

CITY OF FRANKLIN
CITY COUNCIL MEETING
August 3, 2020
6:00 P.M.





CITY COUNCIL MEETING

Monday, August 3, 2020 – 6:00 p.m.

Webmeeting by computer: <https://us02web.zoom.us/j/89227639133>

or by phone: 1-312-626-6799, Meeting ID# 892 2763 9133

Compliant Statement

The Right-to-Know Law During the State of Emergency

As Mayor of the **City of Franklin**, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing **Zoom Webmeeting via the Internet** for this electronic meeting.¹ All members of the **Franklin City Council** have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1-312-626-6799, Meeting ID # 892 2763 9133**, or by clicking on the following website address:

<https://us02web.zoom.us/j/89227639133>, Meeting ID #892 2763 9133.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the **City of Franklin** at: **www.FranklinNH.Org**.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call **603-934-3900 ext. 10** or email at:
CityMgr@FranklinNH.Org.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

SALUTE TO THE FLAG



PUBLIC HEARINGS

Resolution #04-21, a resolution authorizing the City Manager to accept and appropriate a \$1.5M Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) for continued funding of the Mayor's Drug Task Force through August 30, 2025

COMMENTS FROM THE PUBLIC

Persons wishing to address the Council may speak for a maximum of three minutes. No more than thirty minutes will be devoted to public commentary.

CITY COUNCIL ACKNOWLEDGEMENT

The Mayor will recognize any Councilor who wishes to express their appreciation of behalf of the City.

MAYOR'S UPDATE

Proclamation

Agenda Item I.

Council is to consider the minutes of the June 8th, 2020 non-public meeting and the minutes of the June 17th, 2020 City Council Special Meeting.

Agenda Item II.

School Board Update.

Agenda Item III.

Council to consider approval of Resolution #04-21, appropriating \$1.5M in grant

funds from the Substance Abuse and Mental Health Services Administration (SANMHSA) for continued funding of the Mayor's Drug Task Force.

Agenda Item IV.

Council to consider approval of Ordinance #03-21, an amendment to the Franklin Municipal Code, Section 305.22, Downtown Revitalization District, Parking requirements and allowable minimum total square footage for residential use changes.

Agenda Item V.

Council to consider setting a public hearing on Resolution #03-21, appropriating funds for the Franklin School District received from the CARES (Coronavirus Aid, Relief, and Economic Security Act) through the NH Department of Education further titled as the ESSER (Elementary and Secondary Schools Emergency Relief) Grant for the amount of \$539,150.37 for expenses in response to the COVID-19 pandemic.

Agenda Item VI.

Consider to consider rescheduling the September 7th, 2020 City Council Meeting falling on the Labor Day Holiday.

Agenda Item VII.

Other Business

1. Mayoral Committee Appointments
2. Committee Reports
3. City Manager's Update
4. Late Items.

Adjournment

The City Council of the City of Franklin reserves the right to enter into non-public session when necessary according to the provisions of RSA 91-A.

This location is accessible to the disabled by stairwell elevator. Those wishing to attend who are hearing or vision impaired may make their needs known by calling 934-3900 (voice), or through "Relay New Hampshire" 1-800-735-2964 (T.D./TRY)

CITY COUNCIL MEETING
AGENDA ITEM I



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of August 3, 2020

Subject: Approval of Minutes

Motion: “I move that the Franklin City Council approve the minutes of the of the June 8th, 2020 non-public meeting and the minutes of the June 17th, 2020 City Council Special Meeting.”

Mayor calls for a second, discussion and the vote.



**City Council Special Meeting
School District Budget Hearing
Wednesday, June 17th, 2020– 6:00PM
Webmeeting**

City Council In attendance:

	Location/others present
Mayor Giunta	Absent
Councilor Jo Brown	Home/no others present
Councilor Scott Clarenbach	Home/no others present
Councilor Bob Desrochers	Home/no others present
Councilor George Dzujna	Home/no others present
Councilor April Bunker	Home/no others present
Councilor Ted Starkweather	Home/no others present
Councilor Olivia Zink	Home/no others present in the room
Councilor Karen Testerman	Absent
Councilor Paul Trudel	Home/no others present

School Administration/Board in attendance:

Superintendent Dan LeGallo, Curriculum Director Jule Finley, Special Education Director Rebecca Butt, Paul Smith Principal Susan Blair, Franklin Middle School Principal Ken Darsney, Franklin High School Principal Carrie Charette, School Board Chair Tim Dow, School Board Treasurer Deb Brown

City Manager Judie Milner opened the meeting at 6:01 p.m. stating that Mayor Giunta would not be attending this evening due to a non-life threatening medical emergency at home.

Milner read the Compliant Right to Know Statement.

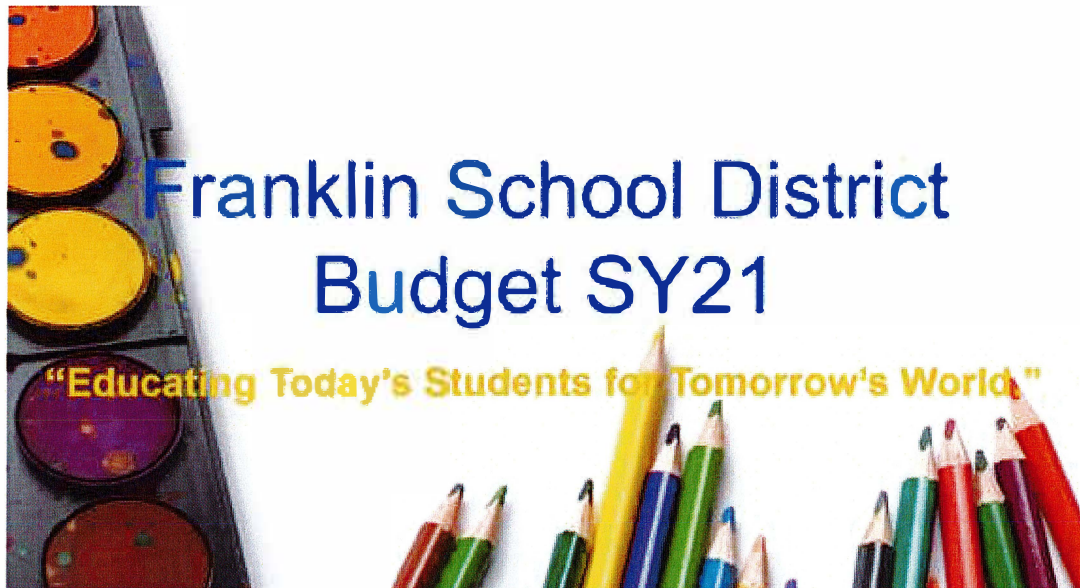
Councilor Dzujna led the salute to the flag.

Milner began by providing the City Council information regarding tonight's presentation. The School District Revenues are shown on page 103 and the School Districts Expenditures are shown on page 150 of the Proposed City Manager's Budget packet. Anyone who would like to view the City's Proposed Budget, can visit www.FranklinNH.org.

Middle School Principal Ken Darsney organized the group and screen share in the Middle School Library and Superintendent Dan LeGallo opened his presentation of the following Franklin

School District Budget SY21 slides. LeGallo stated that the team began working on the School budget in January of 2020 which was passed by the School Board in March. He added that the following budget reflects a tax cap budget.

LeGallo was very proud to say that there were no layoffs for the first time since he has been the superintendent here for the past five years.






The slide features a background image of a paint palette on the left and several colored pencils on the right. The title "Franklin School District Budget SY21" is written in large blue letters. Below the title, the tagline "Educating Today's Students for Tomorrow's World" is written in yellow. The slide is divided into two main sections by a blue horizontal bar.

