



Approved as amended by City Council on September 5, 2017

City Council Workshop Meeting July 24, 2017

Call to Order

Interim Mayor/Councilor Clarenbach called the meeting to order in the Franklin Public Library, 2nd floor at 6:00 p.m.

In Attendance

Councilor Ribas, Councilor Moquin, Councilor Barton, Councilor Giunta, Councilor Desrochers, Councilor Wells, Councilor Zink, Councilor Dzujna, City Manager Dragon and Interim Mayor/Councilor Clarenbach.

Salute to the Flag was led by Councilor Ribas.

Agenda Item I.

City Council to consider proposed Façade Improvements on Buell Block building facing Marceau Park.

City Manager Dragon spoke about a Council Action Report for the Buell Block Conceptual design incorporating a section of Marceau Park. She spoke about working with PermaCityLife and the redoing of some of the mill buildings owned by PermaCityLife. She referenced the Buell Block conceptual proposal by PermaCityLife and how they met last week about the multiple proposals they were looking at. The first option was to do a lot line adjustment and deeding a piece of Marceau Park to PermaCityLife and then having a shared piece for the city, public and the operator of the space. Since there is no operator for the space at this time so the lot line adjustment and the shared piece is just not feasible right now. Creating outdoor seating for the Buell Block is important as that is something people are looking for today and access to the building from the park is also important as that is the only handicap accessible access at this time. This is an example of a private and public relationship which is a benefit for both parties.

City Manager Dragon stated that currently there is no walkway through the park to connect Central Street and the back parking lot. If PermaCityLife builds a walkway to the city standards PermaCityLife would get use of the space. She directed everyone to a map that was in the council packet, which showed the shared space (they would revisit later when there is an operator of the space) and the patio outdoor space which is in the motion this evening. There was a question as to whether some of the façade funds could be used for the patio and it was determined that it could not so it will remain a grass space for the seating at this time. If the walkway is built by PermaCityLife then it would become the city's walkway and maintained by the city. The entrance to the Buell Block building is the storefront handicap entrance and that would have to be maintained by the building owner.

City Manager Dragon stated she has given information about the design, which is very creative as it incorporates the history with a modern approach and is very eye catching. If the council supports the plan that is proposed the next step for PermaCityLife is to go in front of the Heritage Commission and if approved the façade project will move forward. The current proposal is a 20 year lease agreement with a 5 year renewal clause for private use of 1,408 sq ft and a store front into Marceau Park in return for approximately \$20K of improvements to build a city owned and maintained walkway through the Park which meets specifications provided by MSD Director Sullivan and P&Z Director Lewis. In addition, any plans for a walkway to a new storefront accessed from the park would be the responsibility of the building owner and would not be considered a publicly owned and maintained walkway. The vision is not complete as there is no operator for the building at this time. Once an operator is place they could come back to the council for an amendment to fit what the operator is looking to do. City Manager Dragon stated that Jim Aberg from FBIDC, Todd Workman from PermaCityLife and Mike Mullavey from the PermaCityLife Board are here to answer questions.

Councilor Giunta asked to elaborate on the lease vs the sale of the property. City Manager Dragon stated that you can compare this to other places that have eateries outside with the tables and chairs that are only out in good weather and not all year long. This is for the use of the space with a 20 year lease with a 5 year renewal. PermaCityLife and the owner of the building would like a long term lease and she gave it a value for the improvements for the walkway which is about \$1K a year which is a return for the public, beneficial to the owner of the space and keeps the city involved. The entrance would have to be an easement over city land. City Manager Dragon felt this was the most acceptable plan to those who make donations and use the space.

Councilor Giunta asked Todd Workman of PermaCityLife if the lease acceptable or to have the land deeded, what makes this work. Todd Workman stated that there are lots of ways this can be done. The long term is to break this down into a smaller section but deeding of the space is preferred. There has always been a need for a walkway into the park and would allow for two (2) storefronts and a lot line deed adjustment is really what they want.

Councilor Barton clarified that we don't know who the operators will be and then asked if there are operators they won't allow. Todd Workman stated that is premature to answer but they would like a restaurant.

Councilor Dzujna asked that since this is a park and leasing of the space would the city run into trouble with people consuming alcohol or smoking. City Manager Dragon replied that there would be an indemnification clause in the lease and then the operator would have to follow state regulations if they serve alcohol so she doesn't feel it would be an issue.

