



City Council Meeting Minutes Monday, March 27, 2023 - 6:00 p.m. Council Chambers, City Hall

Council in attendance: Mayor Jo Brown, Councilor Jay Chandler, Councilor Leigh Webb, Councilor Bob Desrochers (via telephone), Councilor George Dzujna, Councilor Valerie Blake, Councilor Ted Starkweather (via telephone), Councilor Vince Ribas and Councilor Olivia Zink

Absent: Councilor Paul Trudel

Others in attendance: City Manager Judie Milner, City Department Heads, and members of the public.

Mayor Brown called the meeting to order in Council Chambers at 6:02 p.m.

Salute to the Flag was led by Councilor Dzujna.

Public Hearings:

Regarding the discontinuance of a portion of Punch Brook Road, a Class 6 highway, extending from the westerly side of parcel 059-002-00 to the westerly side of 083-401-00.

Mayor Brown opened the public hearing at 6:04 p.m.

Milner explained that this is a piece that is already discontinued and this is just a smaller piece of that Class 6 road., as one of the abutters would like some of it to be continued again.

The attorney for Joan Emerson read a statement from his client thanking the council for taking another look at this.

Jason Grevior of the Lakes Region Snowmobile Club asked for some consideration for what they are trying to do with their sport. They do use the Class 6 roads as well.

The public hearing on closed at 6:09 p.m.

Mayor Brown moved the second agenda item up to take a vote.

Agenda Item II.

Council to consider the discontinuance of a portion of Punch Brook Road, a Class 6 highway, extending from the westerly side of parcel 059-002-00 to the westerly side of 083-401-00.

Motion – Councilor Webb moved that the Franklin City Council approve the discontinuance a portion of Punch Brook Road, a Class 6 highway, extending from the westerly side of parcel 059-002-00 to the westerly side of 083-401-00, thereby redefining the extent of discontinuance voted on July 12, 2021. Seconded by Councilor Dzujna.

Mayor Brown asked if there was any discussion on this motion.

Councilor Webb asked P&Z Director Creighton if he could give a more detailed explanation.

Creighton stated that in July of 2021 the City Council approved discontinuance of a portion of Punch Brook Rd. An abutter appealed this decision to the Court and the Court ultimately sent this case to mediation. At mediation the appellant and the City reached an agreement to discontinue a smaller portion of Punch Brook Rd.

Creighton did let Mr. Grevior know that this is more of a benefit for snowmobiling, since the path does not actually go all the way through this portion of the discontinuance.

By a roll call vote.

Roll Call:

Councilor Blake	<u>yes</u>	Councilor Desrochers	<u>yes</u>	Councilor Starkweather	<u>yes</u>
Councilor Webb	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Trudel	<u>absent</u>
Councilor Chandler	<u>yes</u>	Councilor Ribas	<u>yes</u>	Councilor Zink	<u>yes</u>

All in favor. Motion PASSED.

Agenda Item I.

Council to consider the City Manager's contract.

Mayor Brown explained that this was being voted on again at this meeting because it was brought to the attention of a councilor that calling an absent councilor to vote when he was not participating in the amendment vote may not have been appropriate.

She also reminded the council that the pay raise in the revised contract will not be effective until July 1, 2023, just like all other employees and that Milner has asked for the lowest level base pay per the Pay & Class study.

Motion - Councilor Ribas moved that the Franklin City Council reconsider the vote of the City Manager's contract. Seconded by Councilor Chandler.

Mayor Brown asked if there was any discussion on this vote.

Councilor Webb asked for clarification on whether the Pay & Class study would have any effect on this if implemented and the answer was no.

By a roll call vote.

Roll Call:

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Councilor Blake	<u>yes</u>	Councilor Desrochers	<u>no</u>	Councilor Starkweather	<u>yes</u>
Councilor Webb	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Trudel	<u>absent</u>
Councilor Chandler	<u>yes</u>	Councilor Ribas	<u>yes</u>	Councilor Zink	<u>yes</u>

7 in favor; 1 opposed. Motion PASSED.

Motion - Councilor Dzujna moved that the Franklin City Council accept the City Manager's contract as written. Seconded by Councilor Ribas.

Mayor Brown asked if there was any discussion on this vote.
No discussion ensued.

By a roll call vote.

Roll Call:

Councilor Blake	<u>yes</u>	Councilor Desrochers	<u>no</u>	Councilor Starkweather	<u>yes</u>
Councilor Webb	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Trudel	<u>absent</u>
Councilor Chandler	<u>yes</u>	Councilor Ribas	<u>yes</u>	Councilor Zink	<u>no</u>

6 in favor; 2 opposed. Motion PASSED.

