

FRANKLIN TOWN COUNCIL

Agenda & Meeting Packet

November 16, 2022

Meeting will be held at the **Municipal Building**

2nd floor, Council Chambers

355 East Central Street

7:00 PM

A NOTE TO RESIDENTS: All citizens are welcome to attend public board and committee meetings in person. 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 November 16, 2022 Town Council meeting:

- Zoom Link [HERE](#) -- Then click "Open Zoom".
- Or copy and paste this URL into your browser: <https://us02web.zoom.us/j/87389333070>
- Call-In Phone Number: Call 1-929-205-6099 and enter **Meeting ID # 873 8933 3070** --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

- [October 19, 2022](#)

4. PROCLAMATIONS / RECOGNITIONS

- Becki Carloni - Franklin Fire Department

5. APPOINTMENTS

- [Library Board of Directors - Alison Wallace](#)

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

7. LICENSE TRANSACTIONS

- [La Cantina Winery Company, Farmer-Winery, Special License to allow sale of wine at 2022-2023 Franklin Winter Farmers' Market located at 887 Lincoln Street](#)

8. PRESENTATIONS / DISCUSSION

- Presentation: Recreation Department, Ryan Jette, Director of Recreation
- [Discussion: Davis-Thayer Reuse Committee](#)

9. LEGISLATION FOR ACTION

- a. [Resolution 22-71: Further Amending the Senior Citizen Property Tax Work-off Abatement Program](#) (*Motion to Approve Resolution 22-71 - Majority Vote*)
- b. [Resolution 22-72: Further Amending the Veterans' Property Tax Work-off Abatement Program](#) (*Motion to Approve Resolution 22-72 - Majority Vote*)
- c. [Resolution 22-73: General Funds Appropriation, Transfers and Adjustments FY23](#) (*Motion to Approve Resolution 22-73 - Majority Vote*)
- d. [Resolution 22-74: Gift Acceptance - Veterans' Services Dept. \(\\$1.550\)](#) (*Motion to Approve Resolution 22-74 - Majority Vote*)
- e. [Resolution 22-75: Cable Funds in Support of PEG Service and Programming per MGL Ch. 44, §53F3/4](#) (*Motion to Approve Resolution 22-75 - Majority Vote*)

10. TOWN ADMINISTRATOR'S REPORT

- a. [Franklin Open Space and Recreation Plan Kickoff Process](#)

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

- a. *Considering the purchase, exchange, lease or value of real property, because an open meeting may have a detrimental effect on the negotiating position of the Public Body*

15. ADJOURN

Note:

Two-Thirds Vote: requires 6 votes

Majority Vote: requires majority of members present and voting

**FRANKLIN TOWN COUNCIL
MINUTES OF MEETING
October 19, 2022**

A meeting of the Town Council was held on Wednesday, October 19, 2022, at the Municipal Building, 2nd Floor, Council Chambers, 355 East Central Street, Franklin, MA. Councilors present: Brian Chandler, Theodore Cormier-Leger, Robert Dellorco, Cobi Frongillo, Melanie Hamblen, Glenn Jones, Thomas Mercer, Deborah Pellegrini, Patrick Sheridan. Councilors absent: None. Administrative personnel in attendance: Jamie Hellen, Town Administrator; Mark Cerel, Town Attorney; Alecia Alleyne, Assistant to the Town Administrator.

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

ANNOUNCEMENTS: ► Chair Mercer reviewed the following as posted on the agenda. A Note to Residents: All citizens are 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. ► Chair Mercer discussed electricity rates. He stated that Massachusetts's customers through National Grid and Eversource are expected to have rising electricity rates. Residents are reminded that through Franklin's municipal aggregation program, they do not have to worry. Municipal aggregation is when a town utilizes the buying power of the residents and small businesses to bulk purchase an electricity rate for a pre-determined amount of time. Leveraging purchasing capacity allows the Town of Franklin to potentially have a lower electricity rate than an individual user may have received. Residents who did not opt out of the Town's municipal aggregation program will not see an increase in the price of 10.7 cents per kWh through the contracted purchase cycle which ends November 2023. He stated that comparatively, National Grid's rate is currently 11.5 cents per kWh and is expected to rise drastically to possibly 17.0 cents per kWh or higher. You can check if you are enrolled by looking at your energy bill. If you see Dynegy Energy named as the supplier, then you are enrolled. The Town has provided a sample bill online to compare your billing statements before and after enrolling. Please note that the changes may take up to two billing cycles to be processed which means that now is the perfect time to make the most of this program if you have not already. If you are not enrolled, you can opt in to this program by visiting <https://colonialpowergroup.com/Franklin/> or by calling the supplier Dynegy directly at 866-220-5696. This information is also available on the Town of Franklin's website by clicking on the municipal aggregation quick link from the home page.

CITIZEN COMMENTS: ► Town Clerk Nancy Danello stated that ballots are in. She stated that 6,400 ballots have been mailed out. She stated that early voting starts this Saturday at the municipal building. She recommended checking the Town's website for days and times. She stated that they continue to get vote-by-mail requests, and they are getting them out the same day. She stated that the Town's annual report is available on the website.

APPROVAL OF MINUTES: ► *September 28, 2022 and October 5, 2022.* ► **MOTION to Approve** the September 28, 2022 meeting minutes by **Dellorco. SECOND** by **Jones. No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.** ► **MOTION to Approve** the October 5, 2022 meeting minutes by **Dellorco. SECOND** by **Jones. No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.**

PROCLAMATIONS/RECOGNITIONS: None.

APPOINTMENTS: ► *Victor DaCosta - New Hire, Firefighter/Paramedic - Fire Department, and Nicholas Brosseau - New Hire, Firefighter/Paramedic - Fire Department.* ► Fire Chief James McLaughlin thanked the Town Council for their continuous support and talked about the Fire Department's new ambulance. He noted that the new truck was ordered in April 2021. He stated that with the addition of these two new firefighters, the department is brought to full staff. He introduced two new firefighters/paramedics, Victor DaCosta and Nicholas Brosseau. He reviewed Mr. DaCosta's education, background, and career. ► Town Clerk Nancy Danello performed the swearing in. ► Mr. DaCosta's two daughters pinned the badge. ► Fire Chief McLaughlin reviewed Mr. Brosseau's education, background, and career. ► Town Clerk Nancy Danello performed the swearing in. ► Mr. Brosseau's girlfriend pinned the badge. ► Fire Chief McLaughlin gave accolades to the three paramedics who delivered the baby in the back of the ambulance.

Chair Mercer called a one-minute recess.

HEARINGS: None.

LICENSE TRANSACTIONS: ► *License Modification - Change of Officers/Directors: Shaw's Supermarkets, Inc. d/b/a Shaw's; Located at 250 Franklin Village Drive, Franklin, MA 02038.* ► Councilor Jones read the license transaction. ► **MOTION to Approve** the request by Shaw's Supermarket, Inc. d/b/a Shaw's, for a change of Officers/Directors as described, by **Jones. SECOND** by **Dellorco. Discussion:** ► Ms. Alleyne stated that this is fairly routine; they are doing a change of officers/directors. She stated that there are representatives at tonight's meeting via Zoom, and all departments have signed off. ► Councilor Chandler stated that after reviewing the provided documents, he feels good that the company is doing a good job checking everything. ► **VOTE: Yes-9, No-0, Absent-0.**

PRESENTATIONS/DISCUSSIONS: ► *Legislative Delegation: Senate President Karen Spilka, Senator Rebecca Rausch, Representative Jeffrey Roy.* ► Senate President Karen Spilka stated that Franklin is a wonderful community, proactive, kind, and caring. She stated that her time in representing Franklin will be coming to an end in January. She thanked the many people who have helped her serve the community and be a better senator in the State House. She thanked Town Administrator Jamie Hellen for all his help and other former and present Town staff. She stated that she wanted to provide a brief overview of the past few years. She discussed legislative accomplishments including school funding, Mental Health ABC Act addressing barriers to care, climate change bills, veterans' homes bill, transportation bond bill for infrastructure, securing significant funding for reconstruction for intersection and other transportation projects in Franklin, Chapter 90 funding and allocating additional amounts for winter road recovery, Student Opportunity Act, increase funding to school districts, continue assistance and funding with mental health needs in schools, and suicide prevention funds. She stated that she wanted to mention that despite all of this investment, it is still not enough; there are still a lot of needs across the state. She stated that the pandemic still has caused disruptions to the supply chain. She stated that the state still has good revenue forecasts. She stated that the state will be giving out the largest batch of tax relief to residents in the history of Massachusetts; \$2.9 billion in checks will be going to residents next month. She stated that she hopes to make permanent progressive tax relief. She stated that they are still working on the economic development bill. She is hopeful and believes that there will be significant dollars. She stated that Massachusetts saw a revenue increase during the pandemic. She stated that they did voting reform. She thanked the Town Council for the work they do in Franklin. ► Senator Rebecca Rausch discussed that they were able to get over the finish line this term regarding the destruction of reproductive rights at the federal level. She stated that we in the state were able to quickly act and pass reproductive rights protection legislation. She stated that regarding funding pieces, she wanted to highlight policy to help women re-enter the workforce, and on the mental health piece they created a program called Student Speak which is a legislative town hall just for youth in the district which is done by Zoom. She stated that

the students said they needed better and different mental health supports. She stated that she and her team got to work and within three weeks they were able to secure \$250,000 to pilot the first ever state sponsored youth mental health text line. She stated that it is fully anonymous and confidential; it is peer to peer and called Hey Sam. She stated that in the FY23 budget it is fully funded at \$1 million. She stated that they started a small business advisory council. She noted funding for the Franklin commuter rail station. She stated that it was a productive session with much more work to do. ► Representative Jeffrey Roy noted that he has been the state representative for 10 years. He stated that he appreciates the support and feedback with Franklin. He stated that Senate President Spilka was energetic, accessible, and a tremendous representative. He stated that he would miss her sharing Franklin with him. He stated he wanted to go through a few more things that have been accomplished. He stated that they put money toward the intersection of Pleasant Street and Chestnut Street; they were able to put \$10 million in a bill to correct that intersection. He stated that they know how dangerous it is. He reviewed that the MBTA station was put into two bills; hopefully they will get the money needed to renovate the station. He noted the Franklin Food Pantry got a \$500,000 grant for that building that they are renovating at the old Edwins. He stated that the SAFE Coalition has been funded at \$50,000 each year for the past five years. He stated that the Franklin Downtown Partnership has been funded in the state budget for the past four years at \$25,000 each year. He stated that the Quiet Zone study is underway. He stated that they did funding for King Street field renovation, and the SNETT trail has been getting funding. He applauded the Town for municipal aggregation. He discussed the benefits of wind farms to bring costs down in the future. He highlighted the following bills were priorities of his: Roadmap bill setting the goals, Clean Energy and Off Shore Wind bill. He noted that the legislature did two major climate bills in one session. He stated that with global warming, they probably will have to do a climate bill every session. He stated that they passed the Genocide Education Act. He noted the 250th anniversary of the American Revolution was a bill that he filed. He stated that 2026 is not far away, and we need to position Massachusetts as the cradle of liberty in America as the place to really celebrate this. ► Town Council members asked questions and made comments. ► In response to questions, Senator Rausch discussed the Small Business Advisory Council and noted that the rise in business rents has not come up in their meetings; she said she will take that information back to the council. ► Senate President Spilka responded to questions about the state flag. She stated that it was complicated and controversial. She stated that the commission is being very thorough, and she is hoping they come up with a recommendation in the near future. She stated that she would check on it. She stated that any citizen participation is helpful. She stated that people in the legislature really want to know what people think or are feeling over an issue. ► Representative Roy suggested they let the commission do their work and provide recommendations. ► Councilor Frongillo stated that there have been many residents who have expressed support for a change in the state flag. He stated that he wanted to advocate for transportation, and he reviewed improvements that he wanted to make to reflect the values of the citizens. ► Senate President Spilka stated that regarding transportation, what is important to her is regional equity. She stated that she hopes the federal will be able to help with the transportation. ► Senator Rausch noted components of the second climate bill. ► Town Council members thanked the legislative delegation for the work they do and the support they have provided to Franklin. ► Councilor Hamblen stated that she wanted more people to run for office and allowing campaign funds to be used for child care would help. She stated that she is excited about the economic development bill. She discussed MassDEP disposal bans for mattresses and textiles. ► Senate President Spilka discussed using campaign funds for child care; she discussed that they should add in parental care as well. ► Senator Rausch said that she was appointed the chair of the environmental committee. She stated that they have talked about mattresses, solid waste management, and recycling. She stated that there were a number of bills advanced about mattresses and many bills about plastics of many forms. ► Councilor Jones stated that he was proud of all the hard work they have done. He discussed that the Franklin Ridge senior living housing would complement the Eaton Place senior housing in Franklin. He stated that they have a major problem with the Beaver Street Interceptor. He stated that his major concerns are infrastructure; he stated that they need state and federal support to get the project through. He discussed funding to support the local schools. He noted the overall climate of teaching and teachers

and stated that at this point no one wants to go into teaching anymore. ► Senator Rausch stated that they have done some work to fund supports and improve diversity in the teacher workforce. ► Senate President Spilka discussed that one of her top priorities was early education and care; Covid highlighted the need for a stable well-paid workforce. ► Mr. Hellen thanked the legislators and their staff for their responsiveness. He stated that they got word last night that they got a grant award of \$3.2 million toward the Franklin Ridge project. ► Mr. Frank Edward Falvey, 920 Pond Street, stated that there are no restrooms on I-195, I-290, I-95, and I-93. He stated that there is sales tax on clothing that costs over \$175. He stated that I-495 going south at the Rt. 290 interchange is backed up two to three miles; there needs to be two exists. He stated that Framingham has the oldest women's prison in the U.S. He stated that he is opposed to changing the flag; he reviewed the prices to buy a flag. He stated that the three legislators have done great work over the years. ► Ms. Diane Lind, 26 Moore Avenue, stated that she gave her support for changing the flag. ► Ms. Denise Spencer, 59 Milliken Avenue, thanked the legislative delegation for supporting mental health services. She stated that her family was affected by mental health issues this year. ► Chair Mercer thanked the legislators for coming before the Town Council on a regular basis and for bringing updates. He presented Senate President Spilka with a proclamation honoring her for 17 years of outstanding representation of the Town of Franklin.

