



City Council Meeting Minutes

Monday, January 29th, 2024 - 6:00 p.m.

Franklin Lodge of Elks

Council in attendance: Mayor Desiree McLaughlin, Councilor Tim Johnston, Councilor Leigh Webb, Councilor George Dzujna, Councilor Valerie Blake, Councilor Vince Ribas, Councilor Ted Starkweather, Councilor Olivia Zink, and Councilor Susan Hallett Cook (joined at 6:35pm)

Absent: Councilor Ed Prive

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

Mayor McLaughlin called the meeting to order at 6:01 p.m.

Salute to the Flag was led by Mayor McLaughlin.

Agenda Item I.

Meet & Greet with the Department Heads

Mayor McLaughlin turned the meeting over to City Manager Milner and her team.

The department heads present were:

Library Director, Rob Sargent
City Clerk, Michelle Stanyan
Police Chief, David Goldstein
Fire Chief, Michael Foss
Parks & Recreation Director, Krystal Alpers
Planning & Zoning Director, Seth Creighton
Municipal Services Director, Justin Hanscom

Milner thanked the council and stated that she had promised the newly elected councilors and mayor that their first workshop would be a meet & greet with the department heads so that they could get familiar with them and hear what their challenges are. She let the council know that they could ask questions of each department head afterwards.

Each director went through what their department does and what their challenges are. Police Chief Goldstein and Fire Chief Foss both provided a SWOT analysis as a handout for the council, which can be found at the end of the minutes.

Below is a summary of what each director spoke about:

Police Chief Goldstein:

- Hired a headhunter and was told they had been hiring all wrong. They are now hiring online only.
- Many officers are inexperienced.
- The administration/supervision is experienced.
- Public negativity has been a problem for the PD.

Planning & Zoning Director Creighton:

There are 2 full time positions filled; the Director and the Administrative Assistant.

This department wears many hats:

- Land Use - Issues permits
- Economic Development – He does this as a side job for the city, which includes applying for grants.
- Works with Code Enforcement on inspections.
- Always looking at what Franklin will look like in the future.
- Oversees other committees; Planning Board, Zoning Board of Adjustment and the Heritage Commission. He attends about 60-70 evening meetings annually.

City Clerk Stanyan:

There are 3 full time positions filled; City Clerk, Deputy Clerk, and Assistant Clerk. There is one unfunded position in this department that would be helpful.

Some of their duties include:

- Taxes
- Water/Sewer invoicing and late notices
- Motor Vehicle Registrations (over 10,000/year)
- Vital Records
- Elections
- Fish & Game licensing
- Dog licensing

She added that new election machines will need to be purchased this year and will be seen in the FY25 budget.

Fire Chief Foss:

He stated that he has been asking for more firefighters since 2018.

These were his key points:

- The majority is EMS service.
- 75% of this year's overtime budget has already been used up.
- He needs 6 more firefighter's/EMT's to keep up with calls and to lower the amount of OT his employees are working each shift.
- He is going to be in need of a new ambulance and a new fire engine, which will be expensive.

Library Director Sargent:

Sargent stated that he is the only department head that does not work for the City Manager, but the Library Trustees. The Manager does keep him on as part of the team.

He has 2 full time positions and the library is open 6 full days a week.

- Copy services are extremely popular at the library, as they have a low cost.

- The library is also used for Opera House events and committee meetings.

Parks & Recreation Director Alpers:

She has 3 full time positions and 1 part time in administration and the rest are all seasonal part timers. She stressed that the part time help is not paid enough. Alpers listed some of their duties:

- Community special events
- Program membership for sports
- Before/after school program
- Summer camp
- Overseeing the public parks

MSD Director Hanscom:

Hanscom stated that he runs 7 divisions:

- Administration – Coordination of all divisions
- Highway Division – Road maintenance and plowing
- Buildings & Grounds – Custodial and park/city property maintenance
- Solid Waste
- Transfer Station
- Mechanical Garage – Maintenance and repairs for all department vehicles
- Water department

Finance – City Manager Milner filled in for absent director:

There are 3 full time positions in finance; Director, Accountant, and Account Clerk.

