

**CITY COUNCIL MEETING**

**AGENDA ITEM X**



CITY OF FRANKLIN  
COUNCIL AGENDA REPORT

*April 7, 2014 City Council Meeting*

---

**Subject: Other Business**

---

- A. Committee Updates**
- B. City Manager's Update**
- C. Appointment to the Zoning Board**



CITY OF FRANKLIN  
COUNCIL AGENDA REPORT  
*City Council Meeting April 2014*

**Date:** March 28, 2014  
**From:** Elizabeth Dragon, City Manager  
**Subject:** **Manager's Update**

**Contingency Grant Line Activity:** The City received the following in the contingent grant line this month:

\$15,000 for BRCC playground from Children's Auction  
\$200 book club from Historical Society  
\$50.00 Basketball grant from Hersom Family  
\$198.38 Operation Safe Commute Grant

**Save the date (May 17<sup>th</sup>)-** Put May 17<sup>th</sup> into your schedules for a *Howling good time!* The first Annual "Bow Wow Ball" will be held at the Mojalaki golf course. Save the date flyer attached.

**City Hall clean up & reorganization plans-** During my almost six years here we have dealt with some ongoing issues related to housekeeping, storage, and code enforcement concerns tied to the operations of the Opera House. Relying on volunteers and a part time executive director has left us dealing with a great deal of inconsistencies as it relates to these issues. There has been Monday mornings when city hall staff arrives to work and finds the lobby a mess, the trash cans overflowing and the bathrooms empty of paper towels and/or toilet paper. Council chambers at times looks like it hasn't been swept in weeks and a few times we have come in to find footprints on chairs from people standing in them at some point over the weekend. Sometimes we go to set up for a council meeting and sound equipment hasn't been put back and microphones missing. City staff then has to spend time getting things back in order, sweeping, mopping and restocking, moving chairs & tables before we can begin our work day. This obviously leads to a great deal of frustration. We communicate the issue to the executive director and for awhile it will improve. The basement level of city hall has for years been a mess and overflowing of storage of materials. The meeting space in the lower level is the only other ADA accessible meeting space in the building. We try to hold publicly posted meetings in this location and leave the opera house (council chambers) for opera events and practices as much as possible. However, even that has been a source of frustration recently because we will come in for a meeting and tables will be folded up and music equipment set up for the three rivers singers. We then have to take time and staff to reshuffle everything to accommodate meetings (such as subcommittee meeting of the city council). A few years back we agreed to book council chambers through the opera house and instead rely primarily on the meeting space downstairs for our various subcommittee meetings. That space was agreed to be booked through Sue May but somehow found itself on the opera house calendar as well. Recently, code enforcement became very frustrated with storage of materials on the outside of the building. After notice the city ended up removing those materials ourselves.

Subsequent to another recent inspection and the need to address ongoing storage issues in City Hall, the Buildings and Grounds Department is now concentrating on the Basement Area. The following is our approach towards improving the overall condition of the Basement Area and creating more useable and safer space for all who utilize it. Cleaning the downstairs is **long overdue!**

- Brian Barry along with assistance from Pat Brooks has begun the cleaning and the disposal of accumulated, unused debris under control of the City. They will be sorting out metal, demolition material, trash and recyclables.
- The Opera House and Footlight Theatre Staff need to make a determination from their perspective of what is absolutely necessary to keep on site within their designated space and what can be stored offsite. This decision should be made soon. The City will assist with the disposal of any unwanted materials while we are in the process of doing our work.
- Director Milner and City Clerk/Tax Collector Burbank are reviewing records retention materials and making a determination what can be destroyed this year. Also they are going to determine what permanent records can be stored in the safe secured space at the Water Treatment Plant and what needs to stay at City Hall.
- The maps and deeds in the basement will be moved to the Proulx Center temporarily. Director Sullivan, Director Lewis and Deb Ryba will review& organize and determine what needs to be saved. Items that need to be stored will eventually go to the upstairs of the water treatment plant. We may utilize Starving Artists Movers to assist with one move from the City Hall to Proulx.
- Brian Barry has also be meeting with Chuck Bodien (code enforcement officer for the city) about reconfiguring certain areas so the space will satisfy code compliance. As we move forward he will continue to do so.
- We have a price to install fire /smoke detection downstairs. Director Milner has added that item to the list of special projects for the end of this fiscal year if funds are available.

