



City Council Meeting Minutes
Monday, August 3, 2020 – 6:00 p.m.
Webmeeting via Zoom

City Council attendance:

	Location/others present
Mayor Giunta	Home/ no others present
Councilor Jo Brown	Home/no others present
Councilor Scott Clarenbach	Home/no others present in the room
Councilor Bob Desrochers	Home/no others present in the room
Councilors George Dzujna	Home/wife Christine is present
Councilor April Bunker	Home/husband Steven is present
Councilor Ted Starkweather	Home/no others present
Councilor Olivia Zink	Home/no others present in the room
Councilor Paul Trudel	Home/no others present in the room
Councilor Karen Testerman	Home/no others present

Mayor Giunta called the meeting to order at 6:00 p.m. via Zoom. He then read the Compliant Right to Know Statement.

Salute to the Flag was led by Councilor Starkweather.

Public Hearing

Resolution #04-21, a resolution authorizing the City Manager to accept and appropriate a \$1.5M Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) for continued funding of the Mayor's Drug Task Force through August 30, 2025.

Mayor Giunta stated that he hoped we would not need this money and would have solved this problem. It seems to have gotten worse.

Mayor Giunta opened the public hearing opened at 6:07 p.m. and asked if there was anyone who would like to speak. There was none.

The public hearing closed at 6:08 p.m.

Comments from the Public

Mayor Giunta asked if there was anyone who had any comments for the Council. There was none.

City Council Acknowledgements

Councilor Desrochers acknowledged the great work from the Municipal Services Department. They have been doing a lot of patching on the mains streets and a few sidewalks. He stated that he hopes they can continue on.

Councilor Dzujna thanked Police Chief David Goldstein for his weekly letters posted on the City Website for the past few months. They have been inspiring, funny, and hopeful during the first few months of this pandemic.

Mayor Giunta added that the Chief's letters were outstanding. He also stated that he wrote a couple of them and it is not an easy task. He thanked the Chief as well.

Mayor's Update

Mayor Giunta electronically presented Dana Bean with a Mayoral Proclamation and read the following:



Agenda Item I.

Council to consider rescheduling the September 7th, 2020 City Council Meeting falling on the Labor Day Holiday.

Mayor Giunta thanked the Councilors who reached out to him with regards to moving the September 7th City Council Meeting due to it falling on the Labor Day holiday. He also stated that it was good idea to move this to the front of the agenda so public hearing setting can be done later during this meeting.

**Motion - Councilor Bunker moved to reschedule the September 7, 2020 City Council meeting to September 14, 2020 at 6 p.m.
Seconded by Councilor Brown.**

Mayor Giunta asked if there was any discussion. There was none.

Roll call:

Councilor Brown	Yes	Councilor Dzujna	Yes	Councilor Zink	Yes
Councilor Clarenbach	Yes	Councilor Bunker	Yes	Councilor Testerman	Yes
Councilor Desrochers	Yes	Councilor Starkweather	Yes	Councilor Trudel	Yes

All in favor. Motion PASSED.

Agenda Item II.

Council to consider the minutes of the June 8th, 2020 non-public meeting and the minutes of the June 17th, 2020 City Council Special Meeting.

**Motion – Councilor Brown moved to approve the minutes of the June 8th, 2020 non-public meeting and the minutes of the June 17th, 2020 City Council Special Meeting.
Seconded by Councilor Desrochers.**

Mayor Giunta asked if there was any discussion.

Councilor Bunker provided two corrections. The first on page 17 where it references her child attending Hewitt. It should read her child will be attending Hewitt. The second on page 18 in the second paragraph. The word happened should read happen.

There was no further discussion.

Roll call to approve the minutes:

Councilor Brown	Yes	Councilor Dzujna	Yes	Councilor Zink	Yes
Councilor Clarenbach	Yes	Councilor Bunker	Yes	Councilor Testerman	Yes
Councilor Desrochers	Yes	Councilor Starkweather	Yes	Councilor Trudel	Yes

All in favor. Motion PASSED.

Agenda Item III.

Council to consider approval of Resolution #04-21, appropriating \$1.5M in grant funds from the Substance Abuse and Mental Health Services Administration (SANMHSA) for continued funding of the Mayor’s Drug Task Force.

Motion – Councilor Desrochers moved that the Franklin City Council approve Resolution 04-21, appropriating a total of \$1.5M over five years, \$300,00 per year from the Substance Abuse and Mental Health Administration to continue the funding of the Franklin Mayor’s Drug Task Force from September 30, 2020 to August 30, 2025.

