

Town Council Budget Subcommittee
Minutes
September 13, 2017

Members present: Councilors Thomas Mercer, Matt Kelly, Peter Padula, Deborah Pellegri

Also present: Town Administrator Jeffrey Nutting, Deputy Town Administrator Jamie Hellen, Thomas Lynch Chief of Police, and Miriam Goodman Director of Finance

The meeting was called to order at 6:15pm.

The Town Administrator gave an overview of requested changes in the FY 18 budget as outlined in the attached memo.

Miriam Goodman explained the request for \$60,000 for the school budget is a result in the loss of about \$30,000 in grants and increase cost in SPED.

The Town Administrator explained the request for \$550,000 in roads/sidewalk funds from the hotel tax.

He also explained the DPW was updating the pavement management plan and the proposed streets may change when the report is complete.

The Police Chief explained the request for funds to hire two police officers in advance of the two retirees, is so there would not be a year gap in staffing. He also requests funds to replace the canine dog.

The Town Administrator explained the change in staffing in the Planning Department and how his staff is being utilized in a few departments. Further they are reviewing other staff changes as we prepare for next fiscal year.

The Town Clerks funds are to replace the funds transferred out to pay a previous fiscal year bill.

The reduction in the water bond authorization is part of a long term plan to reduce the bond authorization from \$7.5 to \$5 million. This resolution will accomplish the goal.

The Town Administrator also stated the OPEB report should be available in about a month. A quick review of the fund balance shows that a sewer rate increase will be needed next year.

Motion by Matt Kelly to recommend the proposed budget changes to the full council. Second by Deborah Pellegri. **Vote 4-0**

Motion by Matt Kelly to adjourn Second by Deborah Pellegri Vote 4-0

Meeting adjourned at 6:40 pm

Respectfully

Submitted by: Town Administrator Jeffrey Nutting

Town of Franklin

Town Administrator
Tel: (508) 520-4949



Fax: (508) 520-4903

355 East Central Street
Franklin, Massachusetts 02038-1352

Budget Committee Meeting
September 13, 2017
Room 205
6:15 pm
Municipal Building
355 East Central Street

Agenda

1. Funds for FY 18 School Budget
2. Funds for FY 18 roads/sidewalks
3. Funds for FY 18 Police wages and expenses
4. Funds for the FY 18 Town Administrators budget
5. Funds for Town Clerk
6. Reduced water bond authorization
7. OPEB update
8. Fund balance update
9. Other



TOWN OF FRANKLIN

RESOLUTION 17-57

AMENDMENT OF FY 2018 BUDGET

WHEREAS, The Town of Franklin adopted the FY 2018 Budget on May 25, 2017, and

WHEREAS, The Town of Franklin amended the FY 2018 Budget on September 27, 2017.

NOW, THEREFORE, BE IT MOVED AND VOTED to further amend said FY 2018 Budget as amended September 27, 2017 from \$120,465,810 to \$121,152,310, as outlined below: Increase School Budget \$60,000, Town Administration Salaries \$10,000, Police Salaries 86,000, Police Expenses \$9,000, Town Clerk Expenses, \$1,500, and DPW Road Maintenance \$550,000; Decrease Planning Salaries (\$30,000), for a total increase of \$686,500.

	<u>Original</u>	<u>Change</u>	<u>Amended</u>
Total appropriation	\$120,465,810	\$686,500	\$121,152,310
Raise and Appropriate:	\$108,538,815	\$686,500	\$109,225,315

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

VOTED:

UNANIMOUS _____

YES _____ **NO** _____

A True Record Attest:

ABSTAIN _____

ABSENT _____

Teresa M. Burr
Town Clerk

Judith Pond Pfeffer, Clerk
Franklin Town Council

OFFICE OF THE TOWN ADMINISTRATOR



MEMORANDUM

DATE: September 11, 2017
TO: Town Council Budget Committee
FROM: Jeffrey D. Nutting, Town Administrator
Jamie Hellen, Deputy Town Administrator
RE: Proposed Adjustments to FY Budget

We are proposing changes to the FY 18 budget as follows:

