes from the planning board. Councilor Giunta asked if it will statutorily be a problem if the council approves this. P&Z Director Lewis stated yes someone could challenge this but based on the historical items of this road the board has approved he would follow up. Councilor Giunta stated that he wants the property owner to understand there is still a risk for this to be challenged. Councilor Desrochers asked if they can do site prep work prior to planning board approval. P&Z Director Lewis stated he can do this at his own risk. MSD Director Sullivan stated he has issued a driveway permit as the site was adequate and is of best use.

All in favor; motion passes.

Mr. Matzke thanked the council and stated that working with MSD Director Sullivan and P&Z Director Lewis has been a pleasure.

Agenda Item XI.

City Council to consider approval of transfer resolution related to Metrocast sale to Atlantic Broadband.

Motion: Councilor Ribas moved that the Franklin City Council approve the resolution which approves the transfer of the cable television franchise granted by the City of Franklin. Motion seconded by Councilor Dzujna.

Councilor Dzujna stated this will go into effect regardless and will they honor all duties to citizens. City Manager Dragon stated they will and maybe more.

All in favor; motion passes.

Agenda Item XII.

City Council to consider sale of tax deeded property, 12 Morrill Court, through sealed bid.

Motion: Councilor Barton to authorize City Manager/Interim City Manager to dispose of 12 Morrill Court through a bid process with a minimum bid amount of \$10,000 and to further execute all closing documents required for the conclusion of the referenced sale. Motion seconded by Councilor Giunta.

Councilor Ribas asked how they are at \$10K if it went out at \$20K twice and this city is already into it for \$12,740. City Manager Dragon stated she hopes if they start at \$10K they would get multiple offers to bring the price up. Councilor Ribas asked to fix one word on the second line of the letter.

All in favor; motion passes.

Agenda Item XIII.

City Council to consider sale of tax deeded property, 186 Summit Street, through sealed bid.

Motion: Councilor Dzujna to authorize City Manager/Interim City Manager to dispose of 186 Summit Street through a bid process with a minimum bid amount of \$10,000 and to further execute all closing documents required for the conclusion of the referenced sale. Motion seconded by Councilor Desrochers.

All in favor; motion passes.

Agenda Item XIV.

City Council to consider proposed agreement between the City and Mill City Park to continue collaborative efforts to build a white water park.

Motion: *Councilor Giunta moved that the Franklin City Council approve the proposed agreement between the City and Mill City Park to continue collaborative efforts to build a white water park over the next five years. Motion seconded by Councilor Dzujna.*

City Manager Dragon stated she would have liked an MOU but couldn't get the City Attorney to read and review in time for this meeting so she did it in a form of an agreement. She would like to set the stage for the next city manager to feel comfortable. They are waiting for the engineering grant for the engineering funds. It is very important that this work continue as the momentum is ramping up. Prior to this meeting she met with the Town of Northfield as in future phases they would like them to be informed of the project. It is a compelling case to bring tourism into the downtown. In 2015 there was an economic impact study by DRED and it stated this would bring \$6.83 million in new visitor dollars when all phases are built. As you get to phases 2 & 3 decisions will have to be made as this will impact city property. She has suggested that PermaCityLife and Mill City Park be separated as the work with both is important but it gets cloudy. This project in her opinion is the most crucial project for the city and is a lot of work. This agreement is a commitment for collaboration and is a good start and not legally binding. When the federal government releases the funds that will bring this project through the permitting part.

Councilor Wells feels this is premature to commit the city or anyone to anything and would like to see drawings. City Manager Dragon stated that the drawings will come from the funds for permitting. The city land is not involved in the 1st phase. The Greviors are on the board and they donated the property to the city.

Councilor Barton asked if PermaCityLife and Mill City Park are not separate yet but are the same. City Manager Dragon stated they are separate organizations but the funding combines them. In 2018 they will be separate with funding. Councilor Barton asked will the funding continue to work that way. City Manager Dragon stated that she has confidence in Jim Aberg of FBIDC that this will change as the money comes through FBIDC.

Councilor Wells asked if there are any covenants on the take out property. City Manager Dragon stated she hasn't found any. Marty Parichand, Mill City Park, stated that there were conservation funds to make the park accessible but the only restriction was it had to be used publicly and this meets that criteria.

Councilor Ribas asked about the documents being out of order. City Manager Dragon stated the formatting was difficult and Councilor Ribas was given a good copy to review. Councilor Zink asked about items 1-3 and their team should make and not the city. City Manager Dragon stated she does feel they can dictate that to them if we spend time working with them. Marty Parichand stated they are a state nonprofit and have a board. The EDA grant they wrote with the Niel Cannon and the downtown team and that needs to continue to progress and collaboration to continue and sit on their board meetings and believes in the plan and idea which is why there are two seats on the board for FBIDC Executive Director and Franklin City Manager. Councilor Ribas stated he looked over the plan and is comfortable with it. He asked why number 9 has a 20 year lease is included. City

Manager Dragon stated that will be important as it is part of the larger project so it is not a surprise later and this is not a legal obligation. Councilor Giunta stated that City Manager Dragon created this as a road map and that momentum isn't lost when she leaves. He is comfortable with everything that is in it.

Interim Mayor/Councilor Clarenbach stated that having a signed document that guides you to have an understanding is important but he doesn't understand the purpose of this not legally binding document. He does also felt number 9 leasing of the land is leaving it wide open.

Councilor Dzujna stated this is a concept of what Mill City Park wants to happen and it is getting people in the city excited of the concept and sees a great need for this.

Councilor Zink asked if the preferred method moving forward is an MOU and they should work on that. Interim Mayor/Councilor Clarenbach stated that they were not trying to put extra work on the interim city manager.

Councilor Desrochers stated this is just an agreement to say the city council is behind this project and they need to keep this rolling for the momentum and that doesn't stop.

