

FRANKLIN TOWN COUNCIL

Agenda & Meeting Packet

January 19, 2022

Meeting will be held at the **Municipal Building**
2nd floor, Council Chambers
355 East Central Street
7:00 PM

A NOTE TO RESIDENTS: All citizens are welcome to attend public board and committee meetings in person. Additionally, in an effort to maximize citizen engagement opportunities, citizens will be able to continue to participate remotely via phone OR Zoom. The meetings will also be [live-streamed by Franklin TV](#) and shown on Comcast Channel 11 and Verizon Channel 29.

- **Link to access meeting:** January 19, 2022 Town Council Meeting Link [HERE](#) -- Then click "Open Zoom"
 - Or copy and paste this URL into your browser: <https://us02web.zoom.us/j/82629643659>
 - **Call-In Phone Number:** Call 1-929-205-6099 and enter Meeting ID # 826 2964 3659 --Then press #

1. ANNOUNCEMENTS FROM THE CHAIR

- This meeting is being recorded by Franklin TV and shown on Comcast channel 11 and Verizon Channel 29. This meeting may be recorded by others.*
- Chair to identify members participating remotely.*

2. CITIZEN COMMENTS

- Citizens are welcome to express their views for up to five minutes on a matter that is not on the agenda. The Council will not engage in a dialogue or comment on a matter raised during Citizen Comments. The Town Council will give remarks appropriate consideration and may ask the Town Administrator to review the matter.*

3. APPROVAL OF MINUTES

- [December 15, 2021](#)
- [January 5, 2022](#)

4. PROCLAMATIONS/RECOGNITIONS

- Proclamation/Recognition: Police Department: Retirement - Sgt. Brian Johnson
- Proclamation/Recognition: Police Department: Retirement - Patrol Officer Rick Grover
- Recognition: Police Department: Moving On - Kallie Montagano, Clinical Social Worker

5. APPOINTMENTS - None Scheduled

6. HEARINGS - 7:10pm - None Scheduled

7. LICENSE TRANSACTIONS- None Scheduled

8. PRESENTATIONS/DISCUSSIONS

- [FY23 Department of Public Works Budget & Enterprise Fund Preview](#)
[Brutus Cantoreggi, Director of Public Works](#)

9. SUBCOMMITTEE REPORTS

- a. Capital Budget Subcommittee
- b. Budget Subcommittee
- c. Economic Development Subcommittee

10. LEGISLATION FOR ACTION

- a. [Resolution 22-04: Adoption of 2021-2022 Town Council Goals](#)
(Motion to Approve Resolution 21-74 - Majority Vote)
- b. [Resolution 22-05: FY22 Transfer of MECC Appropriation](#)
(Motion to Approve Resolution 21-74 - Majority Vote)
- c. [Resolution 22-06: Gift Acceptance - Senior Center \(\\$1,700\)](#)
(Motion to Approve Resolution 21-74 - Majority Vote)

11. TOWN ADMINISTRATOR'S REPORT

12. FUTURE AGENDA ITEM

13. COUNCIL COMMENTS

14. EXECUTIVE SESSION

15. ADJOURN

Note:

Two-Thirds Vote: requires 6 votes

Majority Vote: requires majority of members present and voting

**FRANKLIN TOWN COUNCIL
MINUTES OF MEETING
December 15, 2021**

A meeting of the Town Council was held on Wednesday, December 15, 2021, at the Municipal Building, 2nd Floor, Council Chambers, 355 East Central Street, Franklin, MA. Councilors present: Brian Chandler, Theodore Cormier-Leger, Robert Dellorco, Cobi Frongillo, Melanie Hamblen, Glenn Jones, Thomas Mercer, Deborah Pellegri, Patrick Sheridan. Councilors absent: None. Administrative personnel in attendance: Jamie Hellen, Town Administrator; Mark Cerel, Town Attorney; Alecia Alleyne, Assistant to the Town Administrator.

CALL TO ORDER: ► Chair Mercer called the meeting to order at 7:00 PM. Chair Mercer called for a moment of silence; all recited the Pledge of Allegiance.

ANNOUNCEMENTS: ► Chair Mercer reviewed the following as posted on the agenda. A Note to Residents: All citizens are now welcome to attend public board and committee meetings in person. Additionally, in an effort to maximize citizen engagement opportunities, citizens will be able to continue to participate remotely via phone or Zoom. The meetings will also be live-streamed by Franklin TV and shown on Comcast Channel 11 and Verizon Channel 29. He stated that this meeting is being recorded by Franklin TV and may also be recorded by others.

CITIZEN COMMENTS: ► Mr. Leo Gallagher, 55 Hillside Road, noted that he has lived on the road and plowed it for 20 years. He stated that he no longer has a plow. He stated that it is a Town road. He reviewed that he met with DPW Director Brutus Cantoreggi in October with the documentation indicating that it is a Town road. He stated that Mr. Cantoreggi said that he would look into it and would see Tom in the DPW to get a street sign. Mr. Gallagher stated that Tom said it is not a Town road; it is a private road. Tom stated that the sign would have to be paid for and the DPW is not going to plow the road. Mr. Gallagher stated that he did not hear back from Mr. Cantoreggi. Mr. Gallagher stated that he provided everyone with the paperwork showing that it is a public way; it is a Town road of about 400 ft. He stated that he is requesting that the road be plowed.

APPROVAL OF MINUTES: ► *November 10, 2021.* ► **MOTION** to **Approve** the November 10, 2021 meeting minutes by **Dellorco**. **SECOND** by **Hamblen**. **No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.**

PROCLAMATIONS/RECOGNITIONS: None.