Agenda Item III.

Pay & Class Study Discussion

Milner stated that the Pay & Class study was completed by Municipal Resources, Inc. in October of 2022. This study will keep Franklin's wages competitive with other communities.

She also handed out some new projections to the council as well, which are attached to the end of these minutes.

She explained that under the new FY24 projections the employee wages show the funds below as being the general fund, which is supported by the tax payer's dollars and the water and sewer enterprise funds, which are supported by the users. Milner proceeded to read through the spreadsheets that she passed out.

A lengthy discussion ensued on all of the presented options.

Agenda Item IV.

Other Business.

Milner stated that she knows there have been a lot of comments and questions on the Economic Development team about the recommendation for a \$20M bond. She would like to put together

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another public forum on April 24th on this subject to be able to answer questions and go over more details. She gave the council a handout giving them some points that they can present to the public should they have any questions. This handout is included at the end of these minutes.

Milner went over the meeting schedule for April and May after some input from the council:

- Monday, April 3rd – City Council Meeting
- Monday, April 10th – Meeting CANCELLED
- Wednesday, April 19th – Public Forum: Budget 101
- Wednesday, April 24th – Public Forum: Economic Development Presentation
- Monday, May 1st – City Council Meeting (Will be receiving the City Manager’s Budget)
- Wednesday, May 3rd – School Budget Presentation
- Monday, May 8th – Municipal Budget Presentation (Part I)
- Monday, May 15th - Municipal Budget Presentation (Part II)
- Monday, May 22nd - Municipal Budget Presentation (Part III)

All meetings will be held in Council Chambers at 6pm.

The Pay & Class study will be presented at the May 8th meeting with the consultant present.

Milner also reminded the council that open enrollment occurs when they make changes, which this health insurance proposal will be a change with the 10% copay. So, if they vote on the budget in July, they aren’t going to see that happen until 30 days after, for a change on September 1st. If the council can vote in June, the earlier adoption would be better for enrollment.

Milner stated that the Assessing Technician asked her to remind the public that the deadline for applying for the Elderly Tax exemptions and Veteran’s credits is April 15th.

Councilor Ribas let the council know that the Manager Evaluation Committee met last week and they decided that they would like to come up with a questionnaire for department heads/employees and a separate one for councilors to be able to complete the 360 review. He asked the council if they had any objections with going forward with this and there were none.

Mayor Brown asked if there were any other topics that needed to be discussed.
No other discussion ensued.

ADJOURNMENT:

Motion to adjourn was made by Councilor Zink and seconded by Councilor Chandler.

By a roll call vote.

Roll Call:

Councilor Blake	<u>yes</u>	Councilor Desrochers	<u>yes</u>	Councilor Starkweather	<u>yes</u>
Councilor Webb	<u>yes</u>	Councilor Dzujna	<u>yes</u>	Councilor Trudel	<u>absent</u>

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Councilor Chandler yes **Councilor Ribas** yes **Councilor Zink** yes

All in favor. Motion PASSED.

The meeting adjourned at 7:06 p.m.