Seconded by Councilor Trudel.

Councilor Desrochers stated over the past several years, he’s heard people say that the Mayor’s Drug Task Force is useless. Desrochers stated that it’s been 10 years since he’s taught school and during that time, 3 of his students overdosed on drugs. His friend’s son overdosed on drugs and a family member overdosed. This is a nation-wide problem and likely no amount of money will make it go away completely. He concluded stating that if we don’t try, it will certainly be worse than it already is.

Mayor Giunta gave his condolences to Councilor Desrochers. This is not a simple thing to fight or it would be fixed by now.

Councilor Bunker stated concern over the relation to the drug abuse topic with the homeless issue we have in Franklin and asked if any of these funds can also be used to combat the homeless issue.

Milner replied that the grant above being voted on tonight is specifically to address the prevention side of the problem in school aged children 12-18 years of age and expanding that to young adults as well.

Councilor Zink asked why the amounts in the motion are different than the amount per year in the actual resolution.

Milner responded that this is a Federal Grant of \$300,000 a year over a five year period. However it doesn’t correspond to the City’s five year “fiscal” period. Milner explained that the Federal year starts on 8/31/20 and ends 8/30/21. This runs through 2 City Budgets since our FY

ends on 6/30. Also considering the current grant ends on September 29th so both grants cannot be used at the same time. This leaves only 75% of the City Fiscal year remaining therefore, the amount on the resolution is the 75% of \$300,000.

Councilor Testerman stated that EMT's in Concord have a program where they are trained to initiate the recovery and treatment of such individuals and asked if we could have something like that here in Franklin and if these funds could be used toward something like this.

Milner replied that that is certainly something the City can look into but this particular grant can only be used for prevention as described a few minutes ago.

Councilor Dzujna asked how much fundraising dollars is needed to fund the programs in the Task Force. Milner replied that \$30,000 per year is needed for programming. There is a line for a full-time Epidemiologist in the Resolution. The remaining funding in this grant is to pay for the full-time Drug Task Force Coordinator position and collaboration between the school district to fund 95% of their Substance Abuse Prevention (SAP) position in the school district. Milner added that there is new knowledge that the school district's SAP received a one year extension. So that opened up some funding to put back into the programming and also allowed to fund the SAP position for the school district at 100% for the next four years.

Milner also stated that the Drug Task Force Committee is working on ideas for upcoming events to raise money for future programming. COVID-19 has stopped all the fundraising efforts since March. Milner then corrected her earlier statement regarding how much fundraising is needed each year to \$33,000 for programming.

Councilor Bunker mentioned that in past years, The Mayor's Drug Task Force sponsored 5 students to attend the Teen Institute Summer Leadership Program and that her daughter profoundly enjoyed it. Bunker stated that she hopes it can continue. Milner replied that she hopes it can continue as well but it may not be as many students.

There was no further discussion.

RESOLUTION #04-21

A Resolution Authorizing the City Manager to Accept and Appropriate a Substance Abuse and Mental Health Services Administration (SAMHSA) Grant for the Mayor's Drug Task Force for Fiscal Year 2021.

In the year of our Lord, Two Thousand Twenty,

WHEREAS, the City Council of the City of Franklin, New Hampshire adopted a budget for Fiscal Year 2021 beginning July 1, 2020, and;

WHEREAS, the City Council wishes to continue to recognize and address substances use and abuse within the community, and;

WHEREAS, the City's current Drug Free Communities Support Program Federal Grant will be ending on September 30, 2020, and;

WHEREAS, the City Council wishes to accept a 5-year in kind matching Substance Abuse and Mental Health Services Administration (SAMHSA) Federal Grant totaling \$1,500,000 (1.5 million dollars)

WHEREAS, the City Council of the City of Franklin, New Hampshire wishes to appropriate the first year's Federal funds in the amount of Two Hundred Twenty-Five Thousand Dollars and No Cents (\$225,000) for the purpose of implementing the grant program, Now

THEREFORE, BE IT RESOLVED, *that at their regularly scheduled meeting of the City Council on Monday, August 3, 2020, the City Council of Franklin, New Hampshire does hereby vote to adopt resolution #04-21 and authorize the City Manager to execute all documents associated with the grant and to appropriate the funds of \$225,000 (Two hundred Twenty-Five Thousand dollars) as follows:*

An Increase in Revenue:

Federal Grants – Drug Free Communities Account #01-4-196-33111-000 – Two Hundred Twenty- Five Thousand Dollars and No Cents (\$225,000)

An Increase in Expenditures:

Resolution #04-21 Page 2

An increase in expenditure accounts, totaling Two Hundred Twenty-Five Thousand Dollars and No Cents (\$225,000) as follows:

- Wages Account #01-4-196-40110-000 – Eighty-three Thousand Five Hundred Fifty-Nine Dollars and Sixty-Nine Cents (\$83,559.69)
- Social Security Account #01-4-196-40220-000 – Five Thousand One Hundred Eighty Dollars and Seventy Cents (\$5,180.70)
- Medicare Account #01-4-196-40225-000 – One Thousand Two Hundred Eleven Dollars and Sixty-One Cents (\$1,211.61)]
- NHRS Account #01-4-196-40230-000 – Twelve Thousand Ninety-Eight Dollars and Fourteen Cents (\$12,098.14)
- Worker's Comp Account #01-4-196-40260-000 – Three Hundred Seventeen Dollars and Thirty-One Cents (\$317.31)
- Disability and Life Account #01-4-196-40215-000 – Three Hundred Fifty-Five Dollars and Seventy-Six Cents (\$355.76)
- Health and Dental Account #01-4-196-40210-000 – Twenty-Eight Thousand Six Hundred Seventy-Six Dollars and Seventy-Nine Cents (\$28,676.79)
- Contractual Services Account #01-4-196-40439-000 – Ninety-Three Thousand Six Hundred Dollars and No Cents (\$93,600.00)

Roll call:

Councilor Brown	Yes	Councilor Dzujna	Yes	Councilor Zink	Yes
Councilor Clarenbach	Yes	Councilor Bunker	Yes	Councilor Testerman	Yes
Councilor Desrochers	Yes	Councilor Starkweather	Yes	Councilor Trudel	Yes

All in favor. Motion PASSED.

Agenda Item IV.

Council to consider approval of Ordinance #03-21, an amendment to the Franklin Municipal Code, Section 305.22, Downtown Revitalization District, Parking requirements and allowable minimum total square footage for residential use changes.

Motion – Councilor Dzujna moved that the Franklin City Council approve Ordinance #03-21, an amendment to the Franklin Municipal Code, Section 305.22, Downtown Revitalization District, Parking requirements and allowable minimum total square footage for residential use changes.

Seconded by Councilor Brown.

Councilor Clarenbach asked for clarification on the location of which this relates to. Planning and Zoning Director Dick Lewis replied that Amendment #1 relates to tax map 117, lots 142, 143, 153, and 365 as they have been viable for redevelopment for many years. Director Lewis confirmed that the rest of the amendments in Ordinance were for the whole district.

Councilor Zink stated that due to our current situation with COVID, what kinds of things might affect this plan if our society remains in more of a remote situation. Director Lewis replied that it is a good question but difficult for anyone to answer. The developers will present their ideas based on what is working in other areas.

Councilor Desrochers asked Director Lewis if there will be another parking situation if there isn't enough spaces per apartment. Because the Downtown Revitalization district is an overlay district so the ordinance supplements and overrides the underlying zoning ordinance.

Councilor Zink asked Director Lewis if the Ordinance would only affect permits going forward or would it affect those given previously. Lewis replied that it is only for future permitting.

There was no further discussion.

ORDINANCE #03-21

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Twenty;

Be it ordained by the City Council of the City of Franklin that Ordinance # 03-21 be approved as follows:

Proposed Zoning Amendments to Section 305.22, Downtown Revitalization District

Notes:

- a. The sub-sections / paragraphs outlined below are proposed to be modified as indicated [deletions are shown with strike-through lines; new language is shown in bold].
- b. The paragraphs in Italics below, and marked as “Why is this Amendment Appropriate” are **not** proposed amendments to the Zoning Ordinance; they are included to provide information to the City Council in their consideration of Ordinance # 03-21.

Amendment 1: Relates to the amount of required commercial, business or retail uses for certain buildings in the Downtown Revitalization District. See Sub-section I, paragraph 3.

I. Residential Use: Density, Permitting, and Performance Standards

- (3) For the buildings located on Tax Map 117, Lots 142, 143, 153, and 365 [as designated by the Assessor’s Office at the time of adoption or as modified by any subdivision, lot merger, or other similar action] no less than ~~40,000~~ **30,000** total square feet of floor space between all of the lots referenced above shall be dedicated to commercial, business or retail use.

