



FRANKLIN TOWN COUNCIL

Agenda & Meeting Packet

January 4, 2023

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. Meetings are [live-streamed by Franklin TV](#) and shown on Comcast Channel 11 and Verizon Channel 29. In an effort to maximize citizen engagement opportunities, citizens will be able to continue to participate remotely via phone OR Zoom.

Link to access meeting via Zoom for the January 4, 2023 Town Council meeting:

- Zoom Link [HERE](#) -- Then click "Open Zoom".
- Or copy and paste this URL into your browser: <https://us02web.zoom.us/j/86142383425>
- Call-In Phone Number: Call 1-929-205-6099 and enter **Meeting ID # 861 4238 3425** --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 three 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

- [November 30, 2022](#)
- [December 14, 2022](#)

4. PROCLAMATIONS / RECOGNITIONS

- Proclamation: Franklin Chargers 4th Grade Football Team

5. APPOINTMENTS - None Scheduled.

6. HEARINGS - 7:00 pm - None Scheduled.

7. LICENSE TRANSACTIONS - None Scheduled.

8. PRESENTATIONS / DISCUSSION

- [National Register Historic Districts in Franklin](#) - Vicki Earls, Franklin Public Library
- [Town Council Goals Update](#) - Jamie Hellen, Town Administrator

9. LEGISLATION FOR ACTION

- [Bylaw Amendment 22-888: Chapter 170, Vehicles And Traffic, Section 170-22, Subsection A, Location of Stop Signs - Second Reading](#)

(Motion to Approve Bylaw Amendment 22-888 - Majority Roll Call Vote)

- b. [Resolution 23-01: Authorization for Inter-Municipal Agreement with Tri-County Regional Vocational Technical High School for Franklin to provide it with a School Resource Officer](#) ***(Motion to Approve Resolution 23-01 - Majority Vote)***
- c. [Resolution 23-02: Ratification of the Memorandum of Agreement between the Franklin Police Association employees and the Town of Franklin](#) ***(Motion to Approve Resolution 23-02 - Majority Vote)***
- d. [Resolution 23-03: Ratification of the Memorandum of Agreement between the Franklin Police Sergeants Union employees and the Town of Franklin](#) ***(Motion to Approve Resolution 23-03 - Majority Vote)***
- e. [Resolution 23-04: Ratification of the Memorandum of Agreement Between the Professional Firefighters of Franklin and the Town of Franklin](#) ***(Motion to approve Resolution 23-04 - Majority Vote)***
- f. [Resolution 23-05: Police Station Building Committee Charge](#) ***(Motion to Approve Resolution 23-05 - Majority Vote)***
- g. [Resolution 23-06: Subcommittee for Arts and Cultural Initiatives](#) ***(Motion to Approve Resolution 23-06 - Majority Vote)***
- h. [Resolution 23-07: Master Plan Update Committee](#) ***(Motion to Approve Resolution 23-07 - Majority Vote)***
- i. [Resolution 23-08: Davis-Thayer Building Reuse Advisory Committee Charge](#) ***(Motion to Approve Resolution 23-08 - Majority Vote)***
- j. [Resolution 23-09: Town Administrator Evaluation Subcommittee](#) ***(Motion to Approve Resolution 23-09 - Majority Vote)***
- k. [Resolution 23-10: Gift Acceptance - Police Dept. \(\\$5,050\), Veterans' Services Dept. \(\\$2,600\)](#) ***(Motion to Approve Resolution 23-10- Majority Vote)***

10. TOWN ADMINISTRATOR'S REPORT

11. SUBCOMMITTEE & AD HOC COMMITTEE REPORTS

- a. Capital Budget Subcommittee
- b. Economic Development Subcommittee
- c. Budget Subcommittee
- d. GATRA Advisory Board

12. FUTURE AGENDA ITEMS

13. COUNCIL COMMENTS

14. EXECUTIVE SESSION - None Scheduled.

15. ADJOURN

Note: Two-Thirds Vote: requires 6 votes

Majority Vote: requires majority of members present and voting

**FRANKLIN TOWN COUNCIL
MINUTES OF MEETING
November 30, 2022**

A meeting of the Town Council was held on Wednesday, November 30, 2022, at the Municipal Building, 2nd Floor, Council Chambers, 355 East Central Street, Franklin, MA. Councilors present: Brian Chandler, Theodore Cormier-Leger, Cobi Frongillo, Melanie Hamblen, Glenn Jones, Thomas Mercer, Deborah Pellegri (via Zoom), Patrick Sheridan. Councilors absent: Robert Dellorco. 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 welcome to attend public board and committee meetings in person. Meetings are live-streamed by Franklin TV and shown on Comcast Channel 11 and Verizon Channel 29. In an effort to maximize citizen engagement opportunities, citizens will be able to continue to participate remotely via phone or Zoom. He announced that this meeting is being recorded by Franklin TV; this meeting may be recorded by others. ► He stated that Councilor Dellorco will not be in attendance at tonight's meeting. ► He stated that Councilor Pellegri is supposed to be attending tonight's meeting via Zoom; however, she is not in attendance at this time. Ms. Alleyne stated she would notify Chair Mercer if/when Councilor Pellegri calls in.

CITIZEN COMMENTS: None.

APPROVAL OF MINUTES: None.

PROCLAMATIONS/RECOGNITIONS: None.

APPOINTMENTS: None.

LICENSE TRANSACTIONS: None.

PRESENTATIONS/DISCUSSIONS: ► *Presentation: Elks Riders Donation to Veterans' Services Department.* ► Mr. Rich Gately, President of Elks Riders; Mr. Matthew Vance, Sergeant at Arms; Mr. James Tripp, member; and Mr. Michael Wainwright, member, addressed the Town Council to provide a donation to the Veterans' Services Department. Mr. Gately stated that the club has tripled in size in three years. He stated that most of their funds come from rides that they do; they also do fundraisers throughout the year. He presented the Town with a check for \$1,000 for the Veterans' Gift Fund; he stated this is their third donation this year. ► Veterans' Services Officer Shannon Nisbett thanked Mr. Gately and the entire Elks Riders organization for their generous donation.

LEGISLATION FOR ACTION:

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

- a. **Resolution 22-76: Gift Acceptance - Elks Riders Donation to Veterans' Services Department (Motion to Approve Resolution 22-76 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve Resolution 22-76: Gift Acceptance - Elks Riders Donation to Veterans' Services Department by Jones. SECOND by Hamblen. No discussion. ► VOTE: Yes-7, No-0, Absent-2.**

HEARINGS: ► Franklin Tax Classification Hearing (Legislation for Action Items: 9b, 9c, 9d, 9e, 9f). ► Chair Mercer stated that he declared the public hearing open. ► Mr. Chris Feeley, Chair, Board of Assessors, and Mr. Kevin Doyle, Director of Assessing, addressed the Town Council. Mr. Doyle narrated the FY23 Tax Classification Hearing slideshow presentation which was provided in the meeting packet. He reviewed new growth, levy limit, median (middle) single-family valuation and tax, and classification options on single versus split tax rate. He stated that new growth was very strong in the residential area this year; likewise, it was also a good year for commercial and industrial.

Chair Mercer announced that Councilor Pellegrini has joined the meeting remotely.

Mr. Doyle stated that growth was about \$1.3 million in revenue to be added to the tax levy base. He reviewed the median (middle) valuation for a single-family home is \$563,100. He stated that the single tax rate for this year would be \$12.58 per \$1,000. For the average single-family home, this will be an increase of \$469 from last year. He discussed that it is still pretty close to an 80/20 split with about 81 percent residential and 19 percent commercial/industrial and personal property. He stated that this hearing is being conducted under the provisions of Massachusetts General Law Chapter 40 Section 56; it is an annual hearing. He stated that the Town Council has historically voted for a factor of 1 which is a uniform rate for all classes of property. He stated that there is a classification that has not been used by the Board of Assessors called Open Space, but it should not be confused with provisions that may be made in the planning field. He stated that the assessors have historically not seen data that indicates that a small commercial exemption would be appropriate; there are only about one dozen communities in the state that are doing that now. He stated that the residential exemption is found to be most relevant in communities where there is a large non-owner-occupied population that is the resort homes or densely populated communities and cities where they have large rental markets. ► Town Council members asked questions, made comments, and thanked the presenters. ► In response to questions, Mr. Feeley discussed that the 80/20 split range for the values of the property for residential/commercial-industrial has been very consistent for approximately 20 years, not that it is good or bad. ► Mr. Doyle confirmed that all the new apartments are under residential, not commercial. ► Councilor Chandler discussed that to go to a dual tax rate would put less burden on the taxpayers. He stated that because the Town has been 80/20 for so long, he does not know if anyone would leave Franklin. ► Mr. Feeley stated that his opinion is that when you think of commercial/industrial it is not just large companies like EMC, it is the small businesses on the corner as well. ► Mr. Doyle explained how apartment building owners contribute to taxes. He stated that even though the apartment buildings are classified as residential, they are valued through an income approach to value which is replicating what the investor would be looking at. He explained how the larger complexes are valued. ► Mr. Feeley noted that if there is a significant amount of vacancy for a significant amount of time, that could affect the value of the property. ► Councilor Jones stated that the Town of Franklin is only legally allowed to levy an additional 2.5 percent onto the assessed values of the town due to Proposition 2½. He stated that since we are restricted by law, this is how we establish our budget through the taxes that we collect. He stated that therefore, we are not really able to keep up with inflation and meet the needs of the budget. He stated that these are great numbers, but at the end of the day, we are going to be short. He confirmed that Franklin Village Plaza and Dell are the biggest two tax levy contributors to the tax base. He stated that the businesses in town are the backbone to the tax levy; we do not want to chase them away by supporting a split tax rate. ► Councilor Frongillo reviewed the residential exemption. ► Chair Mercer thanked the presenters for the work they do. ► Ms. Mary Jane Scofield, 90 Pine Ridge Drive, asked for clarification regarding the mentioned that some debt exclusions were being

included in the total amount of the tax levy. She asked how much longer are those on the rolls.