Lastly regarding the third floor of city hall-after the planning & zoning & assessing move to the Proulx Center building there was a lot of cleaning to do upstairs. Brian Barry and his crew did an amazing job getting upstairs in order! With the rows and rows of planning/assessing files moved out of the GAR hall the room got its first cleaning in many years. I placed a desk and filing cabinet in the room for use by the Mayor. As often times, the mayor would be at city hall at the end of the day and ask to use my little meeting space outside my office. This created an awkward situation as I would have to walk through his meeting to leave my office. The GAR hall is not handicap accessible and cannot be used for public meetings. Therefore, not only did the GAR get a good cleaning (I personally mopped the floor) but I was still able to find some limited use for the space. The rooms that were once used as the office space for planning, zoning and assessing are now a wonderful lunch/break area and training space for city hall staff. Once again, Brian Barry and his crew are to be commended for the fabulous work they did to the room-it is amazing what a fresh coat of paint and some refinishing work to the floors did to the space! Great job guys! The City hall staff is very grateful for a quiet place to heat up their lunch, have a cup of coffee, and take a break away from their desk (a break that is required by federal labor laws). This is the first time the staff has really had a place in the building to have their lunch. While this may seem like a small thing to some people- it is a big deal to them.

**Fiscal 2015 Budget process:** I would like to propose a change in the budget process this year. This proposed change is in response to the council's desire to have more meaningful conversations (as an entire council) about budgeting priorities. Instead of reviewing dept budgets with individual subcommittees of the council, I propose that we begin meeting immediately with the entire council. This would give us more time to discuss each section of the budget and go through a more strategic process. The Request for Proposals for insurance is due back April 11<sup>th</sup>. That is last big piece of the budget puzzle that we need.

Monday April 21<sup>st</sup> - I propose a no numbers conversation about the budget and council priorities for the upcoming year. This is a high level conceptual conversation about services & council budgeting priorities.

Monday April 28<sup>th</sup> (the last Monday of the month) I would submit the manager's budget and discuss/summarize the hard decisions that had to be made to bring the budget under the tax cap. This meeting allows you to take the conceptual conversations from the week before to real numbers.

A few years ago, we moved the due to date for the Manager's budget submission from June to the first council meeting in May. However, at the meeting the budget was only turned over not discussed in great detail. Beginning the budget conversations and submitting the budget even earlier- allows the council to have conversations about the items I prioritized in the budget. It gives the council time to discuss whether they agree with things I prioritized or if they want to go in a different direction.

Both meetings are higher level conversations (earlier in the year) before the council begins the department page by page review of the budget. That leaves the entire months of May & June for budget work sessions to go over the entire budget.

(Current Council chambers/opera house meeting schedule attached for your info)

**Expanded use of the Proulx center for recreation:** During the Fiscal 15 budget process, I have asked Recreation Director Alpers to review the cost (and estimated revenues) of expanding uses of the Proulx Center gym during the six months it is not used for basketball. We have received requests for use of the gym beyond what was original approved during the plans to move the recreation department to the Bessie Rowell Community Center. I have held firm that only basketball would be held at the Proulx center. This decision was made at the time of the move because the gym at Bessie Rowell was not the proper size for the basketball program. Therefore, the budget for things like lighting, water/sewer, bathroom supplies, re-finishing of the gym floor, staff time etc is based on that use only. I have also asked for input from staff in regards to security of the rest of the building (people accessing upstairs or the lower level) as well as input regarding any operational impacts to planning/zoning/assessing & FBIDC. I am not currently recommending expanding use of the Proulx gym but because there have been requests from organizations like the sports leagues-I felt it was an important conversation to have with the council during the upcoming budget process.

# SAVE THE DATE!

The First Annual

## “Bow-Wow Ball”

Saturday, May 17th

To benefit the Franklin Police Department K9 Program

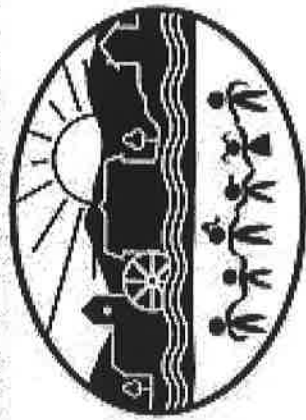
 5 pm—Mix & Mingle

 6 pm—Dinner ... followed by DJ & dancing

Mojalaki Golf Course

Tickets \$40/pp or \$75/couple.

