

## FRANKLIN TOWN COUNCIL

### Agenda & Meeting Packet

December 16, 2020

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

The public will **NOT** be permitted to enter the building or participate in person. Only pre-approved participants on the meeting agenda will be allowed to enter the Building and participate in person. **Residents can attend and participate via the “ZOOM” Platform.**

**A NOTE TO RESIDENTS:** *Due to the continued concerns regarding the COVID-19 virus and Governor Baker’s declared State of Emergency, we will be conducting a remote/virtual Town Council Meeting for all public access and participation. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens will be able to dial into the meeting using the provided phone number (Cell phone or Landline Required) OR citizens can participate by clicking on the attached [link](#) (Phone, Computer, or Tablet required). The attached link and phone number will be active for the duration of the meeting for citizens to ask questions/voice concerns. If residents are just interested in watching the meeting it will also be [live-streamed by Franklin TV](#) and shown on Comcast Channel 11 and Verizon Channel 29.*

- **Link to access meeting:** December 16<sup>th</sup>, 2020 Town Council Meeting Link [HERE](#) -- Then click “Open Zoom”
  - Or copy and paste this URL into your browser: <https://us02web.zoom.us/j/86135817156>
  - **Call-In Phone Number:** Call **1-929-205-6099** and enter Meeting ID # **861 3581 7156** --Then press #

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#### 1. ANNOUNCEMENTS FROM THE CHAIR

- a. *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.*

#### 2. CITIZEN COMMENTS

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

#### 3. APPROVAL OF MINUTES

- a. November 18, 2020

#### 4. PROCLAMATIONS/RECOGNITIONS - None Scheduled

#### 5. APPOINTMENTS - None Scheduled

#### 6. HEARINGS - 7:10pm

- a. Zoning Bylaw Amendment 20-861: Zoning Map Changes on or near Oak Street
  - i. Legislation for Action Item: 10a.

- b. Zoning Bylaw Amendment 20-862: Zoning Map Changes on or near Longhill Rd. & Pleasant St.
  - i. Legislation for Action Item: 10b.

**7. LICENSE TRANSACTIONS**

- a. 2021 Annual Alcoholic Beverages License Renewals

**8. PRESENTATIONS/DISCUSSIONS - *None Scheduled***

**9. SUBCOMMITTEE REPORTS**

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

**10. LEGISLATION FOR ACTION**

- a. Zoning Bylaw Amendment 20-861: Zoning Map Changes on or near Oak Street - Second Reading (**Motion to Adopt Zoning Bylaw Amendment 20-861 - Two Thirds Majority Roll Call Vote**)
- b. Zoning Bylaw Amendment 20-862: Zoning Map Changes on or near Longhill Road and Pleasant Street - Second Reading (**Motion to Adopt Zoning Bylaw Amendment 20-862 - Two Thirds Majority Roll Call Vote**)
- c. Bylaw Amendment 20-864 As Amended: To Amend The Code of the Town of Franklin to Add A New Chapter 16 Community Preservation Committee (CPC) - Second Reading (**Motion to Adopt Bylaw Amendment 20-864 - Majority Roll Call Vote**)
- d. Resolution 20-75: Authorization For Town Administrator To Enter Into Lease Purchase Financing Agreement To Fund Upgrade Of DPW G.P.S. System Devices (**Motion to Approve Resolution 20-75 - Two Thirds Majority Vote**)
- e. Resolution 20-76: Appropriation Transfer To Water Treatment Plant Fund Authorized Under Resolution 19-27 (**Motion to Approve Resolution 20-76 - Majority Vote**)
- f. Resolution 20-77: Cable Funds in Support of PEG Service and Programming per MGL Ch. 44, §53F3/4 (**Motion to Approve Resolution 20-77 - Majority Vote**)
- g. Resolution 20-78: Town Council 2021 Meeting Calendar (**Motion to Approve Resolution 20-78 - Majority Vote**)
- h. Resolution 20-79: Gift acceptance - Police Department, \$100 (**Motion to Approve Resolution 20-79 - Majority Vote**)
- i. Resolution 20-80: Gift acceptance - Franklin Library, \$51,624 (**Motion to Approve Resolution 20-80 - Majority Vote**)

**11. TOWN ADMINISTRATOR'S REPORT**

- a. COVID-19 Update

**12. FUTURE AGENDA ITEMS**

**13. COUNCIL COMMENTS**

**14. EXECUTIVE SESSION - *None Scheduled***

**15. ADJOURN**

*Note:*

*Two-Thirds Vote: requires 6 votes*

*Majority Vote: requires majority of members present and voting*

**FRANKLIN TOWN COUNCIL  
MINUTES OF MEETING  
November 18, 2020**

A meeting of the Town Council was held on Wednesday, November 18, 2020, at the Municipal Building, 2<sup>nd</sup> Floor, Council Chambers, 355 East Central Street, Franklin, MA; residents could attend and participate via the Zoom platform. Councilors present: Andrew Bissanti, Brian Chandler, Robert Dellorco, Melanie Hamblen, Glenn Jones, Matthew Kelly, Thomas Mercer, Deborah Pellegrini. Councilors absent: None. Administrative personnel in attendance: Jamie Hellen, Town Administrator; Mark Cerel, Town Attorney (via Zoom); Chrissy Whelton, Assistant to the Town Administrator.

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

**ANNOUNCEMENTS:** ► Chair Mercer stated, as posted on the agenda, the public will not be permitted to enter the building or participate in person. Only pre-approved participants on the meeting agenda will be allowed to enter the building and participate in person. Residents can attend and participate via the Zoom platform. Due to the continued concerns regarding the COVID-19 virus and Governor Baker's declared State of Emergency, we will be conducting a remote/virtual Town Council meeting for all public access and participation. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens will be able to dial into the meeting using the provided phone number, or citizens can participate by clicking on the link provided on the agenda. The provided link and phone number will be active for the duration of the meeting for citizens to ask questions/voice concerns. If residents are just interested in watching the meeting, it will also be live-streamed by Franklin TV and shown on Comcast Channel 11 and Verizon Channel 29. This meeting is being recorded by Franklin TV and may also be recorded by others. ► ***Nancy Danello, Temporary Town Clerk.*** ► Ms. Danello provided an update on the upcoming Special Election to fill a vacant Town Council seat to be held at the Franklin High School on Saturday, December 5, 2020, from 7 AM to 8 PM. She discussed a small error made by the printing company on the mail-in ballots; the error has been corrected and new ballots will be mailed out next week. She stated that every ballot will be counted regardless of which ballot version is returned. She stated that mail-in ballots can be requested by emailing the Town Clerk's office. A candidate's night will be held on Monday, November 23, 2020, from 7 PM to 8 PM, and broadcast by Franklin TV on Verizon Channel 29 and Comcast Channel 11.