Why is this Amendment Appropriate?

The Downtown Revitalization District was created in 2007. At that time, the requirement for 40,000 total sq. ft. of non-residential space within the 4 remaining mill buildings was possible and appropriate. With the redevelopment of the Forester mill [Parcel 143] into the CATCH Housing project, and the deterioration of the former Stanley Mill [Parcel 142], the only remaining mill building is the Stevens Mill [Parcels 153 and 365]. It would not be appropriate or fair to require that all 40,000 sq. ft. of commercial space be integrated into the redevelopment of Stevens Mill. The Board supports that the required amount of commercial / business be reduced to 30,000 sq. ft.

Amendment 2: Relates to the size of individual residential units in redeveloped buildings in the Downtown Revitalization District. See Sub-section I, existing paragraph 4 and proposed paragraph 5.

I. Residential Use: Density, Permitting, and Performance Standards

4. In order to create and allow for a variety of housing types and options, the following provisions shall apply: a) for any proposal to create more than 10 multi-family dwelling units in a new or existing building, no more than 33 % of the units shall be less than 720

- square feet in size, and no more 5% of the units shall be three bedrooms or larger in size; b) for any proposal to create between 3 and 10 multi-family dwelling units in a new or existing building, no more than 2 of the units shall be less than 720 square feet in size, and no more than 1 unit shall be 3 bedrooms or greater.
5. **The provisions of Section 4 above notwithstanding, the Planning Board may authorize a multi-unit project with units less than 720 square feet, providing that the project satisfies the parking requirements, and the requirement in Paragraph 5.d below for the creation of appropriate common community space.**

Why is this Amendment Appropriate?

As noted above, the Downtown Revitalization District was created in 2007. Since then, the design features of residential units in an urbanized downtown area have evolved. There are projects in Concord and other larger communities with units that are 500 sq. ft and less. The proposed addition of a new paragraph [number 5 (in bold) in the draft Ordinance] will provide flexibility to both the developer and the Planning Board in creating viable design plans for the redevelopment of these older and underutilized buildings in the downtown which will help facilitate positive economic growth.

Amendment 3: Relates to the parking requirements for residential units in the Downtown Revitalization District. See Sub-section L, paragraph 3.

L. Parking

3. Through the Special Use Permit process, the owner/applicant may request a reduction in the minimum number of required spaces. Such a request shall be accompanied with **data on the number and size of the residential units, historic experience & evidence describing parking needs for similar mill redevelopment projects, lease language on limits on the numbers of vehicles per specific units, or other information or data deemed appropriate by the developer.** ~~evidence that the lease agreements [for a rental building] or the condominium instruments [for a condo-ownership building] contain restrictions on the number of permitted vehicles that can be housed on the site by the renters or the condominium owners' units within the subject building.~~

Why is this Amendment Appropriate?

The proposed revisions to this paragraph will provide for greater flexibility to the Planning Board for their review and consideration of residential redevelopment in the downtown. With smaller units being created, there is a reduced need for as many parking spaces as was necessary in the past. The developer of the Stevens Mill will need to present to the Planning Board evidence of their historic experiences with parking for other mill projects. The Planning Board can then review the data and evidence and make better project specific determinations for the amounts of parking to be established and approved.

Amendment 4: Relates to the number of required parking spaces for commercial, business, or retail spaces in the Downtown revitalization District. See Sub-section L, paragraph 4.

L. Parking

- (4) Parking requirements for any non-residential uses shall conform **to 1 parking space for every 350 square feet of commercial / business use.** ~~Section 305-19 of the Zoning Ordinance.~~ Where municipal parking [not including any over-night parking] is available within 400 feet of the proposed use, then these municipal spaces may be counted towards the total number of non-residential spaces required. The Planning Board reserves the right to deviate from the parking requirements in the Zoning Ordinance based on a review and approval of a Site Plan or SUP and taking into account project specific issues and circumstances.

Why is this Amendment Appropriate?

The Franklin Zoning Ordinance [at section 305-19, Parking] currently requires 1 parking space for every 250 sq. ft [a gross calculation number] of commercial / business activity. This calculation does not recognize that some of that 250 sq. ft. area might be hallways, storage areas or closets, meeting rooms, bathrooms, employee lunch rooms, etc. The proposed calculation number of 1 space for every 350 sq. ft is an effective way to address the “gross” versus “net” number.

