



Approved by City Council on October 2, 2017

City Council Workshop Meeting August 22, 2017

Call to Order

Interim Mayor/Councilor Clarenbach called the meeting to order in the Council Chambers, Franklin City Hall at 6:00 p.m.

In Attendance

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

Absent

Councilor Desrochers

Salute to the Flag was led by Councilor Wells.

Public Hearings – *Interim Mayor read the following (there was also informational documents available to the public):*

Proposed New CAP Building

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development, up to \$500,000 for public facility and housing projects and up to \$350,000 for emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants.

This is a proposed application to the Community Development Finance Authority A proposed application to the Community Development Finance Authority for up \$500,000 for the demolition of the City owned, CAP leased, building at 82 Elkins St, Franklin, NH. A 5,000 sf +/- building will be constructed in its place. The facility presently offers, through CAP ,emergency food pantry assistance, the NH Fuel Assistance Program, the NH Electric Assistance Program, Weatherization Program, Information and Referral Service, Direct Housing Assistance, Women Infant &Children's Nutrition Services, Neighbor Helping Neighbor ,Commodity Surplus Food Program, Security Deposit Guarantee Program ,Emergency Assistance Program, Emergency Housing Program. At the site. Merrimack County presently provides Juvenile Diversion Services. The majority of persons served at the site are of low and moderate income.

This project conforms with Franklin's Housing and Community Development Plan's Goal of: Address public facility and social service improvement and coordination that will benefit the residents of Franklin. (Short and Long Term Goal)

Funding request: up to \$500,000

The Interim Mayor then asked for public comment on this.

Leigh Webb asked that enough thought was done so when they do the demolition and the reconstruction hopefully this will be sufficient not only to the present but future needs in terms of space required. Interim Mayor/Councilor Clarenbach stated yes.

Interim Mayor closed the public comment.

Interim Mayor read the following:

Residential Antidisplacement and Relocation Assistance Plan

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the City were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Temporary relocation will be required during this project. The agencies will relocate to city/county buildings until the facility is ready for them to move back to.

The Interim Mayor then asked for public comment on this.

There were no comments from the public.

Interim Mayor read the following:

The Progress of the Riverbend Mill Project

The Riverbend Mill property project, 100 Memorial Street in Franklin, is being converted into approximately 45 units of affordable housing. This project has a \$500,000 CDBG as part of the financing of the renovation. Construction started in October 2016 and will be complete in December 2017. It is anticipated to be rented up by June 2018.

The Interim Mayor then asked for public comment on this.

There were no comments from the public.

Resolution #05-18

Leigh Webb stated that it is heartening that this trust fund has tripled the original amount and the fire department can use the money without touching the principal. This money should not be spent unless there is an employment agreement to back it up so it is a full benefit to the City of Franklin. The purpose of this money was for training and he is in favor of this.

Agenda Item I.

City Council votes to adopt the Antidisplacement and Relocation Assistance Plan.

Motion: Councilor Zink moved that the Franklin City Council adopt the Antidisplacement and Relocation Assistance Plan. Seconded by Councilor Giunta.

Councilor Dzujna asked if this is different than any of the other ones we've had in place. Interim Mayor/Councilor Clarenbach stated no as it is the same plan.

All in favor; motion passes.

Agenda Item II.

City Council votes to approve the submittal of the application and votes to authorize the City Manager to sign and submit the application, and upon approval of the CDBG application, authorize the City Manager to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto.

Motion: Council votes to approve the submittal of the application and vote to authorize the City Manager or Interim City Manager to sign and submit the application, and upon approval of the CDBG application, authorize the City Manager or Interim City Manager to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Seconded by Councilor Dzujna.

All in favor; motion passes.

Agenda Item III.

City Council to consider adopting Resolution #05-18, authorizing the withdrawal of an amount not to exceed \$12,000 from the Raymond & Betty Turcotte Memorial Rescue Squad Trust Fund for the tuition in support of sending a Firefighter/AEMT to Nationally Registered Paramedic School.

Motion: Councilor Dzujna moved that the Franklin City Council adopts Resolution #05-18 authorizing the withdrawal of an amount not to exceed \$12,000 from the Raymond & Betty Turcotte Memorial Rescue Squad Trust Fund for the tuition in support of sending Firefighter/AEMT Zachary Burke to Nationally Registered Paramedic School. Seconded by Councilor Zink.

Councilor Barton asked if there was a time frame that the person has to take this. Fire Chief LaChapelle stated there is and he had the contract. The candidate will also pay the city liquidated damages of 100% under the following conditions: failure of or incompleteness of paramedic program or leaves employment in the first year, candidate shall pay 65% of liquidated damages if they leave employment before the completion of the second year and the candidate shall pay 35% of liquidated

damages if they leave before the completion of the third year. The time frame is after they are registered with the National Paramedic Registry and a licensed and practicing paramedic. The contract has been reviewed by Attorney Fitzgerald, City Manager Dragon and Finance Director Milner. There have been three (3) previous employees who have had their paramedic training paid by this trust in the past as well.

