



Approved as amended by City Council on October 7, 2019

Special City Council Workshop Meeting Minutes

Tuesday, August 27, 2019, 6:00 p.m.

Council Chambers – City Hall

Call to order

Mayor Giunta called the meeting to order in Council Chambers at 6:00 p.m.

City Council in attendance:

Councilor Jo Brown, Councilor George Dzujna, Councilor Kathy Rago, Councilor Karen Testerman, Councilor Paul Trudel, Councilor Desrochers, Councilor Starkweather, Councilor Ribas

Others in attendance:

City Manager Judie Milner

Absent:

Councilor Scott Clarenbach

Salute to the Flag was led by Councilor Ribas.

Councilor Desrochers stated that the Flags were on the wrong side. Audrey Lanzillo and Councilor Dzujna returned the Flags to the correct locations.

Public Hearing

Opened at 6:05 p.m.

Resolution #05-20, appropriating \$180,000 of unassigned FY2019 fund balance to support the FY2020 Franklin High School District Budget.

Mayor Giunta asked if there was anyone who had questions or comments. There were none.

The public hearing on Resolution #05-20 closed at 6:05 p.m.

Agenda Item I.

Council to consider approval of Resolution #05-20, appropriating \$180,000 of unassigned FY2020.

Motion – Councilor Trudel moved that the Franklin City Council adopts Resolution #05-20 appropriating \$180,000 of FY2019 unassigned fund balance to the Franklin School District fiscal year 2020 budget.

Seconded by Councilor Starkweather.

Councilor Rago stated that she is in support of this resolution however had a few questions. She sent a spreadsheet that she created to Superintendent LeGallo and the Council to reference as she asked her questions. She has a concern with last year's budget compared to the final revenues. Rago stated that she appreciated his responses to her questions (the questions from Councilor Rago and responses from Superintendent LeGallo are shown below):

August 7, 2019

Questions for August 27th public hearing to discuss \$180,000 in School District Fund Balance *Superintendent Dan LeGallo's responses are in red

COUNCIL AGENDA REPORT

"to hire back personnel needed based on the latest enrollment projections"

Questions: 1) What was the total enrollment at the FYE 06/30/19? **931 Students**

2) What is the projected enrollment used in the FY2020 budget? **926 Students in the budget presentation.**

3) Are FY2020 enrollment budget numbers still relevant with current information? **Latest enrollment numbers are 957**

• If there is a known variance, please explain. **We have had increased enrollment in grades 1 and 2 primarily.**

2. "The school district recognized additional revenue above the budgeted projections related to:

The additional revenue was above FY19 budgeted amounts

a) Medicaid receipts: **FY19 budgeted at \$201,374 (originally \$170,000)**

b) Tuition revenue from other districts: **FY19 budgeted at \$11,000**

c) E-rate reimbursements: **FY19 budgeted at \$47,173**

d) Energy rebates: **FY19 budgeted at \$167,085**

Please see attached Revenue sheet for Budget to Actuals for FY19 for variances

For each item, what is the new projected number and what is the cause of the difference? **Currently we don't have confirmed new projected numbers for revenues for FY20 other than the request to use additional fund balance recognized in FY19.**

On a side bar to this — at this time, do you know of any FY20 budgeted revenue or expense items that might be over/under budget that might be troublesome? **The enrollment increases at the elementary school are the challenges we are looking to alleviate with the additional fund balance request to fund additional teachers and staff. Special Education is always potentially troublesome. Also some technology costs are a concern based on enhancements needed to improve our data security as directed by 1--1B 1612 (which amended RSA 189:66 Data Inventory and Policies Publication) and recognized by a technology security assessment the district has undertaken.**