Chair Mercer called a five-minute recess.

LEGISLATION FOR ACTION:

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

- a. ***Resolution 22-64: Appropriating Funds by Borrowing to Pay Costs of Land Acquisition: Land of Schmidt's Farm, Inc. off Prospect Street (Motion to Approve Resolution 22-64 - Two-Thirds Majority Vote).*** ► **MOTION to Approve** Resolution 22-64: Appropriating Funds by Borrowing to Pay Costs of Land Acquisition: Land of Schmidt's Farm, Inc. off Prospect Street by **Dellorco**. **SECOND** by **Hamblen**. **Discussion:** ► Mr. Hellen stated that the Town Council will be required to do two roll call votes this evening, one to exercise the right of first refusal under Chapter 61A and approve the purchase and sale. He stated that the Planning Board on Monday, October 17, held a hearing on the definitive subdivision plan and approved it unanimously. The Finance Committee met on October 18, and unanimously endorsed this purchase. ► **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 22-65: Town of Franklin's Exercise of Town's Chapter 61A, Section 14 First Refusal Option, Re: Land of Schmidt's Farm, Inc. off Prospect Street, Norfolk County Registry of Deeds Title Reference: Book 11712, Page 405 (Motion to Approve Resolution 22-65 - Majority Vote).*** ► **MOTION to Approve** Resolution 22-65: Town of Franklin's Exercise of Town's Chapter 61A, Section 14 First Refusal Option, Re: Land of Schmidt's Farm, Inc. off Prospect Street, Norfolk County Registry of Deeds Title Reference: Book 11712, Page 405 by **Dellorco**. **SECOND** by **Hamblen**. **Discussion:** ► Mr. Hellen stated that this is the vote. ► **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.**

- c. ***Resolution 22-66: FY23 Community Preservation Appropriation of Funds - Red Brick School House (Motion to Approve Resolution 22-66 - Majority Vote).*** ► **MOTION to Approve** Resolution 22-66: FY23 Community Preservation Appropriation of Funds - Red Brick School House by **Dellorco**. **SECOND** by **Hamblen**. **Discussion:** ► Mr. Hellen reviewed that the action before the Town Council is to approve Resolution 22-66, to appropriate \$50,000 from Community Preservation for Red Brick School House renovations. He stated that this project was originally designed and

priced out in March, but by the time the project went out to bid, costs had increased. This appropriation is to cover the additional \$50,000. He stated that the CPC approved this appropriation unanimously at their October 4, 2022, meeting. He stated that \$200,000 was already appropriated earlier this year; this \$50,000 will make a total of \$250,000. He reviewed the exterior items that are covered by these funds. ► **VOTE: Yes-9, No-0, Absent-0.**

- d. Resolution 22-67: Cable Funds in Support of PEG Service and Programming per MGL Ch. 44, §53F3/4 (Motion to Approve Resolution 22-67 - 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 22-67: Cable Funds in Support of PEG Service and Programming per MGL Ch. 44, §53F3/4 by **Dellorco. SECOND** by **Hamblen. No discussion.**
 ► **VOTE: Yes-9, No-0, Absent-0.**
- e. Resolution 22-68: Gift Acceptance - Police Dept. (\$1,000), Veterans' Services Dept. (\$100) (Motion to Approve Resolution 22-68 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 22-68: Gift Acceptance - Police Dept. (\$1,000), Veterans' Services Dept. (\$100) by **Dellorco. SECOND** by **Hamblen. Discussion:** ► Mr. Hellen thanked the donators for their generous donations. ► **VOTE: Yes-9, No-0, Absent-0.**

TOWN ADMINISTRATOR'S REPORT: ► Mr. Hellen stated that the DelCarte festivities are this Saturday from 9 AM to 12 PM, and the Police Department Halloween party is this Sunday.

SUBCOMMITTEE REPORTS:

- a. Capital Budget Subcommittee.** ► None.
- b. Budget Subcommittee.** ► None.
- c. Economic Development Subcommittee.** ► None.

► Councilor Frongillo stated that GATRA met, but he has nothing major to report.

FUTURE AGENDA ITEMS: ► Councilor Frongillo stated that he wanted to work with the administration on strengthening bike infrastructure.

COUNCIL COMMENTS: ► Councilor Cormier-Leger thanked the administration at Dean for the great community meeting they had last week. He stated that it was a nice outreach to help to start the discussion about how the college and the Town can work better together. ► Councilor Pellegrini noted that there are signs on Emmons Street near Dean College that indicate merchant parking; she asked why signs could not be put on the streets that residents are having problems with the Dean students. ► Mr. Hellen commented on signs that are up and stated that they are merchant spaces. He stated that there are some signs on some of the other streets as well. He stated that this is not an agenda item tonight, but it will be on the November 2, 2022, agenda. ► Councilor Pellegrini requested a bus for the Senior Center. She stated that the ladybug ornaments are available at the Museum as well as other items. She stated that the lights uptown are beautiful. ► Councilor Sheridan stated that he is very happy with the rail trail. ► Councilor Frongillo congratulated Nick for being a firefighter. He stated that office hours at the Senior Center are at 8:30 AM. He stated that GATRA representatives will be there. ► Councilor Hamblen suggested everyone vote early on Saturday and then go to DelCarte for the event. She stated that the last Farmers' Market of the season will be on October 28, 2022; there will be a pumpkin weigh in contest and a pumpkin decoration contest at the Farmers' Market on October 28. ► Councilor Jones thanked the legislative delegation that attended tonight's meeting, congratulated the new firefighters, noted that there are four firefighter who retired last week, and congratulated the new chancellor and new president of Dean College. ► Councilor Dellorco stated that residents on Forest Street stated that they are afraid to get their mail as there are tractor trailers going down the street. He stated that the Police Department put the machine there to try to slow people

down. Mr. Hellen stated that he will talk to the police chief who will do an analysis to see if there is any calming that can be done and work with the DPW. ► Chair Mercer thanked the legislative delegation for coming to tonight's meeting. He reminded everyone that the firefighter memorial service is Sunday at 9:30 AM in front of the fire station.

EXECUTIVE SESSION: None.

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

Meeting adjourned at 9:42 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

November 10, 2022

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

RE: Appointment - Library Board of Directors

We are recommending the appointment of Alison Wallace as a member of the Library Board of Directors with a 3 year term to expire on June 30, 2025.

We have included Alison's volunteer form in the packet.

Please let us know if you have any questions.



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You!

Date Submitted: August 17, 2022

Name: Alison Wallace

Home Address: 53 Acorn Place
Franklin

Mailing Address: 53 Acorn Place
Franklin

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Current Occupation/Employer: Anika / customer service rep

Narrative: Served on the Davis Thayer PCC Board; volunteered at both Davis Thayer and Annie Sullivan libraries; volunteered as a Girl Scout leader for many years; previously served on the library board for 1 term; avid reader and member of the Franklin Public Library since 1996.

Board(s) / Committee(s): ___ LIBRARY BOARD OF DIRECTORS

APPOINTMENTS



Library Board of Directors

Alison Wallace

53 Acorn Place

Franklin, MA 02038

The Library Board of Directors has recommended the appointment of Alison Wallace to serve as a Member of the Library Board of Directors with a term to expire on June 30, 2025.

MOTION to ratify the appointment by the Town Administrator of Alison Wallace to serve as a Member of the Library Board of Directors.

DATED: _____, 2022

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

LICENSE TRANSACTION



La Cantina Winery Company

Robert Vozzella
355 Union Street
Franklin, MA 02038

La Cantina Winery Company is seeking approval for a Farmer-Winery, Special License to allow sale of wine at the 2022-2023 Franklin Winter Farmers Market located at 887 Lincoln Street, Franklin, MA, pursuant to Chapter 138, §15F.

The Applicant has satisfied all state requirements for approval.

MOTION to approve the issuance of a Farmer-Winery, Special License to La Cantina Winery Company to allow sale of wine at the 2022-2023 Franklin Winter Farmers Market located at 887 Lincoln Street, Franklin, MA.

DATED: _____, 2022

VOTED:

UNANIMOUS: _____

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

RECUSED: _____

A True Record Attest:

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

BETHANY A. CARD
Secretary

JOHN LEBEAUX
Commissioner

November 2, 2022

Bob Vozzella
La Cantina Winery Company
355 Union Street
Franklin, MA 02038

Re: Fairmount Fruit Farm Winter Farmers Market

Dear Bob:

Please be advised that your application for certification of the Fairmount Fruit Farm Winter Farmers Market, occurring on Saturdays from November 19, 2022 to April 1, 2023, between 10:00AM to 2:00PM as an agricultural event pursuant to M.G.L.c. Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

A handwritten signature in black ink, reading "John Lebeaux".

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Application for Certification of an Agricultural Event for the Sale of Wine
Pursuant to M.G.L. c. 138, Section 15F

*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114
By Email: Katelyn.Rozenas@mass.gov with the subject line "Agricultural Event Certification"
(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- Signed and dated application with farm-winery license number
- List of vendors with brief descriptions of products **for current year/season**
- Event operational guidelines or rules **for current year/season**
- Resume of event manager **or** description of experience
- Plan depicting the premises and specific location where the license will be exercised. **See Template 1.**
- Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. **See Template 2.**

1. Applicant Information					
Name of Licensed Farm-Winery		La Cantina Winery Company			
Farm-Winery License Number		FW-110	State of Issue		MA
Contact Person	Bob Vozzella				
Address	355 Union St				
City	Franklin	State	MA	Zip	02038
Phone Number	[REDACTED]		Email	[REDACTED]	
Correspondence preference		<input type="checkbox"/> Regular Mail		<input checked="" type="checkbox"/> Email	
<i>Note: Approval/denial letters will be sent regular mail.</i>					
Do you intend to sell, sample, or both? Check all that apply.					
<input checked="" type="checkbox"/> Sell		<input type="checkbox"/> Sample			

2. Event Information					
Name of Agricultural Event		Fairmount Fruit Farm Winter Farmers Market [REDACTED]			
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)		<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)		<input type="checkbox"/> Other Agricultural Event
If you selected "Other Agricultural Event", how does this event promote local agriculture?					
Event Address	885 Lincoln St				
City	Franklin	State	MA	Zip	02038
[REDACTED]	Event Website		www.fairmountfruit.com		

3. Event Description

What are the date(s) and time(s) of the event?

Start date 11 /19 /2022 End date 04 /1 /2023 Time 10:00a-2:00p
Month Day Year Month Day Year

If this is a weekly event, on what day of the week does the event occur? Saturday

If the event is an agricultural fair, does the event include competitive agriculture? Yes No N/A

Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries? Yes No
If yes, identify:

4. Event Management

Name of Event Manager Loren Phinney

Email Address [REDACTED] Phone Number [REDACTED]

Is this person the on-site manager? Yes No

If no, identify on-site manager (include contact information):

If there are multiple managers, list them and include contact information:

Attach on-site manager(s) resume(s) or list any credentials or training of the on-site manager(s):
Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.

5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See *template for necessary elements to include*.

[Empty space for plan depicting premises and specific location]

<u>Bob Vozzella</u> Signature of Applicant	<u>11/1/22</u> Date
<u>Bob Vozzella</u> Name (please print)	<u>Owner</u> Title (please print)
<u>FW-110</u> Farm-Winery License Number	<u>MA</u> State

FOR DEPARTMENT USE ONLY

APPROVAL

The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. C138, Sec. 15F.

<u>John Reber</u> Signature	<u>11/02/2022</u> Date
--------------------------------	---------------------------

DENIAL

The event listed above is not approved as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):

_____ Signature	_____ Date
--------------------	---------------

Preliminary list of 2022-2023 market vendors;

Double Paw Designs
Leona's Baking Co.
The Pumpkin Farm
Better Grains Bakery
Twigs, Twine & Treasures
Sensational Showers
Boston Sword And Tuna
Kinnari Sanghavi Studio
Touchstone Crystal by Swarovksi
Power of Me
Kaylin Renee
The Photo Hive
Kascading Light
Earth Wright
Charles River Farm
Pure Haven
Minuteman Kettle Corn
Heirloom Café
Handmade by HBK
Zen Bear Foods
The Fudge Lady
Angel Hair Alpaca
Medway Community Farm
White Barn
Elm Hurst Farm
Out Post Farm
Eric's Sharper Edge
Melt in Your Mouth
Nauti Anchor Artistry
Charlotte Anne Creations
Coastal Glass Infusion
Juice on Main
Mirror Lake Pottery
Jenuine Oils
Tupperware by Kristy
Terrapin Farm
Zeiglers Market Garden
The Orange Jelly Fish
Franklin Honey Company
swanskis bakeshop
Pangea Cuisines
PT Color Market
Nutty Bird Granola

Loren Phinney



PROFILE Experienced Program and Event Coordinator with over 4 years of experience providing thorough and skillful support to children, adults, seniors and the Intergenerational Community. Also over 7 years experience with working with children from ages 2-18 on various projects and activities.