**CITIZEN COMMENTS:** ► Ms. Jane Callaway-Tripp, 607 Maple Street, requested to discuss the frequent power outages occurring in the Maple Street/Partridge Street/Pond Street/Lincoln Street area of Franklin. ► Chair Mercer stated this issue is an agenda item for tonight's meeting; as such, Ms. Callaway-Tripp must wait to speak about this concern until the agenda item is taken. ► Mr. Rick Ciccone, 185 Chestnut Street, expressed concern regarding the availability of the call-in phone number for Zoom meetings. He suggested the call-in number be posted for the duration meeting. ► Chair Mercer stated that he will speak with Franklin TV about having the call-in number available on the screen during meetings.

**APPROVAL OF MINUTES:** *October 7, 2020, October 21, 2020, and November 4, 2020.* ► **MOTION** to Approve the **October 7, 2020**, meeting minutes by Dellorco. **SECOND** by Kelly. **No Discussion.** ► **VOTE:** **Yes-8, No-0, Absent-0.** ► **MOTION** to Approve the **October 21, 2020**, meeting minutes by Dellorco. **SECOND** by Kelly. **No Discussion.** ► **VOTE:** **Yes-8, No-0, Absent-0.** ► **MOTION** to Approve the **November 4, 2020**, meeting minutes by Dellorco. **SECOND** by Kelly. **No Discussion.** ► **VOTE:** **Yes-8, No-0, Absent-0.**

**PROCLAMATIONS/RECOGNITIONS:** None.

**APPOINTMENTS:** ► ***Council on Aging - Janet Jewett.*** ► Mr. Jones read the appointment. ► **MOTION** to **Ratify** the appointment by the Town Administrator of Janet Jewett to serve as a member of the Council on

Aging with a term to expire on June 30, 2023, by **Jones. SECOND** by **Dellorco. Discussion:** ► Mr. Hellen thanked Ms. Jewett for volunteering. ► **VOTE: Yes-8, No-0, Absent-0.**

#### **HEARINGS: 7:10 PM**

► ***Shaw's Supermarkets, Inc. d/b/a Shaw's, Amendments to a §15 Retail Package Store License, 255 East Central Street, Franklin, MA.*** ► Chair Mercer declared the hearing open for Shaw's Supermarkets, Inc. d/b/a Shaw's, Amendments to a §15 Retail Package Store License, 255 East Central Street, Franklin, MA. ► Mr. Nick Zozula of McDermott Quilty & Miller LLP, representing Shaw's Supermarkets, Inc., stated this hearing is for administrative housekeeping items. They are requesting a change in officers and directors and applying for a change in ownership interest as Albertsons Companies has gone public. He stated that there are no managerial or operational changes. ► Town Council members asked questions. ► Mr. Cerel stated these structural corporate changes do not require the local manager to be present at the Town Council meeting. ► **MOTION to Close** the public hearing for Shaw's Supermarkets, Inc. d/b/a Shaw's, Amendments to a §15 Retail Package Store License, 255 East Central Street, Franklin, MA, by **Kelly. SECOND** by **Dellorco. No discussion.** ► **VOTE: Yes-8, No-0, Absent-0.**

**LICENSE TRANSACTIONS:** ► ***Shaw's Supermarkets, Inc. d/b/a Shaw's: Application for multiple amendments to a §15 Retail Package Store License - Change of Officers/Directors and Change of Ownership Interest, for their location at 255 East Central Street, Franklin, MA.*** ► Mr. Jones read the license transaction. ► **MOTION to Approve** the request by Shaw's Supermarkets, Inc. d/b/a Shaw's for a Change of Officers/Directors and Change of Ownership Interest by **Jones. SECOND** by **Dellorco. No discussion.** ► **VOTE: Yes-8, No-0, Absent-0.**

► ***La Cantina Winery Company, Farmer Winery, Farmers Market.*** ► Mr. Jones read the license transaction. ► **MOTION to Approve** the issuance of a Farmer Winery, Farmer's Market License to Robert Vozzella, La Cantina Winery Company, by **Jones. SECOND** by **Dellorco. Discussion:** ► Mr. Hellen stated this request is to allow samples and sale of wine at Franklin's Winter Farmers Market. ► Mr. Robert Vozzella stated this is for purchasing only; there will be no sampling due to COVID. ► **VOTE: Yes-8, No-0, Absent-0.**

**PRESENTATIONS/DISCUSSIONS:** ► ***National Grid – Ann Malley*** ► Ms. Ann Malley, Program Manager for National Grid, stated Franklin has three substations. The Beaver Street substation has six feeders, the Peck Street substation has two feeders, and the Union Street substation has three feeders. The feeder that they have received calls on and the one that seems to be posing the most questions is from the Beaver Pond substation. It has approximately 2,900 customers. It goes up to Pond Street, Daniels, and Lincoln Streets. All the feeders are like circuits in a home. She explained that various conditions can cause fuses to blow. She said that branches cause most power outages during storms. She noted that squirrels and other animals can also cause havoc in the equipment. She said that National Grid is trying to maintain better reliability. Tree trimming is done on a five-year cycle; each circuit is trimmed every five years. All tree trimming was just recently completed for the Beaver Street circuit. She explained that tree trimming does not involve removing or cutting trees, just trimming. Based on maintenance specifications, a 6 ft. clearance is maintained to the side of the lines, and a 10 ft. clearance is maintained above and below the lines. As trimming is completed, trees and limbs that must be removed are noted. Then they meet with the Town to review trees and limbs that need to be cut and with property owners if the trees are on private property. She explained that they are looking to replace open wire with tree wire or spacer cable; they are going to try to do some quick fixes. Longer projects will take longer to get on their schedule. She reviewed that when a tree contacts a wire it can cause flickering of the lights. After the third touch, the power will most likely go out. A truck patrols to find the tree branches, and then they are removed. She explained their grid modernization project and stated that it will reduce the number of homes that lose power due to trees touching wires; the project starts in April 2021 and should be done by the end of the year. ► Town Council members asked questions and thanked the linesmen who work to restore power. ► Ms. Malley reviewed that they have the ability to switch feeds at times during storms. She stated that National Grid is not responsible or negligent when a tree comes down. She explained that if the wind is over 45 mph, the workers cannot go up in the bucket trucks. She reviewed numerous scenarios of causes of power outages and the process to restore power. She reviewed the protocol for tree trimming and the five-year cycle. She stated that the