Franklin School District Budget SY21

"Educating Today's Students for Tomorrow's World"

Franklin School Board Members

Tim Dow, Chairman Jeff Savary, Vice Chairman Deborah Brown, Treasurer Scott Burns Delaney Carrier Susan Hallett-Cook Chris Kneeland Cecile Cormier Paul Doucette	  
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School Board Chair Tim Dow stated that the focus at the beginning of the budget planning was coming in under the tax cap budget and to avoid having any layoffs. Dow was proud to say that both of those requests from the City Council were met with this budget. He then thanked the City Council and School Board.

Superintendent's Administrative Staff

Dan LeGallo, *Superintendent of Schools*
Jefferson Braman, *Business Administrator*
Jule Finley, *Curriculum Director*
Barbara Slayton, *Office of Student Wellness Director*
Rebecca Butt, *Special Education Director*
Susan Blair, *Paul Smith Elementary Principal*
Kenneth Darsney, *Franklin Middle School Principal*
Carrie Charette, *Franklin High School Principal*
Toby Compo, *Building and Grounds Director*
Robyn Dunlap, *District Technology Director*
Brenda Petelle, *Food Service Director*
Dan Sylvester, *Athletic Director*

LeGallo stated that Business Administrator Jefferson Braman was not able to attend tonight due to a medical reason and hopes to expect him back in the office in a week or so.

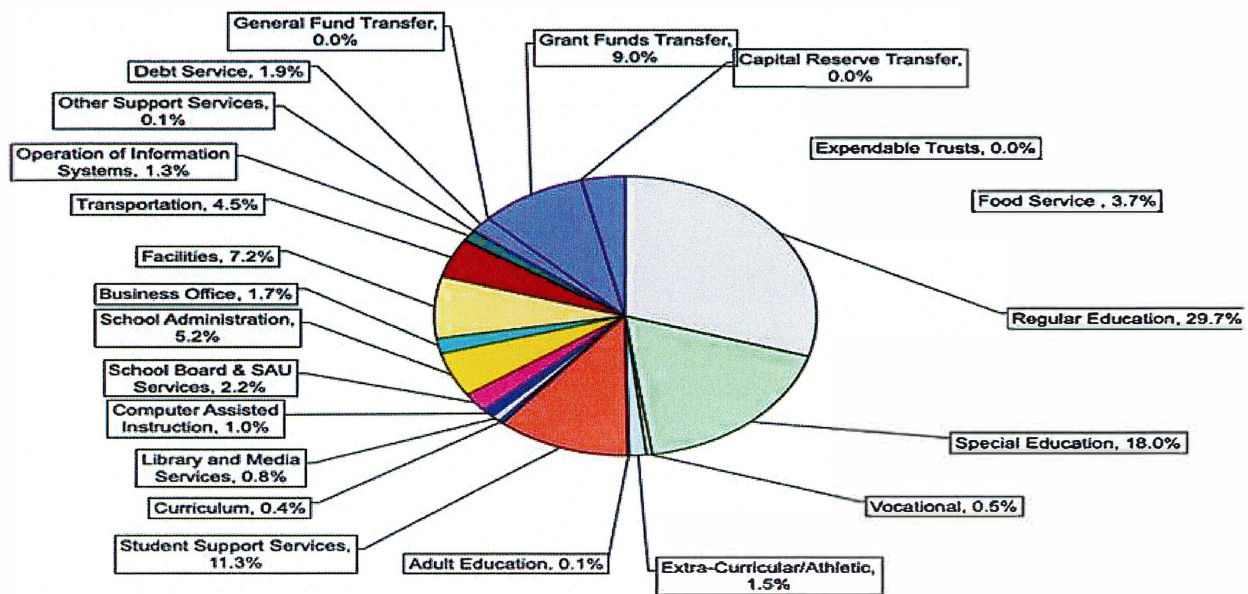
LeGallo stated that the Adequate Education Grant along with the State Stabilization funds coming back to the budget were the main reasons they were able to maintain the staff. He continued to explain the following slides.

**Franklin School District
Revenue Projection
Fiscal Year 2020/2021**

Source	18-19 Actuals	19-20 MS-24 Revised	20-21 Estimates	Difference
General Fund:				
Revenue from State Sources				
Special Education Aid	52,652	126,937	100,000	(26,937)
Kindergarten Aid	60,443	0	0	0
Charter School Aid	25,004	25,000	30,000	5,000
Vocational Transportation Aid	8,914	7,000	7,000	0
Adequate Education Grant	7,080,826	7,687,744	8,439,112	751,366
Building Aid	181,944	181,944	81,944	(100,000)
Indirect Costs	68,399	69,000	69,000	0
Revenue from Federal Sources				
Medicaid Reimbursement	301,631	175,000	175,000	0
E-Rate Funding	83,600	47,173	47,173	0
Local Revenue Other than Taxes				
Tuition	33,531	11,000	16,000	5,000
Earnings on Investments	20,266	2,000	7,000	5,000
Other Local Revenue	3,087	2,000	2,000	0
Insurance Premium Holidays	0	0	97,560	97,560
Athletic Receipts	3,839	7,500	3,500	(4,000)
Energy Rebates	195,292	0	0	0
NH Charitable Foundation (As)	0	75,000	0	(75,000)
Technology Trust	43,000	0	0	0
Fund Balance Reserve	100,000	0	0	0
Unreserved Fund Balance	619,035	1,066,031	286,000	(780,031)
Total Revenues and Credits	8,888,865	9,483,329	9,361,288	(122,041)

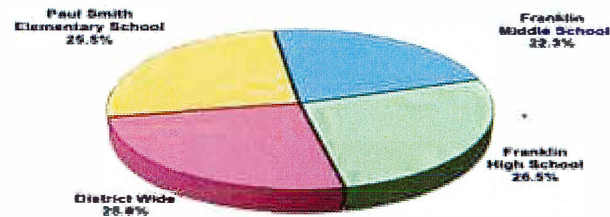
Total Revenues and Credits	8,888,868	9,483,329	9,361,288	(122,041)
District Appropriation	4,257,639	4,359,548	4,467,354	107,806
Education Tax	1,178,555	1,158,237	1,201,740	43,503
Additional Voted By City Council	313,301	0	0	0
Total General Fund	14,638,363	15,001,114	15,030,382	29,268
Food Service Transfer	545,800	535,718	535,718	0
Total General Fund and Food Service Revenues	15,184,163	15,536,832	15,566,100	29,268
Grant Funds	2,559,262	1,247,000	1,538,500	291,500
Grand Total Revenues	17,743,425	16,783,832	17,104,600	320,768

Proposed Operating Budget by Function



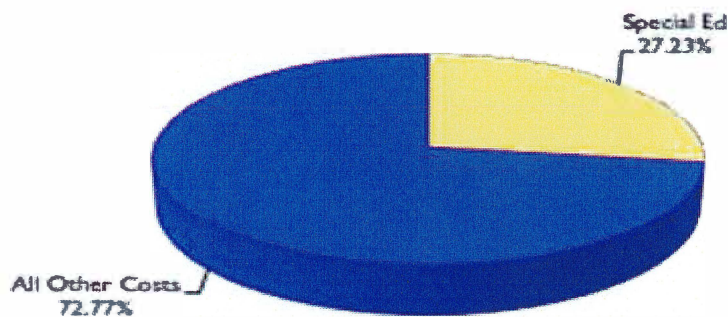
Councilor Brown asked LeGallo why there is a significant decrease in the school's fund balance. LeGallo replied that to this point, this is what they are projecting.