Todd Workman stated he wants to get the pulse of the council as construction should begin in September and the design depends on what happens with this. City Manager Dragon stated that there is a vote in the package to direct the city manager to work out the lease details with the city attorney and PermaCityLife. Councilor Giunta stated that he doesn't want to make this complex but when he was mayor Marceau Park was created as the council wanted to put green space and change

the perception but not keep property off the tax rolls. He suggested they sell it for \$1 to get it back on the tax rolls. City Manager Dragon asked if he was talking about all of Marceau Park or the lease space and Councilor Giunta stated just the lease space. She stated that it would take additional steps like a survey and other required expenses to go that route and the lease was simpler and she felt a more palatable route for the council and the public. Todd Workman stated they could do a lease now and then come back later to revisit. City Manager Dragon replied that was what she was also thinking as the community would want to see operators in the building and see them being successful and then other pieces could be done in phases.

Councilor Desrochers stated that if this takes off and if anything happens to improve the downtown then the city should be behind it.

Councilor Wells clarified that they are talking about PermaCityLife would build a walkway in Marceau Park in exchange for use of the walkway. City Manager Dragon replied no it is building the walkway and to use the section in the brown area of the map. Councilor Wells clarified again that they are building the sidewalk for the brown space and possibly some other space. City Manager Dragon responded that the walkway is in exchange for the leased space and the easement for the store front. The sidewalk is for the public's use and will be a benefit for them and also beneficial to the operator of the space as it will connect Central St to the municipal lot behind Marceau Park.

Councilor Dzujna stated that the lease is fine and then we can always come back and look at it.

Councilor Zink asked if the motion is to give City Manager Dragon leeway to work on the lease and then come back to the council for the approval and City Manager Dragon stated yes. Councilor Zink asked if a public hearing will be needed so the public would have input on the project. City Manager Dragon stated that a public hearing would not be required for a lease. There could be public comment at the council meeting for the final approval. This motion directs her to work with the city attorney to draft the lease and the easement documents.

Councilor Giunta clarified that if the council approves this motion tonight then PermaCityLife can go to the Heritage Commission and City Manager Dragon stated yes.

Councilor Ribas stated he is concerned by how much of the public use is going to be restrained on this space. City Manager Dragon stated that the park is used for the Christmas Tree Lighting and Santa, the karate center uses it, the charter school uses it and occasionally people use it for birthday parties. She feels the walkway will help if they do art in the park again. The building that is in the park houses the electrical and junction boxes and in the future it could be a great spot for a kiosk and the way she has it written it would not impact that. Todd Workman stated that they have been very careful of the design and their key element is to over time connect Central Street to Odell Park. That park is a gem that one is not naturally drawn too.

Motion: ***Councilor Giunta moved that the Franklin City Council direct the City Manager to work with PermaCityLife on a 20 year lease agreement with a 5 year renewal clause***

for private use of approximately 1,408 sq feet and a storefront entrance walkway in Marceau Park in return for approximately \$20,000 of improvements to build a city owned and maintained walkway through the park which meets specifications provided by Director Sullivan and Director Lewis. In addition, any plans for a walkway to a new storefront accessed from the park would be the responsibility of the building owner and would not be considered a publicly owned and maintained walkway. Motion seconded by Councilor Dzujna.

All in favor; motion passes.

Agenda Item II.

City Council to consider proposed support of CDBG funds for Community Action Program (CAP) building to be built on city property (82 Elkins St).

City Manager Dragon spoke about how the city has been able to access CDBG funds over the years on various projects (ex. renovated the Bessie Rowell Community Center and the housing project behind city hall). The city owns property at 82 Elkins Street which currently houses the CAP program, who has a long term lease with the city, and Merrimack County Diversion Program. The conditions of that building have been less than desirable for a long time. The county has been working with Ralph Littlefield, Executive Director of CAP, on the proposal of a new building using CDBG grants. City Manager Dragon stated she asked for something in the agreement that acknowledges the contribution from the City of Franklin participating in this project and that the value of the land would be the match and help with the scoring. The contribution from the city should be taken into consideration when they come to the city and ask for funding for the operations of the CAP program as she feels it would be a win/win for both. CDBG funds were delayed based on the President's budget and there is some funding available and the deadline is the end of August.

Ralph Littlefield stated that he has been with CAP since 1982. The building is a multi-purpose center and has been rehabbed two (2) times previously. His recommendation to the council is to remove the building and replace it. They will be applying for \$500K through CDBG but also applying for USDA loans, looking for energy saving grants for heating and more advanced systems. It will cost between \$600-\$800K for the building to be built and a paved parking lot (currently they do not have a paved parking lot). A survey was done and it was found that the setbacks are through the middle of the building, as the building has been there a long time. They are looking to build a 5000 sq ft building and will move it on the site so it meets the setbacks. If the council agrees to this then they will talk with the Historic Commission, if needed, and the county to find other resources.