Respectfully submitted,

Lisa A. Jones
Executive Secretary

City of Franklin, NH FY2024 Payroll Projections as of 3/27/23

FY 2024 Projected	Total Payroll	Gross Pay	Social Security	Medicare	NHRS	WC	Unemployment	Health	Dental	Life/AD&D	STD	LTD	Grand Total Salary & Benefits
		5,855,289.55	191,214.89	84,901.70	1,230,196.31	222,325.41	2,980.25	2,065,883.33	86,009.82	2,156.12	28,772.70	12,344.85	9,782,074.94
	General	5,287,150.97	155,990.30	76,663.69	1,154,568.32	211,505.76	2,660.94	1,804,485.54	74,985.88	1,949.02	26,005.69	11,094.95	8,807,061.06
	Water	376,815.32	23,362.55	5,463.82	49,974.67	7,503.40	205.51	165,636.72	6,940.24	130.72	1,810.45	828.99	638,672.40
	Sewer	191,323.26	11,862.04	2,774.19	25,653.32	3,316.25	113.81	95,761.07	4,083.70	76.38	956.56	420.91	336,341.48
FY 2023 Actual	Total Payroll	5,283,786.00	169,985.25	76,614.90	1,194,995.70	212,356.05	3,220.00	2,109,300.56	82,344.96	2,156.12	25,809.34	11,069.49	9,171,638.38
	General	4,793,535.02	139,589.69	69,506.26	1,127,169.46	201,011.47	2,878.75	1,825,555.86	70,690.57	1,949.02	23,420.15	9,990.94	8,265,297.19
	Water	322,483.09	19,993.95	4,676.00	44,444.89	7,892.17	219.63	180,385.08	7,456.28	130.72	1,549.68	709.46	589,940.96
	Sewer	167,767.89	10,401.61	2,432.63	23,381.34	3,452.41	121.63	103,359.62	4,198.11	76.38	839.51	369.09	316,400.23
Variance	Total Payroll	571,503.54	21,229.64	8,286.80	35,200.61	9,969.36	(239.75)	(43,417.23)	3,664.86	0.00	2,963.36	1,275.36	610,436.56
	General	493,615.94	16,400.61	7,157.43	27,398.86	10,494.30	(217.81)	(21,070.32)	4,295.30	0.00	2,585.54	1,104.01	541,763.86
	Water	54,332.23	3,368.60	787.82	5,529.78	(388.77)	(14.12)	(14,748.36)	(516.04)	0.00	260.77	119.53	48,731.44
	Sewer	23,555.37	1,460.43	341.55	2,271.98	(136.17)	(7.82)	(7,598.56)	(114.41)	0.00	117.05	51.82	19,941.25
Assumes:													
	FY2023 Pay & Class Study prepared by MRI implemented in FY2024						General Fund:						
	P&C Study implemented based on experience (placed on step commensurate with experience)						CPI-U					686,708.00	
	No step increases for FY2024, just placement on new plan						P&C Study Implementation - Regularly Scheduled					(541,763.86)	
	FY2024 Employer/Employee health insurance split 90/10						Remaining CPI-U for seasonal & OT					144,944.14	

City of Franklin, New Hampshire													
Pay & Class Study Scenarios													
FY2024 Recommended Implementation													
Scenario Description	Scenario #	Gross Pay	Social Security	Medicare	NHRS	WC	Unemployment	Health	Dental	Life/AD&D	STD	LTD	Grand Total Salary & Benefits
Base - current payscale		5,298,267.13	170,389.10	76,824.87	1,121,868.46	212,871.74	3,220.00	2,159,153.48	85,068.60	2,156.12	25,943.81	11,128.56	9,166,891.87
Scenario as is difference from base	1	6,662,045.46 (1,363,778.33)	217,619.33 (47,230.23)	96,599.66 (19,774.79)	1,401,501.08 (279,632.62)	273,652.77 (60,781.03)	3,220.00	2,159,153.48	85,068.60	2,156.12	32,632.48 (6,688.67)	13,991.80 (2,863.24)	10,931,033.01 (1,764,141.14)
Based on experience difference from base	2	6,108,736.11 (810,468.98)	198,933.89 (28,544.79)	88,576.67 (11,751.80)	1,285,440.70 (163,572.24)	250,338.64 (37,466.89)	3,220.00	2,159,153.48	85,068.60	2,156.12	29,866.67 (3,922.86)	12,813.56 (1,685.00)	10,207,696.68 (1,040,804.82)
Based on experience no steps difference from base		6,037,016.08 (738,748.95)	196,553.01 (26,163.91)	87,536.73 (10,711.86)	1,270,408.38 (148,539.92)	247,372.05 (34,500.31)	3,220.00	2,159,153.48	85,068.60	2,156.12	29,517.33 (3,573.52)	12,662.75 (1,534.19)	10,114,056.77 (947,164.91)
closest without going over doesn't work because a lot will be at step 1 creating compression from the start													
Health Insurance 10% CPIU-municipal portion		230,218	7.29% NTE										
		686,708	6.50%										
		916,926											
		(30,238.91)											

Proposed Franklin FY2023 Wage Scale - General Administration and Non-Union Classifications - Series 1000