► Treasurer/Collector Kerri Bertone confirmed Horace Mann comes off in 2024 and the Franklin High School is going to be on for a lot longer. ► Chair Mercer declared the public hearing closed.

LEGISLATION FOR ACTION (*continued*):

- b. Resolution 22-77: Tax Classification Residential Factor (Motion to Approve Resolution 22-77 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-77: Tax Classification Residential Factor that the Residential Factor will be set at 1.000000 by **Hamblen. SECOND** by **Cormier-Leger. No discussion.** ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegri-YES; Sheridan-NO.** ► **VOTE: Yes-7, No-1, Absent-1.**
- c. Resolution 22-78: Tax Classification Open Space Exemption (Motion to Approve Resolution 22-78 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-78: Tax Classification Open Space Exemption that there Not Be an exemption for open space by **Hamblen. SECOND** by **Cormier-Leger. No discussion.** ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegri-YES; Sheridan-YES.** ► **VOTE: Yes-8, No-0, Absent-1.**
- d. Resolution 22-79: Tax Classification Small Business Exemption (Motion to Approve Resolution 22-79 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-79: Tax Classification Small Business Exemption that there Not Be an exemption for small businesses by **Hamblen. SECOND** by **Cormier-Leger. No discussion.** ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegri-YES; Sheridan-YES.** ► **VOTE: Yes-8, No-0, Absent-1.**
- e. Resolution 22-80: Tax Classification Residential Property Exemption (Motion to Approve Resolution 22-80 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-80: Tax Classification Residential Property Exemption that there Not Be an exemption for residential properties by **Hamblen. SECOND** by **Cormier-Leger. No discussion.** ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegri-YES; Sheridan-YES.** ► **VOTE: Yes-8, No-0, Absent-1.**
- f. Resolution 22-81: Tax Classification Senior Means Tested Exemption (Motion to Approve Resolution 22-81 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-81: Tax Classification Senior Means Tested Exemption that there Not Be an exemption for senior means tested by **Hamblen. SECOND** by **Cormier-Leger. No discussion.** ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegri-YES; Sheridan-YES.** ► **VOTE: Yes-8, No-0, Absent-1.**
- g. Resolution 22-82: Declaration of Town-owned Property Containing “South Franklin Congregational Meeting House” Located at 762 Washington Street as Surplus and Authorization for Disposition (Sale) to Old Colony Habitat for Humanity (Motion to Approve Resolution 22-82 - Two-Thirds Majority Vote).** ► **MOTION to Waive** the reading by **Hamblen. SECOND** by **Chandler. No discussion.** ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-NO; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegri-YES; Sheridan-NO.** ► **VOTE: Yes-6, No-2, Absent-1.** ► **MOTION to Approve** Resolution 22-82: Declaration of Town-owned Property Containing “South Franklin Congregational Meeting House” Located at 762 Washington Street as Surplus and Authorization for Disposition (Sale) to Old Colony Habitat for Humanity by **Hamblen. SECOND** by **Chandler. Discussion:** ► Mr. Hellen thanked Councilor

Pellegrini for her work on this item. He stated that this structure will have historic preservation and will make available a home for a family in need through Old Colony Habitat for Humanity. He discussed the RFP that was put out. He stated that tonight is the final vote required by the Town Council to dispose of the property as surplus for the purposes of Habitat for Humanity taking over the building and converting it into a single-family home. He stated that Habitat for Humanity is attending tonight's meeting. ► Town Council members asked questions, made comments, and thanked Old Colony Habitat for Humanity. ► In response to questions, Mr. Hellen stated that you cannot mandate 100 percent that it will go to a Franklin family, but there is a local preference option and he thinks the folks at Habitat for Humanity are well aware of our preference. He stated that Town Attorney Mark Cerel addressed this at a meeting. ► Ms. Kimberly Thomas of Old Colony Habitat for Humanity discussed the application process and the requirement of the family being part of the build with 250 hours of sweat equity. ► Chair Mercer stated that he is in favor of this. ► Mr. Hellen stated that the Town will get the bell and that they know they have to deal with the pews. ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegrini-YES; Sheridan-ABSTAIN. ► VOTE: Yes-7, No-0, Absent-1, Abstain-1.**

- h. **Resolution 22-83: Downtown Parking Lot Kiosks Authorization (Motion to Approve Resolution 22-83 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve Resolution 22-83: Downtown Parking Lot Kiosks Authorization by Hamblen. SECOND by Chandler. Discussion:** ► Mr. Hellen noted that this actual authorization is for the money to buy the two kiosks; one kiosk will be installed at the Depot Street Parking Lot (68 Spaces) and one Kiosk will be installed at the Ferrara Parking Lot (21 Spaces). ► Councilor Hamblen stated that this will open the parking to first come, first serve for people to be able to go to the downtown businesses. ► Councilor Chandler asked who would empty the kiosks. ► Mr. Hellen stated that the Treasurer/Collector will collect the coins from the kiosks. He said that the police could do it. ► Chair Mercer asked Mr. Hellen to figure it out and come back to the Town Council to let them know what will be the process. ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegrini-YES; Sheridan-YES. ► VOTE: Yes-8, No-0, Absent-1.**
- i. **Resolution 22-84: 2023 Town Council Meeting Schedule (Motion to Approve Resolution 22-84 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve Resolution 22-84: 2023 Town Council Meeting Schedule by Hamblen. SECOND by Chandler. Discussion:** ► Mr. Hellen stated that this schedule took into consideration religious holidays. However, there is one conflict with April 5th as it is Passover; it is something the Town Council will have to decide. ► Chair Mercer told Councilor Cormier-Leger that they can chat off line and adjustments can be made later if needed. ► Councilor Cormier-Leger stated that his opinion is to make the adjustment now before it is published as it would be more considerate. ► Mr. Hellen reviewed the process and difficulty of determining which holidays are or should be considered regarding the Town Council meeting schedule. ► Councilor Cormier-Leger stated that he would be in favor of amending the calendar regarding Passover. ► **MOTION to Amend Resolution 22-84: 2023 Town Council Meeting Schedule to remove April 5th and add April 26th by Cormier-Leger. SECOND by Hamblen. No discussion. ► ROLL CALL VOTE (on the amendment): Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-NO; Pellegrini-YES; Sheridan-YES. ► VOTE: Yes-7, No-1, Absent-1. ► ROLL CALL VOTE (on the Motion as amended): Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegrini-YES; Sheridan-YES. ► VOTE: Yes-8, No-0, Absent-1.**
- j. **Zoning Bylaw Amendment 22-887: Zoning Map Changes on or Near Lincoln Street and Lincolnwood Drive (Motion to Refer Zoning Bylaw 22-887 to the Planning Board - Majority Vote).** ► Councilor Jones read the zoning bylaw amendment. ► **MOTION to Refer to the Planning Board Zoning Bylaw Amendment 22-887: Zoning Map Changes on or Near Lincoln Street and**

Lincolnwood Drive by **Hamblen**. **SECOND** by **Cormier-Leger**. **Discussion:** ► Mr. Hellen said this is part of the lot line cleanup series; this is the first one of this year. He stated that the chair of the EDC and the Director of Planning and Community Development Bryan Taberner are here if there are any questions. ► Councilor Hamblen said this went through the EDC. This is to clean up the zoning; it makes all of one parcel one zone. ► Mr. Taberner stated that when we look at which district to put it in, we make sure there is no loss of property value. ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegrini-YES; Sheridan-YES.** ► **VOTE: Yes-8, No-0, Absent-1.**

- k. **Resolution 22-85: Public Property Naming & Memorial Installation Policy (Motion to Approve Resolution 22-85 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve Resolution 22-85: Public Property Naming & Memorial Installation Policy by Hamblen. SECOND by Cormier-Leger. Discussion:** ► Mr. Hellen discussed that there was no policy or bylaw on this item that he could find; this is the attempt to put a formal policy to this. ► Chair Mercer stated that what they are trying to do with this is to put the sole authority for naming with the Town Council. ► Mr. Hellen confirmed that this only includes public property; it does not include private property. ► Councilor Jones read the policy aloud. ► Mr. Cerel discussed the policy and stated that it is an incident of the Town Council's legal authority having care, custody, and control of property. ► Mr. Stephen Sherlock, 10 Lawrence Drive, confirmed that this does not affect anything that is already in place; this just confirms the process for anything going forward. ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegrini-YES; Sheridan-YES.** ► **VOTE: Yes-8, No-0, Absent-1.**

TOWN ADMINISTRATOR'S REPORT: ► Mr. Hellen congratulated Senior Center staff Sue Barbour on a great retirement as well as Maggie Gundersen; he thanked them for their service.

SUBCOMMITTEE REPORTS:

- a. **Capital Budget Subcommittee.** ► None.
- b. **Budget Subcommittee.** ► None.
- c. **Economic Development Subcommittee.** ► Councilor Hamblen stated that the EDC met prior to this meeting. She stated that they discussed the inclusionary zoning bylaw coming to Franklin. She stated that this is in the Housing Production Plan; it will come to the full Town Council on a future agenda.
- d. **GATRA Advisory Board.** ► None.

FUTURE AGENDA ITEMS: ► Councilor Frongillo stated that they had at one time talked about creating a policy for when a project comes forward to spell out how it is to be proposed and who should review it before it comes for final approval; it would be nice to revisit that. ► Councilor Cormier-Leger stated that he wanted to second Councilor Frongillo's recommendation for a policy.

COUNCIL COMMENTS: ► Councilor Chandler thanked the Elks Riders and stated that we are lucky to have that organization and the Elks in general in Franklin. ► Councilor Cormier-Leger thanked the DPW and volunteers for the beautification around town. He offered his condolences to the family of Isabella Cruz. He offered condolences to the family of Sharon Taylor. ► Councilor Hamblen thanked the Elks Riders. She thanked those who organized and participated in the decorations. She noted the Winter Farmers Market at Fairmount Fruit Farm on Saturday from 10 AM to 2 PM. She expressed that people should be kind to each other. ► Councilor Sheridan thanked the Franklin Fire Department and those who organized the downtown Santa visit. ► Councilor Jones gave condolences to the family of Sharon Taylor. He stated that everyone did a great job with the Town Common decorations. ► Chair Mercer stated that he reiterated all that his fellow Council members said. He thanked the Elks Riders. He stated that the downtown and Town Common look so festive.