APPOINTMENTS: ► *Franklin Cultural District Committee: Katherine Botelho.* ► Councilor Jones read the appointment. ► **MOTION** to **Ratify** the appointment by the Town Administrator of Katherine Botelho to serve as a member of the Cultural District Committee, with a term to expire on June 30, 2024, by **Jones**. **SECOND** by **Dellorco**. **Discussion:** ► Mr. Hellen stated thanks to the Cultural District Committee as they searched out their own new members; he recommended approval of the appointments. ► **VOTE: Yes-9, No-0, Absent-0.**

► *Franklin Cultural District Committee: Patrick Timmons.* ► Councilor Jones read the appointment. ► **MOTION** to **Ratify** the appointment by the Town Administrator of Patrick Timmons to serve as a member of the Cultural District Committee, with a term to expire on June 30, 2024, by **Jones**. **SECOND** by **Dellorco**. **No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.**

► *Community Preservation Committee: Richard (Rick) Power.* ► Councilor Jones read the appointment. ► **MOTION** to **Ratify** the appointment by the Town Administrator of Richard Power to serve as a member of the Community Preservation Committee, with a term to expire on June 30, 2022, by **Jones**. **SECOND** by **Dellorco**. **Discussion:** ► Mr. Hellen noted that Mr. Power is a Planning Board member and is the Planning

Board's nominee to this committee; Mr. Halligan was previously the Planning Board's representative. ► Mr. Cerel requested a notation to the motion adding that Mr. Power is the Planning Board's representative to the CPC. ► **MOTION to Amend** the appointment by the Town Administrator of Richard Power to serve as a member of the Community Preservation Committee, with a term to expire on June 30, 2022, to state that the Community Preservation Committee has recommended the appointment of Richard Power to serve as a representative of the Planning Board by **Jones. SECOND** by **Dellorco. No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.**

HEARINGS: None.

LICENSE TRANSACTIONS: ► 2022 Annual Alcohol License Renewals. ► Councilor Jones read the license transaction for the 2022 Town of Franklin Alcohol Licenses Renewals; he read aloud the list that was provided in the Town Council members' meeting packet. ► **MOTION to Approve** the renewal of alcoholic beverages licenses listed on the attached Renewal List for the year 2022 with the issuance of licenses that have inspections, fees or taxes outstanding to be withheld (physically held in the Town Administrator's Office) until all items are resolved by **Jones. SECOND** by **Dellorco. Discussion:** ► Councilor Hamblen noted that last year renewal fees were lower for restaurants by 25 percent due to COVID. She asked if this year the fees were back to the normal amount. ► Mr. Hellen stated that the fee is back to the full amount. He confirmed that no issues have been reported to the ABCC this year. ► Police Chief Thomas Lynch stated that there have been no problems with Dean College. He stated that as soon as he has the staff, he will do compliance checks. ► **VOTE: Yes-8, No-0, Absent-0, Abstain-1.** (Chair Mercer abstained.)

PRESENTATIONS/DISCUSSIONS: ► Human Resources: Karen Bratt, Human Resources Director. ► Mr. Hellen stated that Ms. Bratt provided this presentation to the Finance Committee on October 13, 2021. He stated that her presentation provides a comprehensive look at the Human Resources Department and the compensation packages. ► Ms. Bratt narrated her slideshow presentation: Town of Franklin Human Resources Department & Benefits. She provided an overview of the Human Resources budget and the benefits budget. As outlined on her slideshow presentation, she reviewed the functions of Human Resources including managing all hiring activity, processing resignations and retirements, providing employee relations and policy enforcement, and managing all benefits for active Town employees and retirees. She stated that she is a member of the management team that reviews annual health insurance plans and rate changes. She stated that she maintains compensation and classification plans. She stated that the Human Resources budget comprises two full-time staff members: Director Karen Bratt and HR Administrator Sandy Golebiewski. The School Human Resources Office is also two full-time staff in the school budget. She noted that additional investments may be needed in the future as benefits become more intensive and time consuming. The HR expense budget in FY22 is \$53,650. The majority of the budget is split between health/medical services at \$22,500 and advertising at \$3,000. She reviewed the benefits budget for FY22 of \$13,987,350 of which the three major cost drivers are: Norfolk County Pension assessment, employee and retiree health insurance, and annual OPEB deposits. She noted that health insurance for active employees is approximately \$5 million. She reviewed that the Town of Franklin is in the Norfolk County Pension Assessment. The Norfolk County Retirement System is only 63.5 percent funded. The FY22 assessment is \$6,693,600. She reviewed that all active employees working 20 or more hours per week are eligible for health insurance through the Town. There are two HMO Plans and one PPO plan. The Town budget covers active Town employees. There are 256 active full-time employees eligible for benefits; 175 are currently receiving Town health insurance. She noted that she works with the Town's consultants at NFP and the Town's Insurance Advisory Committee each year to review health insurance options. She reviewed the HMO and the high deductible plans. She reviewed the retiree health insurance. She noted that active employees eventually become vested at 10 years of service and are then eligible for both a pension and health insurance/life insurance benefits as retirees. She noted that once a retiree reaches age 65, they are required by law to sign up for Medicare. Currently, there are about 500 retirees on the Town's health insurance plus and an additional 152 spouses. She reviewed Other Post-Employment Benefits (OPEB). She stated that the Town has financial policies which prioritize investing into OPEB each year: \$550,000 in FY19 increasing by \$50,000 each year and currently at

