



**FRANKLIN TOWN COUNCIL**

**May 14, 2014**

**7:00 PM**

**A. APPROVAL OF MINUTES –**

**B. ANNOUNCEMENTS** – *This meeting is being recorded by Franklin TV and shown on Comcast channel 11 and Verizon channel 29. This meeting may be recorded by Franklin Matters.*

**C. PROCLAMATIONS/RECOGNITIONS**

**D. CITIZEN COMMENTS**

**E. APPOINTMENTS**

**F. HEARINGS**

**G. LICENSE TRANSACTIONS**

**H. PRESENTATIONS/DISCUSSIONS** *Ryan Jette, Director Recreation Department*

**I. SUBCOMMITTEE REPORTS**

**J. LEGISLATION FOR ACTION**

1. *Resolution 14-05: Appropriation: Fire Detail Account*
2. *Resolution 14-36: Issuing Alcoholic Beverages (Package Store) Licenses Policy*
3. *Bylaw Amendment 14-736: Amendment to Chapter 82, Appendix A, List of Service Fee Rates – 1<sup>st</sup> Reading*

**K. TOWN ADMINISTRATOR'S REPORT**

**L. OLD BUSINESS**

**M. NEW BUSINESS**

**N. COUNCIL COMMENTS**

**O. EXECUTIVE SESSION** – *Negotiations, Litigation, Real Property, as May Be Required*

**P. ADJOURN**

LEGISLATION

FOR

ACTION

**TOWN OF FRANKLIN**

**RESOLUTION NO.:** 14-05

**APPROPRIATION:** Fire Detail Account

**AMOUNT REQUESTED:** \$5,083.47

**PURPOSE:** To fund a prior year deficit in the Fire Detail Account

**FINANCE COMMITTEE ACTION**

**Meeting Date:** n/a **Vote:** n/a

**Recommended Amount:** n/a

**MOTION**

Be It Moved and Voted by the Town Council that a transfer from free cash of five thousand, eighty-three dollars and forty-seven cents (\$5,083.47) be made to clear the prior year deficit in the Fire Detail Account.

**DATED:** \_\_\_\_\_, 2014

**VOTED:**

**UNANIMOUS** \_\_\_\_\_

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**ABSTAIN** \_\_\_\_\_

**ABSENT** \_\_\_\_\_

**A True Record Attest:**

**Deborah L. Pellegri**  
**Town Clerk**

\_\_\_\_\_  
**Judith Pond Pfeffer, Clerk**  
**Franklin Town Council**



## Town of Franklin Comptroller's Office

PHONE: (508) 520-4925  
FAX (508) 541-5253

355 East Central Street  
Franklin, MA 02038-1352

TO: Jeff Nutting  
FROM: Susan Gagner  
RE: Fire Details  
DATE: December 6, 2013

In response to the June 30, 2012 management letter Fire Detail finding, I did an in depth review of the Fire Detail billing process. Over the past year the Fire Department clerical staff has done a great job cleaning up some prior year balances and has been up to date on current year billing and collections. I have reconciled the fire detail account and there is a deficit balance of \$5,083.47. This balance is many years old and there is no history to go back and try to collect these funds. I would like to ask for a free cash transfer, or some other mechanism to fund the shortfall in this account.



# FRANKLIN FIRE DEPARTMENT

TO : JEFFREY D. NUTTING, TOWN ADMINISTRATOR

FROM : G. B. MCCARRAHER, FIRE CHIEF

DATE : 21 JANUARY 2014

RE : TRANSFER TO DETAIL ACCOUNT

The purpose of this memorandum is to respectfully request that you postpone the requested transfer to our Detail Account to allow the department to exhaust payment opportunities with the various vendors. A review of the accounts in arrears finds a total of 9 vendors are responsible for the entire amount, some involving permit holders. Given the small number of vendors, I believe we can have a positive impact in reducing the overall amount needed for transfer.

Thank you for your attention regarding this matter. Please contact me should you have any questions or require any additional information.

