

**CITY COUNCIL MEETING**  
**AGENDA ITEM I**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*City Council Meeting of October, 2016*

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**Subject: Approval of Minutes**

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**Motion: "I move that the Franklin City Council approve the minutes of the September 12, 2016 City Council Meeting."**

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



## City Council Meeting September 12, 2016

### Call to Order

Mayor Merrifield called the meeting to order in the Council Chambers, Franklin City Hall at 6:00 p.m. The Mayor stated that they don't have a quorum at the moment but have Councilors on the way and will do no voting items until there is a quorum.

### In Attendance

Councilor Clarenbach (arrived at 6:35 pm), Councilor Starkweather, Councilor Barton, Councilor Wells, Councilor Zink (arrived at 6:15 pm), Councilor Dzujna, City Manager Dragon and Mayor Merrifield.

### Absent

Councilor Boyd, Councilor Giunta, Councilor Desrochers.

Salute to the Flag was led by Councilor Dzujna.

### Public Hearings - None

### 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.**

Christine Dzujna spoke on behalf of the Franklin Animal Shelter and they are hosting their biggest fundraising event on September 24 at Odell Park from 8:30 am -2:00 pm. There is a change from last year that includes the walk but also has dog demonstrations, chowder contest, Franklin & Belmont K-9 demonstrations, vendors, etc.

Glen Feener spoke in favor of item 5 as it benefits the employees for a pretax benefit. He also spoke in favor of Item 6 the SAU Withdrawal and hopes the Council will go forward and set the public hearing with the recommendations that the committee has made.

Brian Ward from Webster Lake Rd spoke in regards to his situation with losing his property to the City in the tax deeding process. He was looking to the Council to see if there was any way they could help him.

**Choose Franklin** – Councilor Dzujna spoke, being co-chair as Jo Brown is away, about this being the first time they have filled their board with 14 people and are very excited to have done so. On Sept 1 they had the League of Women Voters come in and talked about the voting process. On Sept 6 there was a spaghetti dinner where Gold Key Realty was a main contributor, DM&B Sons – Dale Bowen and Joshua Nash did the cooking, Lakes Region Handy Man – Ryan Rob helped with cooking, Cedric

donated some food and the Elks Hall donated the space for the dinner. This dinner was to give out the same information as the League of Women Voters did at the Choose Franklin meeting. On Sept. 26 will be the candidate's forum in Council Chambers. At the Choose Franklin meetings, 1<sup>st</sup> Thursday of the month, starting on Oct 6 will be the Superintendent Dan LeGallo and he will speak about the current mission and goals the school is working on, on Nov. 3 will be Lakes Region Hospital New CEO Kevin Donovan, on Dec. 1 will be Fire Chief LaChapelle and he will talk about our emergency management system and on January 1 will be First Day with the kayaks.

**Legislative Comments** – None

**City Council Acknowledgements** – Councilor Dzujna wanted to recognize Finance Director Milner for doing a great job sitting in as City Manager.

**Mayor's Update** – Mayor stated he had a conversation with School Board Member Bill Grimm and he has submitted his resignation from the school board. Due to the timing of this and with the election filing period being passed the Council will have to fill this vacancy until the next election. Council Dzujna asked if they should wait until after the election to see the wishes of the public as there are four (4) people running for that seat in that Ward.

***Motion: Councilor Dzujna moved to acknowledge Bill Grimm's resignation with deep regret. Motion seconded by Councilor Starkweather.***

***All in favor; motion passes.***

**Agenda Item I.**

**City Council to consider the minutes of the July 25 & August 1, 2016 City Council Meetings.**

***Motion: Councilor Barton moved that the Franklin City Council consider the minutes of the July 25 & August 1, 2016 City Council Meetings. Motion seconded by Councilor Starkweather.***

***All in favor; motion passes.***

**Agenda Item II.**

**School Board Report** – School Board Member Burns stated all seems to be going well except school bus stops and that has been addressed by the Superintendent. School Board Member Burns is working on the vision statement and it is in the Three Rivers News and no replies yet. Councilor Dzujna stated that last month at the school board meeting in the non-public they voted a 1.5% raise for administrators with the idea of adding 2% on in October, where is that money coming from? School Board Member Burns clarified and stated that the 2% will be revisited in October. They have been working hard and there are five (5) individuals not eleven (11). Councilor Dzujna asked again

where did that money come from? School Board Member Burns stated there was a lot of shift in staff, the principal was told to work with Dan, Athletic Director and his budget and there were a lot of coaches who have not taken their stipends so there is money there.

Councilor Starkweather asked if they have the population for each grade. School Board Member Burns stated not yet but working with the Superintendent he says there will be a big drop. Councilor Starkweather asked if there are any classes with thirty (30) students in it. He would like a realistic figure without any spin on it. School Board Member Burns stated the Superintendent is working on it.