\$700,000, plus 10 percent of the Town's free cash each year. She reviewed Workers' Compensation and stated that if a person is injured on the job, the Town is responsible for all medical bills and a portion of the employee's salary, without using their accrued sick or vacation time. She discussed Medicare tax, unemployment, and compensation reserve. She reviewed hiring activity and stated that 89 full-time employees have started with the Town since the beginning of FY18 and an additional 22 part-time positions. She stated that the Town has hired 11 new department heads since January 1, 2016. She reviewed HR accomplishments since FY18 which include implementing the minimum wage standard for all municipal employees, Massachusetts Equal Pay Act (2018), collective bargaining agreements, redrafted employee manual, redrafted Town Human Resources bylaw, first annual benefits fair in 2019, COVID-19 leave policy, coordination, and employee assistance, and significant reorganizations and changes in Police, Fire, and DPW. She discussed strategic initiatives including compensation and classification study, remote work policy, collective bargaining FY23-FY25, HR application software, and continue succession planning to hire workforce. ► Town Council members thanked Ms. Bratt for the presentation and asked questions. ► In response, Ms. Bratt reviewed ways that employees with COVID leave had been and currently are being paid. She confirmed that generally employees with concerns or crisis contact her, but MIA is a great resource. She discussed the benefits of applicant tracking software. She reviewed the drug testing required for CDL drivers and discussed substance abuse rehabilitation and resources. ► Mr. Hellen noted that there are collective bargaining provisions for Police and Fire buyouts which is a savings.

SUBCOMMITTEE REPORTS:

- a. **Capital Budget Subcommittee.** ► None.
- b. **Budget Subcommittee.** ► None.
- c. **Economic Development Subcommittee.** ► Councilor Hamblen stated that the next meeting is on January 5, 2022, at 5:45 PM; zoning updates will be discussed.

LEGISLATION FOR ACTION: None.

TOWN ADMINISTRATOR'S REPORT: ► Mr. Hellen stated that he received a letter from State Senator Karen Spilka and the legislators regarding the ARPA federal relief bill. Of the money that went to the State, Franklin received four appropriations: \$700,000 for the extension of the SNETT trail; \$130,00 for the development of affordable and accessible senior housing in Franklin (Franklin Ridge); \$150,000 for the production of affordable rental supportive senior housing in Franklin (Franklin Ridge); and \$20,000 to support access to public transportation in Franklin. He wished everyone happy holidays.

FUTURE AGENDA ITEMS: None.

COUNCIL COMMENTS: ► Councilor Cormier-Leger thanked all those who contributed to the Santa Foundation which helped many families; he wished everyone happy holidays. ► Councilor Chandler asked if the generators at the DPW will be sold. ► Mr. Hellen noted that the specifications were just designed for the generators. He stated that the facilities director told him that they will be putting out that bid in mid to late January. He stated thanks for the annual Town report. ► Councilor Pellegri thanked the Town Clerk for the Town report. She stated happy holidays to everyone. ► Councilor Sheridan wished everyone happy holidays. ► Councilor Frongillo requested an update on the Housing Production Plan. ► Mr. Hellen stated that he has no timeline on when they will be approved by the State. ► Councilor Frongillo stated that the Love Franklin open mic night was fantastic. He asked everyone to treat everyone with as much respect as they can. ► Councilor Hamblen noted people across the country who have been affected by the tornadoes and the lives lost due to COVID; she wished everyone stays safe and leads with kindness. ► Councilor Jones gave prayers to those affected by the tornadoes. He noted the missionaries who are still captive in Haiti. He stated that regarding COVID, everyone's guard cannot be let down at this time. ► Councilor Dellorco noted the people affected by the tornadoes. He wished everyone happy holidays. ► Chair Mercer noted the spikes in COVID. He stated that he wants 2022 to be looking in the rear-view mirror for COVID. He noted the Town Council's goal setting sessions in January. He wished everyone happy holidays.

EXECUTIVE SESSION: None.

ADJOURN: ► MOTION to Adjourn by Dellorco. SECOND by Jones. No Discussion. ► VOTE: Yes-9, No-0, Absent-0.

Meeting adjourned at 8:21 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

**FRANKLIN TOWN COUNCIL
MINUTES OF MEETING
January 5, 2022**

A meeting of the Town Council was held on Wednesday, January 5, 2022, at the Municipal Building, 2nd Floor, Council Chambers, 355 East Central Street, Franklin, MA. Councilors present: Brian Chandler, Theodore Cormier-Leger, Robert Dellorco, Cobi Frongillo, Melanie Hamblen, Glenn Jones, Thomas Mercer, Deborah Pellegrini, Patrick Sheridan. Councilors absent: None. Administrative personnel in attendance: Jamie Hellen, Town Administrator; Mark Cerel, Town Attorney; Alecia Alleyne, Assistant to the Town Administrator.

CALL TO ORDER: ► Chair Mercer called the meeting to order at 7:00 PM. Chair Mercer called for a moment of silence; all recited the Pledge of Allegiance.

ANNOUNCEMENTS: ► Chair Mercer reviewed the following as posted on the agenda. A Note to Residents: All citizens are now welcome to attend public board and committee meetings in person. Additionally, in an effort to maximize citizen engagement opportunities, citizens will be able to continue to participate remotely via phone or Zoom. The meetings will also be live-streamed by Franklin TV and shown on Comcast Channel 11 and Verizon Channel 29. He stated that this meeting is being recorded by Franklin TV and may also be recorded by others. ► Chair Mercer announced the Department of Conservation & Recreation (DCR) Certification of Announcement. He read aloud a memorandum to the Town Council from the Town Administrator dated December 30, 2021: According to state regulation 301 CMR 51.08(1)(b), the Town is obligated to announce a parcel of land of approximately six acres in the Town of Franklin being considered by the state and that the 120-day period of notice is waived. This announcement relates to the land swap between the state and town for the enhanced recycling station and giving town land to the state forest.