Interim Mayor/Councilor Clarenbach stated he doesn't see how the momentum fails with the council not agreeing with an agreement that is non-binding. City Manager Dragon stated a no vote could send a very strong message and she did try to get a MOU to the council as they agreed not to give the interim city manager any new projects. She understands they want an MOU but she couldn't get that to them in time so this is the next best thing to ensure Mill City Park, FBIDC, PermaCityLife and the funders see we are all committed to this. It sends a strong message of support for the concept and a no vote can send a very strong negative message in her opinion.

Councilor Zink asked what bullet 12 says and City Manager Dragon stated is says "MCP will manage, maintain & promote Mill City Park & all outdoor and whitewater activities on the Winnepesaukee River."

Councilor Wells asked if this is intentionally taking the New Year's kayak group out and City Manager Dragon stated no. Marty Parichand stated they will promote any activity and support the use of the river. They are trying to illustrate cross activity and not trying to step on any toes as they are trying to be inclusive. They can make a note for the MOU and a no vote hurts and sends the wrong message and this is a declaration of support of a feel good story. He stated when they go to meetings for a grant one question always asked is the city behind you.

Councilor Ribas asked if they need a signed document or a modifying motion. Councilor Desrochers stated it is non-binding, non-committal and states the city is in support of this. Interim Mayor/Councilor Clarenbach stated he has an issue with the 12 items. Councilor Giunta asked Marty Parichand if not signing this will hurt him. Marty stated this shows the next mayor and city manager these are the 12 steps they have to do. This will be outdated by an MOU forthcoming and carries weight for the next people.

Amendment: Councilor Ribas moved that the Franklin City Council amend to remove the proposed agreement and the City Council and Mill City Park to continue collaborative efforts to work together to build a whitewater park. Motion seconded by Interim Mayor/Councilor Clarenbach.

Councilor Dzujna stated he is against an amendment. Councilor Moquin agree with Councilor Dzujna and they need to move forward.

Three (3) in favor, five (5) opposed, one (1) didn't vote; amendment fails.

Interim Mayor/Councilor Clarenbach asked for any further discussion on the original motion.

Seven (7) in favor, one (1) opposed, one (1) didn't vote; motion passes.

Agenda Item XV.

City Council to hear an update on the proposed lease with PermaCityLife for space in Marceau park.

City Manager Dragon wanted to bring the council up to speed on the agreement. The side entrance will be maintained by the owner and the walkway is maintained by the city. The lease is with the city attorney and Todd Workman is fine with the lease.

Councilor Ribas stated there are two (2) walkways and a sidewalk along the road and could we remove the sidewalk to gain space in the park. City Manager Dragon stated the sidewalk is across the street and not next to the park. The quotes are over \$19K the lease value is \$1K a year and it is taxable if used for profit. All PermaCityLife buildings pay taxes. Councilor Barton asked about the liability. City Manager Dragon stated the lease has an indemnification clause. Councilor Wells asked if the new sidewalk is approved by MSD. City Manager Dragon stated her comments on the lease are in red. Councilor Zink asked about one comment on page 8 and City Manager Dragon stated that she is asking the city attorney about that. Councilor Ribas stated we are not selling but could we consider that at any time and would the city attorney need to examine it. City Manager Dragon stated they could but that will require a lot more work. Interim Mayor/Councilor Clarenbach gave some history that the park was owned by FBIDC at one time and they gave it to the city. City Manager Dragon asked if the council had any concerns with the proposed lease or any changes and there were none.

Agenda Item XVI.

City Council to consider setting a public hearing for \$3,500 Payment in Lieu of Taxes agreement (PILOT) Industrial Park Drive Solar Project.

City Manager Dragon stated she is pulling this at this time as the previous PILOT agreement expired and she has asked for some documents in writing from the new owners and the previous owner and hasn't gotten them at this time.

Agenda Item XVII.

Other Business

1. **Committee Reports** – City Manager Dragon stated there is a need for another legislative meeting to finish up the items from the police department.
2. **City Council Resignation/Appointments**

Supervisor of the Checklist – Ward 3

Motion: Councilor Zink moved that the Franklin City Council accept Emilie Miller's resignation from the Supervisor of the Checklist – Ward 3 (Seat SCW32), Term of Service to October 31, 2020. Motion seconded by Councilor Dzujna

All in favor; motion passes with regret.

Motion: Councilor Zink moved that the Franklin City Council accept Sandra Flanagan's resignation from the Supervisor of the Checklist – Ward 3 (Seat SCW33), Term of Service to October 31, 2018. Motion seconded by Councilor Barton.

All in favor; motion passes with regret.

Library Board of Trustees

Motion: Councilor Giunta moved that the Franklin City Council appoint Marsha Palazzolo to the Franklin Public Library Board of Trustees (Seat LT3). Motion seconded by Councilor Ribas.

All in favor; motion passes.

3. **City Manager's Update**

City Manager Dragon stated there are no new funds in the contingent grant line for this month.

There is a competitive electricity group being formed by Lakes Region Planning Commission and they are doing an RFP for aggregate electricity pricing and Franklin is included but there is no obligation to be part of the bid. The vendor proposals are due September 29 and if the bids are favorable to the City of Franklin the Council will be asked to approve a contract in October. The council will have to deal with the other purchase power agreement before they can do this.

The final assessing conversion will be done prior to the October 1 MS-1 deadline and the MS-1 will come from the Avitar system. Once the MS-1 is done she feels there will be additional revenue coming from the additional value of the utilities. Again this which would require a supplemental appropriation hearing if they want to include in the budget.

Solar exemptions for residents are expiring and if the council wants to continue the exemption there is a process under RSA 72:61 & 72:62. The average solar panel assessed value is between \$600-\$700 each and a typical single family home will have 20-24 panels.

The city's pole license agreements need to be updated with the utility companies so that the city can properly appraise the use of the City's Right of Way.

The Opera House lease agreement is going to expire as we are in a one year automatic extension. This can be reviewed and updating next April/May with the new city manager and then brought back to the council.

She stated she put the city manager recruitment process outline on her report for the public to see what the process has been.

