



**City Council Special Meeting
LEAN Workshop Minutes
Monday, July 29, 2019 – 6PM
Bessie Rowell Community Center**

Call to order: City Manager Milner called the meeting to order at Bessie Rowell Community Center at 6:01PM

In attendance:

Councilor Brown, City Manager Milner, Councilor Dzujna, Councilor Starkweather, Councilor Trudel, Councilor Testerman, Councilor Rago.

Absent:

Mayor Giunta, Councilor Ribas, Councilor Desrochers, Councilor Clarenbach

Education – Council Champion Brown

Councilor Brown stated that it's still a challenge to bring the school board and City Finance people together for a discussion. Councilor Rago stated that she will attend the next school board meeting and bring a reformatted version of their financial information to share. Councilor Brown suggested sending the information to Superintendent LeGallo prior to the meeting so there is time to review it beforehand.

Councilor Brown also suggested that Councilor Rago provide a monthly financial update to the Council. City Manager Milner stated that Director Lossani can try to include it in his monthly summary to the Council. Milner continued to state that the school's financial computer program is very old and they are not able to download data into a normal excel spreadsheet.

Councilor Dzujna asked what the cost for the school would be to move to new financial software. City Manager Milner replied that it would cost at least \$20K.

City Manager Milner stated that Buildings and Grounds maintenance and the IT departments can be looked at for consolidation. The City is currently in a 5-year contract with IT. She added that the school has an actual IT department vs. the City who uses an outside source for IT. It was suggested that the school take on the City's IT and the City take on their Finance department.

Councilor Rago stated that the Bank of New Hampshire has a dozen or so buildings and had separate maintenance teams for each building. During cost cutting efforts, a new private company took over and was asked to interview their current maintenance teams and consolidate. The City has three employees who clean eight City buildings, plus three building and grounds employees for a total of six who also take

care of all the parks and beaches as well. The school has thirteen employees who take care of three buildings.

Councilor Brown explained that when North Conway or Conway, she wasn't sure which, bid out their food service department, the new company hired back every single food service employee in addition to the employees that already belonged to that new company.

Councilor Dzujna stated that the employees with vested years into a municipality must be considered.

Councilor Brown suggested that the focus should be on consolidating Finance first then look at maintenance and IT sometime later.

City Manager Milner informed the Council that Superintendent LeGallo and Business Administrator Braman explained to her that \$180K of Fund Balance was found in FY2019 and they would like to appropriate it to hire back the teachers. Milner explained the fund balance however it was still unclear why more funding was being requested from the school when they didn't use all their fund balance from last year.

City Manager Milner stated that developing a communication package action item for both City and School was added to the roadmap. Councilors Brown and Rago suggested that a small group meeting should occur first to begin discussions on consolidating the Finance Departments. The meeting would be with City Manager Milner, Superintendent LeGallo, Finance Director Lossani, and School Business Administrator Jefferson Braman. City Manager Milner thought that was a great idea. Consensus was to move forward with this action item.

Councilor Brown stated that School Board Chair Tim Dow has made it clear that he doesn't think there would be any savings in doing anything differently.

The task of collaborating between the school and local industries was added. The manufacturing industry isn't the same as it used to be but still needed and it would great if a few options of classes could be offered at the high school. Councilor Brown stated that she is meeting with Superintendent LeGallo on this in August. The four industries of interest to teach the students a trade before they even graduate are Watts, Vitex, Mountain Ridge, and Franklin Regional Hospital.

August, September, and October tasks were updated.

Recreation - Council Champion Dzujna

Calendar of events – Next steps are tracking to see if organizations are using it and if it is effective for them. Dzujna will review this with the organizations.

City Manager Milner stated that there was a complaint that a Church organization was posting to the calendar and there was concern that we would allow that. It was relayed back to the complainant that

all non-profits are allowed to post events to the calendar if they are doing something to help the community.

The feedback has been great from everyone. Councilor Dzujna has been touching base with Audrey Lanzillo and Krystal Alpers who stated that they haven't had to fix many postings and it is only taking a very small amount of their time to accept and post the organization's submissions.

City Manager Milner stated that we have our Recreation Venue in place and that SWEEB isn't going to move forward at this time. She stated that she changed the next action/task to: Selling our tax credits.

Councilor Rago stated that the City was approved for \$500K in tax credits. City Manager Milner confirmed that the City is really only getting \$400K. Rago asked Milner how the tax credit buy in is advertised to businesses. Milner stated that the list is split out by businesses. The Mayor has a few, the City Manager has a few, Marty Parichand has a few, Neil Cannon has a few, and Jim Aberg has a few. Ron Magoon has taken a step back but will re-engage if the City is in need of another buy-in. Eversource is very interested. City Manager Milner explained that the amount equates to a business paying the state taxes of 11 to 15 cents on the dollar. The remaining amount goes to the City and the business gets a tax credit in doing so.

Business – Council Champion Brown

City Manager Milner informed the Council that the Small Business Development Corporation (SBDC) asked to hold business meetings from 10am to 3pm on the 3rd Thursday of each month at City Hall. The MOU will be on the agenda for Monday's City Council Meeting. SBDC will assist with business planning and information to help someone get started. The SBDC only chose four communities in the state to have a satellite office in and Franklin was one of them.