Town and customers can call if there are trees of concern and they will come out and look. She explained the process for poor performing feeders to be fixed. She noted that the Beaver Street feeder is not the worst feeder for National Grid regarding power outages. ► Mr. Hellen stated that residents often say they do not want a tree on their property trimmed or cut down. He stated that DPW Director Brutus Cantoreggi sends out numerous letters to homeowners who have trees that pose a danger to the wires. ► Ms. Malley stated that during a storm, residents should call National Grid's customer service line to report a power outage. She reviewed a new way to stay informed during a power outage through text. ► Ms. Pellegrini suggested this information be provided in the next Town newsletter. ► Ms. Jane Callaway-Tripp, 607 Maple Street, stated she has lived in the same house for almost 50 years. She understands power outages occur during major storms. However, she lost power recently when the wind was not even 30 mph, and there was no storm. She expressed concern that the administrators told her that as she lives in a highly wooded area, she should expect power outages; she stated that is unacceptable. There were more trees in the area years ago before all the subdivisions were installed. She thinks all the equipment should be updated. She stated that as National Grid's new project is set to start in April, what happens during this winter's power outages as people will not have heat, will lose food, will get frozen pipes, and will not have access to necessary home medical equipment. It seems like there are many excuses being made. Something needs to be done; the problem needs to be rectified. She asked when the last time system equipment upgrades were made, and she asked for a list of the equipment that has been replaced in the past 10 years. ► Chair Mercer stated that all Town Council members have received emails with concerns similar to Ms. Callaway-Tripp's regarding power outages. He stated that Ms. Malley will return to National Grid with the Town's message. He stated they are taking some steps; they have finished the tree trimming and will be doing more. ► Ms. Malley reiterated that they are going to replace some of the wires in the short-term to do some quick fixes. She reviewed National Grid's process for replacing failed or end-of-life equipment. ► Mr. Ira Yellin, 5 Cooper Drive, stated he agreed with all Ms. Callaway-Tripp's comments and concerns. He stated if National Grid now knows this is an issue, and they are not taking action within a reasonable amount of time, maybe that is negligence by National Grid. ► Ms. Amali De Zoysa, 1 Janie Avenue, expressed concern that the work by National Grid is not going to start until April. She is concerned with having to go through another winter with the possibility of power outages and not getting power back for a few days which has been the case in the past. She asked if National Grid can fix this problem sooner and make this area a priority. ► Ms. Malley stated quick fixes such as trimming and replacing some of the wires will be started immediately. The modernization project will start in April. ► Chair Mercer asked how the public finds out that improvements have been made. ► Ms. Malley said that she will update the Fire Chief and the Town Administrator when updates are done. ► Mr. Jacqueline Maciel, 95 Elm Street, stated that when he loses power, he has no heat, no water, and no way to access data for his smartphone. He recommended another substation be installed for this end of Town. ► Ms. Kristie Goulet, 205 Bent Street, said she lost power seven times this year; she supports anything they can do to expedite this. ► Ms. Jyoti Sachdeva, 234 Daniels Street, stated that she cannot use her stove when she loses power, and this is difficult for her family. ► Chair Mercer thanked Ms. Malley for her presentation.

#### **SUBCOMMITTEE REPORTS:**

- a. **Capital Budget Subcommittee.** ► None.
- b. **Budget Subcommittee.** ► Mr. Kelly stated the subcommittee met tonight to discuss upcoming legislation for action agenda items.
- c. **Economic Development Subcommittee.** ► Ms. Hamblen stated their last listening session was postponed; it will be combined with the next listening session scheduled for December 9, 2020, at 6:30 PM.

#### **LEGISLATION FOR ACTION:**

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

- a. **Resolution 20-65: Request for FY21 Supplemental Appropriations (Motion to Approve Resolution 20-65 - Majority Vote).** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 20-65: Request for FY21 Supplemental Appropriations by Dellorco. SECOND by Kelly. Discussion:** ► Mr. Kelly stated that this resolution and Resolution 20-66 were both discussed during the Budget Subcommittee meeting. He thanked all those who worked on the FY21 budget update. He discussed local revenues and unfunded mandates by the State. This supplemental appropriation of approximately \$150,000 is for the Recreation

Department and Town Clerk's office. He reviewed the budget stabilization transfer of approximately \$853,000. He stated that these actions have saved the Town an override. ► Mr. Hellen agreed with Mr. Kelly's summation. He stated the Town Clerk's budget needed to deal with the multiple elections; the Recreation Department anticipated in June that there would be far fewer programs than actually occurred. He noted the Finance Committee voted unanimously for this. ► Town Council members asked questions. ► Mr. Hellen stated that none of the personnel costs associated with the election qualified under the CARES Act. ► **VOTE: Yes-8, No-0, Absent-0.**

- b. Resolution 20-66: FY21 Budget Stabilization Transfer (Motion to Approve Resolution 20-66 - Majority Vote).** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 20-66: FY21 Budget Stabilization Transfer by Dellorco. SECOND by Kelly. Discussion:** ► Mr. Hellen stated this vote is to appropriate \$853,842 into the Budget Stabilization Fund which is a government term for a rainy-day fund. Currently, there is nothing in this account. He thanked the Town Council and the Finance Committee for their support. He stated the amount includes \$285,558 received this year for the hotel/motel tax; he noted this is a fraction of what is normally received due to COVID. ► **VOTE: Yes-8, No-0, Absent-0.**
- c. Resolution 20-67: Gift Acceptance - Fire Department, \$5,000 (Motion to Approve Resolution 20-67 - Majority Vote).** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 20-67: Gift Acceptance - Fire Department, \$5,000 by Dellorco. SECOND by Hamblen. Discussion:** ► Mr. Hellen thanked the DCU Federal Credit Union. ► **VOTE: Yes-8, No-0, Absent-0.**
- d. Zoning Bylaw Amendment 20-861: Zoning Map Changes on or near Oak Street - First Reading (Motion to Move Zoning Bylaw Amendment 20-861 to a Second Reading - Majority Vote).** ► **MOTION to Waive the reading by Dellorco. SECOND by Hamblen. No discussion.** ► **VOTE: Yes-8, No-0, Absent-0.** ► **MOTION to Move Zoning Bylaw Amendment 20-861: Zoning Map Changes on or near Oak Street to a Second Reading by Dellorco. SECOND by Kelly. Discussion:** ► Director of Planning and Community Development Bryan Taberner stated that this zoning bylaw amendment and Zoning Bylaw Amendment 20-862 were both recommended for approval by the Planning Board at their last meeting. ► Ms. Hamblen stated this is one of the items worked on by the EDC to clean up lot lines. ► **VOTE: Yes-8, No-0, Absent-0.**
- e. Zoning Bylaw Amendment 20-862: Zoning Map Changes on or near Longhill Road and Pleasant Street - First Reading (Motion to Move Zoning Bylaw Amendment 20-862 to a Second Reading - Majority Vote).** ► **MOTION to Waive the reading by Dellorco. SECOND by Kelly. No discussion.** ► **VOTE: Yes-8, No-0, Absent-0.** ► **MOTION to Move Zoning Bylaw Amendment 20-862: Zoning Map Changes on or near Longhill Road and Pleasant Street to a Second Reading by Dellorco. SECOND by Kelly. Discussion:** ► Chair Mercer stated this continues the clean-up of lot lines. ► **VOTE: Yes-8, No-0, Absent-0.**
- f. Bylaw Amendment 20-864: To Amend The Code of the Town of Franklin to Add A New Chapter 16 Community Preservation Committee (CPC) - First Reading (Motion to Move Bylaw Amendment 20-864 to a Second Reading - Majority Vote).** ► Mr. Jones read the bylaw amendment. ► **MOTION to Move Bylaw Amendment 20-864: To Amend The Code of the Town of Franklin to Add A New Chapter 16 Community Preservation Committee (CPC) to a Second Reading by Dellorco. SECOND by Kelly. Discussion:** Mr. Hellen stated this will be a great tool for the community. A bylaw has to be created which sets the terms of the CPC. He noted 188 communities in Massachusetts have a CPC so there is much information available. After the bylaw is passed, committee members will be appointed. He noted tax collection for this will not start until FY22. The stated provides the matching funds after the local tax is collected. ► Town Council members asked questions. ► Mr. Bissanti expressed concern that the bylaw amendment flies in the face of the ballot question. ► Mr. Hellen explained that what was voted on at the polls was not a bylaw; it was a ballot question to ask the community if they wanted to raise the surcharge two percent under those conditions to pay for CPA. He explained this is a simple requirement that every community has to do to form a committee. He noted the vote on the ballot question was about 60 percent in favor; this is the next phase after the ballot question was approved. ► Mr. Cerel explained that a bylaw to