On August 7, 2017 the city council approved Resolution #05-18 with a voice vote rather than a roll call vote so can the council confirm the resolution with a roll call vote.

Motion: Councilor Giunta moved that the Franklin City Council adopt Resolution #05-18 authorizing the withdrawal of an amount not to exceed \$12,000 from the Raymond and Betty Turcotte Memorial Rescue Squad Trust fund for the tuition in support of sending Firefighter/AEMT Zachary Burke to nationally Registered Paramedic School. Motion seconded by Councilor Dzujna.

Roll Call:

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

All in favor; motion passes.

City Manager Dragon stated that Assistant Secretary of USDA Ann Hazlett came to the City of Franklin on September 1 to review the work that the city has done with the grant. City Manager Dragon stated she was so impressed that they want other communities to copy what Franklin is doing. City Manager Dragon stated she did mention the white water park and what they are doing and the group was were very excited about the project.

Motion to adjourn made by Councilor Zink and seconded by Councilor Ribas. All in favor; meeting adjourned at 9:02 p.m.

Respectfully Submitted,

Lauraine G. Paquin

CITY COUNCIL MEETING
AGENDA ITEM II



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of October, 2017

Subject: School Board Report

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

CITY COUNCIL MEETING
AGENDA ITEM III



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

October 2, 2017 City Council Meeting

From: Richard Lewis, Planning & Zoning Director

**Subject: Marc and Darlene Chauvette, Building Permit Application for Property on a Private Road
[Riverview Drive]**

Recommended Motion:

"I move that the Franklin City Council approve the issuance of a Building Permit for Marc and Darlene Chauvette for parcel 115-024-00, located on Riverview Drive, and authorize the Interim City Manager to execute the Agreement and Notice of Release from Municipal Responsibility and Liability between the City of Franklin and the owners.

Overview: When an individual wishes to build a structure on a private road in Franklin, the provisions of State RSA 674:41 apply. The issuance of the permit must be approved by the governing body. This statute also references a recommendation coming from the Planning Board to the City Council on this request for a building permit.

The Chauvette's have owned several parcels in the Riverview Drive area for 19 years. They installed a camper, along with a state approved septic system and a well, on this subject lot soon after buying the parcels. They have maintained this lot since these improvements were made. They now wish to further improve the lot by replacing the camper with a 3-season dwelling, with full utilities and an appropriate foundation.

The Chauvette's applied to the Zoning Board of Adjustment for a variance to allow this new construction on a road that does not have the required frontage on a city-accepted street. The variance was granted by the ZBA at the September 6th hearing. The ZBA felt that in order to fully comply with the variance test of protecting the "Spirit of the Zoning Ordinance" that their approval be conditioned on the Chauvettes merging lot 115-024 with 115-088 [see the attached map] which they also own. The Chauvettes indicated their approval of this merger during the ZBA hearings, and their request to the City Council indicates this.

This matter will be presented to the Planning Board at their meeting of September 27th; it will be my recommendation to the Board that they approve this request; I will give the Council a report on the Board's decision on this request. Like other similar request, the Planning Office will work with the owner on the preparation of the Release of Municipal Responsibility.

It is my professional opinion that there are no credible reasons to deny this building permit application, and I recommend that it be approved by the City Council.

Fiscal Impact: There are no anticipated costs to the City related to this request.

Alternatives: The City Council can either approve or deny the issuance of the Building Permit.

Attachments: 1) the request by the Chauvettes; 2) A map showing the general Riverview Drive area

APPLICATION FOR BUILDING PERMIT

City of Franklin, New Hampshire

Permit No. (issued by the PIZ Office) B

Please print legibly and with pen

Street Address for Proposed Project:

41 Riverview Drive

Franklin, New Hampshire

Map/Lot # (Parcel ID):

115-024/088

New Map #:

Zone:

Owners Name:	MARC and Darlene Chauvette			
Address (where owner resides):	46 Sebbins Pond Dr			
Telephone (Contact info):	(Home Phone) 641-1946	(Work Phone)	(Cell Phone) 540-1399	(email) Kidkustom@comcast.

Person completing application:

MARC and Darlene Chauvette

Person to contact to pick up approved permit:

MARC Chauvette

Phone: 540-1399

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

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

The following must be filled out for the entire proposal.

Type of Improvement	Sq. Footage	Cost of Work
<input type="checkbox"/> Addition		\$
<input checked="" type="checkbox"/> New Home	1400	\$ 60,000
<input type="checkbox"/> Accessory Structure/Garage		\$
<input type="checkbox"/> Deck/Porches		\$
<input type="checkbox"/> Shed (>150 sq.ft.)		\$
<input type="checkbox"/> Seasonal Conversion		\$
<input type="checkbox"/> Other addition to property		\$
<input type="checkbox"/> Alterations/Repairs		\$

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

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

Initial filing fee for Residential \$50.00; and, Initial filing fee for Multi-family/Commercial \$150.00.

The cost of work must include labor and materials even if free. Estimate cost to the nearest dollar.

Inspections are ordered for each project. Inspection fees are \$40.00 per inspection. Inspections can be ordered to include, but not limited to, rough, insulation and final inspections. If you fail an inspection, a re-inspection fee will be ordered at \$50.00. If you are issued a temporary Certificate of Occupancy, you will be ordered to pay \$40.00 for the inspection for the Final Certificate of Occupancy. Ex. For a single family home inspections could entail 3 inspections at \$40.00 per inspections, for a total of \$120.00.

Check all that apply Fill out all that apply

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

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

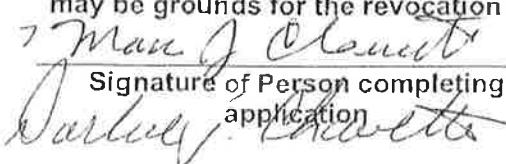
Describe the proposed project (be specific and print please):

To Build a 3 season CAMP on Combined lots 024 & 088.