1. Request to add \$60,000 to the school budget. The net state aid increase over our original estimate is \$60,000. I propose to add that to the school budget (memo attached)
2. Request \$550,000 from the hotel tax for roads/sidewalks/infrastructure improvements.
3. Request for \$86,000 for police wages. We have two police retirements next spring. In order to avoid a nine month lag between their retirement and filling the positions we propose to hire two officers in early winter and have them attend the police academy. They will be finished by the time the two officers retire. Further we are requesting \$9,000 for a new canine
4. We have reduced some personnel in the Planning department and can reduce that salary budget by \$30,000. We would like to add \$10,000 to the TA budget to help cover the cost of using our staff to assist the planning staff to pay for the increase pay for the TA agreed in the contract and not included in the original budget.
5. This request is for \$1,500 to restore the funds used in the Town Clerks Office to pay a previous fiscal year bill.
6. This a request to reduce the water bond authorization from \$5,700,000 to \$5,000,000
7. OPEB – The Draft report is in and the full report will be available next week
8. Update on Fund balances – Water – Sewer
9. Other

There may be other adjustments prior to setting the tax rate.

Revenue

Planning Dept. Salary - subtract	30,000
updated new growth	115,000
Add'l State Aid	60,000
Hotel Tax	550,000
Net Revenue available	755,000

Schools add'l State Aid	60,000
Roads - Hotel tax	550,000
TA Salary budget- add	10,000
Town Clerk Expense	1,500
Police wages add	86,000
Police dog add	9,000
Requested Expenses	716,500

Balance	38,500
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**Franklin Public Schools
355 Central Street
Franklin, MA 02038
Phone (508) 553-4825**

To: Jeff Nutting, Town Administrator
Sara Ahern, Ed.D., Superintendent

From: Miriam A. Goodman, School Business Administrator

Date: September 11, 2017

Re: Funds for appropriation to school department

As you may be aware, federal grant funding for Title I and IDEA (Individuals with Disabilities Education Act) grants has been reduced this year by \$21,050 and \$11,218, respectively, for a total reduction of \$32,268. The Title I grant supports a targeted population of students at Davis Thayer and Parmenter elementary schools by providing additional tutoring and interventions for struggling readers. The IDEA grant supports many services that are provided to students with disabilities throughout the district; Educational support professionals, counselors, and related healthcare benefits are a few examples.

Additionally, as of this writing, we are aware of at least four students who have recently moved into Franklin requiring special services that are documented in an individualized education plan. Services such as a 1:1 assistant and added support from outside consultants will be required in order for them to successfully access the curriculum in our local schools.

Any additional funds that the Council might appropriate for the school department would be used to support these concerns.

Should you have any questions, please feel free to contact me.

Thank you.



TOWN OF FRANKLIN

DEPARTMENT OF PUBLIC WORKS

257 Fisher Street
Franklin, MA 02038

September 11, 2017

Mr. Jeffrey Nutting, Town Administrator
Town of Franklin
355 East Central Street
Franklin, MA 02038

Re: Possible additional roadwork capital funding

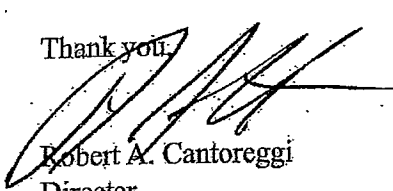
Dear Jeff,

Based on our conversations regarding possible additional funding for roadwork improvements from monies collected by the Hotel / Motel tax, I would suggest we look at the following roadways:

Elm Street:	Improve the roadway from end of waterline work now to the Medway Town line.
Sherman Ave:	Reconstruct the roadway from Lincoln Street to Pine Ridge.
Pond Street:	Mill and overlay from Oak St. to Eldon Drive.
Old Chestnut:	Overlay around 1500 feet.
Forest Street:	Mill and overlay sections as needed.
South Street:	The end of South to the Wrentham Town Line.

Please understand this list is based upon known problems / high resident call areas. With the appropriation I cannot guarantee all the work listed above could be done. If funding is appropriated, before work commences, DPW would take a much closer look at what work is required, needed, warranted and how to get the best value for our dollar.