EXPERIENCE

Special Events and Marketing Coordinator Randolph Intergenerational Community Center *Randolph, Ma 02368 — 2016 - Current*

- Responsible for the planning and execution of all Intergenerational programs and special events for Community Center as well as annual events for the Town of Randolph.
- Planning consists of marketing and promotion of events via social media outlets as well as monthly newsletter; also includes reaching out to responsible parties, attending other events and networking.
- Marketing responsibilities include writing articles highlighting program spotlights, posting pictures and posts on our social media pages, getting the public involved, writing and editing our town read newsletter.
- Samples of programs and events that have been executed are; an Intergenerational Senior Citizen Prom, Community Art Show, Wrestling Event, Bridges Together Town Event and more.

Program and Camp Director Randolph Recreation Department

Randolph, Ma, 02368 — 2015 - 2017

- Enforced rules and regulations of recreational facilities to maintain discipline and ensure safety.
- Administer first aid according to prescribed procedures, and notify emergency medical personnel when deemed necessary.
- Organize, lead and promote interest in recreational activities such as crafts, arts, games, sports, and hobbies.
- Supervise and coordinate the work activities of personnel, such as training new staff employees, discuss rules/ regulations and meet with them about work-related problems.
- Meet with community organizations to collaborate and plan well balanced recreational programs for participants.
- Samples of programs executed were Town summer and winter Farmer's Markets, town fall and winter specialty events and more.

Assistant Teacher Knowledge Tree Preschool

Randolph, Ma 02368 — 2015 - Current

- Establish and enforce rules for behavior, and procedures for maintaining order.
- Teach basic skills such as colors, shapes, numbers, letter recognition, physical hygiene, and social skills.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Provide a variety of materials and resources for children to explore and use both in imaginative play and learning activities.

EDUCATION

Dean College, Franklin, Ma, 02038 — Associates Degree in Early Childhood Education, 2018-Current
Bridgewater State University, Bridgewater, Ma, — Completed 3 years of Art 2009-2012

SKILLS

Great time management, Strong Leadership, Managerial Roles, Adobe- Illustrator, Photoshop and In-design, Social Media Marketing, Organized, Ability to Multi-task and take on more than one project at a time.

CERTIFICATION AND COURSES

CPR, First Aid and AED Certified (Present)
Non-Violent Communication Trained (Present)
Virtual Dimensia Trained and Certified (June 2017)
Mental Health and Suicide Prevention Trained and Certified (March 2018)

REFERENCES

Furnished upon request

885 Lincoln St. Franklin Ma in large greenhouse

Boston Sword and
Tuna

Everything
Jalepeno

La Cantina

Terrapin
Farms

Confectionar
Y Creations

46 Candles

Pure Haven

Simply Simple
Farm

Main Entrance

Medway
Community
Farm

Eric's Sharper
Edge

Haley

Franklin
Honey

The Photo
Hive

Franklin
Agcom

The Fudge
Lady

Earth Wright

Mary
Anne's
Creations

Dunvegan Farms

Wreath and Bow Making

Melt in Your mouth

Minute Man Kettle Corn

Uanhme Masks

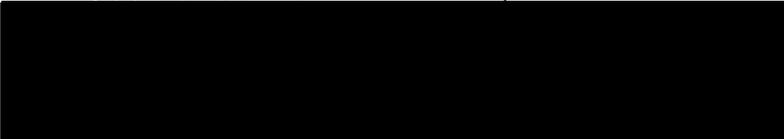
Pangea Cuisines

Elmhurst Farm

Fairmount

Winter Farmers' Market

Rebecca Correia
887 Lincoln St. Franklin, Ma 02038



Dear La Cantina Winery,

La Cantina Winery has been accepted as a vendor at the Winter Farmers' Market in Franklin for the 2022-2023 season, pending all necessary special licenses and or permits. The market will be held at Fairmount Fruit Farm, 887 Lincoln St. Franklin, Ma 02038.

Best Wishes,

Rebecca Correia
Market Manager

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

November 10, 2022

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

Re: Davis-Thayer Update

The Council will have its first discussion on the future of Davis-Thayer at this meeting.

Current Conditions

The Town has officially recorded the property and is now under the care, custody and control of the Town Council.

Overall, the building is structurally in great condition. See the [2020 Kaestle Boos Associates, Inc.](#) study from the Franklin School Department on the condition of the School. For previous information on the School Committee process and findings on D-T, click to [their website here](#).

Inside, the building has a lot of leftover furniture, books, classroom materials, wires, chords, and resources. See the slide deck included in this packet for current photos. This is very typical among closures of school buildings.

Please see the link here for the [2013 Study on Davis-Thayer](#).

Next Steps

Tonight, the Council should offer guidance to the staff on the following issues:

1. Discuss a Davis-Thayer Reuse Committee Charge. For the reuse of surplus buildings, municipalities always form a “reuse” committee. I recommend two options:
 - a. Option #1: The Town Council serves on the official Reuse Committee. Ultimately, the final decisions on the use of D-T will come down to the full Town Council. This option provides an efficiency to the process and is not commonly done, if ever, but will streamline the decision-making and community engagement. Also, the parcel and building have a significant value, which should be heavily considered by the Council; or
 - b. Option #2: Develop a Citizens Advisory Committee in charge of stakeholders and have

that committee present a final report to the full Town Council of recommendations.

2. The “wishlist” of potential future uses of Davis-Thayer, which will give Kaestle Boos Associates direction in evaluating those options. The consultant is already aware of the Town’s desire to evaluate the feasibility and conditions of:
 - a. Senior Affordable housing, Artist Lofts housing, housing, in general;
 - b. A community Recreation and Arts Center;
 - c. A temporary indoor pickleball facility;
 - d. Open market sale of the building portion only, or the entire parcel;
 - e. The potential of a half and half project where the Town maintains the playground and ballfield portion, but leases/sells the building portion;
 - f. Police Station;
 - g. Economic Development office leasing space.

The Council, stakeholders or citizens can add additional feasible ideas to the table. Tonight is a good time to dream!

The consultant will be evaluating the ADA restrictions, which in 2013 was in the multiple millions to upgrade and will be one of the biggest restrictions to any public use of the building.

The reuse committee can also lead a community survey at any time. The community could do a survey prior to the consultant analysis, during, or after the analysis is complete. The Town would also consider contracting with Kaestle Boos Associates to help with public engagement.

Open House

Staff are actively soliciting quotes from moving companies who will need to be hired to move the leftover furniture (1) out of the building for disposition of surplus property and/or (2) at least move the excess materials to an isolated area and organize it all. Why?

We hope to schedule an open house once the building is in a proper state to allow the public into view, wax nostalgia and prepare for any public bidding open houses that may be required.

Parking

Finally, it is worth noting that parking will be prohibited at Davis-Thayer overnight, per the new Town bylaw. Parking is available during the day to allow families to use the playgrounds and ballfields, notably on weekends. That field is usually packed in the good weather months. While the reuse process begins, the lot can be used for other civic purposes like festivals, downtown events and so forth. If the Police begin to see any issues at Davis-Thayer, we will begin to be more restrictive of parking to protect the community asset.

Asset Value

I have attached the official property card for the parcel. It is 3.48 acres and is assessed at \$4,420,100. The Building value is \$2.76 million and the land is valued at \$1.62 million. The location is also of value and is still to be appraised as the use is a school. Any change in use from a public school to a private use will change the value. The Council will want to consider a market appraisal after the study concludes.

KAESTLE BOOS

associates, inc

September 9, 2022

Mr. Michael D'Angelo
Director of Public Facilities
Town of Franklin, MA
355 East Central Street
Franklin, MA 02038

**Re: Davis Thayer Elementary School Study Update
137 West Central Street
Franklin, MA 02038**

Dear Mr. D'Angelo,

Kaestle Boos Associates, Inc. ("KBA") is pleased to offer this proposal to perform a study to demonstrate the potential for repurposing the **Davis Thayer School** which has been recently transferred to the Town of Franklin, MA. The intent of this study is to update the previous existing conditions study dated May 31, 2013, performed by KBA, Inc. to evaluate the building's current conditions and help assess the potential for it to be repurposed. Joe Milani, RA, LEED AP will be the Project Manager for the project and oversee the activities of all team members.

Project Understanding / Scope of Work:

- Update the existing conditions study dated May 31, 2013, by KBA.
- Meet with stakeholders to discuss potential uses for the repurposed Davis Thayer School.
 - Develop pros and cons for each proposed use under consideration.
 - Assist you with the selection of a preferred use.

Consultants:

- Mechanical, Electrical, Plumbing, and Fire Protection Engineering Consultant
- Structural Engineering Consultant.

Schedule:

- KBA is prepared to begin the middle part of November 2022 and propose a four-month duration.

Fee Proposal:

- For the services outlined above, we propose a fixed fee of **twenty-eight thousand eight hundred and fifty dollars \$28,850.00.**

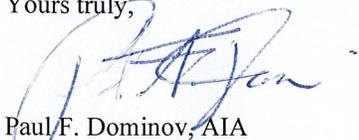
Exclusions: Not part of this proposal but available as an additional service:

- Hazardous Materials Report / Coordination
- Design work including but not limited to Conceptual Design, Schematic Design, Design Development, Construction Documents and Specifications, Construction Contract Administration, Furniture, Fixtures, and Equipment and Project Closeout.
- Professional Cost Estimating

KAESTLE BOOS
associates, inc

We appreciate the opportunity to submit this proposal and sincerely look forward to working once again with Town of Franklin in the development of this important project. If this proposal is acceptable to you, please sign below and return one (1) copy of the proposal to our office. Should you have any questions or would like to discuss any issues further, please feel free to contact me.

Yours truly,



Paul F. Dominov, AIA
Principal
KAESTLE BOOS ASSOCIATES, INC.

Accepted:

Michael D'Angelo
Director of Facilities

Date

PFD:bc

CAI Property Card

Town of Franklin, Massachusetts



GENERAL PROPERTY INFORMATION	BUILDING EXTERIOR
LOCATION: 137 WEST CENTRAL ST ACRES: 3.48 PARCEL ID: 278-213-000-000 LAND USE CODE: 934 - IMP - EDUCTN CONDO COMPLEX: OWNER: FRANKLIN TOWN OF CO - OWNER: DAVIS THAYER ELEMENTARY SCHOOL MAILING ADDRESS: 355 EAST CENTRAL STREET FRANKLIN, MA 02038 ZONING: MassGIS LocID #: M_208088_870424	BUILDING STYLE: SCHOOL YEAR BUILT: 1924 FRAME: WOOD EXTERIOR WALL COVER: BRICK SOLID ROOF STYLE: FLAT ROOF COVER: TAR & GRAVEL
	BUILDING INTERIOR
SALE INFORMATION SALE DATE: 5/29/1924 BOOK & PAGE: 1603-032 SALE PRICE: \$1 SALE DESCRIPTION: CONVENIENCE SELLER: WHITING, JOSIE A	INTERIOR WALL: DRYWALL FLOOR COVER: CARPET HEAT TYPE: FORCED H/W FUEL TYPE: GAS PERCENT A/C: 0 SOLAR HOT WATER: NO CENTRAL VACUUM: NO # OF ROOMS: 0 # OF BEDROOMS: 0 # OF FULL BATHS: 0 # OF HALF BATHS: 10 # OF ADDITIONAL FIXTURES: 32 # OF KITCHENS: 1 # OF FIREPLACES: 0 # OF WOOD STOVE FLUES: 0
PRINCIPAL BUILDING AREAS	OTHER FEATURES ATTACHED GARAGE: 0 # OF BASEMENT GARAGES: 0 DETACHED GARAGE: POOL: NO
GROSS BUILDING AREA: 42,018 FINISHED BUILDING AREA: 42,018 BASEMENT AREA: 0 # OF PRINCIPAL BUILDINGS: 1	PHOTO
SKETCH	



www.cai-tech.com

This information is believed to be correct but is subject to change and is not warranted.