EXECUTIVE SESSION: None.

ADJOURN: ► MOTION to Adjourn by Hamblen. SECOND by Chandler. No Discussion. ► ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegrini-YES; Sheridan-YES. ► VOTE: Yes-8, No-0, Absent-1.

Meeting adjourned at 8:47 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

**FRANKLIN TOWN COUNCIL
MINUTES OF MEETING
December 14, 2022**

A meeting of the Town Council was held on Wednesday, December 14, 2022, at the Municipal Building, 2nd Floor, Council Chambers, 355 East Central Street, Franklin, MA. Councilors present: Brian Chandler, Theodore Cormier-Leger, Robert Dellocco, 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 welcome to attend public board and committee meetings in person. Meetings are live-streamed by Franklin TV and shown on Comcast Channel 11 and Verizon Channel 29. In an effort to maximize citizen engagement opportunities, citizens will be able to continue to participate remotely via phone or Zoom. He announced that this meeting is being recorded by Franklin TV; this meeting may be recorded by others.

CITIZEN COMMENTS: None.

APPROVAL OF MINUTES: ► *November 2, 2022 and November 16, 2022.* ► **MOTION** to Approve the November 2, 2022 meeting minutes by **Dellocco**. **SECOND** by **Hamblen**. **No discussion.** ► **VOTE:** Yes-9, No-0, Absent-0.

► **MOTION** to Approve the November 16, 2022 meeting minutes by **Dellocco**. **SECOND** by **Hamblen**. **No discussion.** ► **VOTE:** Yes-9, No-0, Absent-0.

PROCLAMATIONS/RECOGNITIONS: None.

APPOINTMENTS: ► *Mark LePage - Conservation Commission.* ► Councilor Jones read the appointment. ► **MOTION** to Ratify the appointment by the Town Administrator of Mark LePage to serve as a Member of the Conservation Commission with a term to expire on June 30, 2024, by **Jones**. **SECOND** by **Dellocco**. **Discussion:** ► Mr. Hellen stated that this recommendation also comes from the Conservation Commission. ► **VOTE:** Yes-9, No-0, Absent-0.

► *Alison Rheaume - Disability Commission.* ► Councilor Jones read the appointment. ► **MOTION** to Ratify the appointment by the Town Administrator of Alison Rheaume to serve as a Member of the Franklin Disability Commission to expire on June 30, 2025, by **Jones**. **SECOND** by **Dellocco**. **Discussion:** ► Mr. Hellen stated that both this and the next candidate for appointment are at tonight's meeting via Zoom. He thanked them both for their service. ► **VOTE:** Yes-9, No-0, Absent-0.

► *Francesca Ricci - Disability Commission.* ► Councilor Jones read the appointment. ► **MOTION** to Ratify the appointment by the Town Administrator of Francesca Ricci to serve as a Member of the Franklin Disability Commission with a term to expire on June 30, 2024, by **Jones**. **SECOND** by **Dellocco**. **Discussion:** ► Councilor Jones thanked the three candidates who were appointment at tonight's meeting for stepping up and helping out where there is a need. ► **VOTE:** Yes-9, No-0, Absent-0.

► **Lloyd (Gus) Brown - Sealer of Weights and Measures.** ► Councilor Jones read the appointment. ► **MOTION to Ratify** the appointment by the Town Administrator of Lloyd (Gus) Brown to serve as the Sealer of Weights and Measures for the Town of Franklin with a term to expire on June 30, 2024, by **Jones. SECOND by Dellorco. Discussion:** ► Mr. Hellen stated that the state has ended their service of providing a Sealer of Weights and Measures; so, this is a transitionary process. Mr. Brown has agreed to take this on. He stated that he is working on a potential regional agreement with Norfolk County. ► Mr. Brown reviewed that the state has turned this over to towns with over 20,000 population. He stated that he went to a training class yesterday. He discussed that sealers do scales, scanners, and gas pumps. ► Town Council members asked questions and made comments. ► Mr. Brown stated that there are 134 scanners in town and 450 scales. ► **VOTE: Yes-9, No-0, Absent-0.**

HEARINGS: None.

LICENSE TRANSACTIONS: ► **2023 Annual Alcohol License Renewals.** ► Councilor Jones read the license transaction for the 2023 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 2023 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:** ► Ms. Alleyne stated that everything is looking good so far. She stated that there are nine still pending inspection; they have all gone through their initial inspections and they are waiting for them to make any fixes/improvements that resulted from that inspection. She stated that nothing will be issued until everyone is in compliance and then they will be notified they can come and pick up their license. ► Town Council members asked questions and made comments. ► Ms. Alleyne confirmed the establishments will be reminded about the requirement to serve food. ► **VOTE: Yes-9, No-0, Absent-0.**

PRESENTATIONS/DISCUSSIONS: ► **Franklin Library Association Presentation of Gift - Scott Nolan, President, FLA.** ► Mr. Hellen stated that unfortunately, the individuals representing FLA are unable to attend tonight's meeting; however, Library Director Felicia Oti is in attendance. He stated that the first resolution on tonight's agenda is the donation to the library. He stated that throughout the FLA's tenure, they have donated about \$.5 million. ► Ms. Oti discussed the history of FLA; it is an organization that is about two centuries old. This group formed to make sure the Benjamin Franklin books were preserved and accessible to the public. She stated that they ran the library until 1982 when the Town took over. Then, they turned their focus to preservation, restoration, and digitization which they have done with \$.5 million. She stated that the FLA's plan was always to dissolve eventually when the funds ran out. She stated that we want to honor them. She stated that the FLA is not here today to express our gratitude; however, Mr. Hellen and she will let them know how grateful we are. ► Councilor Pellegrini stated it is wonderful what the association has done. ► Ms. Oti discussed that the FLA funds started the work of restoring the murals; all the murals are restored except in the Reading Room. She stated that she is hoping that the Preservation Committee may be able to provide the funding to finish that work. ► Councilor Pellegrini read aloud a proclamation honoring the Franklin Library Association for their legacy of extraordinary contributions to the Franklin Public Library.

LEGISLATION FOR ACTION:

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

- a. **Resolution 22-86: Gift Acceptance - Franklin Public Library (\$70,000) (Motion to Approve Resolution 22-86 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-86: Gift Acceptance - Franklin Public Library (\$70,000) by **Dellorco. SECOND by**

Hamblen. Discussion: ► Chair Mercer stated thank you to the Franklin Library Association.

► **VOTE: Yes-9, No-0, Absent-0.**

PRESENTATIONS/DISCUSSIONS (continued): ► Snow Removal Presentation: Robert “Brutus” Cantoreggi, Director of Public Works. ► Mr. Robert Cantoreggi, Director; Mr. Carlos Rebelo, Highway & Grounds Superintendent; and Mr. Tony Brunetta, Assistant Highway & Grounds Superintendent, addressed the Town Council. Mr. Cantoreggi stated that everyone in the Public Works Department participates in snow removal; he introduced the DPW staff in attendance at the meeting. He reviewed the snow removal priorities: roadways, public buildings/schools, and sidewalks. He reviewed that these priorities were established with cooperation of the School and Police Departments. He reviewed the goals: be prepared, respond with the appropriate resources in a timely manner, ensure that emergency vehicles can always respond during snow/ice events, provide safe passage of vehicles during snow fall, and have all roadways cleared, i.e., showing some asphalt, less than one inch of snow and ice within four hours of the end of the storm. He reviewed the FY23 approved budget: \$1,056,500 with \$396,000 for road treatments salt. He reviewed the FY22 costs. There were 25 events with 44 inches of snow; the total cost was \$1,285,669 with \$429,987 for 5,800 tons of salt. He discussed that they do not use sand anymore as it is a stormwater issue; they use 100 percent salt. He discussed the five-truck route versus treating the whole town. Treating the whole town using 14 sanders costs \$33,740 whereas the five-truck route using six sanders costs \$10,440. He discussed environmental concerns regarding rising salt levels in the water supply. In 2000 it was at 17.4 ppm; in 2021 it was at 66.0 ppm. He stated that there is salt in the water. He reviewed that there are 35 pieces of DPW equipment on the road at one time for internal staff resulting in the DPW employee costs at \$1,537 per hour. He stated that he likes to have 80 pieces of hired equipment; however, they are not quite there yet. The contractor costs are at \$10,450 per hour. He reviewed that there are over 35 miles of sidewalks identified for snow removal operations. He said challenges are affected by timing of storm, length of storm, type of snow, and amount of snow. He reviewed the time to clear sidewalks: less than six inches of snow, snow plows are used and it takes approximately one day; more than six inches of snow, snow blowers are used and it takes approximately two to three days. He discussed the worker shortage. He reviewed Public Works employee vacancies, new Public Works employees, good economy/Covid, contractors cannot find drivers, insurance costs/requirements, CDL requirements, lost equipment to private properties, and folks just do not want to plow anymore. The effect is a longer timetable to clear roads, more delays/cancellation of schools, longer time to clear sidewalks, extended time to fix missed areas, clear corners, etc., downtown snow removal delays, and delays in repairing potholes/other work. He stated that the safety of the residents and employees will always be our number one priority. He discussed that what they have done includes: improved union contract rates/hours, raised contractor plowing rates, reviewed insurance requirements and internal communications, changed plow routes, proper maintenance and calibration of salting equipment, new equipment, weather services, and cameras. Items that can affect response include: timing of storm (day of week, hour of day), duration of storm, amount and type of precipitation, temperature during storm, weather pattern of warm to cold or cold to warm, frost in/on ground, month of storm, and recent storm activity. He explained what they do to prepare for a storm: watch the weather, equipment readiness, availability of DPW personnel, contact with other Town departments, contact contractors for equipment/personnel, availability of supplies (salt), training and after-action review. He reviewed the Town bylaws regarding no pushing snow into the roadway and the winter storm overnight parking ban. He explained that there is no salt for the public available at the DPW yard. He reviewed fire hydrants are to be cleared by residents, basketball hoops are not allowed in the public right-of-way, the mailbox policy is \$50 if your mailbox is hit by a plow, and the top 10 complaints from residents. ► Town Council members asked questions and made comments. ► In response, Mr. Cantoreggi discussed sidewalk priorities; there is an established map. He stated that sidewalk plows are \$140,000 per machine. ► Chair Mercer stated that Councilor Frongillo was asking who set the criteria for doing roads before sidewalks. ► Mr. Hellen stated that roadways are critical arteries for all emergency response. ► Chair Mercer stated that if you do not plow the roads first and you plow the sidewalks, when you plow the roads, it will be