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

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

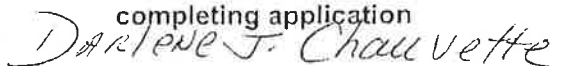
I certify that the above information is accurate. I understand that any misstatement on this application may be grounds for the revocation of any permit issued.

Signature of Person completing application


Printed Name of person completing application
 MARC J. Chauvette

Date

9-11-17

Signature of Person completing application


9/11/17

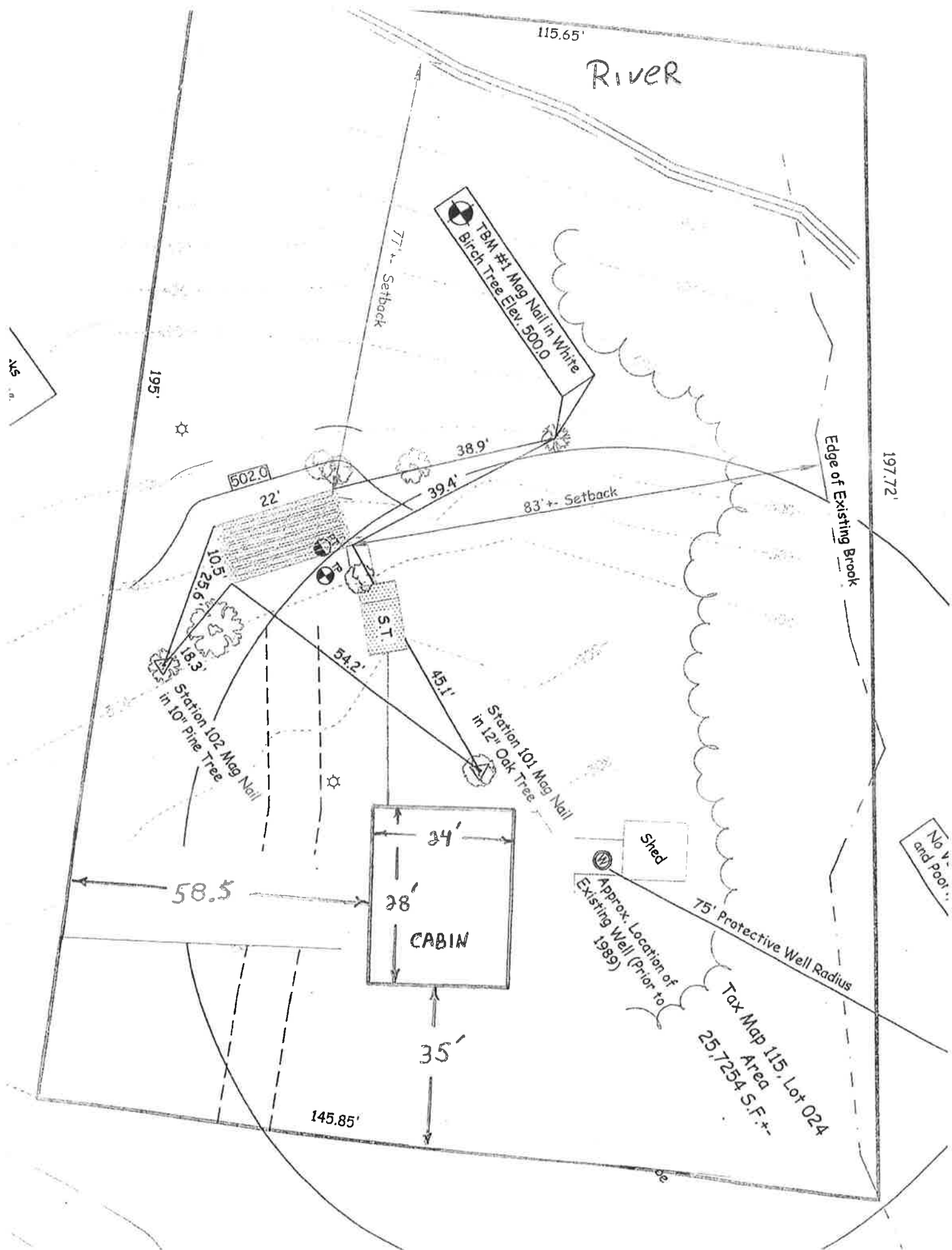
APPLICATION FOR BUILDING PERMIT NARRATIVE OF INTENT

Our intent is to build a 3 season dwelling on our property at number 41 river drive.

- We will combine lot 115-024 and 115-088 to comply with the 40K square foot requirement.
- We have a state approved well and 3 bedroom septic system
- There is electricity and phone service on sight.
- There is a 3 bedroom camper on sight currently.
- We have owned these lots for 19 years.