### **Agenda Item III.**

**City Council to consider a request by Charles Valliere for the Restoration of involuntarily Merged Lots.**

***Motion: Councilor Barton moved that the Franklin City Council approve the restoration, per RSA 674:39-aa.II, of the three involuntarily merged tracts owned by Charles and Diane Valliere. Motion seconded by Councilor Dzujna.***

Councilor Barton asked what this means. City Manager Dragon stated there was a change in State Law and a follow up change by Council that property owners can unmerge their properties that were involuntarily merged together which is separating those boundary lines. Councilor Barton asked if it was going from one (1) property to two (2) properties or three (3) properties to (1) property. City Manager Dragon stated it was one (1) back to (3).

Councilor Starkweather stated a lot of these were merged without the property owners knowing about it until the change in the tax laws. Councilor Zink stated that the plan shows there is a garage on Lot 4 on the Lark St. side and would Lot 5 and Lot 6 be developed under this new plan. Planning Director Lewis stated Lot 5 on the water side is smaller and then has a larger portion between Webster Ave and Lark St. This piece can easily accommodate a house and septic system. The water front lot could accommodate a gazebo or accessory building for beach/boat toys, etc. Lot 6 is tougher due to its size and that will be up to the owner.

***All in favor, motion passes.***

### **Agenda Item IV.**

**City Council to consider repurchase of Tax Deeded properties by previous owner.**

**A.**

***Motion: Councilor Clarenbach moved that the Franklin City Council deed 4 Trail Street Map/Lot #078-006-15 to Ed Corson upon receipt of all back taxes and interest and***

***penalties (minus the 15% of assessed value penalty). Motion seconded by Councilor Dzujna.***

***All in favor; motion passes.***

**B.**

City Manager Dragon stated she would like to skip item 4b as they are still working on the conditions for repurchase.

**Agenda Item V.**

**City Council to adopt Resolution #03-17 amending and restating the City's cafeteria benefit plan under IRS code section 125.**

***Motion: Councilor Starkweather moved that the Franklin City Council adopt Resolution #03-17 amending and restating the City's cafeteria benefit plan under section 125 of the Internal Revenue Service code and authorizing the City Manager to execute all documents related to the amended benefit plan. Motion seconded by Councilor Clarenbach.***

***All in favor, motion passes.***

**Agenda Item VI.**

**City Council to consider setting a public hearing for adoption of the withdrawal plan for SAU 18.**

***Motion: Councilor Barton moved that the Franklin City Council schedule a public hearing on October 3, 2016 at 6:06 pm to consider if the City Council will accept the provisions of RSA 194-C providing for the organization of a School Administrative Unit involving school districts of Franklin and Hill, in accordance with provisions of the proposed plan. Motion seconded by Councilor Zink.***

Councilor Clarenbach asked if this is all the material the councilors have to make a decision on. City Manager Dragon stated that the minutes of the withdrawal committee that the SAU office has done should help and she can package them. He stated that since he and some other councilors haven't been involved all information would be helpful to make a decision. City Manager Dragon stated that she and Finance Director Milner can do a summary as well. Councilor Dzujna stated that the minutes would be helpful as well as there has been public input at these meetings and those would be helpful.

***All in favor, motion passes.***

**Agenda Item VII.**

**City Council to consider approval of building permit for Edison Chae.**

**Motion:** *Councilor Starkweather moved that the Franklin City Council approve the issuance of a Building Permit for Edison Chae for a proposed shed on parcel 128-042-00, and authorize the City Manager to execute the Agreement and Notice of Release from Municipal Responsibility and Liability between the City of Franklin and Mr. Chae. Motion seconded by Councilor Clarenbach.*

Councilor Starkweather stated that this release for public information is because this is a private road so that the City is not responsible if there is an emergency and the apparatus can't get down there due to the poor condition of the road to access it or during the winter when it is not plowed properly for anything to get down there. Councilor Clarenbach asked if this is after the dip in the road. Planning Director Lewis stated this property is off Kenwood that people use to get into Sanbornton.

*All in favor, motion passes.*

**Agenda Item VIII.**

**City Council to consider Tax Deed Sale of a Property.**

City Manager Dragon would like to pass on this item.

**Agenda Item IX.**

**Other Business**

1. **Committee Report** – Councilor Dzjuna stated that on August 8 a Liaison Committee was held and they talked about some of the purpose of the committee's vision and goals. One big thing was on the board is Charlan who works for My Turn and they are looking to bring an ELO program to the school at no cost. They are State and Federal funded and will be coming to the next School Board meeting so it can be voted on. The next City/School finance meeting will be Sept. 20.
2. **Council Appointments**

**Councilor Clarenbach appoints Stephen Pascucci to the Franklin Public Library Board of Trustees (Seat LT6), Term of Service to January 2017. Seconded by Councilor Starkweather.**

*All in favor, motion passes.*

- 3. City Manager's Update** – City Manager Dragon advised that the City received the following contingent grant line amount: \$859.11 from STEP Grant, \$500 from Benson's Auto for soccer equip, \$300.00 from Concord Hospital for fire dept. and \$500 from SAMHSA to host town hall meeting for drug task force.