pushed back onto the sidewalks. ► Councilor Frongillo reviewed his explanation regarding clearing sidewalks. He asked if the Town Council has any way to give feedback to the DPW regarding snow removal. ► Mr. Hellen stated that a rural road is a very vulnerable area. He discussed one area is to determine how to give DPW more staff and equipment and how to pull in the responsibilities of the community to do their part in shoveling the sidewalks in front of their businesses, etc. Mr. Hellen explained that he has never been asked about a policy; when there is a storm, it is about getting it done and safety. ► Mr. Cantoreggi reviewed that the order of plowing was established by police, fire, public safety, and the school department. ► Councilor Pellegrini asked why the DPW cannot put in a different location the salt mixture for the public to have access to. She suggested the Town Council look back at the rescinded bylaw regarding people clearing their sidewalks. ► Mr. Cantoreggi discussed that most people walking are around the downtown area. ► Councilor Dellorco discussed snow removal and the importance of plowing roads for emergency vehicles and public safety. He reviewed the labor shortage. He stated that the sidewalks get done, if a few days later. He stated that the DPW does a great job. ► Mr. Cantoreggi reviewed roads that are maintained by the state. ► Town Council members thanked the DPW for all the work they do. ► Councilor Jones noted that safety is a priority; the DPW knows how to do their job of snow removal. ► Chair Mercer thanked Mr. Cantoreggi and the entire DPW staff.

LEGISLATION FOR ACTION *(continued)*:

- b. *Resolution 22-87: Gift Acceptance - Veterans' Services Department (\$565) (Motion to Approve Resolution 22-87 - Majority Vote).*** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-87: Gift Acceptance - Veterans' Services Department (\$565) by **Dellorco. SECOND by Hamblen. Discussion:** ► Mr. Hellen thanked everyone who donated. He stated that it is amazing how many people in town donate; he thanked them for their generosity. ► **VOTE: Yes-9, No-0, Absent-0.**
- c. *Bylaw Amendment 22-888: Chapter 170, Vehicles And Traffic, Section 170-22, Subsection A, Location of Stop Signs - First Reading (Motion to Move Bylaw Amendment 22-888 to a second reading - Majority Vote).*** ► Councilor Jones read the bylaw amendment. ► **MOTION to Move** Bylaw Amendment 22-888: Chapter 170, Vehicles And Traffic, Section 170-22, Subsection A, Location of Stop Signs to a second reading by **Dellorco. SECOND by Hamblen. Discussion:** ► Mr. Hellen stated that this is a first reading to accept three stop signs located on streets that the Town has recently accepted. He explained that it was agreed to have an annual cleanup of the bylaw on signs the last couple of years. ► **VOTE: Yes-9, No-0, Absent-0.**
- d. *Resolution 22-88: Local Acceptance of MGL Ch40, Section 5B, Fourth Paragraph (Motion to Approve Resolution 22-88 - Majority Vote).*** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-88: Local Acceptance of MGL Ch40, Section 5B, Fourth Paragraph by **Dellorco. SECOND by Hamblen. Discussion:** ► Mr. Hellen stated that he was speaking for the next two resolutions, both relate to the opioid settlement and the creation of the stabilization fund. He discussed that establishing a Stabilization Account is the preference to receive the money and then appropriate the money. This ensures these funds over the next 20 years stay off the operating budget books which is better for accounting and keeps the operating budget cleaner. ► **VOTE: Yes-9, No-0, Absent-0.**
- e. *Resolution 22-89: Creation of the Massachusetts Statewide Opioid Settlement Stabilization Fund, as Authorized b GL Chapter 40, Section 5B (Motion to Approve Resolution 22-89 - Two-Thirds Majority Vote).*** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-89: Creation of the Massachusetts Statewide Opioid Settlement Stabilization Fund, as Authorized b GL Chapter 40, Section 5B by **Dellorco. SECOND by Hamblen. No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.**

- f. Resolution 22-90: Authorization of and Appropriation for Purchase of Three Parcels of Unimproved Land (Motion to Approve Resolution 22-90 - Majority Vote).* ► **MOTION to Waive** the reading by **Dellorco**. **SECOND** by **Jones**. **No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.** ► **MOTION to Approve** Resolution 22-90: Authorization of and Appropriation for Purchase of Three Parcels of Unimproved Land by **Dellorco**. **SECOND** by **Hamblen**. **Discussion:** ► Mr. Hellen discussed that with the purchase of Schmidt Farm, Kathy and David Dalzell called the Town to offer the Town 17 acres of forest adjacent to Schmidt Farm. The asking price is \$250,000. This purchase will officially tally 200 acres of open space protected in the Town of Franklin in the past 18 months. He stated that this is the definition of community preservation. He noted that the signed P&S from the Dalzell family is in the meeting packet as well as some pictures. He stated that the Dalzell family also owned two small portions of land in Mine Brook that the Town will also be accepting. They are lands that cannot be improved upon and are in the swamp. The P&S includes all of those parcels to make everything easier. He explained that with tonight's vote, we can move to close on the property. He expressed that it goes without saying how much the Town should thank the Dalzell family for their incredible generous outreach to us to ensure this property permanently stays as open space forever. He stated that the family had other options; however, their family has always wanted to preserve it. ► Chair Mercer thanked the Dalzell family for this opportunity. ► Town Council members made comments and thanked all those who made this possible. ► Mr. Cerel explained that there are three parcels in the deed; the one in the Pond Street area is difficult to locate. ► **VOTE: Yes-9, No-0, Absent-0.**
- g. Resolution 22-91: Authorization for Town Administrator to Submit American Rescue Plan Act Applications to Norfolk County (Motion to Approve Resolution 22-91 - Majority Vote).* ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-91: Authorization for Town Administrator to Submit American Rescue Plan Act Applications to Norfolk County by **Dellorco**. **SECOND** by **Hamblen**. **Discussion:** ► Mr. Hellen discussed that he is asking the Town Council to authorize the Town Administrator to execute any and all documents and/or to take any and all other action required for the Town to receive ARPA funds for Janie Avenue neighborhood water main replacements. The total project estimate is \$1,055,090. This authorization is to apply for Norfolk County ARAP funds, which as discussed before are more limited due to federal law. As outlined in previous presentations, infrastructure is the most allowable use. This appropriation will ensure ratepayers do not need to subsidize these improvements and assist in stabilizing water rates. He stated that he anticipates it will take 60 days to get the funds, which is right on target for the spring constriction season. ► Town Council members asked questions and made comments. ► Councilor Frongillo asked why did this neighborhood get pushed to the top. ► Mr. Hellen noted that the county money is more restrictive and these are easily qualifiable projects; we are trying to do projects that qualify for these ARPA funds. He stated that in terms of the selection of the neighborhood, he defers to Mr. Cantoreggi. ► Mr. Cantoreggi stated that they have an asset management plan that they have been working on and they have been able to move things up. It has been looked at 10 years ago as far as priorities of needing a new water main and new road; we will be ahead of schedule. ► **VOTE: Yes-9, No-0, Absent-0.**
- h. Resolution 22-92: Cable Funds in Support of PEG Service and Programming per MGL Ch. 44, §53F3/4 (Motion to Approve Resolution 22-92 - Majority Vote).* ► **MOTION to Waive** the reading by **Cormier-Leger**. **SECOND** by **Dellorco**. **No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.** ► **MOTION to Approve** Resolution 22-92: Cable Funds in Support of PEG Service and Programming per MGL Ch. 44, §53F3/4 by **Dellorco**. **SECOND** by **Hamblen**. **No discussion.** ► **VOTE: Yes-8, No-1, Absent-0.** (Councilor Pellegri voted No.)

- i. **Resolution 22-95: Gift Acceptance - Recreation Department (\$109,832.25) (Motion to Approve Resolution 22-95 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve Resolution 22-95: Gift Acceptance - Recreation Department (\$109,832.25) by Dellorco. SECOND by Hamblen. Discussion:** ► Recreation Director Ryan Jette (via Zoom) thanked the Vendetti family for their extremely generous donation. He reviewed the past donations of the Vendetti family for the Recreation facilities. He stated that there will be a new plaque with the dedication date at the facility. ► Town Council members thanked the Vendetti family. ► **VOTE: Yes-9, No-0, Absent-0.**

TOWN ADMINISTRATOR'S REPORT: ► Mr. Hellen stated that there will be a Winter Wonderland party at the Senior Center tomorrow. He thanked the Town Council, Planning Board, School Committee, other committees, departments, staff, residents, and others for an incredible year. He stated that Ms. Alecia Alleyne will be leaving the Town of Franklin in a few weeks as she is taking a new job in Boston. He thanked her and wished her the best in her future endeavors.

SUBCOMMITTEE REPORTS:

- a. **Capital Budget Subcommittee.** ► None.
- b. **Budget Subcommittee.** ► None.
- c. **Economic Development Subcommittee.** ► Councilor Hamblen stated that the EDC plus Steering Committee met tonight before the Town Council meeting; they had a presentation about Chapter 40R and Smart Growth Zoning and Housing Production by Attorney Mark Bobrowski. The next EDC meeting is scheduled for January 4, 2023.
- d. **GATRA Advisory Board.** ► None.

FUTURE AGENDA ITEMS: ► Councilor Sheridan requested shoveling of sidewalks. ► Mr. Hellen stated this is on the EDC goals for the year. ► Councilor Pellegri said that she was also going to bring up the shoveling.