All in favor; motion passes.

Agenda Item IV.

City Council to consider setting a public hearing for Ordinance #08-18, regarding a change to Municipal Code, Chapter 284 Vehicles and Traffic, Section 284-24 Limited parking; no parking areas, Subsection C – no parking.

Motion: Councilor Zink moved that the Franklin City Council set a Public Hearing for Ordinance #08-18 at 6:00 pm on September 5, 2017 to be held in Council Chambers at Franklin City Hall. Seconded by Councilor Ribas.

Interim Mayor/Councilor Clarenbach read the ordinance:

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Seventeen;

Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 284 Vehicles and Traffic, Section 284-24 Limited parking; no parking areas, Subsection C – No parking be changed as per below:

§284-24 Limited parking; no parking areas.

C. No parking. No-parking areas are designated as follows:

	Street	Section	Side
Add	Upland Drive	Within both turn arounds at the Dead End (vicinity of #14 Upland Dr.)	Both

By a roll call vote.

All in favor; motion passes.

Agenda Item V.

City Council to continue discussion on the Odell Cottage renovation/demolition.

City Manager Dragon clarified that MSD Director Sullivan is currently on vacation but he, P&Z Director Lewis, Park & Rec Director Alpers and herself have reviewed the information that the council has. She stated that Park & Rec Director Alpers is really looking to hear tonight if the council wants to keep the building on the register or not. City Manager Dragon stated that at the last meeting some people made comments that were not completely accurate. It is on the national register, is that important to the council as that will determine the approach moving forward. City Manager Dragon stated she has spoken to MSD Director Sullivan today and stated that the city's Building and Grounds Foreman Marsh is going to take a look at the building and is willing to do a lot of the work in house. The biggest issue is time as this has been a problem for many years.

Park & Rec Director Alpers stated that the stability of the front porch is an issue and caution tape can be put on it but she doesn't recommend it as people will still use it. Looking at the front of the porch the right side ceiling is tipping to the left. The stabilization from the ground to the porch level is all rotten and slowly sinking in. The porch on the right side is not that bad but is a trip hazard due to the rot from the water that collects in the corner and that could be removed and stabilized but the front porch is a big concern. The question is whether the council wants to keep it on the register. There have been renovations done on the front porch over the years. She stated her intent is to dismantle it by labeling each piece that can be saved and hopefully in the spring grant money will come in and it would be put back up in its original condition based on the photos.

Councilor Dzujna stated he noticed that one of the stantions is off completely and if they take the porch off and fix some of the rot is there a time limit that we have to follow to put it back on to keep it on the National Register. Park & Rec Director Alpers stated she spoke to Peter Michaud at the National Register and he doesn't recommend taking it off in the stages as she is purposing. He is afraid that if one contractor takes it off and labels it will that same contractor commit to being able to put it back on in the spring. She stated they did not give a time frame. Councilor Dzujna asked if there any other limitations because it is under the historic register. Park & Rec Director Alpers stated whatever is done it has to be replaced the way it is now or the way it was in the past. Councilor Dzujna asked if the grants give them enough money to fix them properly. Park & Rec Director Alpers stated if they got the Mooseplate grant they can dismantle what they have now with volunteers and replace with new.

Councilor Barton asked if there was a benefit to not keeping it on the historical register. Interim Mayor/Councilor Clarenbach stated there are fewer rules but you are less likely to get grants. Park & Rec Director stated the cost to renovate is almost double to keep it on the register vs not keeping it on the register. Councilor Barton asked if there is any other significance to the building other than it being a caretaker home at one time. Park & Rec Director Alpers stated that the boys and girls scouts use it. Interim Mayor/Councilor Clarenbach stated part of the issue is determining what is the long time use or purpose of this building. There is a trust that maintains the arch and the building and with no one living it will result in decay. Councilor Wells stated he would like to see the building

repaired, its use increased, what is the real cost to repair the building and what would the use of the building be in the future.

Councilor Ribas stated the immediate issue is the porch so we should leave it on the register for now see if we get the LCHIP grant and if we don't get the grant then bring it back to discuss next steps at that time.

Councilor Moquin asked about the alternate entrance and what that is and how much. Park & Rec Alpers stated they could take the front porch off and leave just the door and then replace the floor on the side porch and use that as the main entry or you could also repair side porch and repair a few steps. Councilor Moquin asked how often do the scouts use the property and Park & Rec Director Alpers stated once a week.

Councilor Zink asked what the costs are for phase 1-5. Park & Rec Director Alpers stated she hasn't gone out for costs at this time but she did have an estimate for the front porch and side porch that was about \$15K. Councilor Zink asked if there are funds in the Odell Trust Fund that will help towards this. Park & Rec Director stated there was about \$12K in there a few years ago and there is another account that has about \$2,913.

City Manager Dragon stated that the \$2,913 funding is the money that Mike Mullavey used to give to Choose Franklin to go to Mill City Park. The funds should stay with the park as that is what people donated for.