Marc Chauvette


Darlene Chauvette





Riverview Drive

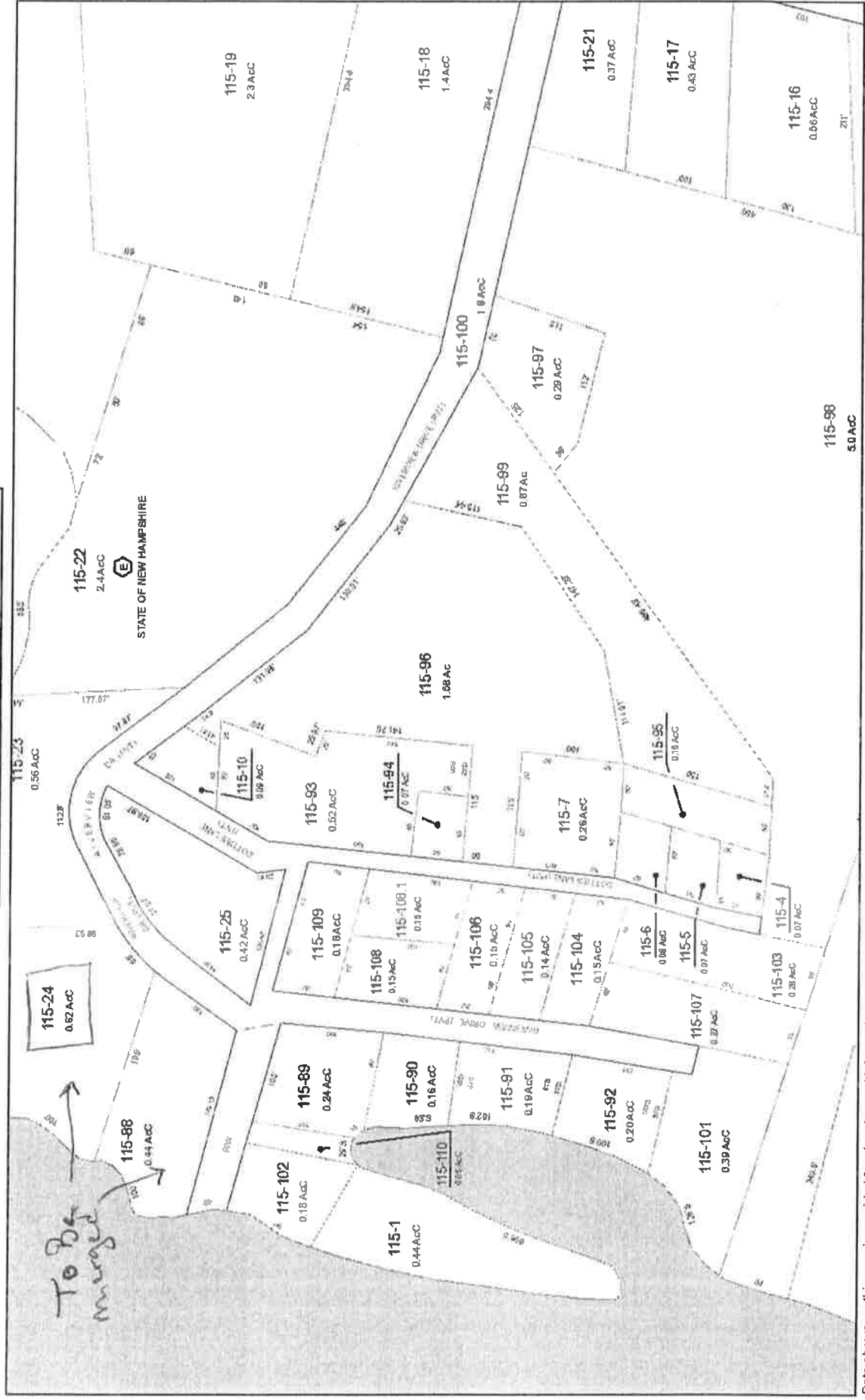
Franklin, NH

June 15, 2017

1 inch = 134 Feet



CAI Technologies
Franklin, NH 03054
www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

CITY COUNCIL MEETING
AGENDA ITEM IV



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

October 2, 2017

From: Brian J. Sullivan, Municipal Services Director

Subject: The Franklin City to consider setting a public hearing on Resolution #06-18.

Recommended Motion:

I move that the Franklin City Council set a public hearing on Monday, November 6, 2017 at 6:00pm in the City Council Chambers, Franklin City Hall, to consider passage of Resolution #06-18.

Discussion:

In the Fiscal Year 2018 Water Department Budget, the Franklin City Council approved funding the principal and interest in order to borrow \$250,000 from the New Hampshire Department of Environmental Services (NHDES), Drinking Water State Revolving Fund (DWSRF) program. Subsequent to this appropriation, I filed and received funding for the City under the DWSRF grant / loan program in order to move forward with the "Pleasant Street Pressure Reducing Vault Project." Typically the forgiveness (grant) portion of the program ranges from 20% to 30%. As we did for the "Cross Street Water Tank Rehabilitation Project" we have budgeted for a 10 year loan term at an excellent interest rate of 1.5%.

City Council passage of Resolution #06-18 is the first step required in order to secure funding and move forward with the final application and preparation of documents in order that Governor and Council can formally proceed towards authorization of the project funding.

The current "Pleasant Street Pressure Reducing Vault" lowers pressure from the one million gallon water tank located on Pleasant Street. This is necessary so that over pressurization of the water distribution system does not occur. It is a critical piece of infrastructure which was constructed in 1972. Its condition, depth and antiquated valve configuration make it prone to failure. Replacement is long overdue.

The replacement of this vault involves moving its location; raising the floor elevation from a 12 foot depth to approximately six feet. New valves will be installed and the elimination of the manhole structure housing the present equipment with replacement of a 15 foot by 20 foot concrete building. This will further minimize the current confined space issue thus significantly improving access and egress for City Staff.

Concurrences:

The replacement of this vault has been identified in the Water Department "Capital Efficiency Plan" as well as, the "City of Franklin, Capital Improvements Plan." Its configuration was recognized by NHDES in our past "Sanitary Surveys." Because of its depth it is prone to flooding and has the potential of effecting water quality. The City Council acknowledged the need for this project by appropriating funds in the Fiscal Year 2018 Water Department Budget.

Fiscal Impact:

As indicated there is consensus for the project. As in the past, I have evaluated various funding sources which have the least impact on the Ratepayer. In order to accomplish this, the best alternative is to take advantage on the NHDES / DWSRF program. A ten year loan at an interest rate of 1.5% is a very good deal for the City. This is especially the case when there is principle loan forgiveness involved. Now is the time to undertake this project while interest rate are low, the bid climate is very competitive and project funding has been approved by NHDES.

Alternatives:

Not approving Resolution #06-18 will result in project delays; affect our ability to take advantage of our approved NHDES /DWSRF loan; prolong the need to replace this critical piece of Water Distribution Infrastructure and will result in a greater expense to the Ratepayer as construction costs will inevitably increase. Passage of this Resolution by the City Council is strongly recommended.