Councilor Desrochers asked how the setbacks are going to affect the abutters. Ralph Littlefield showed the council the survey drawings with the existing building and setbacks and the new building with setbacks as it would not affect the abutters.

Councilor Dzujna stated that the current building is 6700 sq ft and you are going to build a 5000 sq ft building is that going to be enough space. Ralph Littlefield stated yes for the existing people in the building. Councilor Dzujna asked if it would be possible to put solar on the building. Ralph Littlefield stated it is their hope to do that and heat pumps. The plan is to take the building down quickly and the put the slab in. They are looking to possibly panelize the project and have it finished in three (3) months. Councilor Dzujna mentioned that the city has been lucky with the grants and would be glad to see this happen.

Councilor Ribas clarified that their time frame is three (3) months. Ralph Littlefield stated yes and CAP will be looking to move their staff to city/town halls in the area and using the county building. WIC is talking with area hospitals to set up for the construction time period. We are trying to be back on the site as soon as possible. Councilor Ribas asked if they are looking to do this next spring and Ralph Littlefield stated they are trying to do it sooner.

Councilor Zink asked if they are hiring someone to write the grant. City Manager Dragon stated that Donna Lane doesn't charge to write the grant she only gets paid if the city was awarded the grant and then she would administer the grant.

City Manager Dragon is not sure if the city or the county was going to do this. There is no motion tonight just a sense to move forward. Councilor Dzujna stated he is in agreement for this. Interim Mayor/Councilor Clarenbach asked if anyone has and concerns and there were none so they can move forward.

Agenda Item III.

City Council to consider setting a Public Hearing for Resolution #04-18, for the acceptance, the appropriation, and the expenditure of grant funds from the USDA's Rural Development office and matching funds from Franklin Business and Industrial Development Corporation.

City Manager Dragon stated there is a motion to accept the funds from the Rural Development Office of the US Dept. of Agriculture. They applied last year and received funds that they used to hire Niel Cannon as the Downtown Business Coordinator. This time they were awarded a smaller grant which they need to accept the funds.

Motion: Councilor Desrochers moved that the Franklin City Council set a public hearing to be held on Monday, August 7, 2017 at 6:05 pm for Resolution #04-18 for the acceptance of Rural Development grant funds and matching funds from the FBIDC, and the appropriation and expenditures of these funds starting in Fiscal Year 2018. Motion seconded by Councilor Zink.

Councilor Clarenbach read Resolution #04-18:

A Resolution Relating to a Supplemental Appropriation for Fiscal Year 2018.

In the year of our Lord, Two Thousand Seventeen,

WHEREAS, the City Council of the City of Franklin has adopted a budget for Fiscal Year 2018 which began July 1, 2017, and;

WHEREAS, the City Council recognizes the recent efforts to improve the economic and residential viability of the downtown and the need to continue with additional progress, and;

WHEREAS, the City has been awarded another grant from the Rural Development Office of the US Department of Agriculture in the amount of \$9,410, with the funds to be used for the Downtown Business Coordinator to assist the redevelopment and revitalization of the downtown area, and;

WHEREAS, the Franklin Business & Industrial Development Corporation (FBIDC) board has voted on June 28, 2017 to provide matching funds for the grant in the amount of \$5,590 making grant & match total funding of \$15,000, and;

WHEREAS, the City Council recognizes that these grant funds will provide the City a unique opportunity to assist in the redevelopment efforts which will benefit all downtown property owners and business owners, Now,

THEREFORE BE IT RESOLVED, that at the scheduled meeting of the City Council on Monday, August 7, 2017, the City Council of the City of Franklin, New Hampshire does hereby vote to adopt resolution 04-18, accepting the grant funds from the USDA, Rural Development office, accept matching funds from FBIDC, hereby authorizes the City Manager to execute all grant documents and hereby authorizes the following non lapsing appropriations,

An increase in revenues:

Acct# 01-1-000-33111-435 Federal Grant – USDA Rural Technical Assistance – Nine Thousand Four Hundred Ten Dollars (\$9,410),

Acct#01-0-000-35085-000 Donations – Five Thousand Five Hundred Ninety Dollars (\$5,590.00),

And an increase in expenditures:

Acct# 01-1-302-40110-435 Wages – USDA Rural Technical Assistance Fifteen Thousand Dollars (\$15,000.00)

By a roll call vote.

All in favor; motion passes.