Proposed Operating Budget by Cost Center



	2020/2021		Enrollment 10/1/19
Paul Smith School	\$ 4,354,182.54	25.5%	305 \$ 14,276.01
Middle School	\$ 3,809,258.74	22.3%	373 \$ 10,212.49
High School	\$ 4,534,908.42	26.5%	276 \$ 16,430.83
District-Wide	\$ 4,406,250.30	25.8%	954 \$ 4,618.71
	\$17,104,600.00	100.0%	

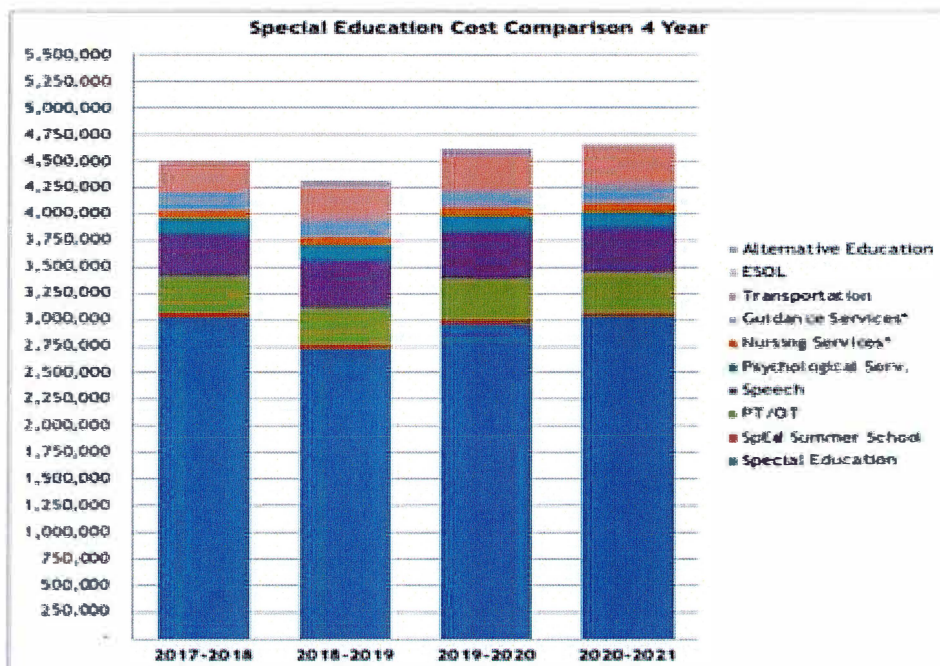
Proposed Operating Special Education Budget



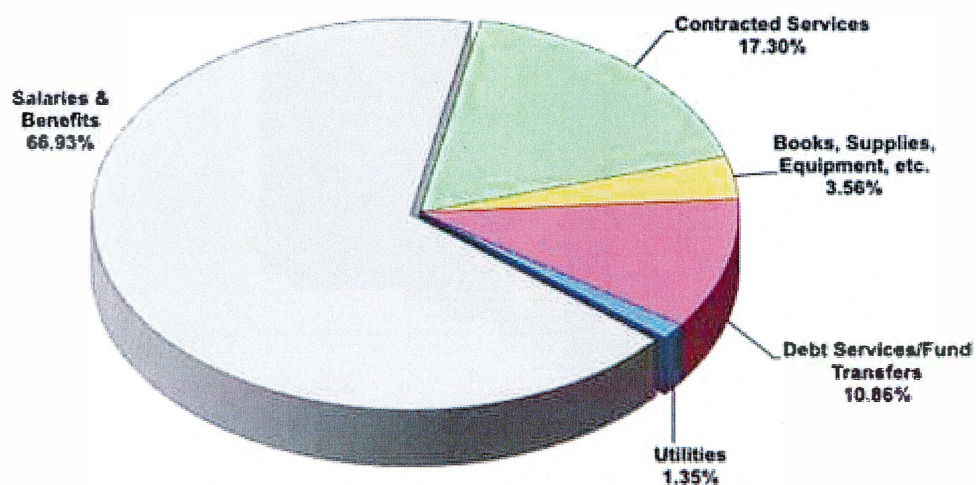
Special Ed Budget Detail

1210 Special Education	3,034,687	
1220 SpEd Summer School	31,228	
1250 Alternative Ed	12,220	
1260 ESOL	7,460	
2122 Guidance *	171,332	
2134 Nursing Services *	85,210	
2140 Psychological Services	143,272	
2152/2153 Speech & Audiology	422,429	
2160/2162 OT & PT Services	381,779	
2700 Transportation	368,711	
	<u>4,658,327</u>	
* 40% of total costs related to special ed		
Total Budget	17,104,600	
Special Ed	4,658,327	27.23%
All Other Costs	12,446,273	72.77%

Councilor Bunker asked LeGallo if the numbers in the slide above took into account COVID. LeGallo replied that they do not because it was more pre-COVID info at that time in March however he is hearing that some of these numbers will drop because of COVID so it will bring the costs down.



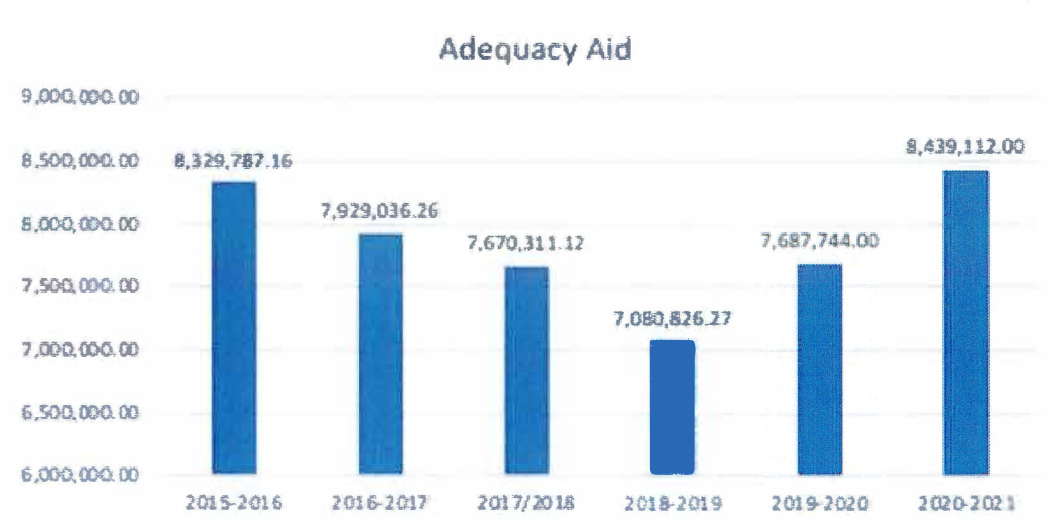
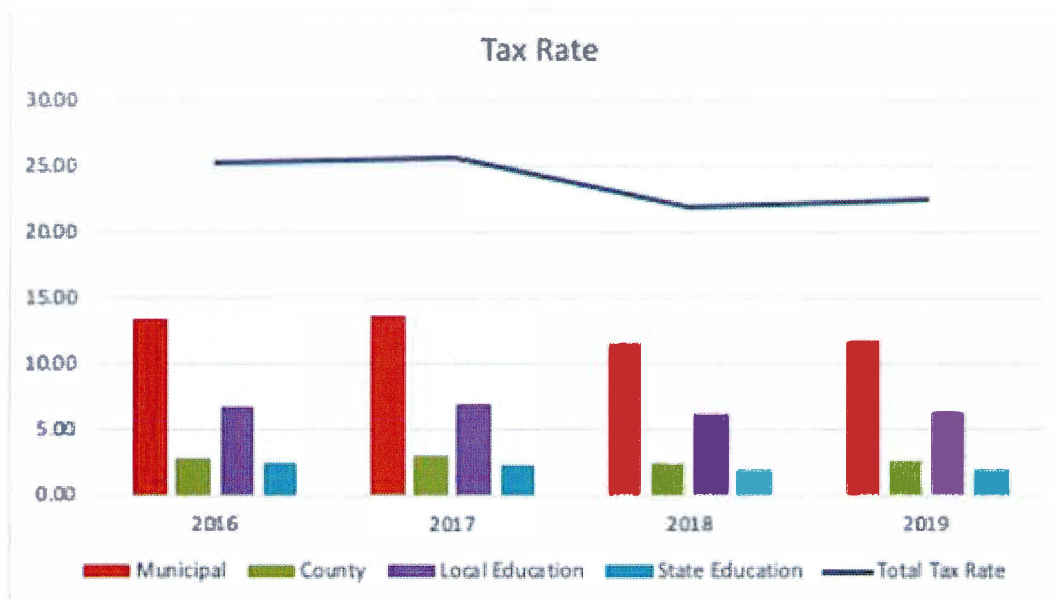
Proposed Operating Budget by Object