OTHER BUDGET QUESTIONS

1. Did the district receive the NH Charitable Foundation \$75,000 grant? If not yet heard __when do you expect to hear? **Yes we are approved for the grant**
2. When will the district receive the additional sped money approximately \$69,000? Has this been budgeted for in FY20? If not — what is the spending plan? **We have received the funding. It was added to the 2018-19 IDEA/Preschool Grant that ends September 30, 2020. We are currently reviewing budgeting options primarily to employ an additional special education case manager for the middle school due to an increase in the special education needs at that school**
3. Revenue Projection report (as shown on the SAU website) does not reflect ACTUALs from 2018-19. What are those numbers? **Please see attached revenue sheet.**
4. Comparing ACTUAL expenditures from end-of-year of \$15,906,660 compared to tax cap approved budget of \$15,757,340 reflects a reduction in budget of less than 1% or \$149,320. Budgeted revenues for Adequacy Aid — the Council has not received the ACTUAL amounts for 2018-19. **The actual amounts for adequacy aid for FY19 were presented during budget presentations for FY20. It is also reflected on the attached revenue sheet for the general fund. When can we get those numbers? In reference to adequacy aid numbers for FY20 we typically receive that final number from the state at the end of September during tax rate setting.**
5. Kindergarten Keno Grants — what is the expected amount of Keno grant funds and are they included in the FY20 budget? **The amount budgeted for FY20 is \$82,500 under Kindergarten Aid in the revenue breakdown. The final amount will not be known until the same time as adequacy aid.**

ACTUAL EXPENDITURES VS BUDGET

1. Account # 2113 — why did social services budget increase over actual by \$147,487? And keep four social workers whose federal funding had expired? One position was budgeted in FY20 in regular education (1100) for the middle school. The rest were budgeted in the 2113 account, but one position was eliminated at the elementary school that was already funded by the district general fund. The increased cost in the 2113 account is also being partially offset by the \$75,000 in revenue being received from the NH Charitable Foundation.
2. Account #2152 — why did speech pathology budget increase over actual by \$115,737? Based on recent final numbers the increase from FY19 actuals to FY20 budget is \$53,911. The primary increase is related to rate increased and student needs for professional service by outside providers. The rest is related to contractual staff increases. What is the budget vs. actual in sped students for FY19 & sped students budgeted for FY20? The budgeted number of SPED students for FY19 was 227. The actuals at October 2018 (When numbers are required to be reported to the NH DOE) was 239. The number budgeted for FY20 is 254 students although special education costs are not a direct correlation to number of students.
3. Account #2222 — why did School Library budget increase over actual by \$26,083? This is primarily due to the FY20 budgeting for a staff member that was on leave for the FY19 year and expected to return. The FY19 temporary staff member's cost was less for the FY19 year.
4. Account #'s 2321, 2410, 2490, 2510 — why did Office Admin in the combined accounts increase by \$153,908? Final Budget Vs. Actual is \$145,797. A support staff position was moved from guidance (counseling- 2122) to 2410 due to the job responsibilities of the position (\$51,898). One of the new administrators was not hired until later in the FY19 year so his costs were prorated for the balance of the year, but was budgeted for the full year in FY20 (\$14,519); Graduation costs (\$2,086); Loss of a middle school support staff position not filled right away (\$6,930); Salary increases (\$18,226); Business office support staff position budgeted, but not filled until later in the year (\$10,147); Health and Dental premium increases (22,315); FICA/Medicare increases (\$3,212); Retirement Cost Increases (14,679); Balance of increase related to Worker's Comp Insurance and Unemployment Insurance.
5. While in the district managerial purview, why did the superintendent and school board decide to increase spending in these accounts while laying off nine teachers? Please see above breakdown of costs.

FUND BALANCE

Over the last two years the Council has given the district over \$786,000 in order for the district to balance their budget as requested by the District. In February 2019 the District came forward with a new teacher's contract requesting an increase in salaries of approx. \$225,000. When asked how district will pay for it the Council was told that it would come out of the estimated \$650,000 fund balance. (Per City Council minutes dated 04/01/19: "the estimated \$650,000 is part of the recognized savings of the current teacher's staff. There is approximately \$478,000 of budget savings with the current staff and health insurance costs showed a savings of \$245,000 for the year, which is approximately \$723,000 of expected savings".)

The FY19 District budget is now reporting a \$851,000 fund balance and you have newly 'found' additional fund balance of \$180,000 to "Hire back the rest of the teachers".

How is the district going to pay for hiring "the rest of the teachers" without having to come back to the Council in April asking for another replenishment? The funds have already been budgeted for the current fiscal year FY20. We are only requesting the use of additional fund balance recognized in the FY19 fiscal year above what was budgeted for the FY20 fiscal year. We would not come to the city council in April to ask for additional funds for the current fiscal year. We are not aware of this ever happening in the past. We are not looking to hire back all the staff that was originally reduced during the budget process; only those that we would need based on the latest enrollment numbers.