Interim Mayor/Councilor Clarenbach stated that with Building and Grounds Foreman Marsh who is a city employee is capable of overseeing the dismantling and labeling of the porch. This is a safety and liability issue plus part of a bigger issue like who will use it.

Councilor Wells asked if there is a motion and Interim Mayor/Councilor Clarenbach stated no. Councilor Wells asked if we can table this and Interim Mayor/Councilor Clarenbach stated if this is tabled the safety issue is still the problem. The decision that is being asked of the council tonight is do they want this building to remain on the national registry or remove it from the national registry. Once that is decided the administration can begin to do what they need to do. Parks & Rec Director Alpers interjected and stated with that answer would you want to begin dismantling this fall and reapply in the spring or wait until the spring to do that. Interim Mayor/Councilor Clarenbach stated that the safety issue needs to be dealt with and since the city has an in house person who is capable to oversee that it would be ok to begin.

Councilor Dzujna stated he feels the same as it is a safety issue and keeping it on the register. Councilor Giunta stated that the safety issue turns into a liability issue so can we keep it on the registry and reduce the liability. Parks & Rec Director Alpers stated they can dismantle to salvage it but she is unsure if they would be able to get funding in the spring if they did it that way.

Councilor Wells asked if they could barricade the front porch so no one can use it in anyway. Park & Rec Director Alpers stated they can take the staircase off but anyone who is real tall could still get

onto the porch. Councilor Wells stated he would like to see it made as safe as possible and then apply for grant money to restore the building.

Motion: Councilor Ribas moved that the Franklin City Council direct Director Alpers to remove the porch in a timely fashion consistent with National Historic Register principles and reapply for LCHIP funds in the spring. Seconded by Councilor Giunta.

Councilor Dzujna stated if it is found impossible to do this then it needs to be brought back to the council.

Councilor Zink supports the motion and would like to have an agenda item brought to another meeting about the use and vision for this building.

Parks & Rec Director Alpers stated she did propose this for the teen center group or office space and apply for a CDBG grant. City Manager Dragon stated she also met with the teen center months ago but they didn't want to use it.

All in favor; motion passes.

Agenda Item VI.

City Council to award RFP to recruitment firm.

Interim Mayor/Councilor Clarenbach stated there was a summary sheet on the table. There were four (4) companies that responded and City Manager Dragon and Finance Director Milner made a recommendation to the council to consider one (1) of the firms. City Manager Dragon stated they received four (4) proposals and made a chart to show them all. The process they would use and if they had done recruitment in NH. They chose The Mercer Group as their process was one that was thought to make sense and in line with what the council has talked about. They have done successful recruitment in NH and have placed people who have stayed and done a good job. The \$8000 that is included with their price includes three (3) visits two (2) are for multiple days. MRI is the only NH group that submitted and all the items are also good but some of their placements in NH haven't been successful so they aren't recommending them and they did also look at the teams from each proposals. Springsted Waters was the second (2) choice but they were more overboard and had no NH client references. The Gov HR proposal was all over the place and hard to understand.

Councilor Zink asked about the reason The Mercer Group didn't meet the RFP and was it because of the insurance binder and City Manager Dragon stated yes. Councilor Zink asked if the city is going with The Mercer group for the ala carte or all of it and Interim Mayor/Councilor Clarenbach stated for all of it. Councilor Zink stated that on page 7 of The Mercer Group Proposal the cost is 3 times higher at \$24,500 and \$8,000. Interim Mayor/Councilor Clarenbach stated that no it is \$16,500 and not to exceed \$8,000. Finance Director Milner stated that page 17 shows \$16,500 and not to exceed \$8,000.

Councilor Ribas asked about the developing position requirements and is that what Primex is doing? City Manager Dragon stated that Primex will have a report but it will not be the entire brochure. Primex has begun the process and the recruiter takes it from there. Interim Mayor/Councilor Clarenbach stated the Primex exercise got the councilors more in line with what they are all thinking.

Motion: Councilor Giunta moved that the Franklin City Council award the RFP for City Manager recruitment to The Mercer Group Inc. authorizing the Interim Mayor to sign all documents. Seconded by Councilor Dzujna.

All in favor; motion passes.

Agenda Item VII.

Other Business

Councilor Dzujna stated that Portsmouth City Council recently voted to have every 2nd meeting to be a discussion meeting so they can answer questions rather than just listen to the public. City Manager Dragon stated that they are having longer than normal meetings due to the water issues so they were looking for a way to cut down on their meeting time by trying this avenue.

Interim Mayor/Councilor Clarenbach stated that the public has ample time to attend meetings and voice their concerns. Some people feel they are exempt to the rules and that the Mayor has special powers. His goal is to have an open forum but when only the same ten (10) people show so he is not sure. The administration has done a good job getting back to people about issues. Councilor Giunta stated he agrees with the Interim Mayor/Councilor Clarenbach and that if we begin those types of meetings people may be more apt to seek out councilors individually.

Motion to adjourn made by Councilor Dzujna and seconded by Councilor Ribas. All in favor; meeting adjourned at 7:01 p.m.

Respectfully Submitted,

Lauraine G. Paquin