CITIZEN COMMENTS: ► Mr. Colin Cass, 146 Longhill Road, stated that tomorrow is January 6th making it the one-year anniversary of the most shameful event in American history. Franklin will observe that anniversary tomorrow on the Town Common between 5 PM to 6 PM. He stated that we will honor the people who got hurt or died there defending our capital. He urged all concerned citizens to attend. ► DPW Director Brutus Cantoreggi gave updates regarding public works. He stated that the solid waste/trash/recycling program has been having delays. He noted that Waste Management has had over 40 percent employees out. However, they have done a good job notifying him every day. He stated that if trash/recycling is not picked up on the correct day, it is being picked up the next morning. If citizens have questions or trash/recycling is not being picked up by the next day, please call the DPW. He stated that at public works they have also been dealing with Covid issues; they have had over 30 percent of employees out. They have done things at the department to keep people separated, and they have staggered staff. He stated that a snowstorm is coming Friday. However, they are short staffed; it will take a little longer to get things done.

APPROVAL OF MINUTES: ► *November 17, 2021 and December 1, 2021.* ► **MOTION to Approve** the November 17, 2021 meeting minutes by **Dellorco**. **SECOND** by **Jones**. **No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.** ► **MOTION to Approve** the December 1, 2021 meeting minutes by **Dellorco**. **SECOND** by **Jones**. **No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.**

PROCLAMATIONS/RECOGNITIONS: ► *Franklin Library Association.* ► Chair Mercer read aloud a proclamation honoring the Franklin Library Association (FLA) for their continued support of the Franklin Public Library. ► A representative on behalf of the FLA Board of Directors stated that it has been a privilege and honor to work with Library Director Felicia Oti, her staff, Town Administrator Jamie

Hellen, and many others. He thanked the former presidents of the FLA and noted that the FLA has been established for 150 years.

APPOINTMENTS: None.

HEARINGS: None.

LICENSE TRANSACTIONS: None.

PRESENTATIONS/DISCUSSIONS: ► *Town Council Goals Session 2022-2023.* ► Mr. Hellen stated that the draft 2022-2023 Town Council and Town Administration Goals document is available on the Town's website in the Town Council members' meeting packet. These goals represent the high-level projects from the organization. He noted that the list is very long and will need to be prioritized. He noted that these goals have been worked on with the departments, and he believes the goals are attainable. ► Chair Mercer asked for Town Council members' comments on any items on the draft document. ► Councilor Hamblen asked about the item listed as review sidewalk snow removal bylaw. ► Mr. Hellen stated that this is another round of review for this item. He reviewed the prior bylaw that asked people living in certain districts to shovel their sidewalks; this bylaw was repealed a few years ago. He stated that the bylaw is back on the list based on the DPW Director's presentation on snow. ► Councilor Jones read aloud the draft 2022-2023 Town Council and Town Administration Goals document. ► Councilor Chandler asked about the police station study and Nu Style property. ► Mr. Hellen stated that the police station study has not begun yet, and he reviewed the process. He noted that regarding policy development on the redevelopment of North Grove Economic Development Area (aka Nu Style), they may be coming in to give a presentation in May or June. ► Councilor Frongillo stated that there are a lot of smaller goals that fall underneath the bigger goals. He stated there is talk and money being put forward to extend the SNETT trail to downtown; he would like to include this extension into the goals. He stated that they had started to talk about expansion and improvement of residential composting and asked if that would fall under solid waste. He asked for language that includes to expand the Town's walking and biking networks or language which allows them to look at bike lanes, as well and not have to wait for complete streets grant. He stated that he would like to discuss creating a more equitable taxation system. He stated that the Town has a responsibility to mitigate impacts on climate change. He stated that many towns around Franklin are establishing goals on how they can achieve net-zero carbon emissions. He stated that there are many grant opportunities for this. ► Mr. Hellen stated that regarding SNETT, the appropriate goal is to complete the work of the \$700,000 ARPA money. He stated that to connect it to downtown may not be achievable by the time this Town Council's two years are up, and the financial obligation is significant. He clarified that the bike lanes item should be put as an item under complete streets. He stated that he does not know what it entails regarding net-zero carbon emissions. He stated that the goals have been set by the state for 2050. He would have to check to see what it would entail from a cost and staff perspective for generating a net-zero carbon emissions plan for the Town. ► Chair Mercer stated that instead of putting that item on the goals, he asked Mr. Hellen to look into it and report back. ► Councilor Jones asked how many more public ways need to be accepted. ► Mr. Hellen stated that there are another handful of public ways ready to be finalized. After that, there are another hundred roads of which some are not reasonably feasible. ► Councilor Jones asked that as part of the energy reduction plan, how much impact has it had on the community so far, he asked about electrical vehicle charging stations, and he asked if there has been any communication with the EPA regarding stormwater progress. ► Mr. Hellen stated that the EPA is not going to call or check in with the Town; the EPA will just issue a mandate as they have done with other towns such as Quincy. He stated that he does not have an update on the progress of the energy update plan. He stated that he spoke with the staff last week, and they like the electric vehicles. ► Ms. Alleyne stated that some units were installed at the DPW, and she has applied for two additional green vehicles. ► Councilor Jones said they need to focus on the Beaver Street Interceptor as it is a one-hundred-year-old sewer pipe. ► Councilor Dellorco asked if there is a warranty for the