Is the hiring of new teachers sustainable in FY21 & beyond? Decisions are made every year individually based on enrollment numbers and available funds. There are so many different variables that can affect the budget needs and available from year to year.

Councilor Rago reviewed the Franklin School District's General Fund Revenue Fiscal Year 2018/2019 as of August 16, 2019 Spreadsheet. See below.

Franklin School District						
General Fund Revenue						
Fiscal Year 2018/2019	1	2	3	4	5	6
As of August 16, 2019	A	B	C		D	D-C
	2017/18	2018/19	2018/19	C - B	2019/20	Act 18.19 vs
SOURCE	Actuals	Budget	Actuals	Variance	Budget	Budg 19.20 Var
General Fund:						
Revenue from State Sources						
Special Education Aid	72,577	54,547	52,652	(1,895)	100,000	47,348
Kindergarten Aid	-	66,452	66,448	(4)	82,500	16,052
Charter School Aid	29,638	25,000	25,804	804	25,000	(804)
Vocational Transport Aid	8,900	7,000	8,914	1,914	7,000	(1,914)
Adequate Educ Grant	7,670,311	7,080,457	7,080,826	369	6,764,968	(315,858)
Other State Aid (Adeq Addtl)	6,271	-	-	-	-	-
Building Aid	181,944	181,944	181,944	-	181,944	-
Indirect Costs	74,369	69,000	68,393	(607)	69,000	607
						-
Revenue from Federal Sources						
Medicaid Reimbursement	264,261	201,374	301,681	100,307	230,000	(71,681)
E-Rate Funding	104,679	47,173	83,800	36,627	47,173	(36,627)
						-
Local Revenue Other Than Taxes						
Tuition	143,456	11,000	33,831	22,831	11,000	(22,831)
Earnings on Investments	4,289	500	20,266	19,766	2,000	(18,266)
Other Local Revenue	16,277	2,000	3,087	1,087	2,000	(1,087)
Svcs Provided other LEAs	-	15,000	-	(15,000)	-	-
Athletic Receipts	8,217	7,500	3,839	(3,661)	7,500	3,661
Energy Rebates	-	167,085	195,292	28,207	-	(195,292)
NH Charitable Found(Project Aware)	-	-	-	-	75,000	75,000
Technology Trust	-	43,000	43,000	-	-	(43,000)
1 Fund Balance Reserve	100,000	100,000	100,000	-	-	(100,000)
2 Unreserved Fund Balance	273,446	619,085	619,085	-	851,751	232,666
						-
TOTAL REVENUES AND CREDITS	8,958,635	8,698,117	8,888,862	190,745	8,456,836	(432,026)
						-
District Appropriation	3,862,005	4,257,639	4,257,639	-	4,359,548	101,909
Education Tax	1,160,674	1,178,555	1,178,555	-	1,158,237	(20,318)
Addtl Voted by City Council	473,000	313,301	313,301	-	-	(313,301)
						-
TOTAL GENERAL FUND	14,454,314	14,447,612	14,638,357	190,745	13,974,621	(663,736)
Less Fund Balance (1&2)	14,080,868	13,728,527	13,919,272	190,745	13,122,870	(796,402)
						-
Food Service Transfers	573,723	535,718	535,718	762,399	535,718	-
						-
Federal Funds	-	1,697,000	1,697,000	1,424,491	1,247,000	(450,000)

School Business Administrator Jefferson Braman responded to Rago's questions. Regarding Medicaid Reimbursements Actuals vs. Budget, Braman stated that it isn't something they can predict as it changes based on the needs and services provided. It can go up and down year over year and eligibility laws changed this year.

Rago stated that the school is budgeting \$400K less than what was received in Actuals. The \$180K is one-time money and she is concerned that the school will come back and ask for more money.

Braman responded stating that the only time it would happen is if something catastrophic happens such as six or seven out of district kids come into our schools costing \$100K per student.

Councilor Brown stated that she spoke many times to the public asking to look at consolidating the City and the School's budgets. Brown asked that if they could try to work together on one budget to report out and if so, would forecasting be better. If better forecasting could have happened, might the teachers have been saved. She also made reference to the manufacturing opportunities that she is working with LeGallo to get off the ground but that those manufacturing companies will want to know the numbers. The goal through the LEAN Process is to look at both the City and School's needs as a whole going forward. Brown also stated that she wants to strive for this year being the year that teachers are not released. The teachers should feel secure and that they have a future here.