Second, there is existing language in the Downtown Revitalization District that allows for an owner / developer to use up to 1/3 of the residential parking spaces to be used for the required commercial / business parking. This type of shared parking helps to eliminate the creation of larger parking lots which often results in vacant spaces in the evenings and weekend time periods.

Councilor Brown	Yes	Councilor Dzujna	Yes	Councilor Zink	Yes
Councilor Clarenbach	Yes	Councilor Bunker	Yes	Councilor Testerman	Yes
Councilor Desrochers	Yes	Councilor Starkweather	Yes	Councilor Trudel	Yes

All in favor. Motion PASSED.

Agenda Item V.

Council to consider setting a public hearing on Resolution #03-21, appropriating funds for the Franklin School District received from the CARES (Coronavirus Aid, Relief, and Economic Security Act) through the NH Department of Education further titled as the ESSER (Elementary and Secondary Schools Emergency Relief) Grant for the amount of \$539,150.37 for expenses in response to the COVID-19 pandemic.

Motion – Councilor Desrochers moved that the Franklin City Council set a public hearing for September 14th, 2020 at 6:00 p.m. regarding Resolution #03-21, to accept and appropriate \$539,150.57 in Federal CARES Act funding titled ESSER (Elementary and Secondary School Emergency Relief) grant for the purpose of funding costs associated with COVID-19 pandemic for the Franklin School District.

Seconded by Councilor Dzujna.

City Manager Milner stated that the resolution left off Expenditures and it will be corrected to show both Revenues and Expenditures for the September meeting.

Councilor Testerman asked if this is considered unanticipated revenue and if so, could it be

used on the roads, Police, or Fire. Milner replied that it is Federal money and needs to be used for what it is appropriated for. If it is used for something other than what it's intended for, the City would need to pay the money back.

Councilor Bunker stated that this money can be seen as unanticipated revenue but needs to be used for unanticipated expenses.

Councilor Testerman stated that the City should consider lobbying the school for some of the money back that the City has given them in the past. The school will have left over money due to a lower enrollment and the keeping the building open can't be justified for half the students.

Councilor Brown asked if we have any information on what the COVID expenses are for the school district thus far. City Manager Milner replied that there isn't any financial information to share at this point. The School Board meets about every two weeks and a survey has gone out to parents asking if they would send their child back to school. About 40% have responded that they would. Milner added that the school is considering a hybrid approach which would cost more money.

Mayor Giunta asked if there was further discussion. There was none.

Roll call to set the public hearing:

Councilor Brown	Yes	Councilor Dzujna	Yes	Councilor Zink	Yes
Councilor Clarenbach	Yes	Councilor Bunker	Yes	Councilor Testerman	Yes
Councilor Desrochers	Yes	Councilor Starkweather	Yes	Councilor Trudel	Yes

All in favor. Motion PASSED

Agenda Item VI.

Other Business

1. Mayoral Committee Appointments (Mayor Giunta proceeded with the following):
 - a. Christi Liolis was appointed to the Highway Safety Commission (seat HS6), term of service is 3 years to September 2023.
 - b. A resignation was accepted by Sharon Vitolo, a member of the Mayor's Drug and Alcohol Task Force effective July 29, 2020.
 - c. Christin Dzujna was appointed to the Mayor's Drug and Alcohol Task Force; term of service is 2 years to January 2022.
 - d. Donna Liolis was re-appointed to the Upper Merrimack River Advisory Committee (seat MR2), term of service is 3 years to April 2023.
2. City Council Appointment
 - a. **Motion - Councilor Clarenbach moved to appoint Debra Messer (seat M1) to the Ward 1 Moderator position, term of service is to fill the vacancy until the next City election in October 2020. Seconded by Councilor Dzujna.**

Mayor Giunta asked if there was any discussion. There was none.

Roll call:

Councilor Brown	Yes	Councilor Dzujna	Yes	Councilor Zink	Yes
Councilor Clarenbach	Yes	Councilor Bunker	Yes	Councilor Testerman	Yes
Councilor Desrochers	Yes	Councilor Starkweather	Yes	Councilor Trudel	Yes

All in favor. Motion PASSED.

Councilor Zink stated that there is another Ward Clerk position needing to be filled prior to the upcoming September election. She asked if someone is found to fill that position, would the Council need to meet again before the election to appoint that person. Mayor Giunta believed that the Council would need to meet and posed the question to City Clerk Gargano who was trying to answer but had some technical difficulty.