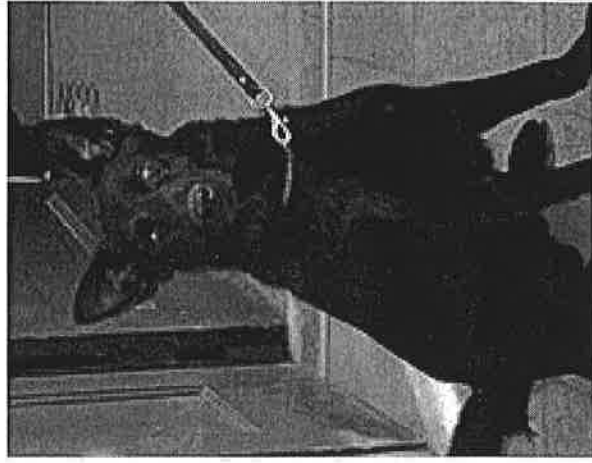
Franklin Mayor's  
**DRUG TASK FORCE**



Tickets & details available from  
Franklin Mayor's Drug Task Force

at 998-5337

Also at Franklin City Hall and  
Franklin Police Department



 **MAX**

MNH Space Use(a)

May 2014 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 6:30pm - Three 7pm - Reserved for	29 5pm - Shrek	30	1 8am - Choose 3pm - Shrek	2	3
	5 6pm - City Council 6:30pm - Three	6 5pm - Shrek		8 5pm - Shrek	9 10am - Shrek	10
	12 6pm - Heritage 6:30pm - Three	13 5pm - Shrek	14 6pm - Planning	15 5pm - Shrek 6pm - FOH Board	16 Anne Sweeten Plano 10am - Shrek	
	19 6:30pm - Three	20 5pm - Shrek		22 5pm - Shrek	23 7:30pm - Reserve	
	26 6:30pm - Three 7pm - Reserved for	27 8am - Choose 5pm - Shrek Dress	28 6pm - PLANNING	29 7:30pm - Shrek the	30 7:30pm - Shrek the	31 2pm - Shrek the 7:30pm - Shrek the







CITY OF FRANKLIN  
COUNCIL AGENDA REPORT

April 7, 2014 City Council Meeting

---

**Subject: Appointment to the Zoning Board**

---

**Motion: *"I move that the Franklin City Council appoints Michael Joseph Weatherbee as an Alternate on the Zoning Board; Term of Service to January 2016.***



# CITY OF FRANKLIN, NEW HAMPSHIRE

*"The Three Rivers City"*

Planning and Zoning Department  
316 Central Street  
Franklin NH 03235

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

## PROSPECTIVE APPOINTEE PROFILE

Name:	Michael Joseph Weatherbee			
Address:	434 Central St. Franklin NH 03235			
	Street Address	City	State	Zip Code
Telephone:	(Home Phone) 603.455.7689	(Work Phone) 603.934.3450	(Cell Phone) 603.455.7683	(email) pairadice2@mail.com

You must be a Franklin resident to sit on any board or committee within the City! If at any time you do not reside in Franklin, then you shall submit a letter of resignation for your position.

Franklin Resident:  Yes For how long? 42 yrs.

Employer:	(self) owner Pair.A.Dice Tattoo Co.			
Address:	436 Central St. city Franklin State NH Zip Code 03235			
	Street Address	City	State	Zip Code

Interested in appointment to: Planning and Zoning Dept.

Please list below any specific skills, knowledge or experience you believe to be relevant:

<u>High School diploma F.H.S. class of '91</u>
<u>A business owner for close to a decade</u>
<u>I LOVE FRANKLIN born and raised.</u>

Please state briefly why you are interested in this Board/Committee:

<u>To be involved in the cities growth and development</u>
<u>To beautify the downtown area</u>
<u>I feel I would have something to offer our city</u>

Signature

3/6/2014

Date

Thank you for your willingness to provide us with this information.