

Approved by City Council on August 7, 2017



City Council Budget Workshop Meeting Tuesday, June 20, 2017

Call to Order

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

In Attendance

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

Absent

City Manager Dragon

Salute to the Flag was led by Councilor Barton.

BUDGET REVIEW – OUTSIDE AGENCIES

I. COMMUNITY ACTION PROGRAM (CAP) – pg 123

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V. FRANKLIN OUTING CLUB – pg 133

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

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

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

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

Councilor Desrochers congratulated Tim Morrill for being a 3rd generation ski member.

VI. CAREER FIREFIGHTERS ASSOCIATION – None

VII. FRANKLIN HISTORICAL SOCIETY – pg 133

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

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

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

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

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

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

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

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

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

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

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

X. CEMETARY ASSOCIATION

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

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

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

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

XI. CONSERVATION COMMISSION – pg 140

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

XII. OTHER BUSINESS –

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

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

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

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

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

FY18 CONTINUING RESOLUTION

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

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

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

Roll Call:

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

All in favor; motion passes.

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

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

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

All in favor; motion passes.

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

All in favor; motion passes.

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

All in favor; motion passes.

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

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

Interim Mayor/Councilor Clarenbach read the ordinance.

ORDINANCE #01-18

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Seventeen;

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

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

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

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

All in favor; motion passes.

Interim Mayor/Councilor Clarenbach read the ordinance.

ORDINANCE #02-18

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Seventeen;

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

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

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

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

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

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

Transfer Station:

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

Tires (no rims):

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

No industrial tractor/loader tires

Propane tanks:

Up to and including 20 pounds	\$1 each	\$2.50 each
30 pounds	\$20 each	\$5 each
Over 230 pounds	\$20 each	\$15 each

Computer monitors/~~tablets~~

17 inches 16-19 inches	\$9 each	\$9 each
Over 19 inches and 21 inches	\$11 each	\$15 each

VCRs, **CD players**

\$2	\$3 each
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Printers

\$0	\$15 each
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Trash Barrel Fee:

48 gallons	\$0	\$55
96 gallons	\$0	\$88

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

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

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

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

All in favor; motion passes.

Interim Mayor/Councilor Clarenbach read the ordinance.

ORDINANCE #03-18

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Seventeen;

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

§ 289-21. Charges.

E.

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

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

By a roll call vote.

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

All in favor; motion passes.

Interim Mayor/Councilor Clarenbach read the ordinance.

ORDINANCE #04-18

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Seventeen;

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

§ 245-1. Definitions and word usage.

A.

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

QUARTERLY BASE RATE

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

§ 245-16. Sewer charges.

J.

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

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

By a roll call vote.

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

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

Respectfully Submitted,

Lauraine G. Paquin