**RENOVATION TO
DAVIS THAYER SCHOOL 1973**

BUILDING COMMITTEE:

**FRIEDA B. SYMMES — CHAIRMAN
JAMES C. JOHNSTON, JR. — VICE CHAIRMAN
JOYCE H. NASH — SECRETARY
JOAN-MARIE BRESNAHAN
PETER T. BURKE
FRANK D. DeLUCIA
LEO J. GALLAGHER
GRACE M. OSTRANDER**

**DR. FRANK J. GIULIANO, JR.
SUPERINTENDENT OF SCHOOLS**

**BENJAMIN F. THOMAS
SUPERINTENDENT — RETIRED**

**ROBERT CRESTO
ASSISTANT SUPERINTENDENT**

**VINCENT J. DeBAGGIS
DIRECTOR OF ADMINISTRATIVE SERVICES**

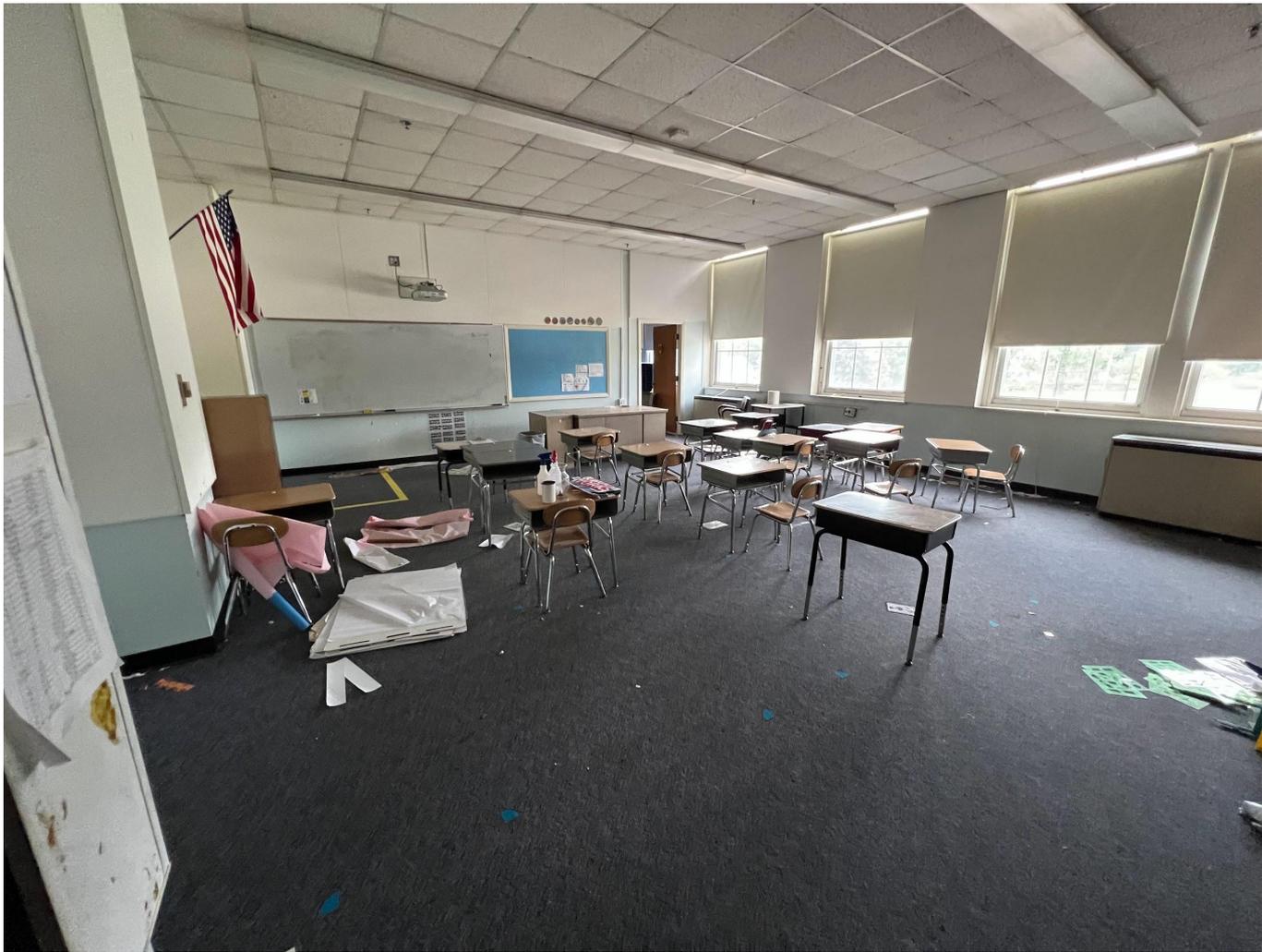
**THE ROBINSON GREEN BERETTA CORPORATION
ARCHITECT**

**HENRY B. BYORS & SONS, INC.
CONTRACTOR**

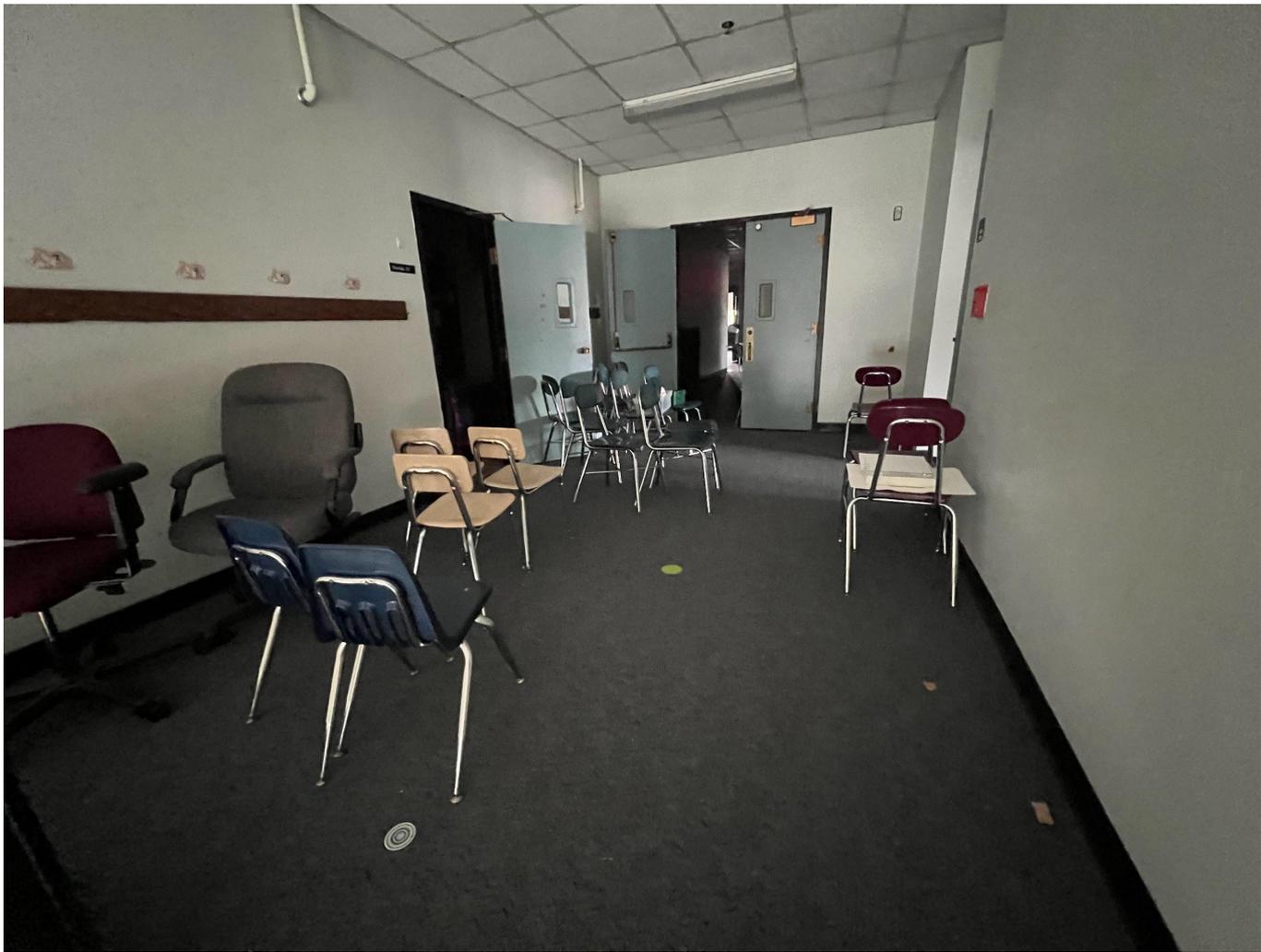




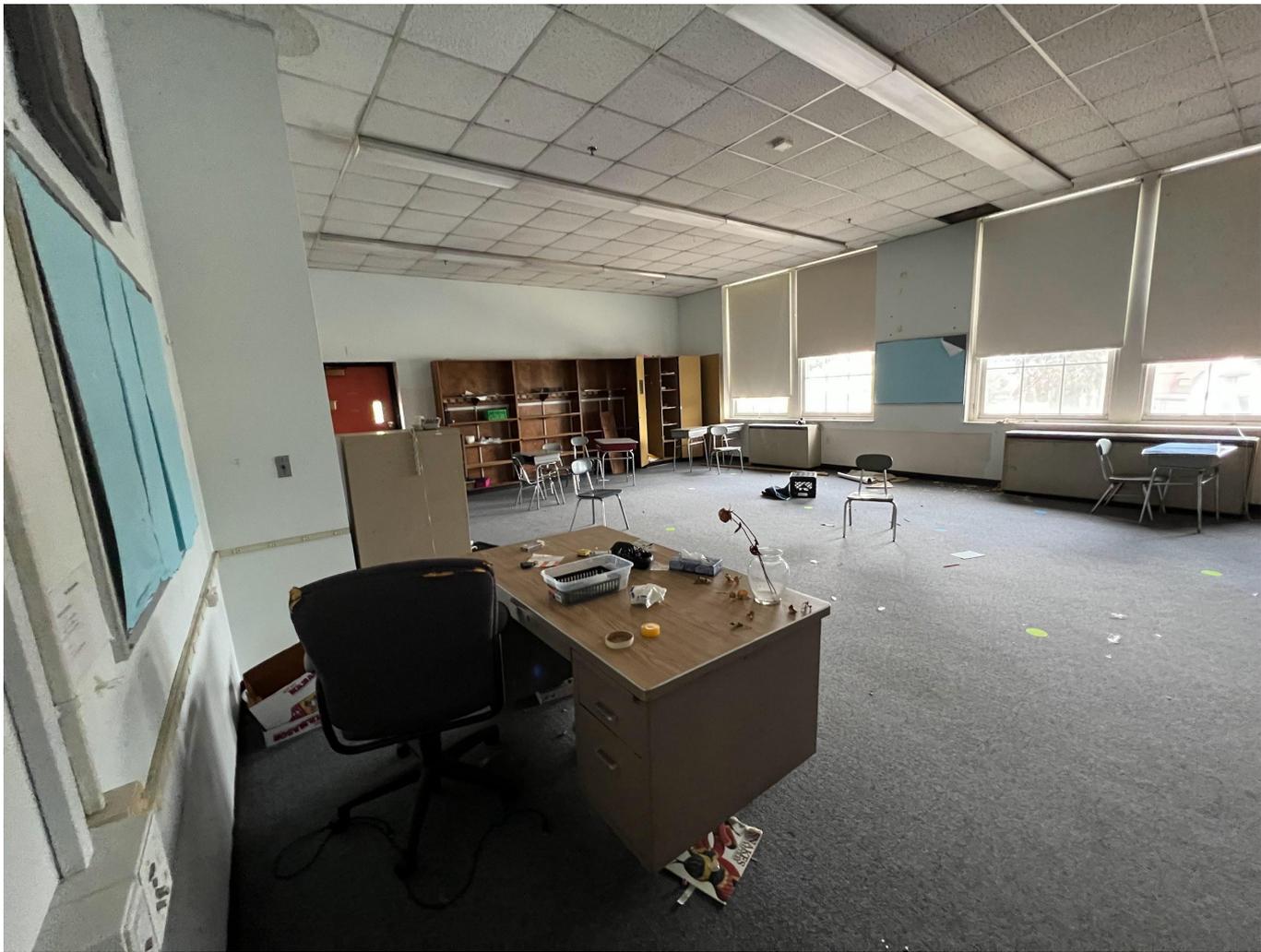




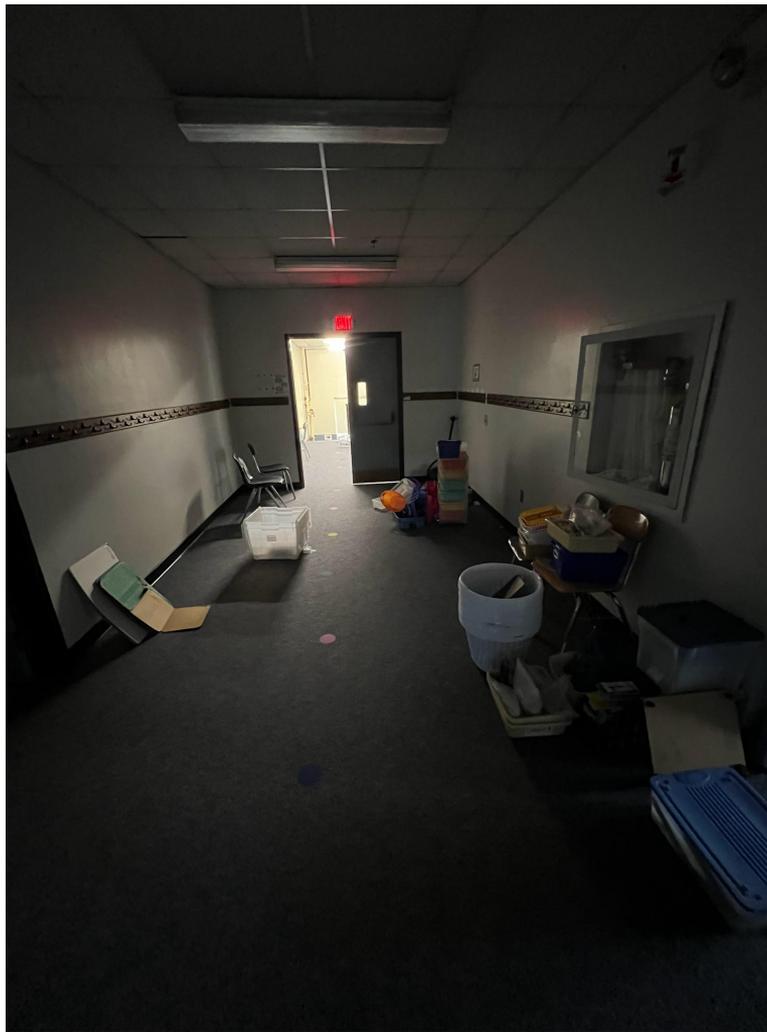






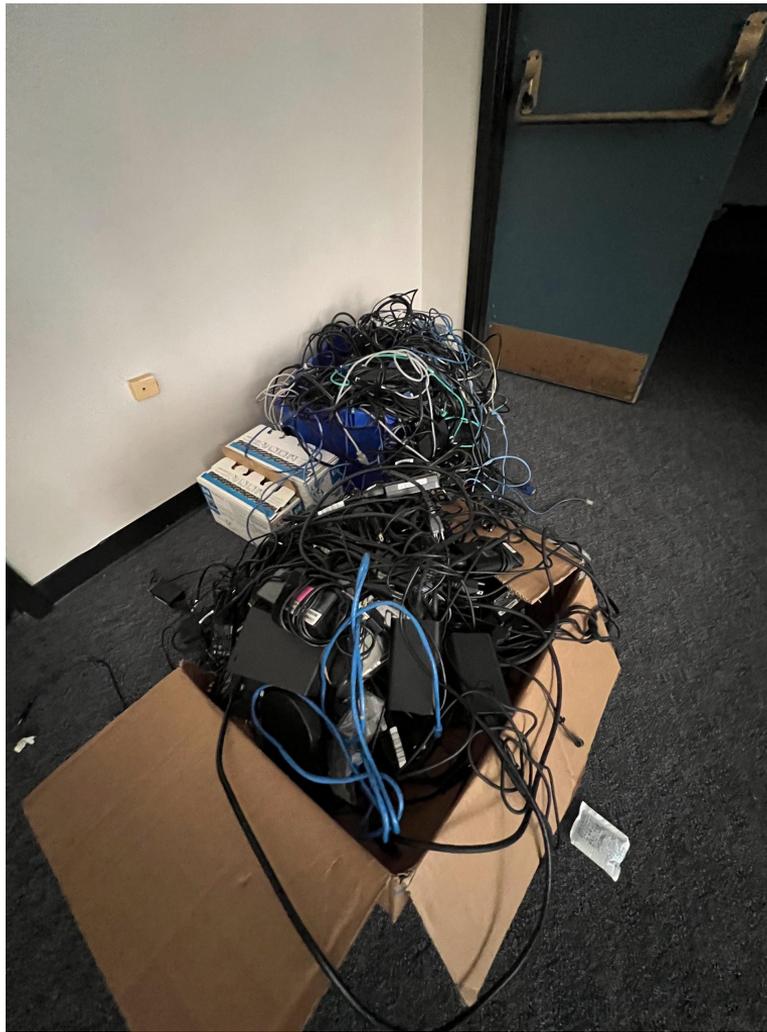
























Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

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

RE: Resolution 22-71: Further Amending the Senior Citizen Property Tax Work-Off Abatement Program
Resolution 22-72: Further Amending the Veterans' Property Tax Work-off Abatement Program

We are requesting approval of two resolutions to implement the following changes to tax abatements and exemptions for eligible property owners. The change increases the wage rate to the new state minimum wage on January 1, 2023 and is a part of our policy to ensure the Town complies with the state minimum wage. This should be extended to senior tax workoff residents as well.

Veteran and Senior Tax Work off programs

These resolutions increase the pay for the popular senior and veteran tax workoff programs.

- 1) Senior Citizen Property Tax Work-off Abatement Program:** We request the Town Council to approve an increase in the annual individual benefit to \$1,500 (or, \$15.00 per hour for 100 hours of service) effective January 1, 2023, which is commensurate with the the state's anticipated increase in minimum wage to \$15.00 per hour effective January 1, 2023.
- 2) Veterans' Property Tax Work-off Abatement Program:** We request the Town Council to approve an increase in the annual individual benefit to \$1,500 (or, \$15.00 per hour for 100 hours of service) effective January 1, 2023, which is commensurate with the the state's anticipated increase in minimum wage to \$15.00 per hour effective January 1, 2023.

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



**TOWN OF FRANKLIN
RESOLUTION 22-71**

**FURTHER AMENDING THE SENIOR CITIZEN
PROPERTY TAX WORK-OFF ABATEMENT PROGRAM**

WHEREAS, The Town Council has accepted Massachusetts General Laws Chapter 59, Section 5K, enacted by the General Court of the Commonwealth on July 11, 2001 which allows senior citizens of the Town of Franklin to volunteer their services to the Town in exchange for a reduction in their property tax bills for their domiciles.

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

The Senior Citizen Tax Work-off Abatement Program annual individual benefit is increased to \$1,500. Qualified Senior Citizen taxpayers over 60 years of age may volunteer their services to the town in exchange for a reduction in their property tax bills for their domicile. Qualified senior citizen taxpayers will receive an amount at an hourly rate for their services not exceeding the minimum hourly wage rate in the Commonwealth of Massachusetts.

This resolution shall become effective for the calendar year beginning January 1, 2023 and thereafter.

DATED: _____, 2022

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 22-72**

**FURTHER AMENDING THE VETERANS' PROPERTY
TAX WORK-OFF ABATEMENT PROGRAM**

WHEREAS, The Town Council has accepted Massachusetts General Laws Chapter 59, Section 5N, enacted by the General Court of the Commonwealth on October 12, 2012 which allows Veterans of the Town of Franklin to volunteer their services to the Town in exchange for a reduction in their property tax bills for their domiciles.

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

1. The Veterans' Tax Work-off Abatement Program annual individual benefit is increased to \$1,500. Qualified Veteran taxpayers may volunteer their services to the town in exchange for a reduction in their property tax bills for their domicile. Qualified Veteran taxpayers will receive an amount at an hourly rate for their services not exceeding the minimum hourly wage rate in the Commonwealth of Massachusetts.

This resolution shall become effective for the calendar year beginning January 1, 2023 and thereafter.

DATED: _____, 2022

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

November 10, 2022

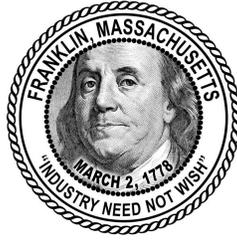
To: Town Council
From: Jamie Hellen, Town Administrator
Alecia Alleyne, Assistant to the Town Administrator

RE: Resolution 22-73: General Funds Appropriation, Transfers and Adjustments FY23

We are requesting the Town Council to support the amendments to the FY23 Town Operating Budget as outlined in Resolution 22-73. For more information please see the memo dated November 4, 2022 as well as the agenda for the November 9th Finance Committee included in the packet. The resolution spells out all of the budget transfers.

The Finance Committee unanimously approved, 7-0, these budget amendments at its November 9, 2022 meeting.

Please let us know if you have any questions.



**Finance Committee Meeting
Agenda & Meeting Packet**
Wednesday, November 9th, 2022
7:00 PM

Meeting will be held at the Municipal Building
2nd floor, Council Chambers
355 East Central Street

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

- **Link to access meeting:** November 9th, 2022 FinCom Meeting Link [HERE](#) -- Then click "Open Zoom"
 - Or copy and paste this URL into your browser: <https://us02web.zoom.us/j/87150145059>
 - **Call-In Phone Number:** Call 1-929-205-6099 & enter Meeting ID # 871 5014 5059 --Then press #
-

Agenda

1. Call to Order
2. Public Comment
3. Approval of Minutes:10-26-2022
4. FY23 Operating Budget Adjustment
 - a. Town Administrator Memo
 - b. FY23 Budget Revenue and Control Sheet, adjusted
 - c. Resolution
5. Future Agenda Items
6. Adjourn

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

November 4, 2022

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

Re: FY23 Budget Adjustment & Five-Year Fiscal Forecast Update

We are requesting the Finance Committee to support the amendment to the FY23 Town operating budget as outlined in this memo and recommend the changes to the full Town Council for their approval prior to setting the annual tax rate on November 30th.

Overall, the budget appears to be right on track through 9/30/22. Revenues have hit targeted projections and the staff has done a terrific job of managing cost increases in their expense budgets. We have attached an updated revenue sheet for local receipts through 9/30/22.