form a committee is mandatory. ► Mr. Hellen reviewed the process for a resident to be considered for appointment to the CPC. He said there are boards that are required to be on the committee. For the at-large vacancies, postings will be put out to find interested volunteers. He stated that he will have a fully transparent and open process. This is just like any other committee appointment in Town. ► Ms. Pellegrini expressed concern about the number of board and at-large members and discussed concerns about the acceptance of the Community Preservation Act. ► Mr. Cerel explained the Community Preservation Act was accepted by the Town Council when the question was put on the ballot and the voters passed the question. ► Mr. Bissanti agreed that there was redundancy in having both Conservation Commission and Agricultural Commission members. ► Mr. Hellen reminded the Town Council that they appropriate the money and have final say; the CPC makes recommendations. ► Mr. Cerel stated there may be no more than nine members on the CPC. ► Chair Mercer agreed it makes sense to remove the Agricultural Commission member and have four at-large members. ► Mr. Hellen noted that in many Towns there is a member from an Open Space Committee. ► Ms. Jane Callaway-Tripp, 607 Maple Street, stated that residents voted on the CPA question the way it was written on the ballot which did not include the Agricultural Commission but did allow four at-large members. ► Chair Mercer stated the residents voted to approve the CPA. The Town Council is now forming the CPC. He reviewed that the law mandates that five members be from boards; the Town Council would like four at-large members. ► Ms. Theresa Shea stated agreement with Ms. Pellegrini's comments. She disagreed that the Agricultural Commission is in charge of open space. She stated that Franklin used to have an Open Space Committee; it was disbanded because Conservation Commission felt that what needed to be done would be done through Conservation and other Town departments. ► Chair Mercer stated that there is a consensus of the Town Council that the Agricultural Commission member will be eliminated, and there will be four at-large members. As well, there will be changes in the terms as discussed. These items will be changed at the second reading. ► Mr. Alan Earls, 23 Marvin Avenue, agreed that four at-large members of the community would be good. ► **MOTION to Add the Amendments as stated, by Jones. SECOND by Dellorco. No discussion. ► VOTE (to add the amendments): Yes-8, No-0, Absent-0. ► VOTE (to move the bylaw): Yes-8, No-0, Absent-0.**

**TOWN ADMINISTRATOR'S REPORT:** ► Mr. Hellen stated there are 104 COVID-19 cases. They are aware of some clusters in the community. This is commensurate with the trend in other communities. He stated that beginning November 1, 2020, there will be a lower rate on the electric bill. He stated that only 5.6 percent of the Town opted out of the program. He stated the Fire Department has a Grants Committee; they have received approximately \$250,000 in grants in the 15 months that Chief McLaughlin has been here.

**FUTURE AGENDA ITEMS:** ► Mr. Bissanti stated he would like to explore the possibility of a Citizens' Committee. ► Mr. Kelly stated Representative Jeff Roy works hard for Franklin.

**COUNCIL COMMENTS:** ► Mr. Chandler stated he continues to receive questions regarding the phishing scam. He wants the public to know their questions will get answered. ► Ms. Hamblen noted there will be a Winter Farmers' Market. She stated they are looking for volunteers to participate in the Town's beautification day on November 21<sup>st</sup>. ► Ms. Pellegrini stated that residents are still asking questions about the missing \$525,000. She stated that at the last Town Council meeting she asked for this to be an agenda item; however, it turned into an executive session. This is not giving the people any answers. Hopefully, after the executive session, we will be able to talk about it. She stated that she is unhappy about how this was handled. ► Mr. Dellorco agreed with Ms. Pellegrini. He stated he received phone calls regarding a former councilor picking up three plows and getting harassed from a bill of sale. ► Mr. Hellen stated he is not aware of this and requested additional information. ► Chair Mercer stated there would be a public response to the item brought up by Mr. Chandler and Ms. Pellegrini at the next Town Council meeting. He gave a shout-out to the High School Field Hockey Team. He wished everyone a Happy Thanksgiving.

#### **EXECUTIVE SESSION:**

**Purpose:** *a. To investigate charges of criminal misconduct or to consider the filing of criminal complaints.  
b. Discussing Strategy with respect to litigation, because an open meeting may have a detrimental effect on the litigation position of the Board.*

► Chair Mercer stated the Town Council needs to meet in an Executive closed session for the following purposes: a. To investigate charges of criminal misconduct or to consider the filing of criminal complaints, and b. Discussing Strategy with respect to litigation, because an open meeting may have a detrimental effect on the litigation position of the Board. He declared that an open meeting may have a detrimental effect on the litigation position of the public body. The open session will not reconvene at the conclusion of the Executive session.