Enclosures:

- > NHDES Award Letter
- > Resolution #06-18



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Robert R. Scott, Commissioner



August 22, 2017

Brian Sullivan
City of Franklin
43 W Bow Street
Franklin, NH 03235

Subject: Drinking Water State Revolving Loan Fund (DWSRF) Pre-Applications
FY 2017 Project Priority List
Franklin Water Works; PWS#0851010

Dear Mr. Sullivan:

The purpose of this letter is to inform you that the FY 2017 DWSRF Project Priority List has been finalized and that DWSRF funding is available for the following project:

<u>Public Water System</u>	<u>Project Description</u>	<u>Project Amount</u>
Franklin Water Works	Pressure Reducing Vault	\$250,000

The next step to move forward with project funding is to submit a final application. The documents are listed on the enclosed checklist and available on line at <http://des.nh.gov/organization/divisions/water/dwgb/capacity/dwsrf.htm>

Funding for this project is available until June 30, 2018. However, we encourage you to move forward at this time to seek the authority to borrow. The current charge rates have been enclosed. Please be advised that these rates are subject to change. From this point forward any non-construction work completed after the date of the public hearing (8/3/17) is eligible for reimbursement.

Save the date: On Monday November 20, 2017, the DWSRF will be hosting a State Revolving Fund workshop. Please see the attached flyer for additional information.

We ask that you keep us informed of progress made toward seeking the authority to borrow. Should your project not move forward, please contact us as soon as possible. If you have any questions, please contact me at 271-7017 or at johnna.mckenna@des.nh.gov.

Sincerely,

Johnna McKenna
Drinking Water and Groundwater Bureau

cc: [Janet Levy](#), P.E.

Attachments: Final Application Checklist, SRF Workshop-Save the Date and Charge Rates



CHARGE RATES

For

Drinking Water State Revolving Fund (DWSRF) Loans

<i>Term of Loan</i>	<i>Charge Rate Effective 8/3/2017</i>
5 Years	0.7575%
10 Years	1.515%
15 Years	2.2725%
20 Years	2.424%
30 Years*	2.424%

11-Bond GO Index for July 28, 2017 is 3.03

*Available to disadvantaged communities only

Source: NH Department of Environmental Services, July 2017
Per Env-Dw 1106.03(b)



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 #06-18

A Resolution granting the City Finance Director the authority to file a Final Application for the State of New Hampshire, Drinking Water State Revolving Fund (DWSRF) Program and designating the City Finance Director as the City's authorized representative.

In the year of our Lord, Two Thousand Seventeen,

WHEREAS, the City Council of the City of Franklin has adopted a budget for Fiscal Year 2018 which began
WHEREAS, the City of Franklin, New Hampshire after thorough consideration of the nature of its drinking water system needs, hereby determines that the construction of certain works, generally described as the "Pleasant Street Pressure Reducing Vault" is desirable and in the public interest, and to that end it is necessary to apply for assistance from the New Hampshire, Drinking Water State Revolving Fund (DWSRF) in an amount not to exceed \$250,000; and

WHEREAS, the City of Franklin, New Hampshire has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, which relate to loans from the Drinking Water State Revolving Fund and deems it to be in the public interest to file a final loan application and to authorize other actions in connection therewith; and Now,

THEREFORE, BE IT RESOLVED BY the Franklin City Council, Franklin, New Hampshire, the governing body of said City of Franklin, New Hampshire as follows:

1. That the person holding the position of Finance Director currently held by Judie Milner is hereby designated as the Authorized Representative of the City of Franklin for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, furnishing such information, data and documents pertaining to the applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application and if such loan can be made, is the designated Authorized Representative of the Applicant responsible for furnishing such information, data and documents pertaining to disbursements for the loan.
2. That if such loan be made, the City of Franklin agrees to repay the loan as stipulated in the loan agreement.
3. That certified copies of this resolution be included as part of the application to be submitted for a loan.
4. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the City of Franklin to the terms and conditions of the loan: Primary signatory being Judie Milner, Finance Director and in the event of her absence, Brian Sullivan, Municipal Services Director.

That if such loan be made, the City of Franklin agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

By a roll call vote.

Roll Call:

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

Approved: _____
Interim Mayor

Passed: _____

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

A true copy, attested: _____
City Clerk

Date: _____

CERTIFYING AUTHORIZATION TO BORROW

I, the undersigned, the duly qualified and acting City Clerk/Tax Collector of the City of Franklin, Franklin, New Hampshire herein called the "applicant" and keeper of the records of the applicant, including the journal of the proceedings of the City of Franklin herein called the "Governing Body" do hereby certify:

1. That the attached Resolution #06-18 is a true and correct copy of the Resolution as finally adopted at a meeting of the Governing Body held on the 6th day of November 2017 and duly recorded in my office;
2. That said meeting was duly convened and held in all respects in accordance with law and to the extent require by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting; and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said Resolution including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that am authorized to execute this certificate;
3. That if an impression of the seal has been affixed below, it constitutes the official seal of the City of Franklin and this Certificate is hereby executed under such official seal; but if no seal has been affixed, the Applicant does not have an official seal;

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2017.

(seal)

Katie A. Gargano,
City Clerk City of Franklin

CITY COUNCIL MEETING
AGENDA ITEM V



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**
City Council Meeting October 2, 2017

From: Katie Gargano, City Clerk

Subject: Council to extend the oath of office deadline from the notice of election letter from the October 3, 2017 City Election:

Recommended Motions:

1. Councilor moves:
"I move that the Franklin City Council extends the date with the City Clerk for the oath of office to be taken from the deadline of October 20, 2017 to the January 2018 inaugural ceremony".
2. Mayor asks for a second, discussion, and calls the vote.

Attachments/Exhibits:

1. City of Franklin Charter section 51

City of Franklin, NH
Monday, October 24, 2016

Chapter C. Charter

§ C-51. Notice of election or appointment.

[Added 11-25-1969^[1]]

Written notice of election or appointment of any city officer shall be mailed to him at his address by the City Clerk within 48 hours after the appointment is made or the vote canvassed. If within 10 days from the date of the notice such officer shall not take or subscribe to and file with the City Clerk an oath of office, such neglect shall be deemed a refusal to serve and the office shall thereupon be deemed vacant, unless the Council shall extend the time in which such officer may qualify.