Councilor Trudel asked Superintendent LeGallo how many jobs will be saved with the \$180K they are asking to appropriate tonight. LeGallo responded stating that 2 maybe 3 will be saved. Trudel then asked LeGallo that when the Project Aware grant money ran out, how many employees were added to his staff. LeGallo responded that 3 employees were added to his staff because these councilors were necessary at the schools. He also added that the City has been able to find the schools a little bit of money every year.

Councilor Desrochers applauded the School Board and Superintendent with being frugal throughout the year and having this money left over. He is in support of allowing them to have the \$180K back. He was disheartened though due to Webster Valve sitting on the side lines for the past few years waiting for a program to get started at the High School. Desrochers asked LeGallo why it has taken so long to get this going.

LeGallo responded stating that the first step was to get the Extended Learning Opportunity program (ELO) off the ground and the High School is in a good place now with the bank and one of the state equity coordinators Bob McLaughlin to help get this off the ground.

Councilor Brown spoke about the manufacturing companies getting on board with this in Franklin including a Digital Equity company who is partnering with the bank for a first in the nation opportunity program of providing low cost Digital Access to certain students who meet certain financial criteria. She stated that the Superintendent has been very busy this summer. Things are moving in the right direction. She stated that the Manufacturing night which will be held on October 25th is going to be a great event for the students. Brown thanked Mayor Giunta for being instrumental in this process.

LeGallo stated that he expects the manufacturing program(s) will be up and running at the High School this year.

Mayor Giunta stated that the manufacturing companies are running 8-12 weeks behind on their orders. There's not enough workers to complete the work. This is critical for them to fill their

staff and critical for the Schools to teach their students so the moon couldn't have aligned at a better time.

Councilor Brown asked LeGallo what new positions he is planning to hire with the \$180K. LeGallo responded that they will be a kindergarten and first/second combined grade teacher for sure. If a third position can be hired, they will do that. LeGallo informed the Council that they were just hit with a court placement for a special education issue today at a cost of \$125K. The school never knows when it will get hit with things like this.

Councilor Testerman congratulated LeGallo on this new partnership with WATTS and asked what the class sizes will be now by having this money. LeGallo replied that they will be 20 or less. Without this money, the class would be 23-25 which is on the high end for the lower grade levels and not a preferable size for the lower grades. Testerman disagrees due to her experience as a schoolteacher because she had a classroom size of 30 students. She feels it's all about good discipline.

Testerman stated that she is also concerned over the understaffed Police Department. Even though our officers outperform their counterparts in larger cities, overtime and fatigue is the result. With this \$180K, the City could help relieve the Police Department. She stated that the Police Department is responsible for the entire City not just 11% of it. She further added that she is in favor of education because she is an educator and it is important but we have a bigger problem in this City. She concluded stating that our students are not coming out of school literate and unfortunately this may lead to a student not getting employed or turning to things they shouldn't such as drugs. She concluded stating that she will not vote in favor of this resolution.

Mayor Giunta stated that he predicts that this is going to be a good year finance wise and he has a commitment from the Governor with regards to the letter the Mayor wrote and sent to him. He stated that there should be no reason that the legislators do not support the Governor who is pushing for more money for stabilization, adequacy aid, and special education. Mayor Giunta stated that he is doing a press conference on Monday morning with regards to these things. Mayor Giunta concluded stating that the Governor is also pushing for more money for kindergarten aid as well.

Mayor Giunta asked if there were any further questions or comments. There were none.

RESOLUTION #05-20

A Resolution Relating to a Supplemental Appropriation for Fiscal Year 2020.