Thank you,


Robert A. Cantoreggi
Director

CC: Jamie Helen, Assistant Town Administrator
Deacon Perrotta, Director of Operations
Carlos Rebelo, Highway and Grounds Superintendent
Laurie Ruzala, Water and Sewer Superintendent
Mike Maglio, Town Engineer
File



FRANKLIN POLICE DEPARTMENT

Thomas J. Lynch, Chief of Police
James A. Mill, Deputy Chief of Police
911 Panther Way, Franklin, MA 02038
Telephone: (508) 528-1212
Fax: (508) 520-7950
www.franklinpolice.com

September 8, 2017

Jeffrey D. Nutting, Town Administrator
Town of Franklin
355 East Central Street
Franklin, MA 02038

SUBJECT: Request for \$86,000 to Hire Two Replacement Officers

Mr. Nutting:

The department has been informed by two senior officers of their intention to retire in July, 2018 (Paul Fiorio & Robert Burchill). Historically, the department would not begin the process of filling the vacant positions until after the officers had officially retired. If we were to follow past practice, the Operations Division (uniform patrol) would be short two officers until we could complete the hiring process of their replacements. As I have stated previously, the operations division has not received an increase in personnel since 2010 and reducing the compliment from 24 to 22 officers for an extended period of time will adversely impact the budget pertaining to overtime expenditures.

The department has two choices to fill the vacant positions. Hire academy trained transfer officers in which the process will take approximately 3 months or hire untrained candidates from the Franklin Police Officer entry exam list and send them to an MPTC certified full-time recruit police academy. The process of hiring from the entry exam list will take approximately one year as the pre-screening process takes 3 months, the academy is 6 months in duration and new officer field training is 3 months. The department would prefer to hire from our current entry list and send two candidates to a full-time police academy, but this would reduce the operations division by two patrol officers for the entirety of FY19.

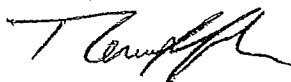
An alternative option that deviates from historical replacement practices would be to hire two replacement officers and send them to the police academy prior to the anticipated retirements in July, 2018. There are two police academies scheduled to start in January, 2018 (Randolph 01/08/18 and Plymouth 01/22/18). If we were able to secure two seats in one of these academies, the recruits would graduate in June, attend three months of field training and be able to start on a regular shift rotation in September, 2018. The operations division would only be short personnel for approximately three months.

To pursue the alternate option, if you agree with its merits, the department would need \$86,000.00 in additional funding to cover salary and expenses of the two officer recruits. Attached is a spreadsheet with the details.

The salaries would cover the 13.5 pay periods from the start of the academy until the end of FY18 (June, 30, 2018). They would only receive education incentive after they graduated from the academy or 4.5 pay periods prior to the start of FY19. The expenses would cover the academy tuition and all uniforms and equipment needed for attendance at the academy and their initial issue as outlined in the current CBA.

If you have any questions please feel free to contact me at anytime.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'T. Lynch', written over a horizontal line.

Thomas J. Lynch
Chief of Police

[illegible]



FRANKLIN POLICE DEPARTMENT

Thomas J. Lynch, Chief of Police
James A. Mill, Deputy Chief of Police
911 Panther Way, Franklin, MA 02038
Telephone: (508) 528-1212
Fax: (508) 520-7950
www.franklinpolice.com

September 8, 2017

Jeffrey D. Nutting, Town Administrator
Town of Franklin
355 East Central Street
Franklin, MA 02038

SUBJECT: Request for \$9,000 for Purchase of Canine


Mr. Nutting,

As you are aware the department recently suffered a tremendous loss with the sudden passing of Canine Axe, Officer Michael Gilboy's K9 partner. Axe was only three years old and was expected to work with the K9 unit for another five years before retiring. The department has had a K9 unit since 2001 and Officer Gilboy has worked with three partners (Chase, Erbe & Axe) with great success. The K9 unit is an excellent resource and provides an invaluable service in the areas of lost person searches, suspect searches and tracking, building searches, handler protection, narcotics detection, etc. The K9 unit is also very well received by the residents and public at large and has provided demonstrations to many civic and school related groups throughout the last 16 years.

The department is requesting \$9,000.00 to fund the purchase of a replacement canine and miscellaneous equipment (fitted K9 vest, collars, etc.) needed to get the program operational again.

If we secure the funding, our goal is to have the unit attend the Plymouth County Sheriff's Office Police Canine Academy immediately. The PCSO K9 Academy will be starting a 16 week academy in late September. After graduating the canine academy, the new canine would work for approximately a year before attending a narcotics certification course.