Below are the numbers that reflect in the graph above.

Comparison by Object Detail

	2019/2020	2020/2021	Increase/(Decrease)
Salaries & Benefits	\$ 10,636,549	\$ 11,448,334	\$ 811,785 7.63%
Contracted Services	\$ 2,997,154	\$ 2,959,771	\$ (37,383) - 1.25%
Books, Supplies, Equipment, etc.	\$ 729,076	\$ 608,342	\$ (120,735) -16.56%
Debt Service/Fund Transfers	\$ 2,190,452	\$ 1,857,553	\$ 332,899 -15.20%
Utilities	\$ 230,600	\$ 230,600	\$ - 0.00%
	\$ 16,783,831	\$ 7,104,600	\$ 320,769 1.91%



LeGallo stated that he and Chair Dow will continue to stay apprised of the Adequacy Aid going forward and will do whatever they can to make sure the aid stays the same or better.

As of June 1st, 2020:

Student Population 2019-2020

Total Population: 952 students

Paul Smith School:	322
Franklin Middle School:	382
Franklin High School:	248

Projected Student Population 2020-2021

Total Population: 997 students

Paul Smith School:	350
Franklin Middle School:	368
Franklin High School:	279

LeGallo stated that there are already over 100 kindergarten students enrolled for this coming School year.

Superintendent LeGallo introduced the Susan Blair, Principal of the elementary Paul Smith School.

She presented the following slides.

PSS Staffing 2020-2021

- ***Full-Time Principal***
- ***16 Classroom Teachers***
- ***2 Preschool Teachers***
- ***1 Full-time School Counselor***
- ***1 Social Worker (Grant Funded)***
- ***1 Full-time Behavior/ Student Support Teacher***
- ***2 Full-time Allied Arts Teachers (Music & PE)***
- ***3 Title 1 Teachers (Grant Funded)***
- ***4 Special Education Case Managers***

PSS 2020-2021

Collaborative House Model

- **Three Houses consisting of grades K-3.**
- **Family model: Building relationships while differentiating learning opportunities.**
- **Response to Instruction model imbedded.**
- **All students are supported by Title I teachers who provide Tier II support in English Language Arts and mathematics.**
- **Every effort is made to keep students in the same house for their four years at PSS.**

Principal Blair stated that the model changed slightly going from 4 houses to 3 houses due to having a split a house and allowing for better collaboration between teachers. She provided an overview of the House model explaining that a student would remain in the same House for the 4 years they attended the school. This model builds a much better relationship between the

students and teachers in that House thus resulting in better learning. Blair stated that this new model is working out very well.

Middle School Principal Ken Darsney presented the following slides:

FMS Staffing 2020-2021

- *Full-Time Principal and Assistant*
- *18 Classroom Teachers (2 Added Midyear in Grades 7-8)*
- *2 Full-time School Counselors (up from 1.4)*
- *1 Full-time Intervention Specialist*
- *4.2 Allied Arts Teachers*
- *4 Title 1 Teachers (Grant Funded)*
- *5 Special Education Teachers (Including 1 Teacher for the ODELL Program)*

FMS 2020-2021

FMS: Multi-Age looping classrooms.

- **Two Academies Grades 4-8 10 Teachers in each Academy**
 - **Grades 7-8, 4 Teachers each responsible for Math, English Language Arts, Science, or Social Studies.**
 - **Grades 4-6, 6 Teachers responsible for either multiple subjects and/ or multiple grade levels.**
- **2 FT School Counselors (Current 1.4)**
- **1 FT Intervention Specialist (Current Grant Funded)**

Darsney stated that they are using the House model and have essentially created two academies. He verbally noted that the corrected the amount of teachers is 9 teachers in each academy and also corrected the number of teachers responsible for either multiple subjects and/or multiple grade levels to 5 teachers not 6.

The High School Principal Carrie Charette presented the following slides:

FHS 2020-2021

Block Scheduling: 2 Semesters and 4 quarters; four blocks with a daily advisory block for intervention and enrichment

Staffing:

- **Full Time:** 4 English, 4 Math, 3 Science, 3 Social Studies, 1 Spanish, 1 Music, 1 Art, 1 Physical Education/Health, 1 Creating Alternative Pathways Teacher, 2 Guidance Counselors, 3 Special Education Teachers, 1 Social Worker and 1 Librarian.
- **Part Time:** .6 Family and Consumer Science
Shared with FMS: .8 Technological Education Teacher

FHS Additional Learning Opportunities 2020-2021

- Franklin/Winnisquam Learning Intercampus Partnership (FWLIP)
- HUOT Technical Center in Laconia
- Agricultural Center at Winnisquam Regional High School
- Lakes Region Community College Dual Enrollment
- Running Start College Classes
- AP Calculus
- Colby-Sawyer College Partnership
- Extended Learning Opportunities
- Internships
- Online learning course

Director of Special Education Rebecca Butt presented the following slides:

Overview of Factors Impacting the Special Education Budget

Fiscal year 2020-2021
Rebecca Butt
Director of Special Education
Homeless Liaison

A Look at the Numbers for the 2019-2020 School Year

- Number of students with an Individualized Education Plan (IEP): **268** (5/12/2020)
- Number of students requiring specialized transportation: **167**
- Number of students who have met the definition of homelessness, qualify for free and reduced lunch, and may require shared transportation costs: **25**
- Number of students with 504 plans (may or may not have costs associated with special education): **73**

A Look at the Numbers by Building: Students with an IEP

- Preschool: 39
- Paul Smith School: 73
- Franklin Middle School: 84
- Franklin High School: 39
- Out of District (OOD)/Other Local Education Agency (LEA): 33

Staffing: Case Manager

- Preschool: 2
- Paul Smith School: 4
- Franklin Middle School: 5
 - 1 for the Odell program and 4 for the remaining special education students
- Franklin High School: 3
 - 1 for Life Skills and 2 for the remaining special education students
- Out of District Case Manager: 1
 - 15 total

Staffing: Paraprofessional

- Preschool: 2
- Paul Smith School: 12
- Franklin Middle School: 10
- Franklin High School: 8
- OOD/other LEA: 4
 - 36 total

Staffing: Speech Language Pathologist (SLP) and Speech Language Pathology Assistant (SLPA)