[1] *Editor's Note: Amended during codification (see Ch. 1, General Provisions, Art. II).*

CITY COUNCIL MEETING
AGENDA ITEM VI



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of October, 2017

**Subject: Fire Chief LaChapelle to give an update on Code
Enforcement/Fire Inspections**

CITY COUNCIL MEETING

AGENDA ITEM VII



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**
September 26, 2017

From: Judie Milner, Finance Director/Acting City Manager

Subject: Supplemental Appropriation for Additional Value of Pick Ups over Estimated Value

Recommendation:

I recommend the Council adopt Resolution #08-18 appropriating the new tax revenue associated with the difference between the actual assessed pickups and estimated assessed pickups used in the current budget process.

Suggested Motions:

October 2, 2017

Councilor moves, "I move the Franklin City Council set a public hearing for Monday, November 6, 2017, at 6:00 pm regarding Resolution #08-18 appropriating \$182,774 in new revenue associated with \$7,244,310 new assessed value resulting from pickups from utilities."

November 6, 2017

Councilor moves, "I move the Franklin City Council adopt Resolution #08-18 appropriating \$182,774 in new revenue associated with \$7,244,310 new assessed value resulting from pickups from utilities."

Discussion:

When calculating new tax revenue during the budget process under section C 32 of the City Charter, pickups for new construction or new assessed value added is estimated conservatively. Actual pickups are known after the budget process when the MS-1 is finalized and submitted to the Department of Revenue Administration. Historically, the City estimates close to the actual pickups but always a little under. This year (FY18) we knew that the City was picking up additional utility value in several areas but the assessing office was not ready to give a definite number prior to the adoption of the FY18 budget. As a result, the City conservatively used \$14,965,390 in new assessed value when calculating new tax revenue to split, after adjusting for changes in State Education and County, between the Municipal and School budgets. The actual number for new revenue is \$22,209,700 or \$7,244,310 (\$22,209,700-\$14,965,390) higher new assessed value than estimated. This new value would generate another \$182,774 in new tax revenue. Given the

City's current budget challenges, this is a significant amount. If appropriated before setting the 2017 tax rate, this will also start the City off in a better position when calculating next year's (FY19) tax cap calculation which will help with the known challenges for next year's budget as well. It is important to note that this additional utility pick up has nothing to do with the Northern Pass project. It is a result of valuating utilities where they should be as the utilities were undervalued previously. This came up as a result of the City's conversion to Avitar assessing program and assessors.

If appropriated, this new revenue could assist with a couple of challenges in the City budget: 1) actual County taxes coming in higher than estimated 2) pay inequities and resulting morale issues in certain fire and police positions and 3) capital funding. The city's proportionate share of County taxes as prepared by the Department of Revenue Administration came in \$25,557 higher than estimated. This has to do with a combination of property value shifts throughout the towns and cities in Merrimack County. The City has been systematically trying to address the pay inequities of employees since the results of the pay & classification study in 2014. The city could not afford to implement the entire study however has been strategically addressing key positions each year in order to avoid unnecessary turnover in personnel. This year I'd like to address firefighters, paramedics, fire captains and police sergeants. I'm recommending doing this within the current wage matrix by moving positions to new grades and adjusting grade 1018 by 5%. Grade 1018 currently holds the police sergeants and is recommended to hold the fire captain/paramedics as well. These adjustments fall about half way between the current pay scale and the recommended pay scale from the pay study. The final recommendation is moving the balance of new revenue to a capital reserve account.

I will recommend to the new manager (when preparing the FY2019 budget) to allocate this new revenue as it would have been allocated between the municipal budget and school district budget had it been included in the original FY2018 budget tax cap formula. Therefore, the school district would be receiving an additional \$63,971 for FY2019 before any CPIU or pickup adjustment in the FY2019 tax cap formula. This is the same strategy employed in the FY2018 budget for a similar appropriated pick up last fall.

Alternatives:

Do not appropriate the additional revenue and remain status quo for FY2017. This will also lower the starting tax revenue point of the FY2018 budget process as it will be based on FY2017 tax rate without the additional revenue.

Attachments/Exhibits:

Resolution #08-18



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

316 Central Street
Franklin, NH 03235

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

RESOLUTION #08-18

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

In the year of our Lord, Two Thousand Seventeen,

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

WHEREAS, the City Council of the City of Franklin, New Hampshire understands that the dollar amount of new assessment pick ups is very conservatively estimated during the budget process when calculating the new amount of tax revenue to be split between the City, School District, Statewide Education and County, and;

WHEREAS, the City Council of the City of Franklin, New Hampshire recognizes the actual assessed pick ups are \$7,244,310 higher than originally estimated due to increases in utility values that were not known at the time of the original budget passage, and;

WHEREAS, The City Council of Franklin, New Hampshire recognizes there are pay inequities in several of the fire and police positions, several critical capital projects in need of completion, and the county taxes were assessed higher than estimated and;

WHEREAS, the City Council of the City of Franklin, New Hampshire wishes to appropriate the revenue from the additional pick ups to address the above priorities, **Now**,

THEREFORE BE IT RESOLVED that at the scheduled meeting of the City Council on Monday, November 6, 2017 the City Council of the City of Franklin, New Hampshire does hereby adopt resolution 08-18 authorizing an increase in FY2018 revenues:

Property Tax Revenue Acct. No. 01-0-000-31100-000 – One Hundred Eighty Two Thousand Seven Hundred Seventy Four Dollars (\$182,774),

And an increase in FY2018 expenditure accounts,

Transfer to County Acct. No. 01-0-000-40978-000 – Twenty Five Thousand Five Hundred Fifty Seven Dollars (\$25,557),

Wages – Suppression Acct. No. 01-2-202-40110-000 – Twenty Six Thousand Three Hundred Ninety Five Dollars (\$26,395),

Medicare – Suppression Acct. No. 01-2-202-40225-000 – Three Hundred Eighty Three Dollars (\$383),