electric vehicles as they are expensive to fix. ► Ms. Alleyne stated that there is some warranty through the dealership. ► Councilor Pellegrini asked about the study done for the old museum on Washington Street. She asked if it should be carried forward to now see what they are going to do with the museum. ► Chair Mercer stated that they will add that item. ► Councilor Cormier-Leger asked if they could strengthen the language from discuss a sidewalk master plan and discuss finance for current infrastructure assets, roads, parking lots, sidewalks maintenance, to develop a plan. ► Mr. Hellen stated that there is \$2 million for the construction of the sidewalk on Washington Street. Maybe the DPW will be able to fit that in. Outside of that, adding the word develop may be setting a goal that is unachievable due to the cost of sidewalks. There has to be a financing mechanism to the number of sidewalks people are requesting. ► Chair Mercer stated that they could look to develop a list of areas to do sidewalks on; however, unless there is funding, there is nothing that can be done. He stated that he wants to be careful about putting items on goals that are not achievable. He asked Mr. Hellen if a list of sidewalks needing repair was made. Mr. Hellen stated that the Town Council made it a previous priority to work on sidewalks on Washington Street and Beaver Street. ► Councilor Cormier-Leger stated that he would like to see enhancements to the Town Common. ► Mr. Hellen noted that there is a downtown improvements capital account. ► Councilor Hamblen asked for a presentation about Maple Hill. She asked that in regard to water conservation, is there any kind of grant to encourage people to put rain gauges on their lawn sprinklers or require when a new sprinkler system is installed it must include a rain gauge. ► Councilor Sheridan asked for a presentation by Parks and Recreation. He asked about lifeguards at Beaver Pond. ► Councilor Dellorco stated that there has been talk about bringing the lifeguards back. ► Chair Mercer stated that these goals sometimes are moved from one Town Council to another as the item may need to be continued. This list is a compilation of the last two years and some items that just do not go away. ► Mr. Maxwell Morrongiello, 127 Central Park Terrace, discussed a residential tax exemption for next year as part of a fiscal goal. He stated that he would like to cut the taxes for low-income residents making the tax code more progressive. This would be accomplished by shifting the tax burden to those who could more easily afford it.

SUBCOMMITTEE REPORTS:

- a. **Capital Budget Subcommittee.** ► None.
- b. **Budget Subcommittee.** ► None.
- c. **Economic Development Subcommittee.** ► Ms. Hamblen stated that they met tonight and began the Franklin For All project. She stated that ZBA Chair Bruce Hunchard, Planning Board Chair Greg Rondeau, Planning Board Clerk Beth Wierling, and EDC members are on the Steering Committee. She stated that the Steering Committee met with MAPC. This is a six-month project. She stated that the next meeting is February 2, 2022, at 5:45 PM. There will be a public forum on March 7, 2022, at 7 PM. She would like everyone's input.

LEGISLATION FOR ACTION:

Note: Two-Thirds Vote requires six votes; Majority Vote requires majority of members present and voting.

- a. **Resolution 22-01: Gift Acceptance - Franklin Public Library (\$65,500) (Motion to Approve Resolution 22-01 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve Resolution 22-01: Gift Acceptance - Franklin Public Library (\$65,500) by Dellorco. SECOND by Hamblen. Discussion:** ► Mr. Hellen stated thank you to the Franklin Library Association for their generous donation. ► **VOTE: Yes-9, No-0, Absent-0.**
- b. **Resolution 22-02: Gift Acceptances - Veterans' Services Department (\$1,450), Senior Center (\$300) (Motion to Approve Resolution 22-02 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve Resolution 22-02: Gift Acceptances - Veterans' Services**

Department (\$1,450), Senior Center (\$300) by **Dellorco**. **SECOND** by **Hamblen**. **Discussion:** ► Mr. Hellen stated thank you to the donators. ► **VOTE: Yes-9, No-0, Absent-0.**

- c. **Resolution 22-03: Appropriation to Pay Prior Years Bills (Motion to Approve Resolution 22-03 - 2/3 Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-03: Appropriation to Pay Prior Years Bills by **Dellorco**. **SECOND** by **Hamblen**. **Discussion:** ► Mr. Hellen reviewed that a series of bills came into the Town from Pitney Bowes after the start of the new fiscal year. By statute, the Town Council needs to approve these. This resolution will permit the Town to appropriate FY22 funds to pay for the prior fiscal year's bills. All three outstanding bills are from Pitney Bowes and total \$1,932.12. ► Councilor Pellegrini stated that these bills are extremely late. ► Finance Director Chris Sandini stated that it was not a normal year due to Covid. The mail was coming in but someone was not always there to receive it. As well, due to a change in procurement officer personnel, for a time, no one was looking at the bills which could be accessed online. ► **VOTE: Yes-9, No-0, Absent-0.**

TOWN ADMINISTRATOR'S REPORT: None.

FUTURE AGENDA ITEMS: ► Councilor Chandler asked when the Town Charter presentation would be. ► Mr. Hellen stated that it is not scheduled yet.