These are a few of the duties of this department:

- HR – The city does not have an HR position. All of the department heads actually share this position. However, there should be one main HR position in this department.
- Payroll/Benefits
- Accounts Payables
- Risk management
- Cash management
- Budgets
- Financial Statements
- Oversees financial audit
- DRA reporting
- Grant administration

Milner mentioned that the finance department also works with the Trustees of the Library and the Trustees of the Trust Funds, which is uncommon and works very well.

They also have a state audit done once a year based on the amount of grants received.

This department would benefit from having a full time HR position and a full-time grant writing position.

The council asked questions and received answers throughout the meeting and they thanked all of the directors for being there to provide them with a description of their departments.

Milner wrapped up the meeting by reiterating to the council that staffing is an issue in many departments. Efficiency could be made better with new software. Having some departments in closer proximity may be helpful as well.

She also added that to increase morale, she is asking the council for support when hearing complaints about the city or its employees that they come and ask for the other side of the story before making any assumptions.

Milner thanked the council for their time. No other discussion ensued.

ADJOURNMENT:

**Motion to adjourn was made by Councilor Webb and seconded by Councilor Ribas.
All in favor. Motion PASSED.**

The meeting adjourned at 8:49 p.m.

Respectfully submitted,

Lisa A. Jones
Executive Secretary

Police Department SWOT

Strengths:

- Experienced Administration/Supervision
- Professionalism
- Education & training
- Position in the NH LE Community
- Eclectic membership

Weaknesses:

- Inexperienced officers
- Ca. 1980s roster
- Funding
- Physical plant (i.e., bldg.)

Opportunities:

- Training
- Hiring benefits
- New personnel

Threats:

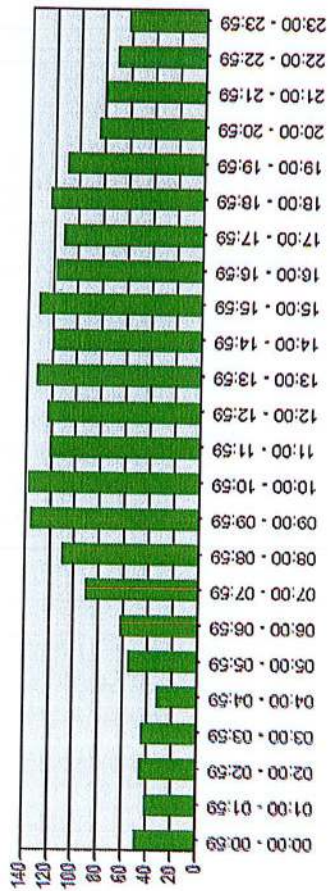
- Public attitudes/external negative influence
- On going suits
- “Generational” attitudes

Calendar Year
January 1, 2023 - December 31, 2023

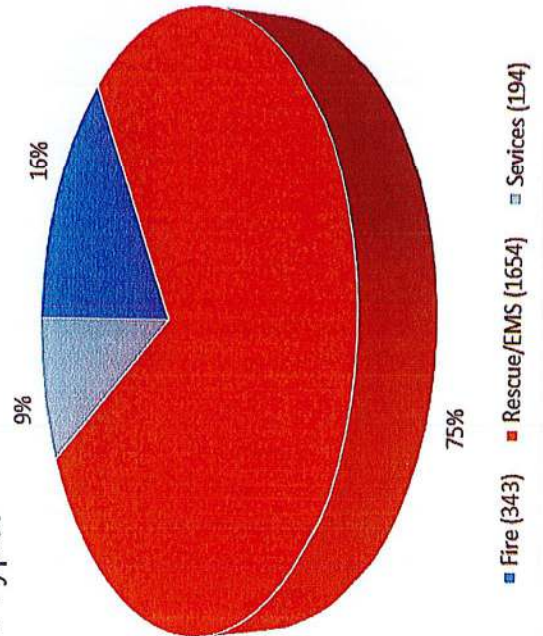
Franklin Fire Department

Incidents by Time:

Busiest Four Hours:	Slowest Four Hours:	Time of Greatest Vulnerability:
0900 - 1300 (9 am - 1 pm)	0100 - 0500 (1 am - 5 am)	1900 - 2300 (7 pm - 11pm)



Incident Type:



Concurrent Incidents:

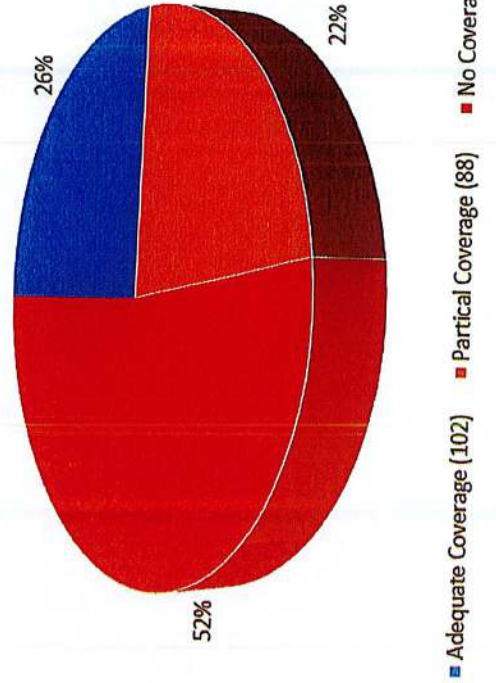
# OVERLAPPING	% OVERLAPPING	TOTAL
446	20.36	2191

Incidents Per Firefighter:

	Franklin*	Laconia	Plymouth	Gilford	Tilton/ Northfield	Concord	Franklin +/- to Average
Emergency Incidents/ Career Firefighter	157	115	180	114	133	123	137
							20

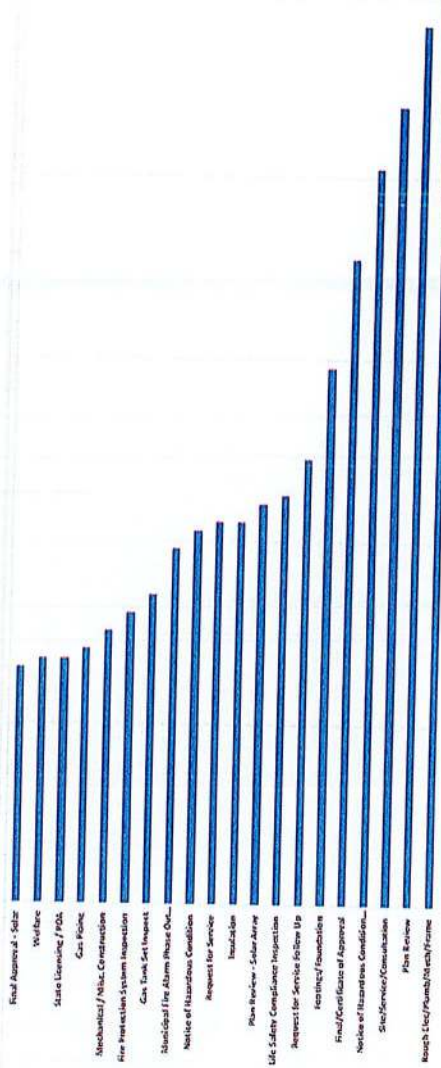
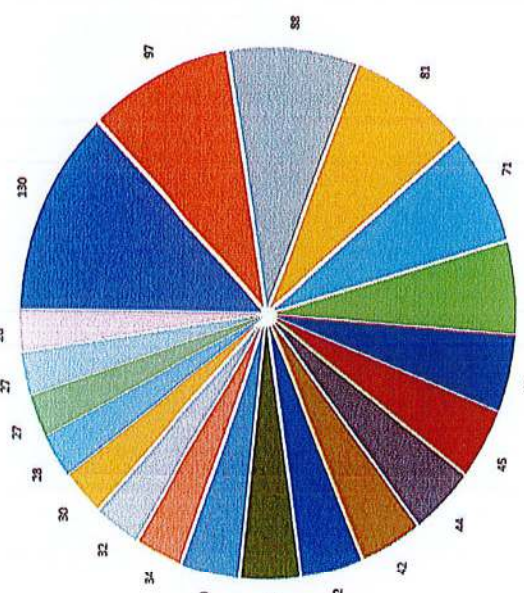
Off Duty Coverage:

The Fire Department Request for "Off Duty" Assistance Coverage. There was 395 calls for "Off Duty" assistance 102 calls recieved no coverage, 88 calls partial coverage, and 205 calls had adequate coverage



2023 Inspections		Ct
1st Pk Inspection		28
2nd Pk Inspection Follow Up		8
Apartment Inspected		0
Apartment Re-inspected		0
Rough Elec/Plumb/Mech/Frame		130
Plan Review		97
Site/Service/Consultation		88
Notice of Hazardous Condition Follow Up		81
Final/Certificate of Approval		71
Footings/Foundation		59
Request for Service Follow Up		49
Life Safety Compliance Inspection		45
Plan Review - Solar Array		44
Insulation		42
Request for Service		42
Notice of Hazardous Condition		41
Municipal Fire Alarm Phase Out Inspection		39
Gas Tank Set Inspect		34
Fire Protection System Inspection		32
Mechanical / Misc. Construction		30
Gas Piping		28
State Licensing / POA		27
Wellfare		27
Final Approval - Solar		26
Solar Array		25
Electrical SVC - New		24
Final/Certificate of Occupancy		24
Property Maintenance Follow Up		24
Boiler/Furnace/Water Heater		23
Drywall Pattern/Fastener/Fit		23
Plan Review - Demolition		21
Underlab - Water/Elec/Gas		21
Property Maintenance		19
Electrical SVC - Upgrade		18
Demolition Inspection		17
Plan Review - Deck		15
Back Tow/City Admin. Request		15
Plan Review - Shed		13
Emergency Preparedness Drill		12
Electrical SVC - Underground		11
Fire Protection System Consult		9
Generator		9
Above Ceiling Inspection		6
Final Approval - Shed		6
Fire Investigation Follow Up		6
Electrical SVC - Reconnect		5
Plan Review - Fire Protection System		5
Slab Ground Work/ Pre-Pour		5
Temp - CO		4
Travel Trailer / Rec Vehicles		4
Gas SVC New Service		3
Gas SVC Reconnect		2
Health Officer Related Inspection		2
Multi Family Follow		2
Plan Review - Pool		2
Special Events Inspection		2
Re-Roof Commercial Only		2
Wellfare Follow Up		1
Wood/Pellet Stove		1
Total		1454

Franklin Fire Prevention Inspections
2023 - Top 20 Inspection Types



NOTE - MH PARK & APARTMENT INSPECTIONS
excluded from graphs. 1st MH Parks inspected 2023

Franklin Fire Department - Annual Inspections Conducted

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2017													1127
2018													881
2019	20	34	63	125	160	203	100	180	117	100	113	109	1324
2020	53	64	97	58	90	97	129	148	166	150	63	100	1215
2021	80	69	49	98	110	107	123	136	145	228	234	158	1537
2022	115	106	158	143	86	160	92	148	112	120	163	232	1635
2023	124	146	125	133	140	184	108	91	71	90	122	120	1454