

Master Plan Update Committee 2023

Meeting Minutes

November 8, 2023, 6:30 PM

Third Floor Training Room

355 East Central Street

This meeting was available to be attended in person by all citizens. The meeting was also live-streamed by Franklin TV and shown on Comcast Channel 9 and Verizon Channel 29.

Recordings have been made available on Franklin TV's "Franklin Town Hall TV" YouTube channel. Additionally, citizens were able to participate remotely via phone and Zoom.

Committee Members in Attendance: *Chair Glenn Jones; Vice Chair Cobi Frongillo; Clerk Melanie Hamblen; Kenneth Elmore; Joe Halligan; Ginelle Lang; Gino Carlucci; Rick Power; Erin Gallagher; Eric Steltzer; Bruce Hunchard; Jennifer Williams;*

Committee Members Absent: *Meghann Hagen;*

Others in Attendance: *Amy Love, Town Planner; Jill Slankas, Barrett Planning Group LLC; Jeff Maxtutis, BETA Group, Inc.*

Chair Glenn Jones called the meeting to order at 6:35 PM.

Subcommittee Updates

Vice Chair Frongillo, Chair to the CFSC subcommittee, told the Committee about the subcommittee's publicized bicycle tour that happened November 5. Member Carlucci updated the Committee to say that the Sustainability subcommittee would next be meeting on December 4. Member Lang updated the Committee on the activities at the previous Land Use & Zoning subcommittee, and stated their next subcommittee meeting would be November 13. Member Elmore briefed the Committee on the Housing and Economic Development subcommittee still preparing to schedule another meeting for the future.

Update-Existing Conditions & Inventory

Town Planner Love updated the Committee to say that a draft document would be submitted to them the following week for feedback. Member Lang then said the Land Use & Zoning subcommittee meeting scheduled for November 13 would be postponed as reviewing the draft document was to be part of it.

Ms. Slankas from Barrett Consulting and Mr. Maxtutis from BETA then showed a presentation to the Committee that included a project timeline for the Master Plan as well as a framework for the existing conditions.

The Committee Members asked questions to the Consultants following their presentation in regards to what further data their inventory would contain. Member Lang asked if the Consultants had looked at the 2013 Master Plan to determine what goals and objectives from it were met and figure out where the 2023 Committee will be starting from. Ms. Slankas answered that the document acknowledges the 2013 Master Plan in multiple places, but they

could look at it again to tighten up places where the 2013 Plan is referenced without holding up the process. Member Hunchard asked if Interstate 495 is being factored into traffic calculations, to which Mr. Maxtutis confirmed that it is. Member Halligan asked if an up-to-date figure on the percentage of affordable housing in Franklin has been found, to which Ms. Slankas responded that the current figure they have is 12 percent, but that figure is from December of 2020, before the census. Chair Jones and other members of the Committee suggested that they believe the number is not as high as 12 percent. Town Planner Love weighed in to say that the Department of Planning and Community Development regularly receives updated figures from the Subsidized Housing Inventory (SHI), and none of the figures have been less than 11.8 percent.

The Committee deliberated on the importance of having data on square footage of housing units along with how the size of housing units has changed over time. Member Lang asked if there would be demographic data and a section on parking that was benchmarked with other towns, to which Ms. Slankas and Mr. Maxtutis answered there would be demographic and parking data, but the parking data was not benchmarked alongside other towns.

Member Williams joined the meeting via Zoom call.

Chair Jones asked about members sending feedback to Town Planner Love for the Consultants to see prior to the December 13 meeting where they will plan to review the document in its entirety. Town Planner Love answered that would be fine for feedback to be sent ahead of December 13, and Ms. Slankas added that the document would be released with a guide for what feedback has been provided, acknowledged, and answered. Member Steltzer commented that a changelog and details explaining why certain revisions cannot be done would be appreciated in the revised version of the document. Chair Jones thanked the Consultants for their help.

Finalize Survey

Town Planner Love briefed the Committee to say that as many of the comments for the survey were incorporated into the final draft as they could accommodate. The Committee discussed and deliberated over whether or not they were content with the survey at this point.

Member Halligan motioned to approve and distribute the survey as presented. Seconded by Clerk Hamblen. The Committee voted unanimously to accept and distribute the survey.

Tabling and Outreach for Survey

Town Planner Love briefed the Committee on the idea to have a table set up and staffed for a few hours at the Library and/or Senior Center for the public to access and learn about the survey. Member Williams inquired about what materials would be presented at the table, to which Town Planner Love clarified that the tables rely upon the DPCD budget for supplies and materials. She added that Committee Members could send her design ideas and she would look into incorporating them onto signage and promotional materials. Chair Jones asked members of Franklin TV if the Committee could send them a promotional graphic with a QR

code that could be featured in Franklin TV broadcasts, to which they confirmed that would be possible. Town Planner Love commented that the survey can still be sent out while promotional materials are being designed and they will be present at the table at later dates. Clerk Hamblen said she would start a design that features a QR code and send it around to other members of the Committee to add their ideas to. The Committee then clarified that there are still two gift cards which can be awarded to people in a raffle who participate in the survey.

Story Map Ideas

Town Planner Love briefed the Committee that they were deliberating on whether or not to create a story map at all, because of everyone's focus on the current tasks at hand. She added that they could wait until the next year when they have completed the current steps they are busy with. Vice Chair Frongillo commented that he believed a story map would be better for understanding the results of the Master Plan, rather than as a tool for engaging people in becoming part of the process, and therefore they should not put too much effort and time into one at this time. The Committee discussed and decided that a story map could still be done, but at a later time that would be discussed at a future meeting.

Next Meetings (Main Committee)

November 29, 2023 at 6:30PM

December 13, 2023 at 6:30PM

Next Meetings (subcommittees)

Open Space & Recreation, Natural, Cultural, and Historic Resources: TBD

Community Service, Facilities & Circulation: December 13, 2023 at 5:00PM

Land Use and Zoning: November 27, 2023 at 7:00PM

Housing & Economic Development: TBD

Sustainability: December 4, 2023

Additional Comments

Adjourn Meeting

Member Halligan motioned to adjourn the meeting. Seconded by Clerk Hamblen. There was a unanimous vote in favor of adjourning. Meeting adjourned at 8:08 PM.

Respectfully Submitted,

Tyler Paslaski

Administrative Assistant

--Master Plan Update Committee approved minutes at January 10, 2024 meeting