COUNCIL COMMENTS: ► Councilor Sheridan stated that he hopes everyone will come for the vigil tomorrow. ► Councilor Frongillo stated that he is excited that the pop-up shop is moving into a larger space. ► Councilor Hamblen stated that she hopes everyone has a peaceful and healthy New Year. ► Councilor Cormier-Leger acknowledged the terrible tragedy regarding Shirley Owens. He thanked everyone who helped the family and put together the vigil. He wished get well to former Town Council member Andrew Bissanti. ► Councilor Chandler agreed with Councilor Cormier-Leger's comments. He asked the DPW Director about the end of Panther Way and the ice issue. ► Chair Mercer reminded all that questions should not be asked during Council Comments. ► Councilor Chandler requested an update from the DPW Director regarding the end of Panther Way and the ice issue. ► Councilor Pellegrini stated that the town stepped up for Shirley Owens; it was a tragic time. She stated that the Food Pantry is moving to the former Edward's building. She gave condolences to the family of Sam Pasquantonio. ► Councilor Jones noted how the community supported the family of Shirley Owens. He wished get well to Andrew Bissanti. He encouraged everyone to stay optimistic in 2022. He gave a shout-out to Vallee's Fine Jewelers for the great work they do. ► Councilor Dellorco stated that it was great to see they way the Town came out for Shirley Owens. He requested everyone pray for Andrew Bissanti. ► Chair Mercer stated that the community outpouring for the Owens family was phenomenal. He thanked the Town departments for taking care of dealing with the house. He offered condolences to the family of Sam Pasquantonio. He gave thoughts and prayers to Andrew Bissanti and his family. He stated that he hopes and prays the pandemic is soon in the rear-view mirror.

Chair Mercer recused himself from the Executive Session; he stated that Vice Chair Dellorco will conduct the rest of the meeting.

EXECUTIVE SESSION: ► a. *Considering the purchase, exchange, lease or value of real property, because an open meeting may have a detrimental effect on the negotiating position of the Board - Schmidt's Farm, Prospect Street.* ► Vice Chair Dellorco stated that the Town Council needs to meet in executive session for the purpose of considering the purchase, exchange, lease or value of real property, because an open meeting may have a detrimental effect on the negotiating position of the Board on the Schmidt's Farm property on Prospect Street.

► **MOTION** to **Enter** executive session for the purpose of considering the purchase, exchange, lease or value of real property, because an open meeting may have a detrimental effect on the negotiating position of the Board, Schmidt's Farm, Prospect Street, and the open meeting will not reconvene at the conclusion of the executive session by **Jones**. **SECOND** by **Hamblen**. **No Discussion**. ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Dellorco-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Pellegrini-YES; Sheridan-YES. ► VOTE: Yes-8, No-0, Absent-0.**

Open Session ended at 8:17 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

Public Works Budget Overview

Funding, Staffing & Regulations!!!

Brutus Cantoreggi and “*The Best Management Team*”
Public Work Director

Franklin Town Council
January 19th, 2022

Franklin, At a Glance

- **Population: 33,500**
- **290 “lane-miles” of roadways**
- **Total Land: 27 Square Miles**
 - 4 Square Miles of Impervious
- **Drinking water supply from groundwater**
- **160 miles of water works**
- **148 miles of sewer works**
- **128+ Miles of Drain Pipe**
 - 7,000+ Catch Basins
 - 600+ Outfalls
 - 200+ Treatment Basins



Public Works Overview (FY 23)

Operating Budget:

General Fund: \$ 6,128,974.00

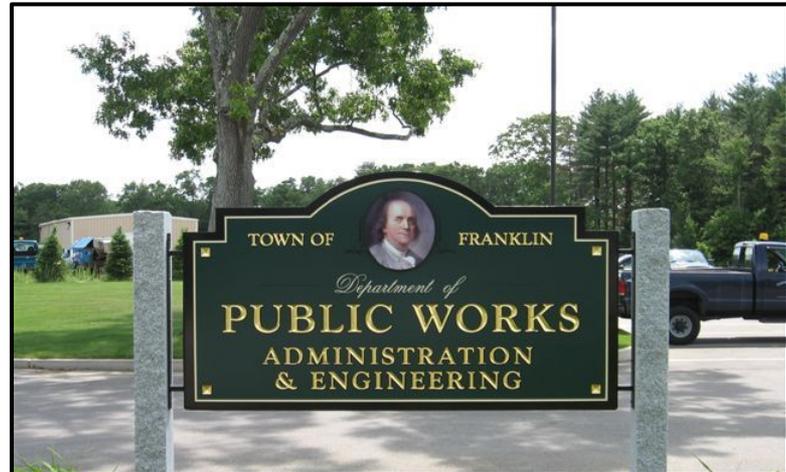
Utilities: \$ 14,467,693.00

Total: \$ 20,596,667.00

7 Divisions - 60 plus employees

Capital Budget:

\$ + / - 5,000,000.00*



Administration Division

Operating Budget:

General Fund: \$ 442,139.00

- Engineering
- GIS
- Construction design, oversight & inspections
- Permitting
- Process utility billings
- Grant writing
- Budgeting and Forecasting
- Payroll
- Street lights



Grounds Division

Operating Budget:

General Fund: \$ 1,108,569.00

- Maintenance of all ballfields at Parks and Schools
- Maintenance of the grounds for all Public Buildings and Schools
- Care and Maintenance of all street trees
- No funding plan for the extensive maintenance of the Town's trail system



Highway Division

Operating Budget:

General Fund: \$ 1,406,237.00

- Roadway and Sidewalk Maintenance
- Snow Removal Operations
- Signs
- Line Painting
- Does NOT include any funds for new road construction.
 - *\$40 million backlog in roadwork!*
 - *\$750,000.00 backlog in town parking lot maintenance*
 - *New Pavement Management plan in FY24*



Central Motors

Operating Budget:

General Fund: \$ 918,835.00

- Maintenance of all Town vehicles, Public Works, Police, Fire, Facilities & Town Staff
- 167 registered vehicles



Snow and Ice

Operating Budget:

General Fund: \$ 1,056,500.00

- Clearing of over 190 miles of roadway and 60 miles of sidewalks
- 16 salting routes
- Uses 5-year average.
- Over 100 pieces of equipment (Town & hired) during a snow event
- Underfunded in operational budget.