Five-Year Fiscal Forecast Update

There is very little updated news since the published forecast in August 2022. Click [here for the forecast](#). Since August, the Federal Reserve has raised interest rates an additional $\frac{3}{4}$ of 1%. Home mortgage rates have reached a near 40-year high and many economic experts continue to predict a recession within the next 12 to 18 months. The federal government also announced the [federal deficit](#) is at \$31 trillion. We have attached a recent Massachusetts economic analysis from [MassBenchmarks](#), which is published through a partnership between the UMass-Amherst Donahue Institute and Federal Reserve Bank of Boston, that notes in its [October 27, 2022 quarterly report](#) the state's "declining workforce and interest rate exposure in key industries make the Commonwealth vulnerable to an economic downturn". The Town should be cognizant of these dynamics and will present new fiscal pressures on the operating budget in the coming fiscal years.

The only additional commentary is it will be our objective throughout the fiscal year to monitor the Town's financial situation through the lens of the recently awarded AAA bond rating from the rating agencies. As anyone can see in the report, recent financial actions by the Town have resulted in a top rating. As the global economy continues to adapt to geo-political situations, it is prudent to follow these trends, which will ensure the Town maintains its AAA bond rating. This policy approach is a key technique to maintain services within the tax levy.

For those who have not read the ratings report, please [click here](#). It is the most important document to read.

Revenue Adjustments

The following is a macro-synopsis of the revenue adjustments to the FY23 budget from the budget approved earlier this year at the annual budget hearings in May:

1. According to the Assessors, New Growth should attain approximately a \$271,000 increase.
2. The Local Receipts bottom line will stay the same except for the additional funds received from the J&J opioid settlement and Host Community Agreement (HCA) funds. Two revised items are:
 - a. Host Community Agreements, as predicted, will decline. The numbers here depict actual receivables to date and NOT anticipated. I expect this revenue source to be eliminated at a date uncertain in this fiscal year. The Town still has the local option excise tax at 3%.
 - b. J&J Opioid settlement is a new line item of revenue received due to the national opioid settlement. The Town has received \$67,505 to date. Expenditure for these funds have strict restrictions per state law, but amounts will be as follows:
 - i. SAFE Coalition will receive \$50,000 for direct substance abuse support; and
 - ii. Franklin Fire and Franklin Police will receive \$17,505 for narcan, training and support in responding to opioid cases in Franklin.
3. State Aid, Assessments & Other Revenues should see an overall increase of approximately \$290,000 after the state local aid, education, county assessment and state budget formulas settle out.

Expense Adjustments

The attached resolution depicts the changes within each departmental account on the voting document. All of the changes to this document reflect the actual costs of the municipal collective bargaining agreements that have been ratified, as well as the 2.5% COLA adjustment for all municipal nonunion staff. The exceptions are:

1. The Town Administrator's expense budget increased just over \$103,000, which is where the opioid and host community agreement funds will be expended from.
2. Line item 164 Elections increased \$14,738 due to state laws on mail in and early voting.
3. Line item 610 Library is noted due to the large shift from Expenses to Personnel due to collective bargaining agreement. The germane note is that the overall budget maintains the state required funding ("MAR") requirement.
4. Line items 710/750 Debt & Interest have increased \$225,044 to reflect the actual costs of the borrowing for the Municipal Building improvements and the Horace Mann drainage project.
5. Line item 910 - Comp Reserve is reduced approximately \$430,000, which are the funds transferred for the COLA and CBA's. The remaining amount in comp reserve will go toward the usual reasons for appropriation, such as unforeseen personnel decisions, retirement costs, recruitment and retention of employees, collective bargaining, etc. Additionally, I expect some funds to be used to begin implementing the Compensation & Classification Plan, which should be completed later this Fall. Any unused funds revert to the Town's Free Cash allotment for the annual Capital Plan.

Please let us know if you have any questions.

**Town of Franklin
Local Receipts / Enterprise Funds Revenues
Budget vs Actual
Through 9/30/2022**

Account	FY2022 Received	Received Through 9/30/2021	2023 Budget	Received Through 9/30/2022	Percentage Collected
Motor Vehicle Excise Tax	5,281,048	421,938	4,538,642	366,900	8.1%
Meals Tax	638,451	152,727	548,366	176,435	32.2%
Room (Hotel) Tax	441,500	68,512	379,204	171,729	45.3%
Cannabis Excise Tax	104,228	-	89,521	64,286	71.8%
Penalties and Interest	301,597	79,805	259,042	121,804	47.0%
Payment in Lieu of Taxes	25,369	24,000	25,369	20,000	78.8%
Fees	2,562,710	623,360	2,201,112	752,219	34.2%
Rentals	277,426	85,894	238,281	84,252	35.4%
Departmental Revenue Recreation	601,884	183,050	516,958	217,984	42.2%
Licenses and Permits	1,500,310	328,594	1,288,616	405,261	31.4%
Special Assessments / Cannabis Fee	356,558	300,000	335,295	335,295	100.0%
Fines and Forfeits	67,022	7,375	57,565	9,616	16.7%
Investment Income	32,873	20,048	28,235	24,235	85.8%
Medicaid Reimbursement	540,482	36,361	339,220	-	- %
Miscellaneous	245,732	8,982	75,825	80,730	106.5%
General Fund (0100)	12,977,190	2,340,645	10,921,251	2,830,745	25.9%
Water Usage Charges	7,832,074	1,960,920	6,937,829	2,163,669	31.2%
Other Departmental Services	153,128	45,967	153,128	18,992	12.4%
Investment Income	15,825	-	15,825	-	- %
Water Enterprise Fund (6000)	8,001,027	2,006,887	7,106,782	2,182,661	30.7%
Sewer Usage Charges	5,826,221	1,441,152	5,296,363	1,563,686	29.5%
Other Departmental Services	185,555	146,788	185,555	4,325	2.3%
Investment Income	11,900	-	11,900	-	- %
Sewer Enterprise Fund (6500)	6,023,676	1,587,939	5,493,818	1,568,011	28.5%
Solid Waste Charges	2,721,097	629,386	2,656,160	630,402	23.7%
Other Departmental Services	27,170	5,344	27,170	4,401	16.2%
Investment Income	2,625	-	2,625	-	- %
Solid Waste Enterprise Fund (6900)	2,750,892	634,730	2,685,955	634,802	23.6%
Enterprise Funds	16,775,594	4,229,556	15,286,555	4,385,474	28.7%