- Preschool: SLP-.5, SLPA-1
- Paul Smith School: SLP-1.5, SLPA-1.5
- Franklin Middle School: SLP-1, SLPA-1
- Franklin High School: SLP-.3, SLPA-.5
- OOD/Other LEA: SLP-1, SLPA-.25

Staffing: Occupational Therapist (OT) and Certified Occupational Therapy Assistant (COTA)

- Preschool: OT-.3, COTA-.25
- Paul Smith School: OT-.7, COTA: 1
- Franklin Middle School: OT-.5, COTA-.5
- Franklin High School: OT-.25, COTA-.25
- OOD/Other LEA: OT-.5, COTA-.5

Staffing: Physical Therapist (PT) and Physical Therapy Assistant (PTA)

- Preschool: PT-.25
- Paul Smith School: PT-.25, PTA-.50
- Franklin Middle School: PT-.25
- Franklin High School: PT-.15, PTA-.15
- OOD/Other LEA: PT-.25

Staffing: Behavior Support

- Paul Smith School, including Preschool: Applied Behavior Analyst (ABA) five days per week and a Board Certified Behavior Analyst (BCBA) one day per week
- Franklin Middle and High School: Full time Behavior Consultant


Extended School Year: A four week special education program for students who show regression or emerging skills in one or more of the following: academic, social and functional skills

- District wide Eligible: 72
- Out of District/Other LEA: 16
- In addition to specialized instruction from a case manager, the vast majority of eligible students receive one or more of the following services: speech therapy, physical therapy, occupational therapy

Director Butt stated that there are some students that also require behavioral therapy as well.

Additional Support

- District wide School Psychologist: 40 hours per week. Completes intellectual, social emotional, and further diagnostic evaluations, drafts reports and reports on findings at evaluation meetings
- Transition and community based services through CORE and/or Easter Seals
- Teacher of the Visually Impaired, Teacher of the Deaf, and alternative augmentative communication supports



**Franklin School District
Budget 2020-2021**

Thank you

We welcome your questions.

Councilor Desrochers stated that Webster Valve has been trying to offer the students training at the High School for the past 5 or 6 years and asked if there are plans to roll that out this year. This will help students who are not college bound to have decent career opportunities. Principal Carrie Charette replied that she worked with Councilor Brown last year and a few of the local companies have come in to speak to the students about internships. She stated that she offered the local companies to come into the High School and utilize a space to train students on campus. The High School is also working to create a specialized math class just for manufacturing and plans to offer this elective to students next year.

Principal Charette stated that due to COVID, the field trips scheduled to go to different manufacturers had to be cancelled and she hopes to get those scheduled again for this fall.

Councilor Brown stated that she spoke with the Mayor this morning about bringing in an apprenticeship program that has been very successful in Germany. Toward the end of this school year, she along with the superintendent and others, held a zoom conference with the German American Chamber of Commerce regarding their manufacturing program apprenticeship which was sent to our local manufacturing companies. Just as COVID hit, the plans to bring all the manufacturers together was put on hold however, we are picking that back up now.

Brown explained that the program is a specialized pre-apprenticeship curriculum for Juniors and Seniors which then becomes an apprenticeship with the manufacturing companies in conjunction with Lakes Regional Community College LRCC. This would be a 2-3 year program that would provide certification through the German American Chamber of Commerce and an Associates Degree as well. Brown concluded stating that the program is very much still alive and meetings to continue moving it forward by way of Zoom meetings and hoping to meet in August to get it off the ground by this fall.

Councilor Dzujna asked Special Education Director Rebecca Butts how many out of district students actually attend class at Compass Academy. Butts stated that it was approximately 22 students. Dzujna also asked Butts if the Behavior Specialist traveled between all the schools. Butts replied that there are two specialists where one travels between the Middle School and the High School and the other is dedicated full time to the Paul Smith School and the Preschool.

Milner received a couple of questions in advance of tonight's meeting. The first question asked was if the one time revenues received from the state this year was in this budget. If so, what is it being used for. The adequacy is separate money.

Superintendent LeGallo replied that he would need to get back to her with an answer.

LeGallo shared that the school district has had a 95% +- retention rate. For the past couple of years, the retention rate has been very good. This is a reflection of working conditions, salaries, and support.

Councilor Zink stated that the total revenue is \$17,643,000 but the predicted amount is only \$17,100,000. Milner replied that she applied the Elementary and Secondary Schools Emergency Relief (ESER) Grant in the manager's proposal and after reviewing with Superintendent LeGallo, there is a bit more work than expected. LeGallo will need to meet with the School board first and Milner is going to remove it from the budget for the next City Council Budget Meeting. The grant is for \$539,151 which is the difference between the manager's proposal and what was just presented tonight.

Desrochers asked how many students are going to Winnisquam and how many from Winnisquam are coming to Franklin. This was supposed to be a tradeoff. Charette responded that there are about 7 students going to Winnisquam and vice versa. He also asked if students were still going to Hewitt and if a brochure or some form of information packets goes home with the student so the parent can see what Hewitt is offering and teaching. Charette replied that now, Hewitt comes to Franklin High School to present to the students. Field trips were also offered during the day. Charette explained that teaching programs and criminology programs are an example of what is currently offered. There are already quite a few students signed up to go to Hewitt again this year. She stated that a few students just received their automotive certifications through Hewitt.

School Board Chair Tim Dow stated that he sits on the board along with Superintendent LeGallo and is in regular contact with the director at Hewitt. Dow added that a recent graduate of Franklin, who also attended Hewitt's Culinary Arts Program, just opened up her own bakery.

Councilor Bunker stated that her child went to Hewitt and is planning to go to college. Milner stated that her son also graduated from Hewitt and she really loves the programs they offer there.

Councilor Dzujna asked what is considered the "emergency" in the ESER Grant. LeGallo replied that the ESER Funds will help pay for unanticipated costs related to COVID from about the time the Governor issued the State of Emergency through September 2021. This grant money can be spent on technology, communications, PPE, cleaning equipment, personnel to clean, education for those who are falling behind due to the epidemic. LeGallo added that the dollar amount was based on the free and reduced number of students. The grant is \$500K+ but the school anticipates \$1M will be spent on COVID related expenses.

LeGallo stated that new Chromebooks are needed costing approximately \$80K. Dow stated that there are guidelines to receiving the state funds. They are holding a public hearing and the teachers much be able to provide input on where the money should be spent.

Milner asked if there were any more questions from the School Board, Superintendent, or City Council. There were none.

Pending City Council Approval – City Council Special Meeting
June 17, 2020

Milner concluded stated that the Municipal Budget presentation will be held on Monday, June 22nd at 6:00 p.m. via Zoom.

Councilor Bunker gave kudos to the superintendent and the school district for the wonderful graduation that was held. She thanked the team who made that happened. Milner stated that she watched the line of cars going by and it was nice to watch. People really decked out their cars.

Councilor Starkweather stated that he was in Florida when COVID hit and he heard that Franklin was able to organize the on-line learning in a matter of a day or so. It took Sarasota, FL over a month and even more to find out how to get laptops to their students. Franklin was ahead of the curve.

Motion to adjourn was made by Councilor Dzujna. Seconded by Councilor Desrochers.

Mayor Giunta asked if there was any further discussion. There was none.

Roll call:

Councilor Brown	Yes	Councilor Dzujna	Yes	Councilor Desrochers	Yes
Councilor Bunker	Yes	Councilor Starkweather	Yes	Councilor Zink	yes
Councilor Testerman	Absent	Councilor Clarenbach	Yes	Councilor Trudel	Yes

All in favor. Motion PASSED.