Town has used Free Cash/Capital Funds to supplement in the past



Stormwater Division / Utility

Operating Budget:

General Fund: \$976,166.00

- Street Sweeping
- Culvert Maintenance/Improve drainage
- Flood mitigation
- Catch Basin Cleaning
- Regulatory Compliance / Monitoring
- Public Outreach / Education
- Retention Pond, Forebay and Rain Garden Maintenance
- Curbside leaf pickup (future)

FY24 is expected to be a \$2-\$3 million obligation !!!



Solid Waste and Recycling Utility

Operating Budget:

Utility: \$ 2,471,858.00

General Fund: \$ 178,537.00

- 8,900 Customers curbside pick-up
- 3,000 Recycling Center customers



Wastewater Utility

Operating Budget:

Utility: \$4,568,020.00

- 7,750 Customers
- 120 Miles of sewer mains
- 3,300 sewer manholes
- 23 lift stations
- Avg Daily Use, 2.7 Million Gallons



Drinking Water Utility

Operating Budget:

Utility: \$5,224,904.00

- 9700 Customers
- 160 miles of water mains
- 13 wells
- 2 treatment facilities
- 6 water tanks, 13 million storage
- 7 booster stations
- 686 backflow devices
- Avg Daily Use, 2.6 Million Gallons



Funding & Cost Concerns

- *Expenses versus Personnel Costs*
+/- 60% Expenses
- *Inflation 7.0%*
- *Volatility in product costs; examples, salt, gas, etc.*
- *New Funding / Grants: ARPA, Building America, & Grove St.*
- *Procurement and Bidding Uncertainty*
- *Availability of Materials, Products and Parts*



Staffing & Worker Concerns

- *Increased Responsibilities*
- *Reduced Staff*
- *Changing Workforce*
 - Economy and Inflation
 - Benefits
 - Availability
 - Retainage
- *Licence Requirements*
 - CDL
 - Water / Wastewater Licences
- *Contractors / Outsourcing*
- *Collective bargaining contract ends June 30, 2022.*



Regulatory Concerns



- *Drinking Water Quality*
 - Iron and Manganese
 - PFAS
 - Franklin tests show we have met ALL standards and are currently not a concern. But who knows in the future.
- *MS4 Permit*
 - Increasing Requirements year to year
 - Phosphorus Control Plan

Cost Impacts, Forecasting, Stabilization and Planning to meet Permit requirements !!!

Questions?



Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 520-4949
www.franklinma.gov

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

January 14, 2022

To: Town Council
From: Jamie Hellen, Town Administrator
Allecia Alleyne, Assistant to the Town Administrator

Re: Resolution 22-04: Adoption of 2022-2023 Town Council Goals

Please see attached revised goals based on the Council feedback on January 5th. Changes to that document are reflected in **red**.

If you have any additional questions please feel free to ask.



**TOWN OF FRANKLIN
RESOLUTION 22-04**

ADOPTION OF TOWN COUNCIL 2022-2023 GOALS

WHEREAS, The Town Council of the Town of Franklin, recognizing the importance of setting goals for projects and initiatives on a biennial basis, wishes to formally adopt the **2022-2023 Town Council and Town Administration Goals**; a copy of which is attached hereto as "Exhibit 1",

NOW THEREFORE, BE IT RESOLVED THAT the Franklin Town Council hereby adopts the 2022-2023 Town Council and Town Administration Goals of the Town of Franklin, a copy of which is attached hereto as "Exhibit 1"; said adoption is effective until revised or revoked by resolution of the Franklin Town Council.

This resolution shall become effective according to the provisions of the Town of Franklin Home Rule Charter.

DATED: _____ , 2022

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

**Nancy Danello, CMC
Town Clerk**

**Glenn Jones, Clerk
Franklin Town Council**

DRAFT

2022-2023 Town Council and Town Administration Goals

Fiscal

- Approve annual operating budget for FY23 and FY24.
- Approve annual capital budget for FY22 and FY23.
- Review annual financial audit and OPEB actuarial.
- Manage federal stimulus revenues and expenditures through December 31, 2024.
- Review & approve biennial Town Finance Policies.
- EPA Stormwater program implementation.
- Support the Community Preservation Master Plan development.
- Support collective bargaining 2022-2025.
- Implement recommendations in the Compensation and Classification study of nonunion employees.
- Discuss the role and committee charge of the Joint Budget Subcommittee with the Finance Committee and School Committee.

Economic & Community Development (To the EDC)

- Facilitate the “Franklin For All” Downtown Franklin and Franklin Crossing zoning diagnostics study and implement the studies’ recommendations.
 - The EDC will serve as members of the The “EDC+ Steering Committee” with two members of the Planning Board and one member of the ZBA.
- Revise the public downtown parking lots bylaw.
- Review sidewalk snow removal bylaw.
- Implement housing production plan recommendations.
- Consider policy development on the redevelopment of North Grove Economic Development Area (aka Nu style).
- Facilitate a branding & marketing analysis.
- Support the process toward a new town Master Plan beginning in 2023.
- Research changes to the home occupation business bylaw.
- Review the marijuana overlay district.
- Support a process to update the Open Space Plan, which expires in 2023.
- Review the cell phone tower overlay district and consider a 5G local permitting bylaw.
- Further “lot line cleanups” project.