Respectfully Submitted,


Thomas J. Lynch
Chief of Police



The Official Website of the Executive Office of Public Safety and Security

Public Safety

Home > Law Enforcement & Criminal Justice > Law Enforcement > Municipal Police Training Committee > Police Academy Start Dates

Police Academy Start Dates

Pat Caggiano, Recruit Officer Training Coordinator

Telephone: 781.437.0306 / E-mail: Patrick.Caggiano@MassMail.state.ma.us

Mailing Address: Recruit Officer Training Coordinator, MPTC H.Q., 6 Adams Street, Randolph, MA 02368

MPTC OPERATED POLICE ACADEMY TUITION: \$3,000.00

Visit this [Full-time Police Academy](#) link to learn more about the academy.**MPTC POLICE ACADEMIES**

MPTC Police Academy	Academy Start Date	Application Deadline*	Seats available
Reading	October 30, 2017	September 28, 2017	43
Randolph	January 8, 2018	December 7, 2017	48
Plymouth	January 22, 2018	December 21, 2017	48
WMASS	February 5, 2018	January 4, 2018	46
Boylston	No Date		
Number of sponsored applications on file for backfill			34
*However, academy registrations may close sooner if sufficient completed application packets are received to fill the class with full-time officers. Reserve and/or Sponsored applications are not reflected in this number. Reserve/sponsored applications are only filled on the deadline date if there is room. Priority is given to all full-time applications.			
Updated on : July 6, 2017			

MPTC AUTHORIZED POLICE ACADEMIES

Please direct academy, tuition and registration questions to the authorized police academy's director listed below.

Authorized Police Academy	Academy Director	Contact Information
Boston Police Academy 85 Williams Avenue, Hyde Park, MA 02136	Lieutenant Mike Chapman	(617) 343-4410 E-mail: mike.chapman@PD.Boston.gov
Lowell Police Academy 50 Arcand Drive, Lowell, MA 01852	Sergeant James Fay	(978) 656-3230 E-mail: jfay@lowellma.gov
MBTA Police Academy 85 Sea Street, Quincy, MA 02169	Sergeant John Donohue	(617) 222-1986 E-mail: jdonahue@mbta.com
NECC Police Academy 100 Elliott Street, Haverhill, A 01830	Thomas Fleming	(978) 973-9731 E-mail: tfleming@NECC.Mass.edu

Massachusetts Police Training Regulations

Police Officer Certification

MGL Chapter 41 §96B

MPTC CMRs Regulating Training

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How Do I

Apply for A Police Academy
Visit this link for step-by-step instructions on how to apply to a full-time (900+ hr.) police academy.

Apply for Veterans Education Benefits

Check eligibility

E-mail the ROC Application

Exemptions or Temporary Waivers

Police Officer Employment

Request Recruit Officer Training

Schedule a Medical Exam and PAT

Subscribe Learn more

Springfield Police Academy 50 East Street, Springfield, MA 01104	Lieutenant Norman Charest	(413) 750-2522 E-mail: ncharest@springfieldpolice.net
State Police Municipal Academy State Police Academy 340 West Brookfield Road New Braintree, MA 01531	Sergeant Jeffrey Lenti	(508) 867-1160 E-mail: Jeffrey.lenti2@massmail.state.ma.us
Worcester Police Academy Worcester Police Department 9-11 Lincoln Square, Worcester, MA 06108	Captain Jerry O'Rourke	(508) 799-8641 E-mail: orourkej@worcesterma.gov

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FRANKLIN POLICE DEPARTMENT

NEW HIRE FY 18

13.5

SALARY

BI-WEEKLY	1973.65	53290.00
EDUCATION	250.00	2250.00

EXPENSES

UNIFORMS	6000.00	12000.00
VEST	825.00	1650.00
RADIO	3500.00	7000.00
TASER	1600.00	3200.00

ACADEMY	3000.00	6000.00
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85390.00



Town of Franklin Comptroller's Office

PHONE: (508) 520-4925
FAX (508) 541-5253

355 East Central Street
Franklin, MA 02038-1352

TO: Jeff Nutting
FROM: Susan Gagner
RE: Town Clerk Budget
DATE: September 11, 2017

The FY 2018 Town Clerk Expense needs \$1,500 in additional funding. This is due to the funding of the prior year bill (Resolution 17-51) from the FY 2018 Town Clerk Budget.

Thank you for your consideration.



TOWN OF FRANKLIN

RESOLUTION NO.: 17-51

APPROPRIATION: Town Clerk Prior Year Bills

TOTAL REQUESTED: \$ 1,493.08

PURPOSE: To Pay for prior bills for the Town Clerk for FY 2017.