New Hampshire Retirement – Suppression Acct. No. 01-2-202-40230-000 – Eight Thousand Four Hundred Seventeen Dollars (\$8,417)

Worker’s Compensation – Suppression Acct. No. 01-2-202-40260-000 – Nine Hundred Twenty Four Dollars (\$924),

Disability – Suppression Acct. No. 01-2-202-40215-000 – Two Hundred Five Dollars (\$205),

Wages – Patrol Acct. No. 01-2-103-40110-000 – Thirteen Thousand Eight Hundred Twenty Nine Dollars (\$13,829),

Medicare – Patrol Acct. No. 01-2-103-40225-000 – Two Hundred One Dollars (\$201),

New Hampshire Retirement – Patrol Acct. No. 01-2-103-40230-000 – Four Thousand Seventy Dollars (\$4,070)

Worker’s Compensation – Patrol Acct. No. 01-2-103-40260-000 – Four Hundred Sixty Two Dollars (\$462),

Disability – Patrol Acct. No. 01-2-103-40215-000 – One Hundred Seven Dollars (\$107),

Transfer to Capital Reserve Fund - Buildings Acct. No. 01-9-053-40976-000 – One Hundred Two Thousand Two Hundred Twenty Four Dollars (\$102,224),

By a roll call vote.

Roll Call:

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

Approved: _____
Interim Mayor

Passed: _____

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

A true copy, attested: _____
City Clerk

Date: _____

CITY COUNCIL MEETING
AGENDA ITEM VIII



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of October, 2017

Subject: Other Business

- 1. Committee Reports**
- 2. City Council Appointment**
Lakes Region Planning Commission
- 3. Acting City Manager's Update**
- 4. Late Items**

CITY COUNCIL APPOINTMENTS

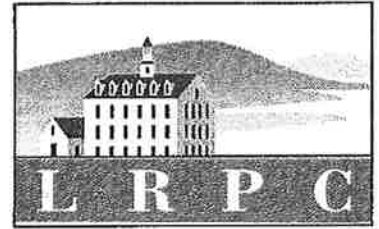
Lakes Region Planning Commission:

Appointment

Motion: "I move that the Franklin City Council reappoint Tony Giunta to the Lakes Region Planning Commission (LRPC).

LAKES REGION PLANNING COMMISSION

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



September 18, 2017

Mr. Tony Giunta
3 Lake Shore Drive
Franklin, NH 03235

RE: Reappointment to the Lakes Region Planning Commission

Dear Tony:

Thank you for representing Franklin on the Lakes Region Planning Commission (LRPC). In reviewing our commission records, we noted that your term is set to expire on October 6, 2017.

All reappointments are four-year terms but we need to receive a letter from the City Council who have the appointment authority. Would you like LRPC to send a letter to the City Council on your behalf requesting the required appointment letter? Please let us know as soon as possible.

We look forward to hearing from you soon. Feel free to contact office at 279-8171 or me directly at 279-5336 if you have any questions. Thanks again.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey R. Hayes', is written over a horizontal line. The signature is stylized with a large, sweeping 'J' and 'H'.

Jeffrey R. Hayes, MRP
Executive Director

Cc: City Council, Franklin



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting October 2, 2017

Date: September 26, 2017

From: Judie Milner, Finance Director/Acting City Manager

Subject: Acting City Manager's Update

1) Contingent Grant Line Activity:

\$500	Mango Security for field renovations
\$500	Watts for field renovations
\$500	Benson's Auto for field renovations
\$1,500	Crimeline for Police Department

2) Motor Vehicle Registrations:

The State of NH Dept. of Safety is performing an upgrade of the motor vehicles registration system beginning Friday October 6th through Tuesday October 10th. Clerk's offices statewide will not be able to register any vehicles during this time period. Hopefully the upgrade will go well and the system will be ready for business Wednesday the 11th.

3) Assessing

You may recall Manager Dragon speaking about the beginning of the conversion to the Avitar assessing system last spring. The conversion is going well but the assessors needed a little more time to get the commercial properties transferred to the new system. They asked for and received a filing extension from the Department of Revenue Administration through 10/27/17. The City will likely be making changes in our revenue submission to DRA as a result of resolution 08-18 on November 6th then we should be ready to set the tax rate on the municipal side. The school district is in process of submitting reports and will hopefully be ready at the same time.

4) Canvas of the Vote

The City election is Tuesday October 3rd and per City charter the Council must canvas the votes at a public meeting. The earliest the Council can

meet to canvas the vote is Friday October 6th after 5pm and the latest is Tuesday October 10th. Monday the 9th is the Columbus Day holiday. If it pleases the Council I would ask for the meeting to be held Tuesday the 10th as we have the opportunity to pass resolution 07-18 to appropriate an EDA grant received from FY2017 federal funds for the Whitewater Park.

5) Legislative meeting

We are in need of a legislative meeting to clean up a few more items for the police and municipal services departments.

6) January 2018 meeting

City policy is the City Manager distributes the next calendar year meeting times and agenda due dates from the Mayor in December of the preceding year. I'm looking for guidance from the Council on how you would like to proceed with this this year. Would the Council like the interim Mayor & I to distribute in December, should we wait for the new Mayor to be inaugurated in January or is it appropriate to have the new Mayor elect approve the calendar in December before inauguration? I ask because the New Year's Day holiday falls on the first Monday in January 2018. When a holiday falls on the first Monday we have either held the meeting on Tuesday (2nd) or the following Monday (8th).

7) Northern Pass Intervenor Process

a. Update

b. Without objection, Interim Mayor Clarenbach & I secondary

8) City Manager Recruitment Process Update

9) Upcoming Vacation

Prior to both the Managers and Mayors departures were known, my family and I scheduled a vacation to Washington DC so I will be on vacation from Thursday 10/5 through Wednesday 10/11. I'll be back in the office Thursday 10/12. Chief LaChapelle will be in charge during my absence but I will have the City phone and will be monitoring email, etc. during my leave.