In the year of our Lord, Two Thousand Nineteen,

WHEREAS, the City Council of the City of Franklin has adopted a budget for Fiscal Year 2020 which began July 1, 2019, and;

WHEREAS, the City Council of the City of Franklin, New Hampshire recognizes that the school district estimates \$180,000 in additional unassigned fund balance at June 30, 2019, and;

WHEREAS, the City Council of the City of Franklin, New Hampshire has already appropriated \$851,751 of the prior year fund balance during the FY2020 budget process, and:

WHEREAS, the City Council of the City of Franklin would like to appropriate an additional \$180,000 of the prior year unassigned fund balance in order to hire needed staff due to updated enrollment projections, **Now,**

THEREFORE, BE IT RESOLVED that at the scheduled meeting of the City Council on August 27, 2019, the City Council of the City of Franklin, New Hampshire does hereby adopt resolution 05-20 and authorize an increase in FY2020 revenues:

Appropriated Fund Balance – One Hundred Eighty Thousand dollars (\$180,000),

School District expenditures in the total amount of One Hundred Eighty Thousand dollars (\$180,000),

By a roll call vote.

Roll Call:

Councilor Brown Yes Councilor Dzujna Yes Councilor Starkweather Yes

Councilor Clarenbach Absent Councilor Rago Yes Councilor Testerman No

Councilor Desrochers Yes Councilor Ribas Yes Councilor Trudel Yes

7 in favor. 1 opposed. Motion PASSED.

Late Item

Council to consider waiving the vendor fees for the Renaissance Faire.

Motion – Councilor Desrochers moved that the Franklin City Council waive the vendor fees for the Renaissance Faire.

Seconded by Councilor Ribas.

Mayor Giunta asked if there was any discussion to the motion. There was none.

All in favor. Motion PASSED.

LEAN Roadmap update

Councilor Trudel stated that he is unfortunately double booked and unable to stay for the LEAN update. He asked that the Council please excuse him and exited the meeting at 6:27 p.m.

City Manager Milner stated that she printed out the Roadmap for everyone and will not be using the projector this evening.

Collaboration with Schools – Council Champion Jo Brown

Milner stated that education was already discussed quite a bit tonight and one of the tasks for the month of August was for her to initiate a meeting with Jefferson Braman, Frank Lossani, and herself and unfortunately will need to push this to the month of September after school begins. Milner stated that the tasks for both August and September will be combined in order to remain on schedule.

Councilor Dzujna asked City Manager Milner what her thoughts were on the meeting with the Finance departments from both areas. Milner replied that if the Finance Director and Business Administrator were allowed to move forward without interruption, this would be completed already. She admitted that she and LeGallo could be a cog in the wheel every once in a while, but even more of a cog is the school board not being on the same page with this plan.

Councilor Brown gave an update on the new partnerships with manufacturing. The Digital Equity is a fantastic partnership with the bank. Through his dedicated work with the bank, Bob McLoughlin is helping to create this program where low-income students will have access to the internet at their home in order to access different training programs designed to bring them up to speed academically.

There was a meeting schedule for tomorrow evening with Vitex however the president would like to get involved so it will move to next week.

NH Manufacturing Extension Corporation President Zenagui Brahim is helping to organize the Manufacturing Night Event on October 25th at the Elks. Instead of having a keynote speaking, Brahim is bringing in several manufacturers. Val Zanchuck, who was a key player in the manufacturing startup of ConVal is also attending. Brown stated that because we are doing this with the manufacturing companies and will be asking them to give some money to the program, the City will have to present some finances that make sense. She also added that the financials for the school should be transparent and more easily reported out and transparent for the public. Because their system is antiquated, too much time is spent on report creation and sharing it. Brown informed the school board last week that the City is not looking to move

people or consolidate office locations rather trying to get the finances on the same sheet of paper. She continued stating that Superintendent LeGallo has been very engaged with this.

Brown concluded stating that the Ward 1 representative for the school board did not register to run again. She believes there is another school rep in another ward as well who did not register to run again.

Councilor Dzujna asked Councilor Brown if there will be a limit to the digital information that the students can access and how will it be monitored. Brown replied stating that she believes that it is tied to a specific educational location since the bank is paying for specific access to certain data. She does not believe it is access to the world wide web. Dzujna asked Brown if she could find out for sure.

City Manager Milner reviewed the tasks for September, October, and asked what should be added for November. Brown stated that adding a milestone to move toward a single budget and financial report should be added.

Councilor Rago asked to add a task that the SAU upload their actual information on their website.

Councilor Testerman is in support of this. She also stated that the state has their financials published so taxpayers can just view the info on-line. Brown stated the importance of avoiding telling the school how to do their budget. The City just wants to see what the schools are doing while looking for opportunities for both the City and the schools. The City needs to be very sensitive of that. Testerman concluded stating that once they calculate their bottom line, they adjust where they need to in order to stay to that bottom line.