CC: S. GAGNER, COMPTROLLER  
FILE

DETAIL NUMBER	DATE	NAME	LOCATION	HRS.	RATE	SUB-TOTAL	10%	TOTAL	DATE PAID	CHECK #	Turnover Sheet #
3057	8/27/2008	JAMES HAGERTY	ATLANTIC BLASTING	5	39.9054	\$ 199.53	\$ 19.95	\$ 219.48			
2960	4/10/2007	STEVEN GEER	ATLANTIC BLASTING, YMCA	8	39.9054	\$ 319.45	\$ 31.43	\$ 351.17			
2961	4/18/2007	RAYMOND NASUTI	ATLANTIC BLASTING, YMCA	8	39.9054	\$ 319.24	\$ 31.92	\$ 351.16			
2961	4/18/2007	RAYMOND NASUTI	ATLANTIC BLASTING, YMCA	4	39.9054	\$ 159.62	\$ 15.96	\$ 175.58			
2959	4/3/2007	MATTHEW KELLY	DEAN	4	39.9054	\$ 159.62	\$ 15.96	\$ 175.58			
2954	2/26/2007	MATTHEW KELLY	DEAN COLLEGE FIRE DRILLS	4	39.9054	\$ 159.62	\$ 15.96	\$ 175.58			
2955	2/28/2007	MATTHEW KELLY	DEAN COLLEGE FIRE DRILLS	4	39.9054	\$ 159.62	\$ 15.96	\$ 175.58			
3004	10/13/2007	DAVID BAKER	DEAN COLLEGE FOOTBALL	4	39.9054	\$ 159.62	\$ 15.96	\$ 175.58			
3044	2/14/2008	JOSEPH MULLEN	G AND R CONSTRUCTION	8	39.9054	\$ 319.24	\$ 31.92	\$ 351.17			
3047	4/26/2008	DENNIS ALGER	K OF C. ASSOCIATION INC.	4	39.9054	\$ 159.62	\$ 15.96	\$ 175.58			
3037	11/17/2007	JOSEPH MULLEN	KNIGHTS OF COLUMBUS KFC	7	39.9054	279.35	\$ 24.94	\$ 307.27			
3040	12/6/2007	SEAN LOVELY	KNIGHTS OF COLUMBUS KFC	4	39.9054	\$ 159.62	\$ 15.96	\$ 179.58			
3101	11/23/2007	DAVID BAKER	KNIGHTS OF COLUMBUS KFC	5	39.9054	199.53	\$ 19.95	\$ 219.48			
3310	3/24/2011	STEVEN SIMS	MINUTEMAN IRONWORKS	9	42.8982	\$ 386.08	\$ 38.61	\$ 424.69			
3120	1/12/2009	DANIEL LEWIS	NEW ENGLAND DESIGN	7	39.9054	\$ 279.34	\$ 27.93	\$ 307.27			
3113	11/10/2008	RAYMOND NASUTI	O'SULLIVAN BLASTING	8	43.9	\$ 351.17		\$ 351.17			
3114	11/12/2008	ROBERT TUCCI	O'SULLIVAN BLASTING	8	43.9	\$ 351.17		\$ 351.17			
NO SLIP	3/14/2007	DAVID BAKER	R & F TRANSPORTATION CO,INC	5	43.8950	\$ 219.48	\$ 21.94	\$ 241.42			
NO SLIP	3/14/2007	DENNIS ALGER	R & F TRANSPORTATION CO,INC	5	43.8950	\$ 219.48	\$ 21.94	\$ 241.42			
NO SLIP	3/14/2007	MARK PETITT	R & F TRANSPORTATION CO,INC	5	43.8950	\$ 219.48	\$ 21.94	\$ 241.42			
3052	6/20/2008	DENNIS ALGER	RICHARD DELFINO	4	39.9054	\$ 159.62	\$ 15.96	\$ 175.58			
2963											
2964											
								\$ 5,366.94			



## TOWN OF FRANKLIN

### RESOLUTION 14-36

#### ISSUING AVAILABLE ALCOHOLIC BEVERAGES (PACKAGE STORE) LICENSES POLICY

**Whereas:** The Town Council has asked for a fair and equitable policy for the disposition of available alcoholic beverages (Package Store) Licenses;

**Whereas:** In order to provide an opportunity to all potential businesses to compete for an available (either because census results in additional license or existing licensee surrenders license) Liquor or Beer and Wine license, the Town Council wishes to adopt the following process.

- **When the Town Administrator becomes aware of an available license he/she shall:**
- **Give notice to Town Council at the next Council meeting.**
- **Advertise the availability of the license via the Town Web page and other appropriate means. The advertisement will state the date the applications must be submitted and the hearing date before the Town Council.**
- **Conduct a hearing at which the applicants will be allowed to make their case before the Council in support of their application.**
- **Council will make a determination whether a public need exists based on a set of criteria which may include:**
  - **Proximity of existing establishments.**
  - **Will the license be used to enhance the economic development of a neighborhood?**
  - **Impact on neighborhood.**
  - **Is it near a school or place of worship?**
  - **Other?**
- **Council may determine that no public need exists, not withstanding applicant(s)**

**NOW THEREFORE BE IT** enacted by the Town Council of the Town of Franklin that the Issuing Alcoholic Beverages (Package Store) Licenses Policy is hereby adopted.