► **MOTION to Move** that the Franklin Town Council go into Executive Session by **Jones. SECOND** by **Kelly. No discussion.** ► **ROLL CALL VOTE:** Bissanti-YES; Chandler-YES; Dellorco-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegrini-YES. ► **VOTE: Yes-8, No-0, Absent-0.**

► **The open session of the Town Council Meeting adjourned at 9:48 PM.**

Respectfully submitted,

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Judith Lizardi  
Recording Secretary





## 2021 Annual Alcoholic Beverages Licenses Renewal

All establishments but four have passed inspections by the Building Department, Board of Health and Fire Department. We have noted those establishments as well as those establishments that have fees or taxes due to the town.

**MOTION** to approve the renewal of alcoholic beverages licenses listed on the attached Renewal List for the year 2021 with the issuance of licenses that have inspections, fees or taxes outstanding to be withheld (physically held in the Town Administrator’s Office) until all items are resolved.

**DATED:** \_\_\_\_\_, 2020

**VOTED:** \_\_\_\_\_

**UNANIMOUS:** \_\_\_\_\_

**A TRUE RECORD ATTEST:**

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_ **ABSENT:** \_\_\_\_\_

**RECUSED:** \_\_\_\_\_

**Nancy Danello**  
**Temporary Town Clerk**

\_\_\_\_\_  
**Glenn Jones, Clerk**  
**Franklin Town Council**

2021 TOWN OF FRANKLIN ALCOHOL LICENSES RENEWALS

<b>License #</b>	<b>DBA</b>	<b>LOCATION</b>	<b>Outstanding</b>	<b>Passed Inspection</b>	<b>Recommended Approval</b>
88909-PK-0430	7 Eleven	664 Union Street	Inspection & License Fee		Y
00063-RS-0430	99 Restaurant	947A West Central St		Y	Y
00012-RS-0430	Acapulco's	371 Union Street		Y	Y
00068-RS-0430	The Alumni Restaurant	391 East Central Street	Inspection & License Fee		Y
00065-RS-0430	Bamboo House	2 Main Street		Y	Y
89070-PK-0430	BJ's Wholesale	100 Corporate Drive		Y	Y
00059-PK-0430	Devita's Market	198 East Central Street	License Fees	Y	Y
00038-PK-0430	Ferrara's Market	20 W. Central Street		Y	Y
05455-BP-0430	Franklin Brewing Company/67 Degrees	158 Grove Street		Y	Y
00057-RS-0430	Franklin Country Club	672 East Central Street		Y	Y
00032-PK-0430	Franklin Liquors	333 East Central Street		Y	Y
00016-CL-0430	Franklin Elks BPOE 2136	1077 Pond Street	License Fee	Y	Y
04745-GP-0430	Franklin Performing Arts Company, Inc.	15 West Central Street		Y	Y
05425-DP-0430	GlenPharmer Distillery	860 West Central Street		Y	Y
00049-RS-0430	Hang Tai Restaurant	26-30 East Central St		Y	Y
00073-RS-0430	Ichigo Ichie	837 West Central Street		Y	Y
00020-RS-0430	Jimmy D's LLC	338 Union Street		Y	Y
00066-RS-0430	King Street Café & Deli	390 King Street	PP, RE,WST & License Fee	Y	Y
03580-PP-0430	La Cantina Winery	355-357 Union Street		Y	Y
89669-PK-0430	Lincoln Street Market	465 Lincoln Street	License Fee	Y	Y

2021 TOWN OF FRANKLIN ALCOHOL LICENSES RENEWALS

89068-PK-0430	Liquor World	365 W. Central Street		Y	Y
00056-RS-0430	Longhorn Steakhouse	250 Franklin Village Drive	License Fee	Y	Y
00070-RS-0430	Maguro House	2 East Central Street			Y
05510-GP-0430	Maks Roast Beef and Breakfast Inc.	451 West Central Street	License Fee	Y	Y
00046-RS-0430	MapleGate Country Club	160 Maple Gate, Bellingham	License Fee	Y	Y
00035-PK-0430	Ouzo Corporation	660 W. Central Street	License Fee	Y	Y
00054-RS-0430	Pepper Terrace Restaurant	400 Franklin Village Drive	Inspection & License Fee		Y
00060-PK-0430	Pour Richards Wine & Spirits	14 Grove Street		Y	Y
00075-HT-0430	Residence Inn	4 Forge Parkway		Y	Y
00005-RS-0430	Rome Restaurant	4 East Central Street		Y	Y
04360-RS-0430	Santa Fe Burrito Grill	28 West Central Street		Y	Y
00033-PK-0430	Shaws Supermarket	255 East Central Street		Y	Y
00079-PK-0430	Table & Vine, Inc.	348 East Central Street		Y	Y
02702-RS-0430	Teddy Gallagher's Pub	30 Main Street	PP	Y	Y
05288-RS-0430	The Chateau	466 King Street		Y	Y
00072-RS-0430	The Curry House	418 West Central Street	License Fee	Y	Y
89714-PK-0430	The Little Shop of Olive Oils	5 Main Street		Y	Y
00027-9K-0430	Three	461 W. Central Street		Y	Y
00034-PK-0430	Union Street Wines & Liquors, Inc.	317 Union Street		Y	Y
00030-PK-0430	Village Mall Liquors	60 Franklin Village Drive		Y	Y

# Town of Franklin

355 East Central Street  
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

## Memorandum

December 11, 2020

To: Town Council

From: Jamie Hellen, Town Administrator

**Re: Zoning Bylaw Amendments 20-861 & 20-862**

---

I am asking the Council to adopt Zoning Bylaw Amendments 20-861 and 20-862. These bylaw amendments are part of our ongoing lot line cleanup project, 20-861 and 20-862 are lot line clean up numbers #5 and #6, respectively. Zoning bylaw amendment 20-861 focuses on the area on or near Oak Street and zoning bylaw amendment 20-862 focuses on the areas on or near Longhill Road and Pleasant Street.

Both were unanimously approved by the Economic Development Subcommittee. The Planning Board unanimously voted in favor of these zoning bylaw amendments at their November 16<sup>th</sup> meeting.