Mayor Giunta stated that with all this great work going on with manufacturing, a task for November should be added. Brown agreed and stated that an update on how the manufacturing program is progressing would be a good task to add.

Recreation – Council Champion George Dzujna

City Manager Milner stated that the Calendar of Events is moving along smoothly. It is easy to use and not a hinderance to Audrey or Krystal. Milner confirmed that it is being used quite a bit by several organizations. The School's calendar is on a different platform and not tied into the City Calendar. There is a link on the City's calendar to the school's calendar. In order for a school event to appear on the City Calendar, someone would have to follow the steps to put it on there.

Milner added the task of Dzujna following up with the school on trying to figure out the best way to add the school's events on the City Calendar.

Brown mentioned that there have been discussions on merging IT departments. Milner stated that this is under December's tasks and not showing on tonight's spreadsheet.

The Recreation Venues task was discussed next and Milner stated that it is just a matter of asking the venues how their attendance has been as a result of utilizing the City calendar.

Brown stated that Unchartered Tutoring did a presentation in November last year and will be adding an adult component.

City Manager Milner stated that the Mayor's Drug Task Force has been partnering with the school district in the grant that the school lost this year but retained the counselors. The City will be hearing more from this group as they will be collaborating more with Kandyce. Kandyce has already spoken to the school board regarding the school's new vaping policy. Kandyce along with the school's counterpart will be doing a presentation together and working with the SALT athletics team at the High School and the FYI Team at the Middle School to become mentors for staying away from drugs.

Councilor Dzujna stated that the schools and Kandyce are looking forward to the smoking ban in City recreational areas. City Manager Milner added that the ban is on the agenda for the September 5th meeting.

City Manager Milner stated that selling the tax credits is important. She explained what this means for a business and boiled it down to a business paying eleven cents on the dollar toward a project in Franklin.

Milner further added that the first feature of the whitewater park is the main focus. She then reviewed the tasks for August and September.

Mayor Giunta stated that he has contacted the biggest utility in NH regarding the tax credit offer and may possibly be able to sell the whole thing all at once. City Manager Milner thanked Mayor Giunta.

Business – Council Champion George Dzujna

Milner reviewed task B1 and acknowledged Councilor Brown and Director Lewis for creating the new "Starting a Business in Franklin" Document.

The Downtown Economic Group is leading a couple of other efforts:

1. Promoting Small Business Development Corp (SBDC) who have only 4 locations in the state and this is based the criteria of choosing a location that has the most downtown development happening. Milner explained the assistance that SBDC provides to someone who wants to start a business.
2. Looking at Franklin as having a Chamber of Commerce again and working with Choose Franklin as a group who could easily transition into the Chamber. Milner stated that she has been working with Tilton and Northfield on this hoping to call it the Greater Franklin Area Chamber of Commerce. Milner stated that she would like to add this to the roadmap.

3. Milner discussed the possibility of a new group made up of business owners that would focus on signage. Signage being unique not cookie cutter but have certain characteristics so it looks cohesive and similar to what you would see in Boston.

Councilor Dzujna asked if Choose Franklin was on board with transitioning to a Chamber of Commerce. Milner responded stating that Kaitlyn Nash could bring this to the Choose Franklin Board. There expects to be a few people who are not in favor of this because it changes their mission. Milner stated that she didn't realize that their mission wasn't for business in Franklin. She will reach out to Kaitlyn and follow up on what the board is thinking.

If Choose Franklin does not want to do this, Milner stated that she has another idea that involves City employees that belong to other Chambers of Commerce in other cities.

Councilor Testerman asked City Manager Milner if there is something that the Councilors could do to help. Milner replied that she will be following up with Kaitlyn then will circle back to the Councilors and let them know what, if anything, is needed from them.

Councilor Dzujna asked what the ordinance says regarding signs left from a business who has closed. Milner replied that she was advised by the Downtown Business Group to let them self-police and not make the City the bad guys.

Councilor Starkweather asked what happens if the business has been gone for six months. Milner replied that maybe Choose Franklin, if transitioned to the Chamber of Commerce, could assist here.

Councilor Ribas offered that a new metric could be added, "Initiatives by Partner Organizations" which would look at creating nighttime shopping and signage. She added Neil Cannon as the sponsor to this metric.