This Resolution shall become effective according to the rules and regulations of the Town of Franklin Home Rule Charter.

**DATED:** \_\_\_\_\_, 2014

**VOTED:**  
**UNANIMOUS** \_\_\_\_\_

**A True Record Attest:**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**Deborah L. Pellegrini**  
**Town Clerk**

**ABSTAIN** \_\_\_\_\_

**ABSENT** \_\_\_\_\_

---

**Judith Pond Pfeffer, Clerk**  
**Franklin Town Council**





**TOWN OF FRANKLIN**

**BYLAW AMENDMENT 14-736**

**AMENDMENT OF SERVICE FEES**

**A BY-LAW TO AMEND THE CODE OF THE TOWN OF FRANKLIN, BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:**

Chapter 82 of the Code of the Town of Franklin, Appendix A, "List of Service Fee Rates" is hereby amended as set forth in the attached excerpted page(s) by:

Deleting text where indicated by ~~striketrough~~.

And

Adding text where indicated by underline.

This By-Law amendment shall become effective in accordance with the provisions of the Franklin Home Rule Charter.

\_\_\_\_\_  
**DATED:** \_\_\_\_\_, 2014

**VOTED:**  
UNANIMOUS \_\_\_\_\_

**A True Record Attest:**

YES \_\_\_\_\_ NO \_\_\_\_\_

**Deborah L. Pellegri**  
**Town Clerk**

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

\_\_\_\_\_  
**Judith Pond Pfeffer, Clerk**  
**Franklin Town Council**

# APPENDIX A LIST OF SERVICE FEE RATES

DEPARTMENT	FEE	FY13	FY15	SERVICE CATEGORY
		RATE	RATE	
HEALTH	PERC TESTING/SOIL TESTING	\$ 175.00	\$ 200.00	MINIMUM
HEALTH	SEPTIC PLAN REVIEW/INSPECTIONS	\$ 225.00		FULL COST
	Repair		\$ 250.00	
	New		\$ 350.00	
HEALTH	ADDITIONAL FEE IF PUMP SYSTEM		\$ 100.00	
HEALTH	Additional Fee with Innovative/Alternative System			
	Repair		\$ 125.00	
	New		\$ 200.00	
HEALTH	ADDITIONAL FEE IF RETAINING WALL		\$ 50.00	
HEALTH	Design Plan Revision, 1st, Subsequent Revision			
	Repair		\$ 75.00	
	New		\$ 125.00	
HEALTH	SEPTIC SYSTEM INSPECTIONS- N/C 1ST 3			
	Repair		\$ 50.00	
	New		\$ 100.00	
HEALTH	EMERGENCY REPAIR		\$ 75.00	
HEALTH	COMMERCIAL:			
	<u>OVER 1000 GALLONS PER DAY</u>		\$400 +\$25 PER \$1,000 GALS PLUS ADDITIONAL \$150.00 FOR PUMP SYSTEM, I/A SYSTEM	
HEALTH	PRIVATE WELL	\$ 125.00	\$ 125.00	FULL COST
HEALTH	RECYCLING PERMIT		\$ 100.00	FULL COST
HEALTH	SEPTIC REPAIR (MINOR)/ALTERATION	\$ 50.00	\$ 75.00	FULL COST



# Town of Franklin

HEALTH DEPARTMENT  
355 East Central Street  
Franklin, Massachusetts 02038-1352

RECEIVED

APR 10 2014

TOWN ADMINISTRATOR  
TOWN OF FRANKLIN

April 10, 2014

Mr. Jeff Nutting  
Town Administrator  
Town of Franklin, MA

Dear Mr. Nutting:

The elected members of the Franklin Board of Health enthusiastically support augmenting the Health Department staff without delay. Adequate staffing has consistently been a problem in the Health Department during my tenure as Board of Health Chairman.

As you are aware, Franklin's Health Department is, and has been historically understaffed when compared to towns of similar size. With an improving economy the demand for public health services is likely to grow steadily. Without augmenting the staff, customer service will no doubt suffer in the long term.

As such, we fully support and strongly recommend at least a part-time Health Department position be created and funded as soon as practicable.

Sincerely,

Bruce Hunchard, Chairman  
Franklin Board of Health



**PROPOSAL FOR PART-TIME HEALTH DEPARTMENT EMPLOYEE**

April 11, 2014

Mr. Jeff Nutting  
Town Administrator  
Town of Franklin, MA

Dear Mr. Nutting:

The Board of Health/Health Department wishes to request the addition of a part-time Sanitarian position in order to provide proper coverage for the Health Department. I am requesting you consider a 15 hour per week Registered Sanitarian position for up to 48 weeks per year.