Other Business

City Manager Dragon stated the Carl Weber from Primex is here to help the council with the city manager selection process. Primex assists in the process but they do not do the recruitment. Tonight Carl will talk about how Primex will help the council in the process starting with the job description.

Carl Weber from Primex stated they are a nonprofit and since the city is a member they can get these services. This service will be comprised of three focal points – preparation, selection and transition. During preparation there will be an introductory meeting to review the process and the council's roles. Primex can assist along the way and can help the council stay on task and don't drift. There will be an identification meeting that helps the council with critical issues, road blocks and creating ideal candidate profile. Primex can work on behaviors and motivators and the drivers with in that, they can facilitate goal settings for 6 & 12 mo. and what can be done to lead to successful managers.

Interim Mayor/Councilor Clarenbach stated that he feels this is a great service Primex offers, as well as free, but it can align and prepare the council. All this work will help the recruiter finalize what Primex has been preparing for what they want in a candidate as there is no real job description. The big question is what will be the ideal pool of candidates who are going to apply as there is a big difference in responsibilities between Town Administrator and Town Manager. Carl Weber stated that Primex is going to help with the big picture and the recruiter will be doing the nuts and bolts. The behavioral discussion will try to pick through what type of person they want to hire.

Councilor Dzujna stated that what he has seen is the job has changed dramatically over the years since they hired City Manager Dragon. City Manager Dragon stated economic development wasn't even on the radar for the city manager. The industrial park was the only real economic development at the time and that was through FBIDC.

City Manager Dragon stated several years after she was hired they refocused to the downtown and went for redevelopment and not economic development. They also looked at doing something with the river as a way to help bring in income and wealth that the city currently doesn't have. The new city manager will need to keep these projects going and bring to completion as operators won't come into the spaces without the economic development, tourism or the white water park. They also need to have an understanding and strength in finances as there is a lot of work to make the bottom line work with the tax cap and with 24% of the taxpayers living at or below poverty which means being creative, like with the public/private partnership, and not going back to the taxpayer.

City Manager Dragon stated that Carl Weber mentioned the preparation meeting which is also important so the public can bring a voice into the overall candidate profile. You will not find someone who will fit all the items so then prioritization of the items will need to happen. Franklin has a good reputation with longevity in the city manager position and the other managers in the area like coming here. She stated they will probably attract people who are on the same path that she is on as she was a Town Administrator, Town Manager then City Manager. You have to look at the job description as to what the responsibilities are and possibly be able to recruit someone from out of

state. Unfortunately based on the town manager group there are a lot of people getting ready to retire so that will impact the candidate base.

City Manager Dragon stated that she and Finance Director Milner have done an RFP, looking for a recruiter, and a timeline for the council to view. If the RFP is approved then in 2-3 weeks they can work with Carl Weber on the profile. Interim Mayor/Councilor Clarenbach stated that the timeframe is slow to start but will then pick up.

Councilor Giunta asked City Manager Dragon to write a job description for the council, can she do that? City Manager Dragon stated she would be happy to do that and public/community buy in is a big piece. Councilor Dzujna asked if nine (9) years ago would the job description have scared her off. City Manager Dragon stated no but would have been hesitant about the economic development but she also would have looked at that as an opportunity to learn. Once the projects we are currently working on are complete, the new manager will have those types of projects on their resume which can be attractive.

Carl Weber stated that they can execute really well in front of people but there are not a lot of people out there in the job market. The job description should be brief as you need to sell the position to the candidates.

City Manager Dragon talked about the RFP and it is very paired down and also an a la carte type section. If the council approves the RFP this evening then the timeline can stay as is and a decision to hire should be made in December based on this schedule - August to review recruiter proposals, September meet with the recruiter, October the recruiter does their part, November interviews can be held and a decision made in December.

Interim Mayor/Councilor Clarenbach asked if the council was ok with the RFP and the date the RFP is due which is August 18. He suggested a meeting before the 18th to meet with Carl Weber followed by a meeting to award the RFP and then a follow up meeting with Primex. The following meeting dates were decided upon – August 9 initial meeting, August 22 – RFP awarded and August 29 Primex follow up.

Interim Mayor/Councilor Clarenbach stated if City Manager Dragon can put her job to paper so the council will have some backbone when they have public opinion.

Carl Weber stated for the August 9 meeting the logistics are council input first and then the public input and it is usually 2-3 hours.

Motion to adjourn made by Councilor Dzujna and seconded by Councilor Giunta. All in favor; meeting adjourned at 7:36 p.m.

Respectfully Submitted,

Lauraine G. Paquin