COUNCIL COMMENTS: ► Councilor Cormier-Leger noted that a new scout to a troop in Franklin attended tonight's Town Council meeting; as a requirement she was to observe a Town Council meeting and take some notes. He stated the Town Council welcomes any other scouts who would like to attend. He wished everyone a safe and happy holiday season. ► Councilor Chandler said happy holidays to everyone. ► Councilor Pellegri wished everyone happy holidays. She said that she thinks they accomplished a lot this year. ► Councilor Sheridan wished everyone happy holidays. ► Councilor Frongillo noted office hours at the Senior Center tomorrow. He stated that they still had the Franklin First gift cards. ► Councilor Hamblen thanked the Franklin Library Association for 200 years of protecting the library and all their donations. She thanked all for all the donations this year. She reminded people to be kind. ► Councilor Jones stated that they can look back on 2022 and be proud of the accomplishments they have made. He wished all happy holidays. ► Councilor Dellorco thanked everyone for their donations and the Town Council for all their hard work this year. He wished Ms. Alleyne the best. ► Chair Mercer said he was piggybacking on what everyone else has said. He thanked everyone in the community for their contributions big and small all year long. He thanked the Town Council members for doing a magnificent job leading the community. He thanked the administration and department heads and every Town employee both municipal and school for all they do to make the community the greatest community in Massachusetts.

EXECUTIVE SESSION: ► a. Exception #2: Contract negotiations with non-union personnel, namely: Town Administrator, and ► b. Exception #3: Strategy with respect to collective bargaining: Police Patrol, Police Sergeants and Fire Department unions. ► Chair Mercer stated there is a need for an executive session for Exception #2: Contract negotiations with non-union personnel, namely: Town Administrator, and Exception #3: Strategy with respect to collective bargaining: Police Patrol, Police Sergeants and Fire Department unions. ► Councilor Jones read the executive session statement. ► **MOTION to Enter**

executive session for the purposes of **a.** Exception #2: Contract negotiations with non-union personnel, namely: Town Administrator, and **b.** Exception #3: Strategy with respect to collective bargaining: Police Patrol, Police Sergeants and Fire Department unions because an open meeting may have a detrimental effect on the negotiating position of the Public Body, and we will return to open session, the Chair has so declared, by **Jones. SECOND by Dellorco. No Discussion. ► ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Dellorco-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegrini-YES; Sheridan-YES. ► VOTE: Yes-9, No-0, Absent-0.**

Chair Mercer stated they would take two minutes and then enter executive session.

Open Session ended at 9:13 PM.

Open Session returned at 10:00 PM.

Chair Mercer called the Town Council meeting back to open session.

- a. Resolution 22-94: Salary Schedule: Full-Time Elected Official - Town Clerk (Motion to Approve Resolution 22-94 - Majority Roll Call Vote). ► Councilor Jones read the resolution. ► MOTION to Approve Resolution 22-94: Salary Schedule: Full-Time Elected Official - Town Clerk by Dellorco. SECOND by Hamblen. Discussion: ► Councilor Cormier-Leger stated that the Town Council is voting on this based on a comp. plan given to the Town Council and it has nothing to do with the performance of the current Town Clerk; they are looking at the position, not the person. ► Chair Mercer stated that it was the result of the comp. and class plan that we spoke of a few months ago. ► ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Dellorco-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegrini-YES; Sheridan-YES. ► VOTE: Yes-9, No-0, Absent-0.*
- b. Resolution 22-93: Approval of Town Administrator's Contract (Motion to Approve Resolution 22-93 - Majority Vote). ► Councilor Jones read the resolution. ► MOTION to Approve Resolution 22-93: Approval of Town Administrator's Contract by Dellorco. SECOND by Hamblen. No discussion. ► VOTE: Yes-9, No-0, Absent-0.*

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

Meeting adjourned at 10:05 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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OFFICE OF THE TOWN ADMINISTRATOR

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

RE: Town Council-Town Administrator 2022-2023 Goals

The Council will review the collective goals between the Town Council and Town Administrator. An update is attached to reflect progress and information updates.

Please feel free to ask any questions.

2022-2023 Town Council and Town Administration Goals

The following are a list of goals approved by the Town Council for the 2022-2023 session.

Fiscal

- Approve annual operating budget for FY23 and FY24.
 - Status: FY23 Complete. FY24 in process.
- Approve annual capital budget for FY22 and FY23.
 - Status: FY22 Complete. FY23 in process.
- Review annual financial audit and OPEB actuarial.
 - Status: Complete.
- Manage federal stimulus revenues and expenditures through December 31, 2024.
 - Status: Executing the strategic plan. Awarded more than \$6.5 million in roads, water main and stormwater infrastructure improvements, employee compensation, and hired a second mental health clinician for the Police Department. Staff hope to have more updates in the weeks and months ahead. Federal government extended usage of funds to December 31, 2026.
- Review & approve biennial Town Finance Policies.
 - Status: Complete.
- EPA Stormwater program implementation.
 - Status: Complete.
- Support the Community Preservation Master Plan development.
 - Status: Complete. 200 acres of open space, Red Brick Schoolhouse exterior renovation, preservation of Town Clerk records, supplemental funding for Franklin Ridge housing investments and much more.
- Support collective bargaining 2022-2025.
 - Status: Complete.
- Implement recommendations in the Compensation and Classification study of nonunion employees.
 - Status: Complete. Finance Committee Deep Dive on January 11, 2023.
- Discuss the role and committee charge of the Joint Budget Subcommittee with the Finance Committee and School Committee.
 - Status: Complete.

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.
 - Status: Completed study and process August 2022.
- Revise the public downtown parking lots bylaw.
 - Status: Complete. Goes into effect July 1, 2023.
- Review sidewalk snow removal bylaw.
 - Status: No progress.
- Implement housing production plan recommendations.

- Status: EDC is currently working on inclusionary zoning, MBTA communities compliance and housing density bylaws from the plan.
- Consider policy development on the redevelopment of North Grove Economic Development Area (aka Nu style).
 - Status: Substantial progress. Urban Land Institute conducted a complete study of the potential of the parcels and presented them to EDC. Bryan Taberner is actively working on a matching grant proposal application now, which will commit \$100,000 of ARPA funds toward site cleanup to make it more attractive to potential investors.
- Facilitate a branding & marketing analysis.
 - Status: State grant of \$50,000 has been awarded through a legislative appropriation by Representative Roy. Staff are working on obtaining the funds.
- Support the process toward a new town Master Plan beginning in 2023.
 - Status: Draft committee charge January 2023.
- Research changes to the home occupation business bylaw.
 - Status: No progress.
- Review the marijuana overlay district.
 - Status: No progress.
- Support a process to update the Open Space Plan, which expires in 2023.
 - Status: Conservation Commission has begun the OSRP process. Expected public sessions Winter/Spring 2023. Recommendations will fold into the Master Plan process Summer 2023. Expected EDC/Town Council draft review in late Summer/Fall 2023.
- Review the cell phone tower overlay district and consider a 5G local permitting bylaw.
 - Status: No progress.
- Further “lot line cleanups” project.
 - Status: At its January 4th meeting, the EDC will look at Lot Line Cleanup #2 of this session. They have approved one cleanup to date.

DPW

- Design beaver street interceptor & file SRF application for the project.
 - Status: Complete. Awaiting SRF award.
- Manage federal ARPA funds.
 - Status: See Finance Goals above.
- Support the Grove Street construction and MassWorks grant implementation.
 - Status: In process. Expect the light to be installed when it arrives (10 months backordered and counting...). The redesigning of the road to Kendall Circle will begin in 2023 and conclude in 2024.
- Implement MS4 permit stormwater program implementation.
 - Status: Complete. Discussion on the credit manual in Spring 2023.
- Continue Implementing the 5-year Water Main plan.
 - Status: Complete. Far ahead of schedule due to ARPA funds.
- Complete Streets grant implementation and otherwise expand walking and biking trails.
 - Status: Franklin received its first grant of \$89,700 this past summer.
- Develop a maintenance plan for town trails.

- Status: Establishing a plan for town involvement through the open space and recreation plan. The OSRP will also look at the development of “Friends” grassroots groups in neighborhoods as stewards of the many town open spaces.
- Complete trail work on the SNETT relative to the finalizing the land swap with the state DCR.
 - Status: Trail work is complete. Expect to have the legal transfer of land in 2023!
- Begin the process to develop a solid waste master plan in 2023.
 - Status: Awaiting land transfer to begin.
- Develop Water Tank Analysis Master Plan.
 - Status: In progress.
- Discuss a Sidewalk Master Plan.
 - Consider exercising borrowing authority to construct sidewalks on Washington Street and Beaver Street.
 - Status: Staff will expand the Pavement Management Plan to include town owned parking lots and sidewalks to help develop a strategy and current analysis of infrastructure costs to the town.
- Discuss finance for current infrastructure assets: roads, parking lots, sidewalks maintenance.
 - Status: No progress. See Sidewalk Plan goal above. With interest rates, labor shortages, inflation and an overall expensive cost of living, infrastructure is very expensive.
- Study the potential for a Quiet Zone on the Franklin commuter rail line.
 - Status: In progress. Through a grant from Representative Roy, the Town has finally found a consultant available to do the Quiet Zone study. We expect completion by the end of 2023.

Facilities

- Restore the cupola in the Franklin Historic Museum.
 - Status: CPA funds awarded for \$75,000 to restore. TBD on when.
- Rehabilitate the Red Brick Schoolhouse.
 - Status: Phase I Exterior work almost done!
- Establish a working group committee for a new Police Station.
 - Status: Committee Charge being considered January 2023.
- Consider a committee for the reuse of the Davis-Thayer School.
 - Status: Committee Charge being considered January 2023.

General Government

- Continue to manage the COVID-19 pandemic.
 - Status: Complete.
- Continue to accept public ways.
 - Status: In progress. Accepted Joseph Circle, Susan’s Way & Lawrence Drive.
- 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.
 - Status: In progress. Green Communities presentation given August 2022. Green Communities grants totaling \$180,902.