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

# **FRANKLIN PLANNING & COMMUNITY DEVELOPMENT**

355 EAST CENTRAL STREET, ROOM 120  
FRANKLIN, MA 02038-1352  
TELEPHONE: 508-520-4907  
FAX: 508-520-4906

## **MEMORANDUM**

**TO:** FRANKLIN TOWN COUNCIL

**FROM:** BRYAN W. TABERNER, AICP, DIRECTOR

**RE:** ZONING BYLAW AMENDMENTS 20-861 AND 20-862, ZONING MAP CHANGES TO BETTER DEFINE THE TOWN OF FRANKLIN'S ZONING DISTRICTS

**CC:** JAMIE HELLEN, TOWN ADMINISTRATOR; MARK G. CEREL, TOWN ATTORNEY; AMY LOVE, TOWN PLANNER; CHRISSEY WHELTON, ASSISTANT TO THE TOWN ADMINISTRATOR; MAXINE KINHART ASSISTANT TO THE PLANNING DIRECTOR

**DATE:** OCTOBER 14, 2020

---

As you know the Department of Planning and Community Development (DPCD) and other Town staff are undergoing a multi-year project to better define the Town's zoning districts by following parcel lines. Where parcels are within two or more zoning districts, the Zoning District line is moved so each parcel is only in one zoning district, in most cases based on the current land use.

Attached are two proposed Zoning Map Amendments that would change the Town's existing Zoning Map (Chapter 185, Section 5, of Franklin Town Code), Zoning Map Amendments 20-861 and 20-862.

**Zoning Bylaw Amendment 20-861:** Zoning Map Changes from Rural Residential II and Single Family Residential III, to Rural Residential II or Single Family Residential III an area on or near Oak Street.

**Zoning Bylaw Amendment 20-862:** Zoning Map Changes from Single Family Residential III and Single Family Residential IV, to Single Family Residential III or Single Family Residential IV an area on or near Longhill Road and Pleasant Street.

The two attached Zoning Map Amendments include the amendment document, a list of parcels proposed for rezoning, and a diagram with two maps: one showing the current zoning, and one showing proposed Zoning Map changes.

If Council members support the proposed zoning map changes, I request the Town Council vote to refer the two Zoning Map Amendments to the Planning Board for a Public Hearing. Please let me know if you have questions or require additional information.



**TOWN OF FRANKLIN  
ZONING BY-LAW AMENDMENT 20-861**

**ZONING MAP CHANGES FROM RURAL RESIDENTIAL II  
AND SINGLE FAMILY RESIDENTIAL III  
TO RURAL RESIDENTIAL II OR SINGLE FAMILY RESIDENTIAL III  
AN AREA ON OR NEAR OAK STREET  
A ZONING BY-LAW AMENDMENT TO THE CODE OF THE TOWN  
OF FRANKLIN AT CHAPTER 185 SECTION 5, ZONING MAP**

**BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:** The Code of the Town of Franklin is hereby amended by making the following amendments to §185-5, Zoning Map:

That the Zoning Map of the Town of Franklin be amended by changing from Rural Residential II and Single Family Residential III to Rural Residential II an area containing **40.89± acres**, comprising the following parcels of land as shown on the Town of Franklin's Assessor's Maps:

Parcel Numbers

<b>252-091-000</b>	<b>252-107-000</b>	<b>260-018-000</b>
<b>252-092-000</b>	<b>252-108-000</b>	<b>260-019-000</b>
<b>252-093-000</b>	<b>259-062-000</b>	<b>260-020-000</b>
<b>252-094-000</b>	<b>260-009-000</b>	<b>260-024-000</b>

And the Zoning Map of the Town of Franklin be amended by changing from Rural Residential II and Single Family Residential III to Single Family Residential III an area containing **0.46± acres**, comprising the following parcel of land as shown on the Town of Franklin's Assessor's Maps:

Parcel Numbers

**260-010-000**

The area to be rezoned is shown on the attached map ("Proposed Zoning Map Changes, An Area On Or Near Oak Street").

The foregoing Zoning By-law amendment shall take effect in accordance with the Franklin Home Rule Charter and Massachusetts General Law Chapter 40A, Section 5.

**DATED:** \_\_\_\_\_, 2020

**VOTED:**  
**UNANIMOUS:** \_\_\_\_\_

**A True Record Attest:**

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**RECUSED:** \_\_\_\_\_

**Nancy Danello,  
Temporary Town Clerk**

\_\_\_\_\_  
**Glenn Jones, Clerk  
Franklin Town Council**

**Proposed Zoning Map Amendment 20-861**

Purpose: Better define Zoning District boundaries by following parcel lines.

**From Rural Residential II & Single Family Residential III,  
To Rural Residential II or Single Family Residential III,  
An Area On Or Near Oak Street**





Parcel	Location	Size (acres)	Owners	From	To
252-091-000	7 Farm Pond Lane	1.0570	Aditya Pellore and Manisha Thanneeru	RRII & SFRIII	RRII
252-092-000	5 Farm Pond Lane	0.7231	Thomas and Raina Yeulenski	RRII & SFRIII	RRII
252-093-000	3 Farm Pond Lane	0.6905	Christopher and Hellen Chaulk	RRII & SFRIII	RRII
252-094-000	3 Echo Bridge Road	0.7028	Pamela and Matthew Barcello	RRII & SFRIII	RRII
252-107-000	375-A Oak Street	25.5310	Austris Kruza C/O J A Kruza	RRII & SFRIII	RRII
252-108-000	6 Diablo Drive	1.4850	David and Karen Bryan	RRII & SFRIII	RRII
259-062-000	2 Diablo Drive	0.6887	Michael and Justine Dolan	RRII & SFRIII	RRII
260-009-000	2 Angelo Way	0.6910	James and Leanne Makris	RRII & SFRIII	RRII
260-010-000	365 Oak Street	0.4604	Mary Ellen Hasenfuss	RRII & SFRIII	SFRIII
260-018-000	6 Lena Circle	2.6960	Terry Elliot	RRII & SFRIII	RRII
260-019-000	Lena Circle	1.1680	Ronald and Karen Calabrese	RRII & SFRIII	RRII
260-020-000	8 Lena Circle	2.8950	Michael and Josephine Callahan	RRII & SFRIII	RRII
260-024-000	Lena Circle	2.5610	Joanne Marguerite	RRII & SFRIII	RRII
	Total Area	41.34950			