**TOWN OF FRANKLIN
FY 2023 REVENUE AND CONTROL SHEET**

	FINAL FY21	FINAL FY22	PROPOSED FY23	AMENDED FY23	AMENDED INCREASE/ (DECREASE)
TAX LEVY					
Prior Year Levy Limit plus 2 1/2%	\$ 79,066,528	\$ 82,753,293	\$ 85,955,820	\$ 85,955,820	\$ -
New Growth	1,668,392	1,106,044	1,000,000	1,271,631	271,631
	80,734,920	83,859,337	86,955,820	87,227,451	271,631
DEBT EXCLUSIONS					
Horace Mann Issue #1	106,180	101,880	93,600	93,600	-
Lincoln Street	423,695	408,750	390,910	390,910	-
Horace Mann Issue #2	315,400	305,200	290,000	290,000	-
High School Issue #1	2,876,663	2,880,663	2,881,163	2,881,163	-
High School Issue #2	149,438	151,438	149,813	149,813	-
	3,871,376	3,847,930	3,805,486	3,805,486	-
TOTAL POTENTIAL TAX LEVY	84,606,296	87,707,267	90,761,306	91,032,937	271,631
STATE REVENUE					
Chapter 70 School Aid	28,416,161	28,574,921	28,730,321	28,885,721	155,400
Charter School Reimbursements	512,605	365,403	1,095,327	971,965	(123,362)
Unrestricted Aid	2,623,839	2,715,673	2,788,996	2,862,319	73,323
All Other Net of Offsets	360,527	379,107	368,977	414,166	45,189
	31,913,132	32,035,104	32,983,621	33,134,171	150,550
OTHER REVENUES					
Local Receipts - General Fund	8,647,269	9,413,451	10,518,451	10,518,451	-
Host Community Agreement	300,000	600,000	425,000	335,295	(89,705)
J&J Opioid Settlement	-	-	-	67,505	67,505
	8,947,269	10,013,451	10,943,451	10,921,251	(22,200)
OTHER AVAILABLE FUNDS					
Net Budget Stabilization / Other Transfers					
Enterprise Fund (Indirects)	1,173,000	1,214,000	1,255,000	1,255,000	-
	1,173,000	1,214,000	1,255,000	1,255,000	-
TOTAL REVENUES & OTHER FUNDS	126,639,697	130,969,822	135,943,378	136,343,359	399,981
ASSESSMENTS & OTHER VOTES					
School Choice	324,599	328,176	417,478	496,436	78,958
State Assessments	474,209	480,465	502,026	502,519	493
County Assessment	235,073	240,493	246,505	246,505	-
Charter School Assessment	4,990,567	5,025,758	5,766,145	5,544,108	(222,037)
Provision for Abatements & Exemptions	652,415	634,944	650,000	650,000	-
Subsequent Votes	1,003,842	600,000			-
	7,680,705	7,309,836	7,582,154	7,439,568	(142,586)
TOTAL NET REVENUE	118,958,992	123,659,986	128,361,224	128,903,791	542,567
LESS: TOTAL GENERAL FUND BUDGET	(118,943,015)	(123,605,718)	(128,360,032)	(128,902,599)	(542,567)
UNUSED LEVY	\$ 15,977	\$ 54,268	\$ 1,192	\$ 1,192	\$ -

**TOWN OF FRANKLIN
FY 2023 OPERATING BUDGET**

OPERATING BUDGET	ORIGINAL FINAL FY21	ORIGINAL FINAL FY22	PROPOSED FY23	AMENDED FY23	AMENDED INCREASE/ (DECREASE)
111 Town Council expenses	4,000	4,000	4,000	4,000	-
	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>-</u>
123 Town Administration salaries	373,279	390,485	391,083	400,473	9,390
expenses	33,700	33,750	34,532	138,082	103,550
	<u>406,979</u>	<u>424,235</u>	<u>425,615</u>	<u>538,555</u>	<u>112,940</u>
131 Finance Committee expenses	1,500	1,500	1,500	1,500	-
	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>-</u>
135 Comptroller salaries	467,998	493,285	491,450	502,005	10,555
expenses	70,150	75,150	81,300	81,300	-
	<u>538,148</u>	<u>568,435</u>	<u>572,750</u>	<u>583,305</u>	<u>10,555</u>
141 Assessors salaries	368,803	327,321	327,321	335,504	8,183
expenses	94,350	99,900	99,900	99,900	-
	<u>463,153</u>	<u>427,221</u>	<u>427,221</u>	<u>435,404</u>	<u>8,183</u>
147 Treasurer-Collector salaries	328,995	390,892	379,142	388,647	9,505
expenses	91,105	91,105	91,105	91,105	-
	<u>420,100</u>	<u>481,997</u>	<u>470,247</u>	<u>479,752</u>	<u>9,505</u>
151 Legal salaries	107,584	109,736	109,736	112,479	2,743
expenses	60,000	60,000	60,000	60,000	-
	<u>167,584</u>	<u>169,736</u>	<u>169,736</u>	<u>172,479</u>	<u>2,743</u>
152 Human Resources salaries	170,845	174,261	241,532	245,815	4,283
expenses	28,630	53,650	34,750	34,750	-
	<u>199,475</u>	<u>227,911</u>	<u>276,282</u>	<u>280,565</u>	<u>4,283</u>
155 Information Technology salaries		37,500	37,645	37,645	-
expenses	293,693	307,706	384,597	384,597	-
	<u>293,693</u>	<u>345,206</u>	<u>422,242</u>	<u>422,242</u>	<u>-</u>
161 Town Clerk salaries	189,850	208,014	198,019	208,516	10,497
expenses	16,746	20,550	19,650	19,650	-
	<u>206,596</u>	<u>228,564</u>	<u>217,669</u>	<u>228,166</u>	<u>10,497</u>
164 Elections & Registration salaries	29,621	15,000	26,791	33,629	6,838
expenses	23,000	31,800	34,800	42,700	7,900
	<u>52,621</u>	<u>46,800</u>	<u>61,591</u>	<u>76,329</u>	<u>14,738</u>
176 Appeals Board expenses	6,000	8,000	10,000	10,000	-
	<u>6,000</u>	<u>8,000</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
177 Planning & Growth Management salaries	323,279	316,227	395,971	401,481	5,510
expenses	32,300	32,300	32,300	32,300	-
	<u>355,579</u>	<u>348,527</u>	<u>428,271</u>	<u>433,781</u>	<u>5,510</u>
184 Agricultural Commission expenses	1,000	1,000	1,000	1,000	-
	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>

192	Public Property & Buildings					
	salaries	2,930,726	2,861,523	2,967,959	3,084,165	116,206
	expenses	4,109,950	4,400,000	4,539,000	4,539,000	-
		<u>7,040,676</u>	<u>7,261,523</u>	<u>7,506,959</u>	<u>7,623,165</u>	<u>116,206</u>
196	Central Services					
	expenses	123,000	118,700	150,500	150,500	-
		<u>123,000</u>	<u>118,700</u>	<u>150,500</u>	<u>150,500</u>	<u>-</u>
	Subtotal, General Government	10,280,104	10,663,355	11,145,583	11,440,743	295,160
210	Police					
	salaries	5,438,989	5,751,420	5,866,231	6,013,217	146,986
	expenses	302,485	296,340	316,140	316,140	-
		<u>5,741,474</u>	<u>6,047,760</u>	<u>6,182,371</u>	<u>6,329,357</u>	<u>146,986</u>
220	Fire					
	salaries	5,507,400	5,921,247	5,930,474	6,099,525	169,051
	expenses	492,500	520,500	538,800	563,063	24,263
		<u>5,999,900</u>	<u>6,441,747</u>	<u>6,469,274</u>	<u>6,662,588</u>	<u>193,314</u>
225	Regional Dispatch					
	expenses	447,355	435,074	610,664	610,664	-
		<u>447,355</u>	<u>435,074</u>	<u>610,664</u>	<u>610,664</u>	<u>-</u>
240	Inspection					
	salaries	384,392	426,676	340,608	352,645	12,037
	expenses	23,820	22,712	22,712	22,712	-
		<u>408,212</u>	<u>449,388</u>	<u>363,320</u>	<u>375,357</u>	<u>12,037</u>
292	Animal Control					
	expenses	76,700	77,700	80,700	80,700	-
		<u>76,700</u>	<u>77,700</u>	<u>80,700</u>	<u>80,700</u>	<u>-</u>
	Subtotal, Public Safety	12,673,641	13,451,669	13,706,329	14,058,666	352,337
300	Town Schools	65,658,500	67,820,825	70,220,825	70,220,825	-
390	Tri-County Regional School	2,504,543	2,449,637	2,540,198	2,540,198	-
395	Norfolk Aggie	47,250	37,250	66,660	66,660	-
	Subtotal, Education	<u>68,210,293</u>	<u>70,307,712</u>	<u>72,827,683</u>	<u>72,827,683</u>	<u>-</u>
422	DPW-Highway Dept					
	salaries	1,964,761	2,042,745	2,082,677	2,150,496	67,819
	expenses	3,148,390	3,358,640	3,669,550	3,669,550	-
		<u>5,113,151</u>	<u>5,401,385</u>	<u>5,752,227</u>	<u>5,820,046</u>	<u>67,819</u>
	TOTAL DPW - Hwy	5,113,151	5,401,385	5,752,227	5,820,046	67,819
510	Health					
	salaries	170,484	205,235	257,056	263,485	6,429
	expenses	64,000	41,500	48,400	48,400	-
		<u>234,484</u>	<u>246,735</u>	<u>305,456</u>	<u>311,885</u>	<u>6,429</u>
541	Council on Aging					
	salaries	260,780	334,595	460,951	474,119	13,168
	expenses	6,100	6,100	6,700	6,700	-
		<u>266,880</u>	<u>340,695</u>	<u>467,651</u>	<u>480,819</u>	<u>13,168</u>
543	Veterans Services					
	salaries	-	73,814	89,054	91,281	2,227
	expenses	67,840	13,700	11,115	11,115	-
	veterans assistance	185,000	160,000	165,000	165,000	-
		<u>252,840</u>	<u>247,514</u>	<u>265,169</u>	<u>267,396</u>	<u>2,227</u>
	Subtotal, Human Services	754,204	834,944	1,038,276	1,060,100	21,824

610 Library					
salaries	646,345	687,373	705,524	780,524	75,000
expenses	379,000	352,000	352,000	277,000	(75,000)
	<u>1,025,345</u>	<u>1,039,373</u>	<u>1,057,524</u>	<u>1,057,524</u>	<u>-</u>
630 Recreation					
salaries	308,994	327,986	336,147	346,258	10,111
expenses	127,802	273,400	273,400	273,400	-
	<u>436,796</u>	<u>601,386</u>	<u>609,547</u>	<u>619,658</u>	<u>10,111</u>
690 Historical Museum					
salaries	29,125	29,708	29,708	29,708	-
expenses	1,000	1,000	1,000	1,000	-
	<u>30,125</u>	<u>30,708</u>	<u>30,708</u>	<u>30,708</u>	<u>-</u>
691 Historical Commission					
expenses	4,000	4,000	4,000	4,000	-
	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>-</u>
695 Cultural Council					
expenses	15,000	15,000	15,000	15,000	-
	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>
696 Cultural District Committee					
expenses	1,000	1,000	1,000	1,000	-
	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
Subtotal, Culture & Recreation	1,512,266	1,691,467	1,717,779	1,727,890	10,111
710 Retirement of Debt					
non-excluded	2,098,000	2,249,400	2,005,000	2,180,000	175,000
excluded	2,066,000	2,138,500	2,194,000	2,194,000	-
	<u>4,164,000</u>	<u>4,387,900</u>	<u>4,199,000</u>	<u>4,374,000</u>	<u>175,000</u>
750 Interest					
non-excluded	692,366	690,739	638,635	688,679	50,044
excluded	1,805,375	1,709,430	1,611,485	1,611,485	-
	<u>2,497,741</u>	<u>2,400,169</u>	<u>2,250,120</u>	<u>2,300,164</u>	<u>50,044</u>
Subtotal, Debt Service	6,661,741	6,788,069	6,449,120	6,674,164	225,044
Benefits:					
910 Retirement & Pension	6,174,365	6,693,600	7,183,210	7,183,210	-
Health/Life Insurance Benefits	3,315,000	3,486,500	3,520,825	3,520,825	-
Retired Teacher Health Insurance	872,000	810,000	800,000	800,000	-
Non-GIC School Retirees	1,050,000	1,055,000	1,107,750	1,107,750	-
Workers Compensation	525,000	530,000	500,000	500,000	-
Unemployment Compensation	110,000	150,000	120,000	120,000	-
Medicare	341,250	341,250	341,250	341,250	-
OPEB	650,000	700,000	750,000	750,000	-
Compensation Reserve	125,000	64,227	700,000	270,272	(429,728)
	<u>13,162,615</u>	<u>13,830,577</u>	<u>15,023,035</u>	<u>14,593,307</u>	<u>(429,728)</u>
945 Liability Insurance	575,000	636,540	700,000	700,000	-
	<u>575,000</u>	<u>636,540</u>	<u>700,000</u>	<u>700,000</u>	<u>-</u>
Subtotal, Benefits & Insurance	13,737,615	14,467,117	15,723,035	15,293,307	(429,728)
TOTAL ALL BUDGETS	118,943,015	123,605,718	128,360,032	128,902,599	542,567
Surplus/(Deficit)	15,977	54,268	1,192	1,192	-
ENTERPRISE FUNDS:					
434 Solid Waste Disposal					
salaries	106,857	120,800	99,955	99,955	-

expenses	2,365,000	2,543,000	2,467,000	2,467,000	-
	2,471,857	2,663,800	2,566,955	2,566,955	-
440 Sewer					
salaries	742,609	768,946	802,798	802,798	-
expenses	461,145	497,950	530,750	530,750	-
charles river assessment	3,216,857	3,376,800	3,291,760	3,291,760	-
OPEB	6,000	6,000	6,000	6,000	-
principal & interest	330,990	599,700	373,010	373,010	-
	4,757,601	5,249,396	5,004,318	5,004,318	-
450 Water					
salaries	1,400,158	1,434,375	1,479,850	1,479,850	-
expenses	2,097,180	2,251,700	2,290,000	2,290,000	-
OPEB	16,000	16,000	16,000	16,000	-
prinicipal & interest	2,114,853	2,889,204	2,674,432	2,674,432	-
	5,628,191	6,591,279	6,460,282	6,460,282	-
TOTAL ENTERPRISE FUNDS	12,857,649	14,504,475	14,031,555	14,031,555	-
TOTAL OPERATING BUDGET	131,800,664	138,110,193	142,391,587	142,934,154	542,567