Milner provided some details on the Business Fair explaining that it is not people looking for work but people who are building a business and may need help with planning or things along those lines.

Milner updated tasks for September and October.

Safety – Council Champion Karen Testerman

Milner updated the Council on the status of the Police Department applicants. There are currently four good applicants and two may need to go to the academy.

Councilor Testerman asked about the possibility of a backfill type of position. Milner replied that she is thinking of all of that, yes. The COPS Grant is available again. Milner explained that it fully funds a police officer for three years then the municipality must pick up the funding for years four and five then decide if they would be retained or let go. Milner stated that the City

hired under the COPS Grant back in 2009 and that officer is still working for Franklin. She asked the Chief to apply for two officers and will then decide if we want to accept. This would be worked out in the FY2021 budget.

Councilor Starkweather asked City Manager Milner how long it takes to finish the academy. Milner stated that it takes 16 weeks which is after the 1st of the new year. Then they need to be field trained for an additional 3 months before they can go out on their own. Milner stated that there is a light at the end of the tunnel but the tunnel is long.

City Manager Milner provided an update on Code Enforcement stating that the new prosecutor Margot Newman is doing a fantastic job moving things along and not letting them sit. Metrics will be provided to the City Manager and shared with the Council.

Councilor Testerman stated that a Police Committee Meeting will be held to discuss how Franklin citizens can support our Police Department, reinforce respect for our law enforcement and Fire Department.

Milner stated that this falls under Value on the road map. Police will be the first group to present their strengths, weaknesses, and opportunities at the workshop that will be scheduled.

Milner updated tasks for September and October.

Resources

Milner stated that the City is working on monthly press releases for Franklin for a Lifetime which will start in September.

Marketing will be handled by a group outside the City. Their budget comes from several places and they are working on the City as a whole and rebranding downtown. She will get back to the Council on when their ideas will be presented. This may possibly occur in the November time frame. Milner stated that the City is pausing on a few other marketing type projects due to this overall rebranding effort to be sure everything is cohesive.

Milner will be reaching out to Richard Ellert asking for direction on who will be managing this aspect or even if it belongs on this roadmap.

Economic Growth

Milner stated that she mentioned last month that the City did not get the grant for Technical Assistance for the Opportunity Zones. The reason was because of limited funds and there were other Cities who applied that never had applied before so those cities were awarded their share first. However, a couple of them have dropped out which made us third in line so we were awarded most if not all of the grant. Milner expects this to go through in September.

Milner stated that Neil Cannon is considered the #1 Opportunity Zone professional in all of New Hampshire and is being recruited by the Department of Economic and Business Affairs to become the Opportunity Zone Leader for NH. This is not a conflict of interest.

Councilor Testerman asked Milner if there is a matching part that the City must come up with. Milner responded stating that Neil Cannon being in the budget represents the match.

Arts is another area that the City would like to develop. A focus group is being created to include City Manager Milner as part of the group. Other members are joining by invitation only. The first focus group meeting will be held on September 10th at 9:00 a.m.

Milner stated that the last item under Economic Growth deals with a funding strategy being discussed to deal with the Stanley Mill.

Tasks in this area are fluid and may need to adjust based on what opportunities present themselves over time.

Milner stated that she would like to add tasks under Franklin's Pride. She recommended more tweeting and more news and announcements from the City's website.

Councilor Brown recommended having a City representative who can respond in a brief direct way to postings on Social Media.

Councilor Dzujna shared that although Councilors don't really promote businesses, he was happy to say that Asian Delight was recognized as third best restaurant in all of New Hampshire. The restaurant was packed the other night. This kind of news should be sent out somehow as well. Milner also thought it would be good for Audrey to remind her to upload or tweet some of the good things happening.

Training for City Employees

The Skill Matrix is being developed separately by each department. Based on this, she estimates that a training schedule should be developed sometime in October and possibly implemented by November or December. During the Council workshop held on the third Tuesday of every month, each department will come to meet with the Council individually and discuss the matrix, training programs and also look at policies that have not been looked closely at in many years.

Councilor Dzujna stated that the new matrix will be very helpful with evaluations. Milner agrees and hopes it will replace the cookie cutter evaluation that is used now that doesn't fit every type of employee. Milner added that evaluations should be specific to a certain skill set based on the job.