Councilor Brown asked if it was mandatory for all Councilors to be present all day during the elections. Mayor Giunta replied that information was needed from the Secretary of State's office with direction and there has been a delay in receiving that information.

Councilor Zink stated that the New Hampshire Constitution requires Councilors to be present at the elections. She also stated that someone can be appointed to attend in place of a Councilor however the Council would need to meet to appoint that person prior to the election.

Councilor Dzujna stated that Zink is correct however the requirement for Councilors to be present is for State and Federal Elections, not for City elections.

City Clerk Gargano responded in reference to appointing a Ward Clerk replacement prior to the election. She stated that she has the authority to appoint someone to the Ward Clerk position only and would then add them to an upcoming City Council Meeting for the Council to do the Official appointing if that person had completed the Prospective Appointee Profile showing interest to make it official.

Gargano responded to the discussion on whether Councilors must be present at elections and she stated that 2 out of 3 in their respective wards must be present.

Gargano also confirmed that a Councilor could appoint a replacement if they could not attend the election up until the day before an election. They could simply notify the City Clerk's office. A City Council meeting would not be needed.

Gargano answered Testerman's question on being present because she is on

the ballot herself. Gargano stated that she should not be present during that counting time but would be present during the election time.

Councilor Desrochers reminded the Council that the Ward Clerk position is an elected position.

3. Committee Reports

- a. Councilor Clarenbach stated that Director Brian Sullivan is hoping to schedule the next MSD Committee Meeting face to face and not through zoom. The urgent topics focus on Curbside Collection and the Transfer Station. Once the private contractors begin working, there may need to be Ordinance changes.

4. City Manager's Update

- a. There was no Contingent Grant Line Activity for the month.
- b. The current balance in the Trust Fund for School Funding is \$138.52.
- c. CADCA final 3rd week of training (via zoom webmeeting) is during the week of 8/24. Milner stated that the City is receiving a \$1.5M grant to fulfill her training so she is happy to have been doing the 3 week, 6 hour a day training.
- d. Milner sent a big thank you to the Mayor's Drug Task Force and the Task Force Coordinator Kandyce Tucker for her endless work on applying for this grant. She also thanked the Charitable Foundation for their help in identifying the grant and providing their assistance to Kandyce. The Mayor's Drug Task Force Coalition is the only coalition in the State to have received this grant money. Milner also added that having the Barbara Slayton in the SAP position in the school was key in helping secure this grant as well and she is very proud of her work there and in helping obtain this grant.
- e. The Legislative Committee met and discussed the Fireworks Education Campaign. Amanda Morang created an excellent Fireworks Flyer which will be handed out to every customer who come to the City Clerk Window. They will be handed out at the Rec Center as well. More flyers will be placed at the Library as well. It will be posted on the Police and Fire Facebook pages as well as a News and Announcements on the City Website.
- f. There are many things in motion for the Economic Development update and a second City Council meeting may be needed this month. Milner asked the Council for consensus on cancelling the upcoming LEAN Workshop on August 10th but to also keep in mind that a Special City Council meeting may be needed.

The CDBG Grant application has been submitted.

- g. Under our Trash Program, the new contracted curbside company Pinard will begin on September 1st. Municipal Services is working with Pinard to make this a seamless transition.

- h. Milner asked the Council if they had any policy positions for NHMA. The deadline is August 21st to bring forward a recommendation for another position.
 - i. Bessie Rowell Community Center will remain open during election day but voters will use a separate entrance and exit so they are not utilizing the main lobby where children go in and out.
 - j. City Hall/City Clerk's office will be open from 3-5 p.m. on Labor Day due to election rules for ballot collection. City Clerk Gargano is holding separate meetings with Moderators for each ward to work out any remaining details and training needed. Milner stated that one-way traffic is working out well at City Hall and should work well during the elections at polling locations as well.
- 5. Late Items.
 - a. This was moved up and addressed earlier under City Council Appointments.

No further business was discussed.

Motion - Councilor Clarenbach moved to adjourn the meeting. Seconded by Councilor Desrochers.

Roll call:

Councilor Brown	Yes	Councilor Dzujna	Yes	Councilor Zink	Yes
Councilor Clarenbach	Yes	Councilor Bunker	Yes	Councilor Testerman	Yes
Councilor Desrochers	Yes	Councilor Starkweather	Yes	Councilor Trudel	Yes

All in favor. Motion PASSED.

Meeting adjourned at 7:21 p.m.

Respectfully submitted,

Audrey Lanzillo