- Begin Decommission process on Spring Street as part of Franklin State Forest and SNETT improvements 2023.
 - Status: No progress.
- Review a revision to the demolition delay bylaw.
 - Status: No progress.
- ICMA citizen satisfaction survey (pending Town Administrator membership to ICMA). 2023-2024.
 - Status: The Town Administrator finally became an ICMA member after three years of the pandemic! The TA will research ideas and hopes to attend an annual conference for the first time in the Fall of 2023. A scientific citizens satisfaction survey would help chart town policy and investments for the future.

Presentations/Discussions

- Human Resources department and town benefits presentation.
 - Status: Complete.
- Department of Public Works budget presentation.
 - Status: Complete.
- Town Charter review presentation by Town Administrator and Town Attorney.
 - Status: ETA: Early Summer 2023.
- Franklin Historic District presentation.
 - Status: January 4, 2023.
- Charles River Pollution Control District presentation.
 - Status: ETA: Summer 2023.
- Metacomet Public Health Alliance presentation.
 - Status: ETA: Winter 2023.
- Discussion on the future of the Old South Church on Washington Street.
 - Status: Complete. Habitat for Humanity will purchase the building to rehabilitate into a single family home for a family of four.
- Discussion on uses at the Maple Hill property.
 - Status: A discussion in the Spring during the open space planning process.
- Recreation Department presentation.
 - Status: Complete.

Town of Franklin

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OFFICE OF THE TOWN ADMINISTRATOR

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

**RE: Bylaw Amendment 22-888: Chapter 170, Vehicles And Traffic, Section 170-22, Subsection A,
Location of Stop Signs - Second Reading**

The action before the Town Council is to approve bylaw amendment 22-888. The first reading took place at the December 14th Council meeting and it was moved to a second reading.

For more information please see the attached memo dated December 9, 2022 and the Legal Notice for the January 4, 2023 second reading, which was published in the Metrowest Daily News and Wickedlocal.com on December 21st.

If you have any questions please feel free to let me know.

Town of Franklin

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OFFICE OF THE TOWN ADMINISTRATOR

December 9, 2022

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

**RE: Bylaw Amendment 22-888: Chapter 170, Vehicles And Traffic, Section 170-22, Subsection A,
Location of Stop Signs - First Reading**

This is a first reading of Bylaw Amendment 22-888, to accept three stop signs located on streets that we've recently accepted. Please see below and the attached redlined version of the bylaw for specific changes. We agreed to have an annual cleanup of the bylaw on signs the last couple of years.

Stop signs being accepted with Bylaw Amendment 22-888 are located on the following public ways:

- Brandywine Road (eastbound at Populatic St.)
- Charles Drive (eastbound at Brandywine Rd.)
- Union Meadows Lane (eastbound at Upper Union St.)

If you have any additional questions please feel free to let us know.

**LEGAL NOTICE
FRANKLIN, MA**

The Franklin Town Council will hold a second reading and take a final vote on the adoption of Bylaw Amendment 22-888, a bylaw to amend the code of the Town of Franklin at Chapter 170, Vehicles and Traffic, Article VI, Traffic Regulations Section 170-22, Subsection A, which authorizes the addition of three stop signs at the following locations:

- Brandywine Road at Populatic Street
- Charles Drive at Brandywine Road
- Union Meadows Lane at Upper Union Street

This action will take place during the Town Council's public meeting on January 4, 2022, beginning at 7:00 PM and will provide an opportunity for public input. Location: Municipal Building, 2nd floor Council Chambers, 355 E. Central Street, Franklin, and also via the "ZOOM" platform. Residents can visit the Town website (Franklinma.gov) town calendar to review the proposed bylaw amendment and for up to date meeting information, on and after December 30, 2022. Please call the Town Administrator's Office at (508) 520-4949 if you require further information or to make arrangements for translation services.

Submitted by,

Julie McCann



**TOWN OF FRANKLIN
BYLAW AMENDMENT 22-888
CHAPTER 170, VEHICLES AND TRAFFIC**

A BYLAW TO AMEND THE CODE OF THE TOWN OF FRANKLIN AT CHAPTER 170, VEHICLES AND TRAFFIC, ARTICLE VI, TRAFFIC REGULATIONS SECTION 170-22, SUBSECTION A

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL that Chapter 170 of the Code of the Town of Franklin Vehicles and Traffic, Article VI, Traffic Regulations is hereby amended by ~~deleting~~ and adding the following text in appropriate alphabetical order at §170-22, Subsection A:

§ 170-22 Location of stop signs.

A. The erection and maintenance of official stop signs are authorized by the Town Council as follows:

Stop Sign On	Direction of Travel	At Intersection Of
<u>Brandywine Road</u>	<u>Eastbound</u>	<u>Populatic Street</u>
<u>Charles Drive</u>	<u>Eastbound</u>	<u>Brandywine Road</u>
<u>Union Meadows Lane</u>	<u>Eastbound</u>	<u>Upper Union Street</u>

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

DATED: _____, 2023

VOTED:

UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

**Nancy Danello, CMC
Town Clerk**

**Glenn Jones, Clerk
Franklin Town Council**

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

RE: Resolution 23-01: Authorization for Intermunicipal Agreement with Tri-County Regional Vocational Technical High School for Franklin to Provide it with a School Resource Officer

The action before the Town Council is to authorize a new Inter Municipal Agreement (IMA) between the Town of Franklin and the Tri-County School Committee for the Town to continue providing Tri-County with a School Resource Officer. The current agreement expires on June 30, 2023. The new agreement will become effective July 1, 2023 and will expire on June 30, 2026.

The proposed agreement is included in the packet as Exhibit 1 to the proposed resolution.

Please let me know if you have any questions.



TOWN OF FRANKLIN

RESOLUTION 23-01

AUTHORIZATION FOR INTERMUNICIPAL AGREEMENT WITH TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL FOR FRANKLIN TO PROVIDE IT WITH A SCHOOL RESOURCE OFFICER

- WHEREAS,** Tri-County Regional Vocational Technical High School ("School") is in need of a Police Officer to perform the services of a School Resource Officer, and
- WHEREAS,** The Town of Franklin ("Town") currently employs a Police Officer who performs the services of a School Resource officer for Town and Town is willing to make said person available to School, to perform said services for School in consideration of School's payment of compensation to Town, and
- WHEREAS,** The proposed arrangement which will be the subject of a written intermunicipal agreement between Town and School, a draft copy of which is attached hereto as "Exhibit 1", would benefit both governmental entities, and
- WHEREAS,** an intermunicipal agreement is governed by the provisions of G.L. Chapter 40, Section 4A which requires that each governmental entity authorize the agreement,

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Franklin hereby authorizes the Town Administrator pursuant to G.L. Chapter 40, Section 4A to negotiate and execute an intermunicipal agreement with Tri-County Vocational Technical High School in substantially the form attached hereto as "Exhibit 1", which agreement will provide for Town to provide a Franklin Police Officer to School to provide services as the School Resource Officer and for Town to receive compensation therefor, provided that said agreement may contain such other terms and conditions as the Town Administrator determines to be in the Town's best interest.

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

DATED: _____, 2023

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

**INTER MUNICIPAL AGREEMENT FOR SCHOOL RESOURCE
OFFICER
BETWEEN THE TOWN OF FRANKLIN
AND THE TRI COUNTY REGIONAL VOCATIONAL TECHNICAL
HIGH SCHOOL**

THIS AGREEMENT is entered into by and between the Town of Franklin (hereafter "Franklin") and the Tri County Regional Vocational Technical School (hereafter "School"), hereafter referred to collectively as the "Parties," effective the 1st day of July 2023, as follows:

WHEREAS, the Parties desire to cooperate in the provision, on a shared basis, the services of a School Resource Officer (hereafter "SRO") for the benefit of the Town and the School;

WHEREAS, the Parties have each obtained authorization for this joint undertaking as required by M.G.L. c.40, §4A: Town, pursuant to a vote of the Town Council and School, pursuant to, a vote of the Tri County Regional Vocational Technical School Committee;

NOW, THEREFORE, the Town and School, in mutual consideration of the covenants contained herein, hereby agree as follows:

1. **Agreement.** The attached Memorandum of Understanding and Standard Operating Procedures spell out the duties, supervision, hours of work and other responsibility of each party.
2. **Compensation and Benefits.** School shall pay Franklin an annual payment of \$48,000 on a quarterly basis of \$12,000 for FY24 and FY25. The contract fee will increase to an annual payment of \$50,000 on a quarterly basis of \$12,500 in FY26. Any partial quarters will be billed on a pro rata basis. Payments shall be made on or before July 15th, October 15th, January 15th and April 15th of each year.
3. **Term of this Agreement.** The term of this Agreement shall be three years (July 1, 2023 through June 30, 2026. This Agreement may be extended thereafter as the Parties may agree, with such agreement approved by the Town Council and the School Committee.
4. **Termination of this Agreement.** The Town, by vote of its Town Council, or the School, by vote of its School Committee may terminate this Agreement upon 180 days written notice to take effect on June 30th of any given year.
5. **Savings Provision.** The Town and School agree that if any court of competent jurisdiction shall declare any provision of this Agreement unenforceable, the remaining provisions hereof shall not be affected and shall remain in full force and effect.
6. **Amendment.** This Agreement may be amended from time to time, but only by mutual written agreement of the Town and School Committee approved by the Town Council and

the School Committee.

TRI COUNTY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

WITNESS OUR HANDS, as of the dates specified:

TOWN OF FRANKLIN

By its Town Administrator, duly-authorized:

Date: _____

Franklin Town Comptroller

Approved as to form:

Franklin Town Counsel

**TRI COUNTY REGIONAL
VOCATIONAL TECHNICAL
HIGH SCHOOL**

By its School Committee

Chairman

Date: _____

Tri County, Treasurer

Approved as to form:

Counsel for the Tri County

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

December 29 2022

To: Town Council

From: Jamie Hellen, Town Administrator

Re: **Resolution 23-02: Ratification of the Franklin Police Association Contract**

I am asking the Town Council to consider resolution 23-02, which will ratify the provisions of the Franklin Police Association Collective Bargaining Agreement as ratified by the Franklin Police Association Employees. The provisions of the agreements will be in effect from July 1, 2022 to June 30, 2025, as outlined in Executive Session on December 14, 2022.