TOWN OF FRANKLIN RESOLUTION 22-73

APPROPRIATION: General Funds Appropriation, Transfers and Adjustments FY23

PURPOSE: To raise and appropriate, transfer and adjust the FY23 General Fund appropriations as follows:

<u>Dept #</u>	<u>Department</u>	<u>Appropriation</u>	Increase <u>(Reduction)</u>
123	Town Administrator	Salaries	9,390
123	Town Administrator	Expenses	103,550
135	Comptroller	Salaries	10,555
141	Assessors	Salaries	8,183
147	Treasurer	Salaries	9,505
151	Legal	Salaries	2,743
152	Human Resources	Salaries	4,283
161	Town Clerk	Salaries	10,497
164	Elections	Salaries	6,838
164	Elections	Expenses	7,900
177	Planning	Salaries	5,510
192	Facilities	Salaries	116,206
210	Police	Salaries	146,986
220	Fire	Salaries	169,051
220	Fire	Expenses	24,263
240	Inspections	Salaries	12,037
422	Public Works	Salaries	67,819
510	Health	Salaries	6,429
541	Senior Center	Salaries	13,168
543	Veterans	Salaries	2,227
610	Library	Salaries	75,000
610	Library	Expenses	(75,000)
630	Recreation	Salaries	10,111
710	Debt Service-Principal	Expenses	175,000
750	Debt Service-Interest	Expenses	50,044
910	Benefits	Expenses	(429,728)
			<u>542,567</u>

MOTION: **BE IT MOVED AND VOTED** by the Town Council to raise and appropriate, transfer and adjust the FY23 General Fund individual appropriations in the amounts and to the accounts specified above, that, in total, amount to an increase in the operating budget of Five Hundred Forty-Two Thousand Five Hundred and Sixty-Seven Dollars (\$542,567).

Finance Committee Recommendation

Meeting Date: 11/9/2022

Vote: 7-0

Recommended Amount: \$542,567

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

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

November 10, 2022

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

Re: **Resolution 22-74: Gift Acceptance - Veterans' Services Department**

The Veterans' Services Department has received generous donations in the total amount of \$1,550

These donations will be applied at the discretion of the Veterans' Services Department toward the Monument Restoration Fund, the Municipal Assistance Fund and the Gift Fund.

Donation Summary:

1. Veterans' Services Department - Monument Restoration Fund

- Charles Oteri & Son, Franklin Funeral Home \$1,000
 - Franklin Elks \$ 300
- Total: \$1,300

2. Veterans' Services Department - Municipal Assistance Fund

- Chris Campbell \$ 100
 - Diane & James Jackson \$ 50
 - Antonio & Maureen Attardi \$ 50
 - Doris Duggan \$ 10
 - Murray & Patricia Davis \$ 10
- Total: \$ 220

3. Veterans' Services Department - Gift Fund

- Greg Pond \$ 30

DONATION TOTAL \$1,550

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



**TOWN OF FRANKLIN
RESOLUTION 22-74**

Acceptance of Gifts– Veterans’ Services Department

WHEREAS, The Veterans’ Services Department has received generous donations in the total amount of \$1,550 to be used at the discretion of the Department as follows:

Donation Summary:

VETERANS’ SERVICES DEPARTMENT - \$1,550

- Monument Restoration Fund - \$1,300
- Municipal Assistance Fund - \$220
- Veterans’ Gift Fund - \$30
 - List of donors is included in the 11/16/2022 Town Council meeting agenda packet.

NOW THEREFORE, BE IT RESOLVED THAT:

The Town Council of the Town of Franklin on behalf of the Veterans’ Services Department gratefully accepts these generous donations to be used at the discretion of the 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**

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

November 10, 2022

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

Re: Resolution 22-75: Cable Funds in Support of PEG Service and Programming

The Massachusetts Department of Revenue requires the Town Council to vote to appropriate PEG funds received from Comcast and Verizon to an established revolving account.

Please find the attached resolution to appropriate \$92,189.37 in PEG funds received for the third quarter of 2022 from Comcast to Franklin Community Cable Access, Inc.

Please let us know if you have any questions.



TOWN OF FRANKLIN RESOLUTION 22-75

APPROPRIATION: Cable Funds in Support of PEG Service and Programming per
MGL Ch. 44, §53F3/4

TOTAL REQUESTED: \$92,189.37

PURPOSE: To appropriate \$92,189.37 from the PEG Access and Cable Related Fund created under MGL Ch. 44, §53F3/4, representing the amount received from Comcast in the previous quarter, to be paid to Franklin Community Cable Access, Inc. to operate the cable access studio and otherwise fund its operations.

MOTION: Be it Moved and Voted by the Town Council that the sum of \$92,189.37 be appropriated from the PEG Access and Cable Related Fund created under MGL Ch. 44, §53F3/4, to be paid to Franklin Community Cable Access, Inc. to operate the cable access studio and otherwise fund its operations.

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

FRANKLIN PLANNING & COMMUNITY DEVELOPMENT

355 EAST CENTRAL STREET, ROOM 120
FRANKLIN, MA 02038-1352
TELEPHONE: 508-520-4907

MEMORANDUM

TO: FRANKLIN CONSERVATION COMMISSION

FROM: BRYAN W. TABERNER, AICP, DIRECTOR

RE: PROPOSED PROCESS - OPEN SPACE AND RECREATION PLAN UPDATE

**CC: JAMIE HELLEN, TOWN ADMINISTRATOR; AMY LOVE, TOWN PLANNER;
BREEKA LI GOODLANDER, CONSERVATION AGENT/Natural Resource Protection Manager;
ALECIA ALLEYNE, ASSISTANT TO TOWN ADMINISTRATOR**

DATE: November 3, 2022

The Department of Planning & Community Development (DPCD) has begun the process of updating the Town's 2016 Open Space & Recreation Plan. The purpose of this plan is to create a document through a public input process that will guide the Town of Franklin in its continuing efforts to maintain and enhance the open space and recreation resources in community. As with the last two updates (2008 & 2016) the OSRP will be developed in house primarily by DPCD staff, with substantial assistance from other departments and committees/commissions. As with the 2016 OSRP update, the Conservation Commission will be the lead local agency for the OSRP update process. Below is outline of the OSRP Update process.

Preliminary Work. In October 2022 DPCD staff began to perform preliminary work necessary for the OSRP update process. This work includes assessment of the status of the implementation of the OSRP's goals and objectives, and updating data within the document, including demographics, zoning, and land use. The 7- Year Action Plan (Section 9) of the 2016 OSRP is attached for you reference.

OSRP Staff Working Group. A working group of Town staff from various Departments is being formed, and will include representatives from Planning, Conservation, Administration, Recreation, GIS Department, Engineering, Public Works (Grounds Division), Building Commissioner, Facilities, Schools and Senior Center. Certain staff members have a fairly limited part in the Plan update process, while more than half will likely be needed to stay involved for four or more months. Town Planner Amy Love will take primary responsibility for management of the Staff Working Group's activities. The Working Group will hold their kick off meeting on November 9, 2022.

Conservation Commission Meetings. As lead agency, the Conservation Commission will hold ongoing OSRP Update meetings during regular Conservation Commission meetings, approximately once a month starting in November 2022. Breeka Li Goodlander will take the lead providing the Commission with technical and administrative support; she will be assisted by the Planning & Community Development Director, and other DPCD staff as needed.

Public Input Process. In order to complete a plan that represents the opinions, desires and needs of the community the Commission and DPCD should attempt to gather information in a variety of ways from as many residents and organizations as possible. The OSRP Update process involves obtaining substantial input from many Town officials, nonprofit and government organizations, and the general public. DPCD recommends the following public input process:

Stakeholder Meetings. As mentioned above, the Commission will hold monthly OSRP update meetings. The Commission will invite other Committees, Commissions and Boards, as well as state agencies and nonprofits to meet and discuss their needs and concerns. Representatives from the following organizations will be invited to attend: Recreation Advisory Board, Community Preservation Committee, Commission on Persons with Disabilities, Council on Aging, Agricultural Commission, Community Garden Committee, Planning Board, School Department, Massachusetts agencies, interested community organizations, and possibly others.

Public Hearings. DPCD recommends holding three public hears during the public input process. The proposed hearings are summarized below:

Public Hearing 1 - 2016 OSRP Review and Current Priorities	February 2023
Public Hearing 2 - Goals & Objectives for 2023 OSRP	April 2023
Public Hearing 3 - Draft 2023 OSRP Review	June 2023

Community Survey. A survey will be distributed in order to understand the needs and concerns of the residents of Franklin. DPCD recommends using the same questions asked during a 2015/2016 OSRP survey. Ideally the survey would be distributed before the first public hearing listed above, and survey results would be presented at the second public hearing.

Public Comment Period. Once the 2023 OSRP Public Draft is developed, DPCD will implement a month- long public comment period, which will include Public Hearing 3 mentioned above, to gather input regarding the Draft plan.

Written Public Input. DPCD will create an OSRP Update page on the Town's website. At any time during the Plan update process individuals will be able to complete an online form to provide the Commission and Town staff with comments and or suggestions on related issues. In addition to submitting input through the online form, input can be submitted by email or letter. All input received will be seriously considered during the plan development process.

Timeline. DPCD expects the OSRP Update to be completed, adopted by Town Council, and approved by the State by September 2023. A proposed timeline is attached.

Relationship to Other Comprehensive Planning. Once the bulk of the OSRP Update work is completed, DPCD will begin a similar process to update the 2013 Master Plan. All input received during the OSRP update process will be utilized during the Master Plan process, which will serve to streamline the master planning work related to natural resources, open space preservation, Town recreation property improvements and other facilities and services. We expect to request that Town Council create a Master Plan Committee during the first quarter of FY24.

Please let me know if you have questions or require additional information on any of the above issues.

Attachments.

Attachment A: 2016 OSRP Section 9 - 7 Year Action Plan

Attachment B: OSRP Update Proposed Schedule

SECTION 9: 7-YEAR ACTION PLAN

The Goals and Objectives are not listed in a descending priority order, but were listed to allow continuity with the 2008 OSRP; e.g. Goal 1 is the same in both plans, with new goals and objectives listed “at the end”. The Action plans do have some priority attached however in that the items that are “on-going” are anticipated to be potentially acted upon during the life of the Plan. The items with specific years attached to them will be acted upon in the years indicated and thus an item with an anticipated completion in the first year of the plan is of a higher priority than one from the last year of the plan.

FRD	Franklin Recreation Department
DPCD:	Franklin Department of Planning and Community Development
DPW:	Franklin Department of Public Works
DCR:	Massachusetts Department of Conservation and Recreation
FBRTC:	Franklin Bellingham Rail Trail Committee
CC:	Franklin Conservation Commission
FSD	Franklin School Department

GOAL 1: Increase public awareness of open space and recreation opportunities in Franklin.

Objective 1.1: Install signage at those open space and recreation areas that have not yet been addressed, including but not limited to signage identifying unique flora and fauna, both native and invasive, walking/hiking trails, bike paths and bike lanes.		
ACTIONS	RESPONSIBILITY	SCHEDULE
1.1a Identify open space and recreation areas where signage is needed. Determine verbiage, design & materials for each sign (wooden plaque, metal, plastic) and placement for each designated open space & recreation area Approve signs Create signs- Funding: General Fund/ Gift Account Install signs- Funding: General Fund/Gift Account	CC Franklin Design Review Committee DPCD; Contract private sign-maker make signs. DPW, CC, DPCD; Contractor.	On-going On-going On-going On-going
Objective 1.2: Create educational and/or outdoor programs to educate citizens about the environment and natural habitats in Franklin		
ACTIONS	RESPONSIBILITY	SCHEDULE
1.2a Complete flora and fauna inventory of recreation areas in town, and examine history of the areas development and create program based on this information.	DPCD,FRD, CC	2016-2017
Objective 1.3: Assist schools and other organizations with environmental science, conservation and sustainability education.		
ACTIONS	RESPONSIBILITY	SCHEDULE
1.3a Compile list of open space habitats, and classifying the areas (i.e. wetlands, elm bank, etc.) that would provide good educational opportunities.	CC in conjunction with DPCD	2016-2017
1.3b Find a knowledgeable instructor to develop an overview description summary of each type of habitat example. Funding: Conservation Fund	Science instructor in FSD; knowledgeable Franklin resident, consultant	On-going

1.3c	Set up Wilderness class through Lifelong Learning,FRD.	DPCD, FSD, FSD	On-going
1.3d	Apply for grant money to develop environmental/natural habitat educational program.	DPCD, FSD	On-going
1.3e	Develop environmental/natural habitat educational program for citizens; include community garden, food grown locally.	FSD, FRD	On-going
1.3f	Schedule educational programs – monthly, quarterly.	FSD,FRD	On-going
Objective 1.4: Encourage volunteer efforts to steward natural resources and sponsor town events to promote appreciation, awareness and utilization of open space to foster a community sense of identification with the land and resources.			
ACTIONS		RESPONSIBILITY	SCHEDULE
1.4a	Formalize partnerships with local public schools to secure student interns for general help and outreach coordination	FSD, CC,FRD	On-going
1.4b	Develop a volunteer program to undertake activities such as coordinated clean-ups and reporting the condition of trails and walks in open space areas.	CC,FRD	On-going

GOAL 2: Preserve and enhance existing Town open space resources.