RRII = Rural Residential II

SFRIII = Single Family Residential III

# Proposed Zoning Map Changes

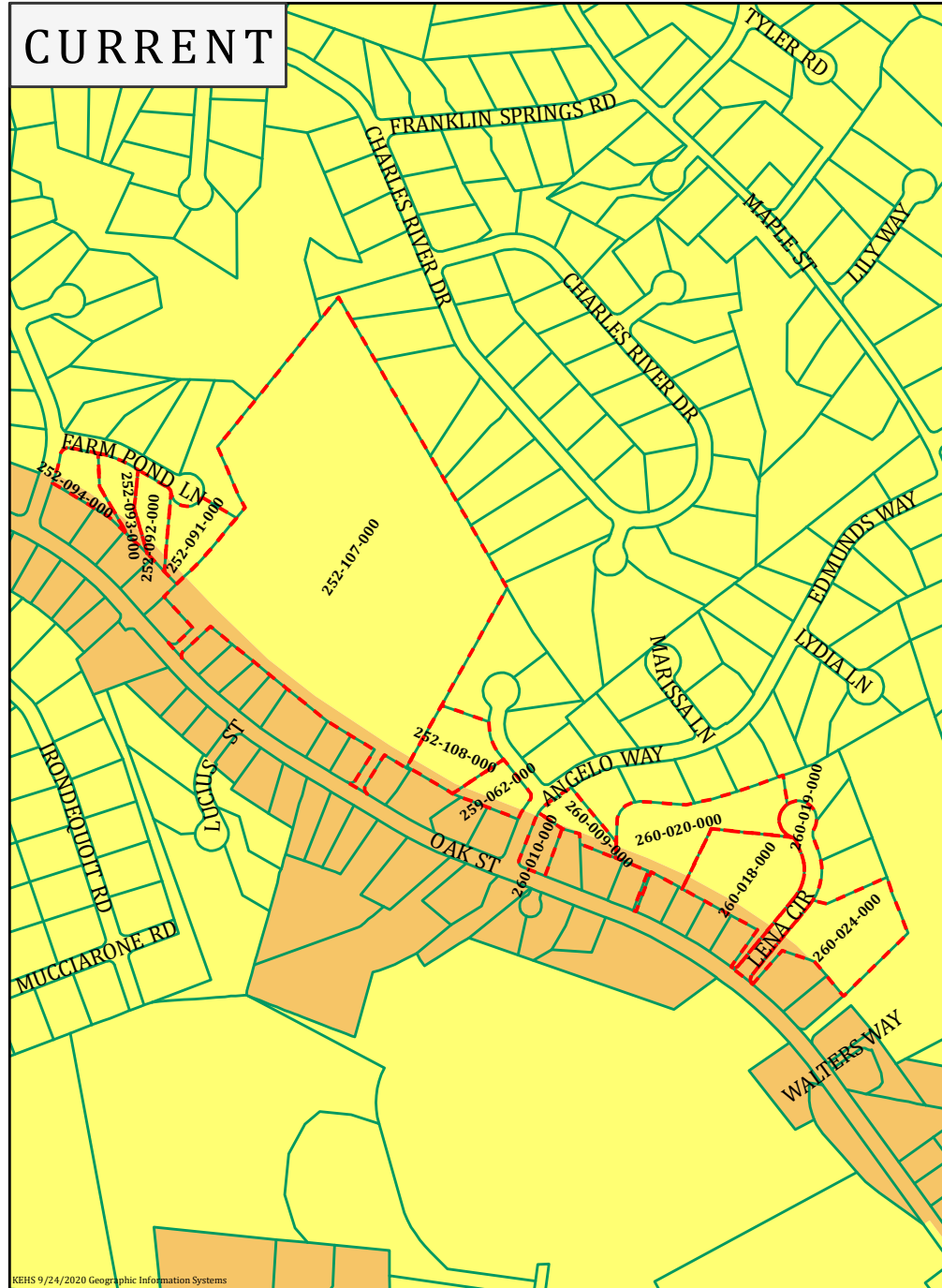
An Area On Or Near Oak Street  
From Rural Residential II & Single Family Residential III, To Rural Residential II or  
Single Family Residential III

-  Rural Residential II
-  Single-Family III
-  Area of Proposed Change
-  Parcel Line

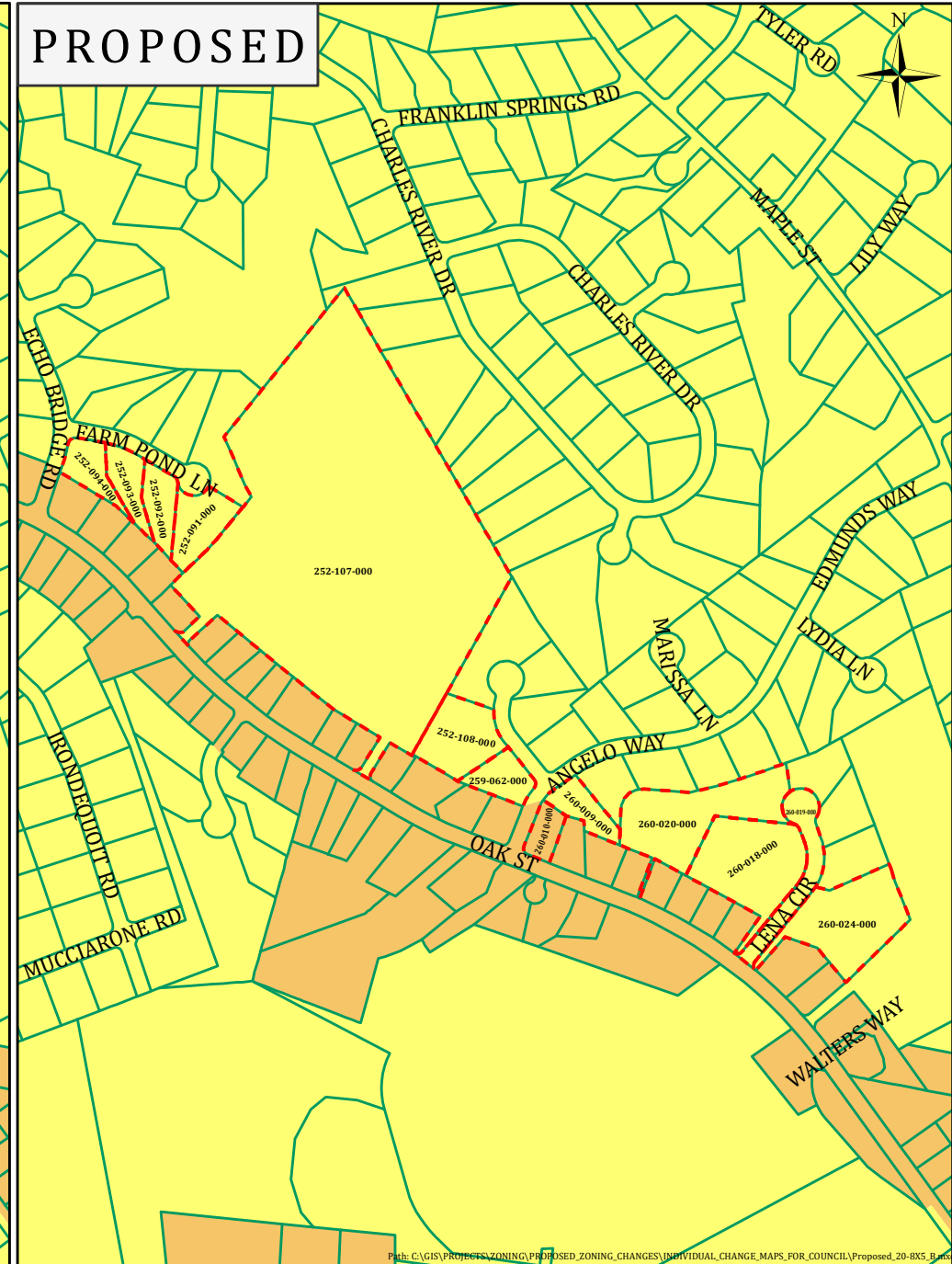
0 445 890 1,780  
Feet

20-861

## CURRENT



## PROPOSED





# Town of Franklin



## Planning Board

**The following notice will be published in the Milford Daily Newspaper on Monday, November 2, 2020 and again on Monday, November 9, 2020**