Meeting adjourned at 7:56 p.m.

Respectfully submitted,

Audrey Lanzillo

CITY COUNCIL MEETING
AGENDA ITEM II



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of August 3, 2020

Subject: School Board Update

Superintendent Dan LeGallo will provide an update to the Mayor and City Council.

CITY COUNCIL MEETING
AGENDA ITEM III



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

August 3rd, 2020 City Council Meeting

From: Kandyce Tucker; Franklin Mayor's Drug Task Force Coordinator

Subject: Strategic Prevention Framework – Partnerships for Success Grant

Recommended Motion:

August 3, 2020

Councilor moves: "I move the Franklin City Council approve Resolution #04-21, appropriating a total of \$1.5 Million over 5 years (\$300,000 per year) from the Substance Abuse and Mental Health Administration (SAMHSA) to continue the funding of the Franklin Mayor's Drug Task Force from September 30, 2020 to August 30, 2025."

Mayor calls for a second, discussion and vote.

Discussion:

The Strategic Prevention Framework (SPF) grant aligns with the mission of the Franklin Mayor's Drug Task Force which is "to engage the community of Franklin in working together to promote positive, alcohol and drug-free lifestyles for youth and families." This grant will expand the scope of prevention we do to include adults. We will address alcohol misuse across the lifespan including youth, young adult and adult alcohol prevention; marijuana use by youth and young adults; and methamphetamine use by youth, young adults and high need adults. Through conversations with law enforcement and first responders we have seen the trend of methamphetamine usage in Franklin on the rise and due to this we have added it as a substance of concern.

We will be partnering with the Franklin School District and The Office of School Wellness to provide partial to full funds for the continuation of the Student Assistance Program Coordinator (SAPC) position. This partnership will ensure we are reaching the most youth in a highly effective manner. The new coordinator will have a part in Franklin Mayor's Drug Task Force events and will hold a seat on the leadership team to fully utilize the partnership. With the SPF grant we will also contract a full time (12 month, 40 hours per week) Epidemiologist, this person will ensure we are following best practices in regards to research and data collection and will help to design survey and other data collection tools that will go out to the Franklin Community. We will also continue the employment of the coordinator with this grant funding to ensure all events, initiatives and sustainability efforts are organized and executed effectively.

Fiscal Impact:

The City of Franklin will continue to provide the task force with in-kind donations including, but not limited to office space for the coordinator/director, office supplies, accounting and human resource support, and supervisory support.

Alternatives:

If City Council does not accept the funds, the Franklin Mayor's Drug Task Force will no longer be able to continue, due to lack of funding.

Attachments/Exhibits:

1. Resolution #04-21



CITY OF FRANKLIN, NEW HAMPSHIRE
"The Three Rivers City"

316 Central Street
Franklin, NH 03235

(603) 934-3900
fax: (603) 934-7413

RESOLUTION #04-21

A Resolution Authorizing the City Manager to Accept and Appropriate a Substance Abuse and Mental Health Services Administration (SAMHSA) Grant for the Mayor's Drug Task Force for Fiscal Year 2021.

In the year of our Lord, Two Thousand Twenty,

WHEREAS, the City Council of the City of Franklin, New Hampshire adopted a budget for Fiscal Year 2021 beginning July 1, 2020, **and**;

WHEREAS, the City Council wishes to continue to recognize and address substances use and abuse within the community, **and**;

WHEREAS, the City's current Drug Free Communities Support Program Federal Grant will be ending on September 30, 2020, **and**;

WHEREAS, the City Council wishes to accept a 5-year in kind matching Substance Abuse and Mental Health Services Administration (SAMHSA) Federal Grant totaling \$1,500,000 (1.5 million dollars)

WHEREAS, the City Council of the City of Franklin, New Hampshire wishes to appropriate the first year's Federal funds in the amount of Two Hundred Twenty-Five Thousand Dollars and No Cents (\$225,000) for the purpose of implementing the grant program, **Now**

THEREFORE, BE IT RESOLVED, *that at their regularly scheduled meeting of the City Council on Monday, August 3, 2020, the City Council of Franklin, New Hampshire does hereby vote to adopt resolution #04-21 and authorize the City Manager to execute all documents associated with the grant and to appropriate the funds of \$225,000 (Two hundred Twenty-Five Thousand dollars) as follows:*

An Increase in Revenue:

Federal Grants – Drug Free Communities Account #01-4-196-33111-000 – Two Hundred Twenty-Five Thousand Dollars and No Cents (\$225,000)

An Increase in Expenditures:

Resolution #04-21 Page 2

An increase in expenditure accounts, totaling Two Hundred Twenty-Five Thousand Dollars and No Cents (\$225,000) as follows:

- Wages Account #01-4-196-40110-000 – Eighty-three Thousand Five Hundred Fifty-Nine Dollars and Sixty-Nine Cents (\$83,559.69)
- Social Security Account #01-4-196-40220-000 – Five Thousand One Hundred Eighty Dollars and Seventy Cents (\$5,180.70)
- Medicare Account #01-4-196-40225-000 – One Thousand Two Hundred Eleven Dollars and Sixty-One Cents (\$1,211.61)]
- NHRS Account #01-4-196-40230-000 – Twelve Thousand Ninety-Eight Dollars and Fourteen Cents (\$12,098.14)
- Worker’s Comp Account #01-4-196-40260-000 – Three Hundred Seventeen Dollars and Thirty-One Cents (\$317.31)
- Disability and Life Account #01-4-196-40215-000 – Three Hundred Fifty-Five Dollars and Seventy-Six Cents (\$355.76)
- Health and Dental Account #01-4-196-40210-000 – Twenty-Eight Thousand Six Hundred Seventy-Six Dollars and Seventy-Nine Cents (\$28,676.79)
- Contractual Services Account #01-4-196-40439-000 – Ninety-Three Thousand Six Hundred Dollars and No Cents (\$93,600.00)

By a roll call vote.

Roll Call:

Councilor Brown Councilor Dzujna Councilor Zink

Councilor Clarenbach Councilor Bunker Councilor Testerman

Councilor Desrochers Councilor Starkweather Councilor Trudel

Approved: _____
Mayor

Passed: _____

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Katie A. Gargano is the City Clerk for the City of Franklin, Franklin, New Hampshire.

A true copy, attested: _____
City Clerk

Date: _____

**CITY OF FRANKLIN
NOTICE OF PUBLIC HEARING & MEETING**

In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, August 3, 2020 at 6:00 p.m. regarding Resolution #04-21, authorizing the City Manager to accept and appropriate a \$1.5M Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) for continued funding of the Mayor's Drug Task Force through August 30, 2025 by remote Webmeeting either by calling 1-312-626-6799 or by computer at <https://us02web.zoom.us/j/89227639133>, meeting ID #892 2763 9133. Please note, due to our current health concerns, this meeting will be held remotely.

Provisions for persons with special needs can be made by contacting the City Manager's office, via telephone or mail at least five days prior to the public hearing.

**City of Franklin
316 Central Street
Franklin, NH 03235
(603) 934-3900**

CITY COUNCIL MEETING
AGENDA ITEM IV



CITY OF FRANKLIN COUNCIL AGENDA REPORT

City Council Meeting of August 3, 2020

From: Richard Lewis, Director of Planning and Zoning

Subject: Submission of Proposed Ordinance # 03-21 related to Amendments to the Franklin Zoning Ordinance, Section 305.22, Downtown Revitalization District. Recommendation to Approve Ordinance # 03-21

Recommended Motion for the August 3, 2020 Meeting:

"I move that the Franklin City Council vote to adopt Ordinance # 03-21, an amendment to the Franklin Municipal Code, Section 305.22, Downtown Revitalization District, Parking requirements and allowable minimum total square footage for residential use changes."