Grade	Classification	1	FY2023 Adopted	
			Pay Plan Step 1	Difference
1001	None	\$15.50	13.55	-\$1.95
1002	Account Clerk- City Clerk	\$18.50	16.07	-\$2.43
1002	Library Assistant	\$18.50	14.75	-\$3.75
1003	Administrative Assistant - Planning	\$21.30	17.55	-\$3.75
1003	Administrative Assistant- Municipal Services	\$21.30	17.55	-\$3.75
1003	Administrative Assistant to Fire Chief	\$21.30	17.55	-\$3.75
1003	Administrative Assistant to Police Chief	\$21.30	17.55	-\$3.75
1003	Assessing Technician	\$21.30	18.09	-\$3.21
1003	Children's Librarian	\$21.30	16.07	-\$5.23
1003	Firefighter	\$21.30	18.6	-\$2.70
1003	Recreation Program Coordinator	\$21.30	13.55	-\$7.75
1004	Deputy City Clerk/Deputy Tax Collector	\$24.30	16.77	-\$7.53
1004	Executive Secretary to City Manager	\$24.30	18.6	-\$5.70
1004	Finance Assistant	\$24.30	18.6	-\$5.70
1004	Firefighter/AEMT	\$24.30	18.6	-\$5.70
1005	Communications Supervisor	\$26.00	20.2	-\$5.80
1005	Drug Free Communities Project Coordinator	\$26.00	21.69	-\$4.31
1005	Firefighter/Paramedic	\$26.00	20.49	-\$5.51
1005	Fire Inspector	\$26.00	22.38	-\$3.62
1005	Master Firefighter	\$26.00	19.61	-\$6.39
1005	Working Foreman I	\$26.00	20.49	-\$5.51
1005	Welfare Administrator	\$26.00	21.69	-\$4.31
1006	Master Firefighter/Paramedic	\$27.60	21.69	-\$5.91
1006	Working Foreman II	\$27.60	20.49	-\$7.11
1007	Accountant	\$30.10	21.69	-\$8.41
1007	Fire Captain	\$30.10	22.82	-\$7.28
1007	Inspection Captain	\$30.10	24.92	-\$5.18
1008	City Clerk/Tax Collector	\$34.70	26.45	-\$8.25
1008	Fire Captain/Paramedic	\$34.70	24.6	-\$10.10
1008	Library Director	\$34.70	26.45	-\$8.25
1008	Police Sergeant	\$34.70	26.45	-\$8.25
1009	Municipal Services Deputy Director	\$38.50	27.99	-\$10.51
1009	Parks & Recreation Director	\$38.50	27.99	-\$10.51
1010	Deputy Fire Chief	\$41.30	32.82	-\$8.48
1010	Police Lieutenant	\$41.30	32.82	-\$8.48
1011	Prosecutor	\$45.00	29.04	-\$15.96
1012	Deputy City Manager/Finance Director	\$48.40	41.39	-\$7.01
1012	Fire Chief	\$48.40	41.39	-\$7.01
1012	Municipal Services Director	\$48.40	41.39	-\$7.01
1012	Planning & Zoning Director/Special Projects Coordinator	\$48.40	41.39	-\$7.01
1012	Police Chief	\$48.40	41.39	-\$7.01

Proposed Franklin Police Department - NEPBA Local #214 FY23 Wage Scale Series 4000

Grade	Classification	1	FY2023 Adopted Pay Plan	
			Step 1	Difference
4001	Prosecutor's Secretary	\$18.50	15.56	\$2.94
4002	Communications Specialist	\$19.80	18.17	\$1.63
4003	Patrol Officer	\$24.60	23.78	\$0.82
4004	Detective	\$26.00	23.78	\$2.22

Proposed FY2023 Franklin Municipal Services Department - SEA LOCAL #49 Wage Series 7000

Grade	Classification	1	FY2023 Adopted Pay Plan Step 1	Difference
7001	Building & Grounds Custodian	\$16.50	13.56	\$2.94
7002	Light Equipment Operator	\$18.10	14.61	\$3.49
	Transfer Station Operator			
7003	Heavy Equipment Operator I	\$20.10	16.54	\$3.56
	Refuse Packer Operator			
7004	Heavy Equipment Operator II	\$22.10	17.28	\$4.82
7005	Mechanic	\$24.10	17.28	\$6.82

City of Franklin, New Hampshire							
Investment in our Future Breakdown							
FY2024							
Total Bond		not to exceed \$20M					
Estimated Project Breakdown:							
	City Hall/Opera House			5,000,000			
	Roads			9,500,000			
	Trestle Bridge			3,000,000			
	White Water Park			2,500,000			
				<u>20,000,000</u>			
Shows Demonstrated MATCH for other funding opportunities							
Do not need to bond \$20, could be less based on other funding opportunities granted							
Does not "break the tax cap" but rather utilizes the tax cap formula for capital							
Projects have a return on investment							
Effect on current tax rate (2022):							
	per thousand		\$	2.47			
	average household		\$	206,000	estimated based on 2023 revaluation		
	ave household/yr		\$	509			
	ave household/wk		\$	9.79			
	ave household/day		\$	1.40			
Effect on estimated tax rate (2023):							
	assumes a conservative 30% increase in values (averaging 40-50% in revaluation)						
	per thousand		\$	1.89			
	average household		\$	206,000			
	ave household/yr		\$	389			
	ave household/wk		\$	7.49			
	ave household/day		\$	1.07			
RSA 33 Municipal Finance Act							
City Council approves bonding by resolution							
May meeting for June							
Next economic development team presentation 4/24 City Hall							
Focus will be on RETURN ON INVESTMENT							