Dzujna asked Milner if the department heads like the LEAN process and she replied that they do. The audits have taken place and the City Manager's office received a three which is in the

middle leaving plenty of room for improvements. The police department is making some changes as they can. Director Lossani was trained to do the audits and Sherry Ryea will be trained to do them as well.

Milner stated that the Council would like to hear about the benefits of 5s directly from each of the departments during the LEAN Workshops. This is currently planned for November.

The monthly department presentations will include budget reductions. The first step will be roadmap and scorecard training and creation. Tracking will begin which will highlight the problem areas and elimination of waste will take place.

Milner asked for the Council for their support in allowing each of the departments time with the Council to explain the details of their budgets and explain what their challenges are. The Police Department would like to be the first department to present. She doesn't want them to present in a cookie cutter format but she asked them to cover their Strengths, Weaknesses, Opportunities, and Threats (SWOT). Milner also wants them to share the things they are proud of, their achievements, and what kinds of support they would like from the Council and public. After the Police Department, next up will be trash talking of the MSD kind!

Milner stated that the reasoning for doing this with each of the departments is so when budget season presentation takes place like she did this past year and when she presented at the 30,000-level view, the Council already knows and understands the details within. She added that this will also give the public an opportunity to listen and learn more in depth information about a department they are interested in.

Councilor Brown asked if the City could include the school as well even if we just invite them. Councilor Dzujna agreed and added that sometimes the schools don't feel like they are a department of the City but they are.

Milner focused next on the livestreaming tasks. One quote for \$30,000 was received but the City cannot spend that. A cheaper way to accomplish this would be going back to wired microphones at a cost of approximately \$7,200. Director Lossani and Rocky Marsh are looking at options. She asked if the Council would consider having the audio posted to the website.

Councilor Rago shared that she attended the last School Board meeting and they were trying to livestream with just an iPad and no microphones. Rago suggested to them to collaborate with Director Lossani and try to work together and share equipment thus saving money and reducing waste.

Rago also stated that during the School Board meeting, she asked if she could schedule a Joint Finance Committee Meeting in October but received some gentle push back. She would like to see the Joint Finance Committee viewed as a department where they can go in front of the Council and review their strengths, weaknesses and state what they want or need. Rago suggested the Joint Finance Committee present to the Council in a similar fashion but was told

to wait until the School has their School Finance Meeting first then they will let her know when another Joint Finance Committee Meeting should be held.

City Manager suggested a Doodle Poll be sent to ask them for their availability.

Councilor Starkweather asked if there is a schedule of the LEAN Meetings yet. Milner replied that they used to be the 4th Monday of every month but will be moving to the 4 Tuesday of every month instead. This will allow more participants from the public including Richard Ellert plus the School District has their LEAN meetings on the 4th Monday of each month so instead of having them on the same night, more participants can attend the School's and the City's. Milner asked if the Council was agreeable to moving the LEAN Workshops to the 4th Tuesday of each month instead. All agreed it would be ok to move it.

Mayor Giunta shifted back to the Livestreaming topic and asked if there was a dollar figure that the Council was comfortable with so Milner could move forward. The Council agreed that \$10,000 was a comfortable amount.

Councilor Desrochers asked if it would be worth the effort to livestream. Councilor Testerman added that many people in other communities do watch a livestream of Council Meetings. Councilor Dzujna asked if a survey could be added into our next publication of the Franklin Newsletter. Milner replied that we can.

Councilor Starkweather stated that if livestreaming would cut down some of the social media news and false facts; it would be useful.

Councilor Rago added that it would be crucial for transparency's sake to livestream due to our older population and winter weather. She agreed with Starkweather's point of a Council Meeting livestream setting straight a social media frenzy of misinformation.

Mayor Giunta asked if Milner could reach out to Atlantic Broadband with regards to a grant. Milner replied that the City had a previous grant with Atlantic Broadband and she could reach out to them again and discuss the current needs.

Councilor Ribas asked if the livestreaming would be archived and retrievable. Milner replied that they would be. He added that he used to watch them when he couldn't sleep at 2 a.m. and that it was valuable to him.

Mayor Giunta asked if there was any further business to discuss. There was none.

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

All in favor. Motion PASSED.

The meeting adjourned at 7:49 p.m.

Respectfully Submitted,

Audrey Lanzillo