I anticipate the cost of this position to be in the \$22,000.00 to \$28,000.00 range dependent on the number of weeks and hours worked per year.

By increasing the Health Department septic-related fees as proposed, we should be able to offset the cost of hiring a new employee. With an improving economy and a corresponding increase in the number of septic systems and percolation tests expected, I project that septic-related revenues generated will be in the \$26,000.00 to \$30,000.00 range annually with a fee increase as proposed. This revenue will cover the cost of the position and our administrative fees as well. As such, I feel strongly that hiring a new staff member is not only necessary, but also can be justified financially as well.

Accordingly, I formally request up \$28,000.00 in additional funds for fiscal year 2015 to meet the needs of the department.

Thank you for your time in reviewing this proposal.

Very truly yours,



David E. McKearney  
Public Health Director

## FEE COMPARISON CHART SEPTIC

	<u>FRANKLIN</u>	<u>NORFOLK</u>	<u>WRENTHAM</u>
RESIDENTIAL FEES			
PERCOLATION/SOIL TESTING:	\$175.00 Repair/New	\$200.00 Repair/New	\$200.00 Repair/New
<b>PROPOSED FEE:</b>	<b>\$200.00</b>		
1 <sup>st</sup> PERMIT APPLICATION, PLAN REVIEW:	\$225.00 Repair/New	\$350.00 Repair \$500.00 New	\$350.00 Repair/New
<b>PROPOSED FEE:</b>	<b>\$250.00 Repair \$350.00 New</b>		
ADDITIONAL FEE IF PUMP SYSTEM:	N/C	\$150.00	\$150.00
<b>PROPOSED FEE:</b>	<b>\$100.00</b>		
ADDITIONAL FEE WITH INNOVATIVE/ALTERNATIVE SYSTEM:	N/C	\$250.00 Repair \$350.00 New	\$200.00
<b>PROPOSED FEE:</b>	<b>\$125.00 Repair \$200.00 New</b>		
ADDITIONAL FEE IF RETAINING WALL	N/C	\$50.00	\$100.00
<b>PROPOSED FEE:</b>	<b>\$50.00</b>		
DESIGN PLAN REVISION, 1 <sup>ST</sup> SUBSEQUENT REVISION	N/C N/C	N/C \$150 Repair \$200.00 New	N/C \$100.00
<b>PROPOSED FEE:</b>	<b>\$75.00 Repair \$125.00 New</b>		
MINOR REPAIR/ALTERATION	\$50.00	\$75.00	\$85.00
<b>PROPOSED FEE:</b>	<b>\$75.00</b>		
SEPTIC SYSTEM INSPECTIONS EACH ADDITIONAL INSPECTION OVER THREE:	N/C 1 <sup>st</sup> Three N/C	N/C 1 <sup>st</sup> Three \$75.00 Repair \$125.00 New	N/C 1 <sup>st</sup> Three \$50.00

**PROPOSED FEE:** \$50.00 Repair  
\$100.00 New

EMERGENCY REPAIR: N/C \$75.00 \$85.00  
**PROPOSED FEE:** \$75.00

COMMERCIAL FEES  
OVER 1000 GALS PER DAY: N/C \$112 per Hour \$400+\$25 Per 1,000  
Minimum of \$2000.00 Plus Additional Fees  
For Pump, I/A System

**PROPOSED FEE:** \$400+\$25 per 1,000 Gals  
Plus Additional \$150.00 for Pump  
System, I/A System

**NEW FEE EXAMPLE:**

Repair, Residential: Perc/Soil Testing \$200.00	New Construction, Residential: Perc/Soil Testing \$200.00
Septic Application \$250.00	Septic Application \$350.00
Trench Permit: \$25.00	Trench Permit: \$25.00
Total Cost: \$475.00	Total Cost: \$575.00
Increase of \$50.00	Increase of \$150.00

Additional fees may apply as depicted above.

The number septic system applications for both new construction and repairs for 2011, 2012 and 2013 are as follows:

2011: 28 installations with 9 minor repairs  
2012: 31 installations with 11 minor repairs  
2013: 48 installations with 11 minor repairs

Each installation requires a minimum of (3) field inspection.  
Minor repairs typically require (1) field inspection.

The 3 year average for septic installations is (37) annually.

Revenues generated for installations based on present fees and an average of (37) installs is ~\$15, 725.00.  
Minor repairs raised an additional \$550.00 in 2013. (new fee)

If the new septic fees are approved using projected installation number of (50), revenues generated will be in the \$26,000.00 to \$30,000.00 range or more annually.