Councilor Brown stated that Laura Knoy from NHPR's program The Exchange will be at The Franklin Studios on August 13th at noon. It will be a taped show to broadcast at a later date. The discussion will be focused on the great things that are happening in Franklin.

Safety – Council Champion Testerman

City Manager Milner shared the good news that one officer is back from training and two others are almost finished with the academy so this leaves the force two officers short. She stated that Police Chief Goldstein has twelve legitimate candidates. Milner also stated that she requested that the Chief apply for the COPS Grant which is available again but wouldn't take effect until FY2021. In the past, the City was able to hire a police officer with a COPS Grant.

City Manager Milner stated that she thought it would be a good idea to focus on each of the departments during a City Council Workshop Meeting. She stated that instead of calling a Police Committee, the issues and updates could be shared in this forum. She asked Councilor Testerman if that would be ok and to hold off on a separate Police Committee Meeting. Councilor Testerman stated that she wanted to hold a Police Committee meeting due to communicating that it's important to respect

police officers. Milner stated that she thought it would be a good idea to open up the Police Committee conversations to the entire Council instead of only in a small group of people.

Councilor Testerman expressed concern due to the escalation of disrespect of the police. Councilor Dzujna stated that he is taking over the Crime-line after September and recently discussed these issues with the Crime-line Board members and a couple of police officers from Concord. They will continue to discuss these issues and bring forward what other communities are doing to deal with this. Testerman stated that the City shouldn't place an officer at the school because we could use that officer on the street. If students are disrespectful and disruptive, according to the RSA's, they shouldn't be in school. City Manager Milner stated that the school is paying \$800.00 a month to rent the space across from City Hall for the CAP students to use an alternative classroom setting.

Councilor Starkweather added that this past Saturday, two police officers walked down Central Street to patrol and it did not go unnoticed. City Manager shared with the group a report out of 30 pages double sided of work that the shorthanded officers do in one day. Councilor Brown suggested to make the public aware of this and the work that the police do every day that doesn't always get noticed.

Milner stated that the budget process changed last year so feels that each City department needs more time to review their information and discuss their budget needs. She would like to dedicate time to one department at a time on a monthly basis to review their budget with the council. This will help the Council understand the details of the high-level budget review when it comes time for Milner to do the high-level budget review during budget season.

Councilor Testerman stated that the Fire Department's Code Enforcements continue to push property owners who are violating property maintenance codes.

Councilor Testerman and Councilor Rago also discussed that the right people who are "in-the-know" are not sharing important information with each other or they, themselves aren't aware of concerning things happening in the community that they support and have a lead role in. The group discussed the Project Aware Committee thinking this should be the group to connect with and wondered why the school never mentioned that it existed. Milner stated that Project Aware is the sister grant for the Mayor's Drug Task Force. A variety of members of the community make up the Project Aware Committee.

Councilor Rago stated that she would like to see Barbara Slaton attend a City Council meeting and provide information on how the City can better collaborate with her efforts. City Manager Milner added that Barbara and Kandyce Tucker work together and they should both provide information to the Council. Kandyce does a monthly update to the Council already so Barbara can join in and provide her perspective on the social workers at the schools. Rago also added that the social workers are not educators and asked why there are so many.

City Manager Milner informed the Council that Director Lewis and Fire Captain Steve Reale are taking some heat from the public because of code issues. Milner is pushing for proper code adherence and so Lewis and Reale are taking all the heat for enforcing them. Milner is in full support of what they are

doing and is projecting that to the community. There are local key establishments in the community that are unfortunately getting hit with some code issues and for public safety concerns, must be addressed. The safety of the public and children in this community comes first. It's not personal and has nothing to do with relationships and who you know. Code must be followed. Milner stated that this message must also come from the Council.

Milner also added that the new Prosecutor Margot Newman is doing an awesome job. Things are moving along quickly and efficiently. The City is very happy to have her on board.

Value – Council Champion Trudel

Councilor Brown shared information on the state competency guidelines and how it can differ for "Pace" type schools. The Council further discussed the perplexing testing guidelines of the Franklin High School.

Councilor Rago asked why there are so many empty classrooms at the high school and heard they have been converted to storage rooms. Further discussion occurred on the school capacity and if it makes sense to operate a large building that is barely half full.

Franklin for a lifetime will begin doing monthly press releases. This task will be added as well as developing the Arts culture downtown. There are discussions occurring regarding the Opera House and the Regal Theatre.

Milner shared with the Council that it's the right time for a Chamber of Commerce for Franklin and spoke with Kaitlin Nash, Chair of Choose Franklin about taking on the Chamber. She is in support of this and will discuss it with her board members. The vision is to combine with Tilton and Northfield making our own region.

Rebranding Downtown Franklin to Franklin Falls was also briefly discussed. Milner stated that it was decided to move the rebranding team to outside of the City. Capital Regional Development Corp (CRDC) gave \$5K, FBIDC gave \$5K, Neil Cannon gave \$2K, and the City provided \$4K from the Economic Development line. Marty Parichand is the lead in this project.

Milner concluded stating that the USDA Grant did not go through so plan B will be having Neil Cannon as the Opportunity Zone Guru and he is planning on seeking a different investor who will already have the right people in place.

There were no further updates.

Motion to adjourn was made by Councilor Trudel. Seconded by Councilor Starkweather.

Meeting adjourned at 8:20PM

Respectfully Submitted,

Audrey Lanzillo