MOTION

- Be It Moved and Voted by the Town Council that Prior Year bills in the amount of One Thousand Four Hundred and Ninety-three Dollars and Eight cents (\$1,493.08) be paid from the FY 2018 Town Clerk Operating Budget.

DATED: August 9, 2017

VOTED: Passed
UNANIMOUS ✓

YES 9 NO —

ABSTAIN —

ABSENT —

A True Record Attest:

Teresa M. Burr
Teresa M. Burr
Town Clerk

Judith Pond Pfeffer
Judith Pond Pfeffer, Clerk
Franklin Town Council

RESOLUTION _____

TRANSFER FROM WATER ENTERPRISE AND RESCIND BORROWING
AUTHORITY (RESOLUTIONS NO. 14-16, 15-27 and 17-14 APPROPRIATION
FUNDING SOURCES)

- Whereas:** The Town Council previously adopted Resolution No. 14-16 which appropriated and authorized a borrowing of \$7,500,000 for replacing water lines, and other water infrastructure improvements, engineering, inspection, roadway improvements, including all costs incidental or related thereto;
- Whereas:** The Town Council previously adopted Resolution No. 15-27 which transferred \$1,100,000 from the Water Enterprise Fund Retained Earnings for the project authorized under Resolution 14-16 and rescinded a like amount from the borrowing authority originally authorized by Resolution 14-16;
- Whereas:** The Town Council previously adopted Resolution No. 17-14 which transferred \$700,000 from the Water Enterprise Fund Retained Earnings for the project authorized under Resolution 14-16 and rescinded a like amount from the borrowing authority originally authorized by Resolution 14-16; and
- Whereas:** The Town now wishes to further fund an additional \$700,000 portion of the original appropriation authorized under Resolution No. 14-16 by transfer from the Water Enterprise Fund Retained Earnings and to rescind an additional like amount of the borrowing authorized.

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Franklin that:

“to meet the appropriation made under Resolution No. 14-16 for replacing water lines, and other water infrastructure improvements, engineering, inspection, roadway improvements, including all costs incidental or related thereto, \$700,000 shall be transferred from the Water Enterprise Fund Retained Earnings in addition to the (i) \$700,000 authorized to be transferred under Resolution 17-14, and (ii) \$1,100,000 authorized to be transferred under Resolution 15-27, and \$700,000 of the borrowing authorized by Resolution No. 14-16 is here by rescinded in addition to the \$700,000 previously rescinded under Resolution 17-14 and the \$1,100,000 previously rescinded under Resolution 15-27.

The reference to Resolution No. 10-66 in Resolution 17-14 is hereby amended to read Resolution No. 14-16.

The Town Administrator is authorized to take any other action necessary or convenient to carry out this project and this Order.

Certified	General Fund	Water Enterprise	Sewer Enterprise	Solid Waste Enterprise	Total
7/1/1997	3,198,271				3,198,271
7/1/1998	3,645,310				3,645,310
7/1/1999	2,376,856				2,376,856
7/1/2000	7,315,684				7,315,684
7/1/2001	3,802,432				3,802,432
7/1/2002	3,882,685				3,882,685
7/1/2003	1,586,454				1,586,454
7/1/2004	2,707,379				2,707,379
7/1/2005	2,104,083				2,104,083
7/1/2006	656,535	2,176,995	2,864,197	183,451	5,881,178
7/1/2007	1,858,230	1,647,411	2,561,047	61,500	6,128,188
7/1/2008	2,328,614	2,460,244	3,345,138	122,289	8,256,285
7/1/2009	2,385,242	1,554,884	1,343,434	351,058	5,634,618
7/1/2010	2,133,006	2,384,106	1,282,996	382,606	6,182,714
7/1/2011	2,935,840	2,030,319	1,386,149	624,111	6,976,419
7/1/2012	3,580,481	3,045,246	862,396	331,426	7,819,549
7/1/2013	2,001,830	4,275,163	1,359,927	383,173	8,020,093
7/1/2014	3,073,946	2,693,223	1,500,456	432,094	7,699,719
7/1/2015	2,359,365	2,348,202	2,673,720	396,933	7,778,220
7/1/2016	3,643,541	2,391,123	1,560,327	379,567	7,974,558
7/1/2017	2,700,000	2,481,336	904,612	380,888	6,466,836

ESTIMATED