DPW

- Design beaver street interceptor & file SRF application for the project.
- Manage federal ARPA funds.
- Support the Grove Street construction and MassWorks grant implementation.
- Implement MS4 permit stormwater program implementation.
- Continue Implementing the 5-year Water Main plan.
- Complete Streets grant implementation **and otherwise expand walking and biking trails.**
- Develop a maintenance plan for town trails.
- Complete trail work on the SNETT relative to the finalizing the land swap with the state DCR.

DRAFT

- Begin the process to develop a solid waste master plan in 2023.
- Develop Water Tank Analysis Master Plan.
- Discuss a Sidewalk Master Plan.
 - Consider exercising borrowing authority to construct sidewalks on Washington Street and Beaver Street.
- Discuss finance for current infrastructure assets: roads, parking lots, sidewalks maintenance.
- Study the potential for a Quiet Zone on the Franklin commuter rail line.

Facilities

- Restore the cupola in the Franklin Historic Museum.
- Rehabilitate the Red Brick Schoolhouse.
- Establish a working group committee for a new Police Station.
- Consider a committee for the reuse of the Davis-Thayer School.

General Government

- Continue to manage the COVID-19 pandemic.
- Continue to accept public ways.
- Continue to implement “Green Community” goals through the state approved [Energy Reduction Plan](#). As part of the Green Community goals in 2022-2023, the Town will work with the state to investigate how a Net Zero emissions plan could be incorporated.
- Begin Decommission process on Spring Street as part of Franklin State Forest and SNETT improvements 2023.
- Review a revision to the demolition delay bylaw.
- ICMA citizen satisfaction survey (pending Town Administrator membership to ICMA). 2023-2024.

Presentations/Discussions

- Human Resources department and town benefits presentation.
- Department of Public Works budget presentation.
- Town Charter review presentation by Town Administrator and Town Attorney.
- Franklin Historic District presentation.
- Charles River Pollution Control District presentation.
- Metacomet Public Health Alliance presentation.
- Discussion on the future of the Old South Church on Washington Street.
- Discussion on uses at the Maple Hill property.
- Recreation Department presentation.

Town of Franklin

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OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

January 14, 2022

To: Town Council
From: Jamie Hellen, Town Administrator
Allecia Alleyne, Assistant to the Town Administrator

Re: Resolution 22-05: FY22 Transfer of MECC Appropriation

As you all know, the state 911 department has been awarding the MECC grants for a five year cycle due to our merger with the regional district unit in Mendon. As a result, the Town created a stabilization fund in order to save funds to help fund the MECC assessment in FY25 when we will be due to pay the entire assessment charge again.

This deposit will get the stabilization account to just under \$1,000,000 for that transition. We should continue to set aside revenues to this fund over the next couple of years. But this policy puts the town in a great position for FY25.

If you have any additional questions please feel free to ask.



**TOWN OF FRANKLIN
RESOLUTION 22-05**

APPROPRIATION: Transfer of FY22 Regional Dispatch Appropriation to the MECC/Public Safety Stabilization Fund

PURPOSE: To transfer the FY22 Regional Dispatch Appropriation to the MECC/Public Safety Stabilization Fund

AMOUNT: \$435,074

Be It Moved and Voted by the Town Council that the sum of Four Hundred Thirty-Five Thousand Seventy-Four Dollars (\$435,074) be transferred from the FY22 Regional Dispatch Appropriation to the MECC/Public Safety Stabilization Fund.

This resolution shall become effective according to the provisions of the Town of Franklin Home Rule Charter.

FINANCE COMMITTEE ACTION

Meeting Date: Vote: Recommended Amount:

DATED: _____, 2022

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

**Nancy Danello, CMC
Town Clerk**

**Glenn Jones, Clerk
Town Council**

Town of Franklin

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OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

January 14, 2022

To: Town Council
From: Jamie Hellen, Town Administrator
Alecia Alleyne, Assistant to the Town Administrator

Re: **Resolution 22-06: Gift Acceptance - Senior Center**

The Senior Center has received two exceptionally generous donations totaling \$1,700, which will be used to provide services and programs to senior citizens in the Franklin community.

We would like to thank everyone for their continued support of our local services.

Donation Summary:

1. Senior Center

- Fletcher Hospital Corporation \$1,500
- Friends of Franklin Elders, Inc. \$ 200

DONATION TOTAL \$1,700

If you have any additional questions please feel free to ask.



**TOWN OF FRANKLIN
RESOLUTION 22-06**

Acceptance of Gifts - Senior Center

WHEREAS, The Senior Center has received generous donations totaling \$1,700.00 to be used at the discretion of the Senior Center as follows:

Donation Summary:

SENIOR CENTER - \$1,700

1. Donations to be applied towards services and programs for senior citizens in the Franklin community.
 - Fletcher Hospital Corporation \$ 1,500
 - Friends of Franklin Elders \$ 200

NOW THEREFORE, BE IT RESOLVED THAT:

The Town Council of the Town of Franklin on behalf of the Senior Center gratefully accepts these generous donations to be used at the discretion of the Senior Center as described above.

This resolution shall become effective according to the provisions of the Town of Franklin Home Rule Charter.

DATED: _____, 2022

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council