Mayor calls for a second, discussion, and the vote.

Discussion:

Attached please find a copy of proposed Ordinance # 03-21, which outlines certain amendments to the Downtown Revitalization District section of the Zoning Ordinance. The Planning Board had a general discussion on these proposed amendments at their meeting of June 24, 2020. A formal and fully noticed public hearing was conducted on July 22, 2020. Following a presentation of the proposed amendments, and some questions from the Board, the Franklin Planning Board voted to send a positive recommendation to the City Council supporting the adoption and approval of these amendments.

The Downtown Revitalization District was first adopted by the City Council in 2007. This section of the Zoning Ordinance was prepared to provide a framework for the redevelopment of the core downtown business district, which was once a vibrant and busy commercial district. While it took 8 long years before we began to see much forward progress in planning and creating a new and improved downtown, the progress that has been made since 2015 is significant and will benefit the City for years to come.

Please note that the proposed Ordinance contains explanatory language which is not intended to be included in the amendments if approved by the Council. Please see the Notes section at the beginning of the Ordinance for clarification of this.

Concurrences:

As mentioned above, the Franklin Planning Board voted on July 22, 2020 to send a positive recommendation to the City Council to approve and adopt these proposed amendments.

Fiscal Impact:

There are fiscal impacts from this Ordinance.

Alternatives:

If the City Council did not adopt these proposed zoning amendments, the potential exists that positive redevelopment of vacant or underutilized buildings in the downtown might be hampered, with the resulting loss of new economic activity.

Attachments/Exhibits: Copy of proposed Ordinance # 03-21



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ORDINANCE #03-21

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Twenty;

Be it ordained by the City Council of the City of Franklin that Ordinance # 03-21 be approved as follows:

Proposed Zoning Amendments to Section 305.22, Downtown Revitalization District

Notes:

- a. The sub-sections / paragraphs outlined below are proposed to be modified as indicated [deletions are shown with strike-through lines; new language is shown in bold].
- b. The paragraphs in Italics below, and marked as "Why is this Amendment Appropriate" are **not** proposed amendments to the Zoning Ordinance; they are included to provide information to the City Council in their consideration of Ordinance # 03-21.

Amendment 1: Relates to the amount of required commercial, business or retail uses for certain buildings in the Downtown Revitalization District. See Sub-section I, paragraph 3.

I. Residential Use: Density, Permitting, and Performance Standards

- (3) For the buildings located on Tax Map 117, Lots 142, 143, 153, and 365 [as designated by the Assessor's Office at the time of adoption or as modified by any subdivision, lot merger, or other similar action] no less than ~~40,000~~ **30,000** total square feet of floor space between all of the lots referenced above shall be dedicated to commercial, business or retail use.

Why is this Amendment Appropriate?

The Downtown Revitalization District was created in 2007. At that time, the requirement for 40,000 total sq. ft. of non-residential space within the 4 remaining mill buildings was possible and appropriate. With the redevelopment of the Forester mill [Parcel 143] into the CATCH Housing project, and the deterioration of the former Stanley Mill [Parcel 142], the only remaining mill building is the Stevens Mill [Parcels 153 and 365]. It would not be appropriate or fair to require that all 40,000 sq. ft. of commercial space be integrated into the redevelopment of Stevens Mill. The Board supports that the required amount of commercial / business be reduced to 30,000 sq. ft.

Amendment 2: Relates to the size of individual residential units in redeveloped buildings in the Downtown Revitalization District. See Sub-section I, existing paragraph 4 and proposed paragraph 5.

I. Residential Use: Density, Permitting, and Performance Standards

4. In order to create and allow for a variety of housing types and options, the following provisions shall apply: a) for any proposal to create more than 10 multi-family dwelling units in a new or existing building, no more than 33 % of the units shall be less than 720 square feet in size, and no more 5% of the units shall be three bedrooms or larger in size; b) for any proposal to create between 3 and 10 multi-family dwelling units in a new or existing building, no more than 2 of the units shall be less than 720 square feet in size, and no more than 1 unit shall be 3 bedrooms or greater.
5. **The provisions of Section 4 above notwithstanding, the Planning Board may authorize a multi-unit project with units less than 720 square feet, providing that the project satisfies the parking requirements, and the requirement in Paragraph 5.d below for the creation of appropriate common community space.**

Why is this Amendment Appropriate?

As noted above, the Downtown Revitalization District was created in 2007. Since then, the design features of residential units in an urbanized downtown area have evolved. There are projects in Concord and other larger communities with units that are 500 sq. ft and less. The proposed addition of a new paragraph [number 5 (in bold) in the draft Ordinance] will provide flexibility to both the developer and the Planning Board in creating viable design plans for the redevelopment of these older and underutilized buildings in the downtown which will help facilitate positive economic growth.

Amendment 3: Relates to the parking requirements for residential units in the Downtown Revitalization District. See Sub-section L, paragraph 3.

L. Parking

3. Through the Special Use Permit process, the owner/applicant may request a reduction in the minimum number of required spaces. Such a request shall be accompanied with **data on the number and size of the residential units, historic experience & evidence describing parking needs for similar mill redevelopment projects, lease language on limits on the numbers of vehicles per specific units, or other information or data deemed appropriate by the developer.** ~~evidence that the lease agreements [for a rental building] or the condominium instruments [for a condo-ownership building] contain restrictions on the number of permitted vehicles that can be housed on the site by the renters or the condominium owners' units within the subject building.~~

Why is this Amendment Appropriate?

The proposed revisions to this paragraph will provide for greater flexibility to the Planning Board for their review and consideration of residential redevelopment in the downtown. With smaller units being created, there is a reduced need for as many parking spaces as was necessary in the past. The developer of the Stevens Mill will need to present to the Planning Board evidence of their historic experiences with parking for other mill projects. The Planning Board can then review the data and evidence and make better project specific determinations for the amounts of parking to be established and approved.

Amendment 4: Relates to the number of required parking spaces for commercial, business, or retail spaces in the Downtown revitalization District. See Sub-section L, paragraph 4.

L. Parking

- (4) Parking requirements for any non-residential uses shall conform to **1 parking space for every 350 square feet of commercial / business use.** ~~Section 305-19 of the Zoning Ordinance. Where municipal~~

parking [not including any over-night parking] is available within 400 feet of the proposed use, then these municipal spaces may be counted towards the total number of non-residential spaces required. The Planning Board reserves the right to deviate from the parking requirements in the Zoning Ordinance based on a review and approval of a Site Plan or SUP and taking into account project specific issues and circumstances.

Why is this Amendment Appropriate?

The Franklin Zoning Ordinance [at section 305-19, Parking] currently requires 1 parking space for every 250 sq. ft [a gross calculation number] of commercial / business activity. This calculation does not recognize that some of that 250 sq. ft. area might be hallways, storage areas or closets, meeting rooms, bathrooms, employee lunch rooms, etc. The proposed calculation number of 1 space for every 350 sq. ft is an effective way to address the "gross" versus "net" number.

Second, there is existing language in the Downtown Revitalization District that allows for an owner / developer to use up to 1/3 of the residential parking spaces to be used for the required commercial / business parking. This type of shared parking helps to eliminate the creation of larger parking lots which often results in vacant spaces in the evenings and weekend time periods.