**Metrocast Community Bulletin Board** as part of the franchise agreement we have the ability to set up a community bulletin board broadcast over one of our government channels to Franklin Residents. There is a technology grant with limited funds each year so City Manager Dragon is in the process of scheduling a meeting with them to determine necessary steps to put this in place and she also asked Leigh Webb to help assist her with this.

**Drug Task Force Coordinator** Angela Lynch will be leaving her position of Coordinator with the Franklin Mayor's Drug Task Force. She will stay on for a period of time hopefully until we hire her replacement. She has had some changes in her personal life that will be having her move away.

CDFA did award the \$400K in tax credits to FBIDC as a result of the City's work with the Rural Development Grant prepared by Director Lewis which resulted in being awarded \$50K which we used to hire a Downtown Coordinator. We worked with the Downtown Coordinator to bring some changes with projects. One of the projects identified was this application for tax credits and it was a very competitive application process with Todd Workman, Director Lewis and Jim Aberg all contributing to the application. \$200K will be in 2017 and \$200K will be in 2018 and the plan is to use the money for downtown façade, building improvements and build on the momentum to bring businesses to downtown.

UNH Cooperative Extension has reached out to Councilor Dzujna and he and City Manager Dragon will be doing a webinar with them to talk about Franklin for a Lifetime projects, tax credits and the partnership in the community. We were also referred to by Taylor Caswell who is the Executive Director of CDFA, and asked City Manager Dragon to speak to a group in Maine and talk about Franklin and Franklin's projects. World Affairs Council is coming back to Franklin in September and wants to talk about local government and team atmosphere here in Franklin.

George Turcotte has announced his last day with the City is October 15. Director Sullivan and City Manager Dragon will talk about some changes for that position at the October City Council meeting.

Director Sullivan spoke about tree cutting within public property. One of the critical areas is the River St. Ext. 3 miles from Winnepesaukee St. to the treatment plant. The State of NH there is an area that is shaded that passes over a number of easements and one of those easements is owned by the City of Franklin. That area has many dead pine trees and hazardous trees and could pose a problem in a wind storm. The State has contracted with a licensed forester to do selective cutting in this area. They would also like to pay for trees on



City property that is adjacent to their property. Director Sullivan feels this is a great deal for the City as this is all pulp and no timber involved and is just informing the Council that he has been working with the State and that they are going ahead with this.

City Manager Dragon mentioned that the Fire Dept. is down two (2) firefighters and everyone is pitching in where they can to get us through. The City is experiencing a lot of activity in police and fire and not a lot of personnel to handle the calls and it is putting a lot of stress on the personnel. The City Manager and the Fire Chief had a brief conversation about needing to come up with some strategies otherwise we end up with tired personnel who may make mistakes, burnt out employees who may get discouraged or we may lose people who are dedicated to us so City Manager Dragon and Chief LaChapelle are brainstorming ways to assist the department in the interim and coming up with some other creative ways to help the department long term.

Chief LaChapelle spoke about Emergency Management traveling with the school down to the Emergency Management Institute in Maryland in August. They sat with a week-long class with other school districts from across the country and looked at how effective the Franklin plan is to others. The Franklin plan has some strong pieces to it. The next Emergency Management meeting is Sept. 22 and the school has made some tremendous improvements in their building and training.

City Manager than spoke about NHMA policy issues that was tabled last month. Mayor Merrifield stated they are looking for Councilors to make recommendations for those they don't agree with. Councilor Clarenbach stated that his question on page 10 item 10 complete streets is only once sentence and is something that if they don't omit can City Manager Dragon keep the Council apprised of if it gets into more detail. Is this something they are going to make us follow as this sentence doesn't explain it? City Manager Dragon stated how it works is these are just concepts and then after the process is over a representative or senator would have to bring forward a bill to the legislature. Councilor Clarenbach then asked that this one is asking if NHMA will support and City Manager Dragon stated they all are worded that way, somewhat broad, but they will look at it when a bill comes in and may not support the complete bill if it talks about doing something at the municipalities cost. Then they would oppose it as that would be downshifting. Mayor Merrifield stated if it would make sense to make a motion empowering City Manager Dragon to use her good judgement based on our conversations thus far to determine if it is in the best interest of Franklin. Councilor Clarenbach agrees as the limited amount of information they currently have makes it hard to support or oppose. City Manager Dragon stated they only do this every two years.

**Motion:** *Councilor Clarenbach moved that the Franklin City Council approve City Manager Dragon to use her good judgement and act on the Council's behalf if it is in the best interest of Franklin. Motion seconded by Councilor Starkweather.*

Mayor Merrifield stated for them to go through each item with the limited amount of information and logistically is very time consuming. Councilor Dzujna stated that last time he thought they went through many of them.

*All in favor, motion passes.*

4. Late Items - None

*Motion to adjourn made by Councilor Starkweather and seconded by Councilor Clarenbach. All in favor; meeting adjourned at 7:09 p.m.*

Respectfully Submitted,

Lauraine G. Paquin