Objective 2.1: Provide access to open space and conservation areas throughout town for residents of all ages and levels of ability.			
ACTIONS		RESPONSIBILITY	SCHEDULE
2.1a	Prioritize list of non-compliant land.	CC	On-going
2.1b	Prepare a parking study assessing existing parking capacity at open space and recreation areas throughout the town.	FRD, Building Department	2017-2018
2.1c	Plan and design access improvements at priority properties. Construct handicap accessibility at conservation and open space areas that are not ADA compliant. Funding: Conservation Fund	CC Town Contractor	On-going 2018
Objective 2.2: Create a plan for prioritization and acquisition of Chapter 61, 61A, and 61B properties.			
ACTIONS		RESPONSIBILITY	SCHEDULE
2.2a	Catalog, evaluate, and prioritize Chapter 61, 61A, and 61B lands in order of priority for acquisition by Town for preservation	CC; DPCD	On-going
2.2b	Contact and work with relevant organizations regarding acquisition of available Chapter 61 properties.	CC; DPCD	On-going
2.2c	Contact owners of Chapter 61, 61A and 61B properties to ascertain future plans for properties.	CC; DPCD	On-going
2.2d	Purchase priority Chapter 61, 61A and 61B properties	CC; DPCD; Metacomet Land Trust	On-going

2.2e	Increase the Open Space Fund to at least 2 million dollars to ensure money is available for the purchase of priority open space properties.	Town Council	On-going
Objective 2.3: Prioritize land owned by the Town and managed by the Conservation Commission for development and approval of conservation restrictions to ensure the land will be permanently protected.			
ACTIONS		RESPONSIBILITY	SCHEDULE
2.3a	Create a list of significant land parcels that may be lost as open space if not permanently protected	CC; DPCD	On-going
2.3b	Establish procedures and guidelines to use to prioritize protection of significant land parcels.	DPCD; CC	2016-2017
2.3c	Transfer Town owned tax title and unresolved parcels to CC for designation as conservation lands and permanent protection	Town Administration, DPCD, CC	On-going
Objective 2.4: Increase permanent funding to preserve, maintain and increase open space resources.			
ACTIONS		RESPONSIBILITY	SCHEDULE
2.3a	Investigate grant funding	CC; DPCD	On-going
2.3b	Evaluate local fee and tax structures to create a permanent revenue stream	Town Administration	On-going

GOAL 3: Maximize recreational opportunities to meet the community's evolving needs by maintaining current inventory of facilities and programs and by providing new facilities and programs for both active and passive recreation.

Objective 3.1: Maintain and improve current recreation areas and provide new recreation opportunities for residents of all ages and levels of ability.			
ACTIONS		RESPONSIBILITY	SCHEDULE
3.1a	Increase handicap accessibility at recreation areas that are currently not handicap accessible or ADA compliant	ADA Commission CC,FRD	On-going
3.1b	Provide recycling receptacles at all recreation areas to encourage green initiatives.	DPW;FRD	On-going
3.1c	Developed new acquired open space at 864 Lincoln Street for access to Charles River	DPW;FRD	2017
Objective 3.2: Increase usage of existing recreational space and modify existing recreational space as the needs of the Town require and evolve.			
ACTIONS		RESPONSIBILITY	SCHEDULE
3.2a	Create shaded areas at existing playgrounds	FRD DPW CC	On-going
	Add flower gardens, fountains, sitting and picnic areas at existing playgrounds	FRD DPW	On-going
3.2b	Create passive recreation area out of a portion of the Town-owned Pond Street Property (former sewer beds), including a portion of its wooded area along Pond Street.	DPCD, CC, DPW,	2016-2017
3.2c	Construct bathroom and concession facilities at Dacey Field Recreation Area.	DPW,FRD	2018-2019
Objective 3.3: Develop access points for canoes, kayaks and boats to utilize the Charles River and Mine Brook and work with proponents of the Charles River Meadowlands to interconnect these access points.			

ACTIONS	RESPONSIBILITY	SCHEDULE
3.3a Post signage along roads where waterways can be accessed.	Franklin Design Review Committee, DPW CC	On-going
3.3b Develop canoe and boat launches along the Charles River in the northern portion of the Town	FRD DPW, CC	On-going
3.3c Coordinate with the Towns of Bellingham & Medway for access improvements to the Charles River Meadowlands including but not limited to signage, purchase and development of parking areas, trail development and low impact site amenities.	DPCD, CC, Charles River Watershed Association	On-going
Objective 3.4: Increase connectivity to and between Franklin's recreation areas, conservation areas, and open space including safe walking and bicycle linkages		
ACTIONS	RESPONSIBILITY	SCHEDULE
3.4a Identify major roadways, recreation and conservation areas where bike lanes would be appropriate.	DPCD; FRD	On-going
3.4b Construct bike lanes at major roadways, recreation and conservation areas.	DPCD; DPW	On-going
3.4c Host fundraising events at recreation areas to provide area residents a chance to socialize and improve the recreation area closest to their neighborhood.	CC FRD	On-going
3.4d Assess properties to determine suitability for future conservation land or additional recreation area.	CC, DPCD, CC	On-going
3.4e Prioritize lands that have been determined as suitable for future use as conservation land or additional recreation land.	CC, DPCD, CC	On-going
3.4f Acquire land adjacent to existing recreation areas that may be suitable for future conservation land or additional recreational area.	Town Council; CC; DPCD;FRD	On-going
3.4g Inventory town sidewalks for area when they are needed for connectivity with open space and recreational facilities especially between the Beaver Pond Recreation Area and the State Forest	DPW	On-going
3.4h Investigate opportunities to purchase railroad Rights-of-Way as they become available	Town Administration	On-going
3.4i Utilize the Spring Street Right of Way to create a walking/bike trail between Rt. 140 and the SNETT	DPW	On-going
3.4j Increase access a=to the town property along Mine Brook on Grove Steet	DPW	On-going
Objective 3.5: Work with DCR and others to continue to increase access to and implement improvements of the SNETT and State Forest Trail system .		
ACTIONS	RESPONSIBILITY	SCHEDULE
3.5a Limit/restrict use of motorbikes.	Franklin Police, DCR	Ongoing
3.5b Advocate for and obtain resources including public and private funding, materials, and volunteer hours required to plan, design and engineer, and construct the SNETT, Franklin State Forest trails, and related recreational and alternative transportation resources.	CC; FRD; DPW; DPCD, FBRTC	Ongoing
3.5c Advocate for and obtain support for the SNETT from Town residents, agencies and officials, community organizations, State and Federal agencies, and	FBRTC, DPCD. DCR	Ongoing

	others to assure incremental development of the SNETT and related recreational resources.		
3.5d	Develop a phased approach to plan, design and engineer, permit and construct the SNETT, Franklin State Forest trails, and related recreational and alternative transportation resources.	DCR, DPCD, CC	Ongoing
3.5e	Prepare preliminary cross section of trail, and other presentation materials for marketing and information purposes.	FBRTC, DPCD, DCR	Ongoing
3.5f	Design and install safety and informational signage and additional safety elements at crossing on Grove Street near entrance to SNETT.	DPW	2017
3.5g	Develop plans for Phase I improvements, including creating a smooth gravel/stone dust path within SNETT right of way and on adjacent Franklin State Forest trails, and install bollards and or gates, and signage.	DCRE, FBRTC	2017-2018
3.5h	Identify points of historical interest along SNETT and adjacent trails (e.g., Wadsworth Farm, Wadsworth diaries), and create and install signage and interpretive markers and displays to highlight.	FBRTC, DCR	2017-2018
3.5i	Plan and implement on-road and off-road bike route(s) to connect SNETT with the Upper Charles Rail Trail and other regional and local trails.	CC, DPW, PD, DPCD	Ongoing
3.5j	Develop preliminary plans for the acquisition and use of adjacent properties in order to expand the regional trail network and connect the SNETT to downtown Franklin. These properties include, but are not limited to the CSXT property between the Downtown area and the entrance to the SNETT at Grove Street.	DPCD, FBRTC	Ongoing
3.5.j	Advocate funding approval for Prospect Street Tunnel included in Environmental Bond Bill 4375	DCR, FBRTC, DPCD	2016-2017
3.5	Develop and implement plans to install interpretative and wayfaring signage for the SNETT	DCR, FBRTC, DPCD	2016-2017
Objective 3.6: Seek out a site and develop a youth center to provide a meeting place for teens to congregate and participate in indoor sports, gaming and conversation. .			
ACTIONS		RESPONSIBILITY	SCHEDULE
3.5a	Determine ways to raise alternative funds to utilize for the development and operational functions for a youth center.	FRD	On-going
3.5b	Develop indoor programs for youth and teens to be implemented at the youth center	FRD	On-going

GOAL 4: Protect natural, historical, and cultural resources and maintain Franklin's New England character.

Objective 4.1: Preserve natural resources for the protection of priority habitats so as to enhance biodiversity which will help sustain native plant and wildlife species and improve the quality and health of natural infrastructure.			
ACTIONS		RESPONSIBILITY	SCHEDULE
4.1a	Work with the Division of Wildlife and Fisheries regarding priority habitats in Franklin.	CC	On-going

4.1b	Plan list of actions needed to protect priority/unique habitat areas in Franklin.	CC, DCR	On-going
	Implement actions needed to protect priority/unique habitat, including installing barriers/fences if warranted.	CC, DCR	On-going

Objective 4.2: Seek Adoption of Community Preservation Act			
ACTIONS	RESPONSIBILITY	SCHEDULE	
4.2a	Educate community regarding Community Preservation Act (CPA) via public meetings, press releases, CPA related fact sheets, public access station, and the Town's website.	Town Administration	On-going
4.2b	Work to have CPA on Town ballot.	Town Administration	On-going

Objective 4.3: Implement growth management techniques that will help to preserve the Town's natural, historic and cultural resources.			
ACTIONS	RESPONSIBILITY	SCHEDULE	
4.3a	Update zoning regulations to incorporate growth management techniques into the town bylaws.	DPCD	On-going
4.3b	Incorporate the Commonwealth of Massachusetts Smart Growth/Smart Energy and Sustainable Development Principles as part of Franklin's Best Development Practices.	DPCD, all Town entities	On-going
4.3c	Promote mixed-use development in commercial and Downtown areas to ensure best use of properties.	DPCD	On-going
4.3d	Revise and adopt the Franklin Best Practices Manual	DPCD, Planning Board, CC	2016-12017

GOAL 5: Preserve and Protect the Town's Water Resources.

Objective 5.1: Prioritize water bodies in Town for ecological studies to determine overall health of the water body and long term management strategies and programs.			
ACTIONS	RESPONSIBILITY	SCHEDULE	
5.1a	Identify water bodies and secure owner's permission for study	CC	2017
5.2b	Secure capital funding	Town Administration	2016-2019
5.2c	Develop and solicit RFQ/RFP for necessary work	CC	2017
5.3d	Conduct studies	CC	2017-2019
Objective 5.2: Implement recommendations in DelCarte Ecological Study.			
ACTIONS	RESPONSIBILITY	SCHEDULE	
5.2a	Secure capital funding	Town Administration	2016-2019
5.2b	Develop and solicit RFQ/RFP for necessary work	CC	2017
5.2c	Obtain necessary permits	CC	2017
5.3d.	Implement permitted activities	CC	2017-2019
Objective 5.3: Minimize the use of pesticides and salt to maintain the health of the Town's surface and ground water resource areas.			

ACTIONS	RESPONSIBILITY	SCHEDULE
5.3a Work with land use boards and commissions to promote the use of salt alternatives on paved areas	DPCD	On-going
5.3b Work with land use boards and commissions to decrease the use of pesticides within private developments	DPCD	On-going

Proposed Open Space Recreation Plan Update Schedule

	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct-23
DPCD Staff 2016 OSRP Implementation													
DPCD Staff Data Update													
Staff Working Group Kickoff Meeting		x											
Regular Staff Working Group Meetings		x	x	x	x	x	x	x	x	x			
Conservation Meeting - Project Introduction		x											
Regular OSRP Update Committee Meetings			x	x	x	x	x	x	x	x	x	x	
OSRP Citizen Survey													
Public Hearings					x		x		x				
ADA Self Assessment													
Goals & Objectives Development													
Draft OSRP Development													
Draft ORRP Public Comment Period													
State Draft Plan Review													
Preliminary Final OSRP Development													
Conservation Commission OSRP												x	
Town Council ORRP Endorsement												x	
State Approval													x

Franklin DPCD
November 4, 2022 Update