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



TOWN OF FRANKLIN

RESOLUTION 23-02

Ratification of Franklin Police Association Contract

BE IT RESOLVED BY THE TOWN OF FRANKLIN acting by and through the Town Council:

Hereby ratifies the provisions of the attached Franklin Police Association Collective Bargaining Agreement which have been ratified by the Franklin Police Association Employees. The provisions of the Agreements shall be in effect from July 1, 2022 to June 30, 2025.

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

DATED: _____, 2023

VOTED:

UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Resolution 23-03: Ratification of Memorandum of Agreement with the Franklin Police Sergeants Union

I am asking the Town Council to consider resolution 23-03, which will ratify the Memorandum of Agreement between the Town of Franklin and the Franklin Police Sergeants Union. This agreement will be in effect from January 1, 2023 to June 30, 2025, as outlined in Executive Session on December 14, 2022.

Please note the ratification of the Police Sergeants contract occurred in July of 2022. This agreement contains language to bring the contract in line with the patrol contract on provisions outlined in Executive Session last month.

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



TOWN OF FRANKLIN

RESOLUTION 23-03

Ratification of Memorandum of Agreement between the Town of Franklin and the Franklin Police Sergeants

BE IT RESOLVED BY THE TOWN OF FRANKLIN acting by and through the Town Council:

Hereby ratifies the provisions of the Memorandum of Agreement between the Town of Franklin and the Franklin Police Sergeants regarding changes to the detailed language in the collective bargaining agreement. This agreement has been ratified by the Franklin Police Sergeants Union. The provisions of the Agreement shall be in effect from January 1, 2023 to June 30, 2025 and shall become part of the existing collective bargaining agreement.

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

DATED: _____, 2023

VOTED:

UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Resolution 23-04: Ratification of the Professional Franklin Firefighters Contract

I am asking the Town Council to consider resolution 23-04, which will ratify the provisions of the Professional Franklin Firefighters Collective Bargaining Agreement as ratified by the employees. The provisions of the agreements will be in effect from January 1, 2023 to June 30, 2025, as outlined in Executive Session. The only issue being ratified this evening is relative to the scoring on promotional exams that are unilaterally written in the contract. The Professional Firefighters Contract was ratified in full this past July 2022.

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



TOWN OF FRANKLIN

RESOLUTION 23-04

Ratification of Memorandum of Agreement between the Town of Franklin and the Professional Firefighters of Franklin

BE IT RESOLVED BY THE TOWN OF FRANKLIN acting by and through the Town Council:

Hereby ratifies the provisions of the Memorandum of Agreement between the Town of Franklin and the Professional Firefighters of Franklin - International Association of Firefighters, Local 2637 regarding changes to the promotional process. This agreement has been ratified by the Union. The provisions of the Agreement shall be in effect from January 1, 2023 to June 30, 2025 and shall become part of the existing collective bargaining agreement.

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

DATED: _____, 2023

VOTED:

UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

**Nancy Danello, CMC
Town Clerk**

**Glenn Jones, Clerk
Franklin Town Council**

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

RE: Resolution 23-05: Police Station Building Committee

The Town Council will consider forming a Police Station Building Committee to oversee a potential expansion and/or renovation of the current Station.

The Town Council appropriated \$150,000 two years ago to invest in a committee, consultant and evaluation of potential sites, remodels, expansions. I would expect this process to take at least a couple of years. Meetings will almost certainly be required to be done during normal business hours. I anticipate early morning meetings.

The resolution allows for a eleven person committee, which staff would propose to include:

- 3 Town Council members who will serve as Chair, Vice-Chair and Clerk of the Committee;
- Chief of Police, or their designee
- Town Administrator, or their designee
- Director of Public Facilities, or their designee.
- 1 representative from the MECC regional dispatch
- 2 members of the department staff
 - 1 member of the department staff that is male
 - 1 member of the department staff that is female
- 2 citizens
 - 1 Engineer
 - 1 construction

I attached the last two building committee resolutions: Library and Senior Center.



TOWN OF FRANKLIN RESOLUTION 23-05

POLICE STATION BUILDING COMMITTEE

WHEREAS: The Town Council would like to renovate or replace the existing station located at 911 Panther Way;

NOW THEREFORE, the Franklin Town Council hereby establishes The Police Station Building Committee as follows:

1. The Town Council has determined to appoint no more than eleven (11) members to the Police Station Building Committee, including the following representation and nomination selection criteria:
 - a. Three (3) members of the Franklin Town Council;
 - b. Chief of Police, or their designee;
 - c. Town Administrator, or their designee;
 - d. Director of Public Facilities, or their designee;
 - e. Executive Director of Metacommet Emergency Communications Center (MECC) regional dispatch center, or their designee;
 - f. One member of the department staff who is male;
 - g. One member of the department staff who is female;
 - h. Two (2) members At-Large; with one member having a background in engineering, one member having a background in construction management.
2. The Town Administrator shall nominate all eleven members of the committee membership, to be ratified by the Town Council. The Chair of the Town Council shall select the Chair, Vice-Chair and Clerk. Terms of the committee shall be through substantial completion of the project.
3. Duties of the committee are as follows:
 - a. Select a designer for the needs analysis and design;
 - b. Evaluate all potential expansion and renovation options for the current and future needs of the Franklin Police Department;
 - c. Present the proposals to the Town Council for approval; and
 - d. Once approved, oversee the project until substantial completion.

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

DATED: _____, 2023

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council



TOWN OF FRANKLIN

RESOLUTION 14-89

CREATION OF A LIBRARY BUILDING COMMITTEE

A Resolution creating a committee to make renovations to the Franklin Library

BE IT RESOLVED by the Town Council of the Town of Franklin that a Library Building Committee be established as follows:

WHEREAS: The Town Council would like to make improvements to the existing library located at 118 Main Street.

WHEREAS: The improvements should include repairs and a small addition.

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Franklin hereby establishes a ten person building committee. The term of the committee shall be until the substantial completion of the project.

Duties of the committee are as follows:

- ☐ Select an architect for the design
- ☐ Present the proposed plans to the Town Council for approval
- ☐ Oversee the project until substantial completion

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** _____

ABSTAIN _____

Deborah L. Pellegrini
Town Clerk

ABSENT _____

Judith Pond Pfeffer, Clerk
Franklin Town Council



TOWN OF FRANKLIN

RESOLUTION 14-63

CREATION OF A SENIOR CENTER BUILDING COMMITTEE

A Resolution creating a committee to complete the second floor of the Senior Center

BE IT RESOLVED by the Town Council of the Town of Franklin that a Senior Center Building Committee be established as follows:

WHEREAS: The Town Council has authorized funds for the completion of the second floor of the Senior Center located at 10 Daniel McCahill Way.

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Franklin hereby establishes a seven person building committee. The term of the committee shall be until the substantial completion of the project.

Duties of the committee are as follows:

- ☐ Select an architect for the design of the second floor.
- ☐ Monitor the construction phase
- ☐ Make a final report to the Council

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** _____

ABSTAIN _____

Deborah L. Pellegrini
Town Clerk

ABSENT _____

Judith Pond Pfeffer, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

RE: Resolution 23-06: Subcommittee for Arts & Cultural Initiatives

Per Section 25 of the Rules of Procedure Manual, I am asking the Council to establish the following subcommittee:
Subcommittee for Arts and Cultural Initiatives.

Similar to the Committee on Stormwater, the purpose of this subcommittee is to do a short listening tour through the winter and spring. The meetings will be monthly coffees to listen to stakeholders in the community on their vision for arts and cultural development opportunities, as well as helping educate them on the Master Plan opportunity and subcommittee process. This is also an opportunity for any stakeholder in the community to ask questions.

Later in this agenda, the Council will also consider establishing a Master Plan committee for the review and drafting of a new ten-year townwide Master Plan. A subcommittee for the Arts & Culture will be established as part of that process to develop a ten-year long plan. It is my hope the Master Plan Committee appoints an omnibus and wide spectrum of stakeholders in the community for Arts & Cultural development. The Town has incredible potential on being a leader in this area. The one barrier from achieving greater communal success is the development of a comprehensive strategy and inclusive plan. The Master Plan subcommittee is the perfect opportunity for those groups to develop a collective, grassroots strategy.

Please note that this subcommittee will expire on July 1st, 2023 when the Master Plan committee and subcommittee process is anticipated to take shape. If this ad hoc committee is further needed, the Council could reauthorize at that time.

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



TOWN OF FRANKLIN

RESOLUTION 23-06

ESTABLISHMENT BY TOWN COUNCIL OF SUBCOMMITTEE FOR ARTS AND CULTURAL INITIATIVES

Pursuant to Paragraph 25 of the Procedures Manual of the Franklin Town Council, the Town Council hereby establishes the following Subcommittee, to consist of three (3) Town Council members for the current Council term, or until earlier-dissolved:

1. Subcommittee for Arts and Cultural Initiatives

This resolution shall become effective upon passage and the Subcommittee shall expire on July 1, 2023.

DATED: _____, 2023

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

RE: Resolution 23-07: Master Plan Update Committee

With the Town wide Master Plan expiring in 2023, it's time to establish the next Master Plan Committee.

As with most Master Plan processes, it can take up to 18 months to complete. A consultant will be hired to assist, alongside the work of our Planning Department. Funds have already been set aside for this project.

The resolution speaks to appoint 13 people to the committee, from various permitting boards. In addition, the proposal has six (6) At-Large members. A posting to the community will be made soon.

The proposal is to have appointments be made in the same procedure as all appointments are currently made. The Town Administrator nominates, unless they are chosen from another committee, whereby the committee will nominate those individuals (EG Planning Board, ZBA, Conservation Commission, Housing Authority). All nominations, including those from other standing committees, are subject to the final ratification of the full Town Council. Under the proposal, the Chair of the Town Council will select the leadership team of the Chair, Vice-Chair and Clerk for the Master Plan Update Committee.