Roll Call Vote:

Councilor Brown	_____	Councilor Bunker	_____
Councilor Clarenbach	_____	Councilor Desrochers	_____
Councilor Dzujna	_____	Councilor Starkweather	_____
Councilor Testerman	_____	Councilor Trudel	_____
Councilor Zink	_____		

Approved: _____
Tony Giunta, Mayor

Passed: _____
Date

I certify that said vote has not been amended or repealed and remain in full force and effect as of the date of this Certification and that Katie A. Gargano is the City Clerk for the City of Franklin, Franklin, New Hampshire.

A True Copy Attested: _____
City Clerk

Date: _____

CITY COUNCIL MEETING
AGENDA ITEM V



CITY OF FRANKLIN
COUNCIL AGENDA REPORT
City Council Meeting August 3rd, 2020

From: Dan LeGallo, Superintendent

Subject: ESSER (Elementary and Secondary School Emergency Relief) fund (CARES Act)

Recommended

Suggested Motion for the August 3rd, 2020 Meeting of the City Council:

Councilor moves, "I move that the Franklin City Council set a public hearing for September____, 2020 at 6pm regarding Resolution #03-21, to accept and appropriate \$539,150.57 in federal CARES Act funding titled ESSER (Elementary and Secondary School Emergency Relief) grant, for the purpose of funding costs associated with COVID 19 pandemic for the Franklin School District."

Mayor calls for a second, discussion and vote.

Suggested Motion for the September , 2020 Meeting of the City Council:

Councilor moves, "I move that the Franklin City Council vote to adopt Resolution #03-21, to accept and appropriate \$539,150.57 in federal CARES Act funding titled ESSER (Elementary and Secondary School Emergency Relief) grant, for the purpose of funding costs associated with COVID 19 pandemic for the Franklin School District."

Mayor calls for a second, discussion and vote.

Background: Due to the passing of the federal CARES (Coronavirus Aid, Relief, and Economic Security) Act the Franklin School District through the New Hampshire Department of Education was awarded \$539,140.57 in federal grant monies for costs related to the COVID 19 pandemic. The funds have been titled ESSER (Elementary and Secondary School Emergency Relief) Fund. The funds are intended for the purpose of funding for remote learning costs (i.e. chromebooks/computers/software), compensatory special education services, personal protection equipment, food service distribution costs, sanitizing equipment, continued contract costs, personnel costs, other instructional tools, etc.)

Fiscal Impact: This amount will have no effect on the taxes raised by the City of Franklin as this is a federal grant distributed through the New Hampshire Department of Education to districts throughout the State of New Hampshire.

Alternatives: Do not appropriate at this time.

Attachments/Exhibits: Resolution 03-21



CITY OF FRANKLIN, NEW HAMPSHIRE

"The Three Rivers City"

316 Central Street
Franklin, NH 03235

Phone: (603) 934-3900
Fax: (603) 934-7413

RESOLUTION # 03-21

A Resolution Granting Authority to Accept and Appropriate \$539,150.47 of CARES Act funding under the ESSER (Elementary and Secondary School Emergency Relief) Fund for the Franklin School District.

In the year of our Lord, Two Thousand Twenty,

WHEREAS, the City Council of the City of Franklin, New Hampshire recognizes that the school district will receive \$539,150.37 in CARES Act funding through the New Hampshire Department of Education titled the ESSER Fund;

WHEREAS, the City Council of the City of Franklin would like to appropriate \$539,150.57 of the above mentioned funds in order to expend for costs associated with the COVID-19 pandemic for such things as technology costs for remote learning (chromebooks, computers, software), compensatory special education services, personal protection equipment, food service distributions costs, sanitizing equipment, continued contract costs, personnel costs, other instructional tools, etc., **Now**,

THEREFORE, BE IT RESOLVED, that at a regularly scheduled meeting of the City Council on September __, 2020, the City Council of Franklin New Hampshire does hereby vote to adopt resolution #03-21 to formally accept and appropriate \$539,150.37 of federal funding from the passage of the CARES Act by the federal government in response to the COVID-19 pandemic through the New Hampshire Department of Education under the ESSER Fund for the Franklin School District.

An Increase in Revenues:

ESSER Fund (CARES Act) – Five Hundred Thirty-Nine Thousand, One Hundred Fifty Dollars and Thirty-Seven Cents (539,150.37)

By a roll call vote.

Roll Call:

Councilor Brown _____ Councilor Desrochers _____ Councilor Testerman _____

Councilor Bunker _____ Councilor Dzujna _____ Councilor Trudel _____

Councilor Clarenbach _____ Councilor Starkweather _____ Councilor Zink _____

Approved: _____

Mayor

Resolution #03-21

Passed: _____

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Katie A. Gargano is the City Clerk for the City of Franklin, Franklin, New Hampshire.

A true copy, attested: _____
City Clerk

Date: _____

CITY COUNCIL MEETING
AGENDA ITEM VI



**Subject: Rescheduling the September 7, 2020 City Council Meeting falling on the
Labor Day Holiday**

Suggested Motion:

Councilor moves, "I move that the City Council move the Monday, September 7, 2020 City Council meeting which falls on the Labor Day holiday to (month) ____ (day)____, (year) ____ at 6pm."

Mayor calls for a second, discussion and vote.

CITY COUNCIL MEETING
AGENDA ITEM VII



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

City Council Meeting of August 3, 2020

Subject: Other Business

- 1. Mayoral Appointments/Resignations**
- 2. Committee Reports**
- 3. City Manager's Update**
- 4. Late Items**

MAYORAL APPOINTMENTS

Highway Safety Commission:

Appointments:

"I appoint Christi Liolis to the Highway Safety Commission (seat HS6), term of service is 3 years to September 2023."

Mayor's Alcohol and Drug Task Force:

Resignation:

"I accept the Resignation of Sharon Vitolo from the Mayor's Alcohol and Drug Task Force effective July 29, 2020."

Appointments:

Motion: "I appoint Christine Dzujna to the Mayor's Alcohol and Drug Task Force, term of service is 2 years to January 2022."

Upper Merrimack River Advisory:

Appointments:

Motion: "I re-appoint Donna Liolis to the Upper Merrimack River Advisory Committee (seat MR2), term of service is 3 years to April 2023."

Audrey Lanzillo

From: Drug Task Force
Sent: Wednesday, July 29, 2020 11:09 AM
To: Audrey Lanzillo
Subject: Fw: Pizza Box Flyers

Hi Audrey,

Here is Sharons Resignation email, the other person who resigned was Scott Shepard, but he didn't give me a letter or email he just stopped coming to meetings.

Good Afternoon All,

Sadly, I have to resign from the Mayor's Drug Task Force. I have enjoyed being part of such an important team and I feel it is unfair to all of you that I am not able to attend every meeting. We have multiple shifts and as a result, I work long hours trying to be there for all of the team members. I also have some personal things that will also cause me to miss more meetings going forward.

All that said, I will be more than happy to be a part of whatever I can. So please feel free to contact me and let me know what Vitex can do to assist. I have already discussed this with the Mayor and I thank all of you for letting me be a small part of this group. You will make Franklin a better place to live and work and play!

Best Wishes,

Sharon Vitolo

Human Resource Manager



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Email: svitolo@vitexcorp.com
Website: www.vitexcorp.com



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**
City Council Meeting August 3, 2020

Date: July 28, 2020

From: Judie Milner, City Manager

Subject: City Manager's Update

- 1) Contingent Grant Line Activity – none for the month
- 2) Trust fund for school funding - \$138.52
- 3) CADCA zoom training week 3 - 8/24-8/27
- 4) Congratulations – Mayor's Drug Task Force grant
- 5) Fireworks education update
- 6) Economic Development
- 7) Trash program update