The Master Plan committee will establish subcommittees on many key areas, such as Facilities, Arts and Cultural Development, Sustainability, Equity, Natural Resource protection, housing and many more. Much of this work has already recently been completed through the Housing Production Plan, the Open Space and Recreation Plan, as well as the School Department's 2020 Facilities Assessment and current Redistricting analysis that is due toward the end of this fiscal year.

The 1997 and 2013 Master Plan [is linked here](#), as well as the 2020 Master Plan update.

I have attached the last Master Plan Committee appointment resolutions.



TOWN OF FRANKLIN RESOLUTION 23-07

MASTER PLAN UPDATE COMMITTEE

WHEREAS: The Town Council desires to update the 2013 town wide Master Plan;

NOW THEREFORE, the Franklin Town Council hereby establishes A Master Plan Update Committee as follows:

1. The Town Council has determined to appoint no more than thirteen (13) members to the Master Plan Committee, including the following representation and nomination selection criteria:
 - a. Three (3) members of the Franklin Town Council;
 - b. Two (2) members of the Franklin Planning Board;
 - c. One (1) member of the Zoning Board of Appeals;
 - d. One (1) member of the Franklin Conservation Commission;
 - e. Six (6) members At-Large.
2. The Town Administrator shall nominate all thirteen members of the committee membership, to be ratified by the Town Council. The Chair of the Town Council shall select the Chair, Vice-Chair and Clerk. Terms of the committee shall be until the delivery of a final report to the Planning Board for their consideration.
3. Duties of the Committee are as follows:
 - a. Review the current Master Plan and existing planning documents, data and achievements;
 - b. Identify the key issues facing the community in the next ten years;
 - c. Assist in the identification of existing conditions and conduct trends analysis;
 - d. Recommend goals and objectives related to Franklin's future;
 - e. Develop a clear action plan for the Town of Franklin; and
 - f. Make a final report to the Planning Board within 18 months from the date of ratification of the Committee members.

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

DATED: _____, 2023

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council



TOWN OF FRANKLIN

RESOLUTION 12-03

Master Plan Committee

WHEREAS, the Town Council wishes to have the 1997 Master Plan Updated; and

WHEREAS, the Town has appointed 13 members to serve on a Master Plan Committee; and

NOW THEREFORE, BE IT RESOLVED BY THE FRANKLIN TOWN COUNCIL THAT:

1. A Master Plan Committee is established.
2. Said Master Plan Committee shall:
 - a. review the current Master Plan and existing planning documents and data
 - b. identify the key issues for the Town of Franklin
 - c. recommend goals and objectives to the Planning Board and Town Council related to Franklin's future
 - d. assist in the identification of existing conditions and conduct trend analysis
 - e. develop an action plan for the Town of Franklin
4. Said committee shall make a final report within 18 months.

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

DATED: January 18, 2012

VOTED: Passed
UNANIMOUS ✓

YES 9 NO 0

ABSTAIN 0

ABSENT 0

A True Record Attest:

Deborah L. Pellegrini
Deborah L. Pellegrini
Town Clerk

Judith Pond Pfeffer
Judith Pond Pfeffer, Clerk
Franklin Town Council



TOWN OF FRANKLIN

RESOLUTION 12-16

Master Plan Committee - Amended

WHEREAS, the Town Council established a Master Plan Committee on Resolution 12-03 and charged the committee with updating the 1997 Master Plan; and

WHEREAS, Resolution 12-03 established a 13 member committee and the Town Council wishes to amend that number.

NOW THEREFORE, BE IT RESOLVED BY THE FRANKLIN TOWN COUNCIL THAT:

1. the Master Plan Committee may include up to 15 members. All other items remain unchanged.

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

DATED: March 7, 2012

VOTED: Passed
UNANIMOUS ✓

YES 9 NO 0
ABSTAIN 0

ABSENT 0

A True Record Attest:

Deborah L. Pellegrini
Deborah L. Pellegrini
Town Clerk

Judith Pond Pfeffer
Judith Pond Pfeffer, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

RE: Resolution 23-08: Davis-Thayer Building Reuse Committee Charge

As discussed at a November meeting, the Council gave preference to having a full citizens reuse committee to evaluate the future uses around Davis-Thayer.

The resolution specifically identifies the committee's charge and nomination criteria.

I hope to have a capital expenditure approved to assist in the clean out and organization of D-T. I anticipate a vendor being on site this summer, at the earliest. I would then anticipate an open house for the public to see the inside of the school and revisit the past.

The Town has hired Kaestle Boos & Associates to conduct a preliminary assessment of the facility for non-school uses, including the potential for housing, police, and recreational uses. Kaestle Boos has completed numerous evaluations of the building for over ten years for the town and schools and knows the facility as well as anyone. I anticipate a report toward the end of the year. A full property appraisal should also be conducted at some point.

The process and decision making of the future uses of the school and/or parcel will take years to decide. It is not uncommon for older schools to be vacant for years until a community makes a final decision (and/or buyer!) Eventually the subcommittee and full Council will have to conduct an "Expressions of Interest " RFP like the Town has done in the past for the Old South Church and Red Brick Schoolhouse lease to evaluate if there is interest in the building.

If you have any questions, please do not hesitate to call me.



TOWN OF FRANKLIN RESOLUTION 23-08

DAVIS-THAYER BUILDING REUSE ADVISORY COMMITTEE

WHEREAS: The Town Council desires to establish a Davis-Thayer Building Reuse Advisory Committee to evaluate potential strategies and future uses for the building and parcel of land the building is located on;

NOW THEREFORE, the Franklin Town Council hereby establishes the Davis-Thayer Building Reuse Advisory Committee as follows:

1. The Town Council has determined to appoint no more than nine (9) members to the Davis-Thayer Building Reuse Advisory Committee, including the following representation and nomination selection criteria:
 - a. Three (3) members of the Franklin Town Council;
 - b. One (1) member of the Franklin Planning Board; and
 - c. Five (5) members At-Large.
2. The Town Administrator shall nominate all nine members of the committee membership to be ratified by the Town Council. The Chair of the Town Council shall select the Chair, Vice-Chair and Clerk. Terms of the committee shall end on December 31, 2023.
3. Duties of the committee are as follows:
 - a. Conduct an assessment of current conditions and possible uses;
 - b. Conduct a market appraisal of the property;
 - c. Engage community stakeholders and citizen input through a public listening series; and
 - d. Evaluate potential future uses and make a final report to the Town Council by December 23, 2023.

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

DATED: _____, 2023

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

RE: Resolution 23-09: Town Administrator Evaluation Subcommittee

Per Section 26 of the Rules of Procedure Manual, I am asking the Council to establish the following subcommittee:
Town Administrator Evaluation Subcommittee.

Per contract, the Council shall perform an evaluation annually.

The Committee will dissolve when a report is forwarded to the full Town Council.

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



TOWN OF FRANKLIN

RESOLUTION 23-09

ESTABLISHMENT BY TOWN COUNCIL OF SUBCOMMITTEE FOR TOWN ADMINISTRATOR EVALUATION

Pursuant to Paragraph 25 of the Procedures Manual of the Franklin Town Council, the Town Council hereby establishes the following Subcommittee, to consist of three (3) Town Council members for the current Council term, or until earlier-dissolved:

1. Subcommittee for Town Administrator Evaluation

This resolution shall become effective upon passage and shall dissolve January 31, 2023.

DATED: _____, 2023

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ NO: _____

ABSTAIN: _____ ABSENT: _____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

December 29, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Resolution 23-10: Gift Acceptance - Police Dept. & Veterans' Services Dept.

The Police Dept. and Veterans' Services Dept. have received several generous donations in the total amount of \$7,650.

The \$5,050 donated to the Police Department will be applied toward the purchase of safety equipment, wellness and community related programs, and training.

The \$2,600 donated to the Veterans' Services Department will be applied at the discretion of the Department toward the Veterans Municipal Assistance Fund and Gift Fund in support of local veterans and their families.

Donation Summary:

1. Police Department - \$5,050

- | | |
|-----------------------------|--------------|
| • Frank & Lorraine Koudelka | \$5,000 |
| • Guerriere & Halnon, Inc. | <u>\$ 50</u> |
| | \$5,050 |

2. Veterans' Services Department - \$2,600

- | | |
|--------------------------------------|---------------|
| • Municipal Assistance Fund | |
| ○ Milford Disabled American Veterans | \$1,000 |
| ○ Anita Scotland | \$ 400 |
| ○ James Connor | \$ 100 |
| ○ Carol & Lyle Wicker | <u>\$ 100</u> |
| | \$1,600 |
| • Gift Fund | |
| ○ Tracy & Malcolm MacLeod III | \$1,000 |

Donation Total - \$7,650

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



TOWN OF FRANKLIN RESOLUTION 23-10

Acceptance of Gifts – Police Department & Veterans' Services Department

WHEREAS, The Police Department and Veterans' Services Department have received generous donations in the total amount of \$7,650 to be used at the discretion of each Department as follows:

Donation Summary:

POLICE DEPARTMENT - \$5,050

1. Gift Account - \$5,050

- Donations to be applied toward the purchase of safety equipment and training, to augment wellness programs for officers, and to support community related programs

VETERANS' SERVICES DEPARTMENT - \$2,600

1. Municipal Assistance Fund - \$1,600

- Donations to be used at the discretion of the Veterans Services Department through the Municipal Assistance Fund for support of local veterans and their families.

2. Gift Fund - \$1,000

- Donation to be used at the discretion of the Veterans Services Department through the Veterans' Gift Fund for support of local veterans and their families.

List of all donors is included in the 1/4/2023 Town Council meeting agenda packet.

NOW THEREFORE, BE IT RESOLVED THAT:

The Town Council of the Town of Franklin on behalf of the Police Department and Veterans' Services Department gratefully accepts these generous donations to be used at the discretion of each Department for the purposes noted 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