---

In accordance with the provisions of M.G.L. Chapter 40A, Section 5, notice is hereby given that the Planning Board will hold a Remote Public Hearing on November 16, 2020 at 7:05 PM and the Town Council will hold a Remote Public Hearing on November 18, 2020 at 7:10 PM to consider amending Chapter 185, Section 5, Zoning Map of the Code of the Town of Franklin.

### **ZONING BY-LAW AMENDMENT 20-861**

### **ZONING MAP CHANGES FROM RURAL RESIDENTIAL II AND SINGLE FAMILY RESIDENTIAL III TO RURAL RESIDENTIAL II OR SINGLE FAMILY RESIDENTIAL III AN AREA ON OR NEAR OAK STREET**

**BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:** The Code of the Town of Franklin is hereby amended by making the following amendments to §185-5, Zoning Map:

That the Zoning Map of the Town of Franklin be amended by changing from Rural Residential II and Single Family Residential III to Rural Residential II an area containing **40.89± acres**, comprising the following parcels of land as shown on the Town of Franklin's Assessor's Maps:

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<b>252-093-000</b>	<b>259-062-000</b>	<b>260-020-000</b>
<b>252-094-000</b>	<b>260-009-000</b>	<b>260-024-000</b>

And the Zoning Map of the Town of Franklin be amended by changing from Rural Residential II and Single Family Residential III to Single Family Residential III an area containing **0.46± acres**, comprising the following parcel of land as shown on the Town of Franklin's Assessor's Maps:

Parcel Numbers

**260-010-000**

The area to be rezoned is shown on the attached map (“Proposed Zoning Map Changes, An Area On Or Near Oak Street”).

The foregoing Zoning By-law amendment shall take effect in accordance with the Franklin Home Rule Charter and Massachusetts General Law Chapter 40A, Section 5.

The hearing will provide an open forum for the discussion. This meeting will be done remotely via the “ZOOM” platform. Residents can visit the Town Website ([Franklinma.gov](http://Franklinma.gov)) and click on the Town Calendar for up to date information on how to access the meeting

Please contact the Department of Planning & Community Development at 508-520-4907 if you require further information or if you need to make arrangements to provide translation services for the hearing impaired or for persons with language barriers.

Anthony Padula, Chairman  
Franklin Planning Board

Tom Mercer, Chairman  
Franklin Town Council

# Town of Franklin



## Planning Board

**The following notice will be published in the Milford Daily Newspaper on Monday, November 2, 2020 and again on Monday, November 9, 2020**

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### **ZONING BY-LAW AMENDMENT 20-862**

### **ZONING MAP CHANGES FROM SINGLE FAMILY RESIDENTIAL III AND SINGLE FAMILY RESIDENTIAL IV TO SINGLE FAMILY RESIDENTIAL III OR SINGLE FAMILY RESIDENTIAL IV AN AREA ON OR NEAR LONGHILL ROAD AND PLEASANT STREET**

**BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:** The Code of the Town of Franklin is hereby amended by making the following amendments to §185-5, Zoning Map:

That the Zoning Map of the Town of Franklin be amended by changing from Single Family Residential III and Single Family Residential IV to Single Family Residential III an area containing **8.48± acres**, comprising the following parcels of land as shown on the Town of Franklin's Assessor's Maps:

Parcel Numbers

<b>261-037-000</b>	<b>261-041-000</b>	<b>268-034-000</b>
<b>261-038-000</b>	<b>261-042-000</b>	<b>268-144-000</b>
<b>261-040-000</b>		

And the Zoning Map of the Town of Franklin be amended by changing from Single Family Residential III and Single Family Residential IV to Single Family Residential IV an area containing **3.7± acres**, comprising the following parcels of land as shown on the Town of Franklin's Assessor's Maps:

Parcel Numbers

<b>268-114-000</b>	<b>268-115-000</b>
--------------------	--------------------

The area to be rezoned is shown on the attached map (“Proposed Zoning Map Changes, An Area On Or Near Longhill Road and Pleasant Street”).

The foregoing Zoning By-law amendment shall take effect in accordance with the Franklin Home Rule Charter and Massachusetts General Law Chapter 40A, Section 5.

The hearing will provide an open forum for the discussion. This meeting will be done remotely via the “ZOOM” platform. Residents can visit the Town Website ([Franklinma.gov](http://Franklinma.gov)) and click on the Town Calendar for up to date information on how to access the meeting

Please contact the Department of Planning & Community Development at 508-520-4907 if you require further information or if you need to make arrangements to provide translation services for the hearing impaired or for persons with language barriers.

Anthony Padula, Chairman  
Franklin Planning Board

Tom Mercer, Chairman  
Franklin Town Council



SPONSOR: *Town Administration*

**TOWN OF FRANKLIN  
ZONING BY-LAW AMENDMENT 20-862**

**ZONING MAP CHANGES FROM SINGLE FAMILY  
RESIDENTIAL III AND SINGLE FAMILY RESIDENTIAL IV  
TO SINGLE FAMILY RESIDENTIAL III OR SINGLE FAMILY  
RESIDENTIAL IV AN AREA ON OR NEAR LONGHILL ROAD  
AND PLEASANT STREET  
A ZONING BY-LAW AMENDMENT TO THE CODE OF THE  
TOWN OF FRANKLIN AT CHAPTER 185 SECTION 5, ZONING  
MAP**

**BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:** The Code of the Town of Franklin is hereby amended by making the following amendments to §185-5, Zoning Map:

That the Zoning Map of the Town of Franklin be amended by changing from Single Family Residential III and Single Family Residential IV to Single Family Residential III an area containing **8.48± acres**, comprising the following parcels of land as shown on the Town of Franklin's Assessor's Maps:

Parcel Numbers

- |                    |                    |                    |
|--------------------|--------------------|--------------------|
| <b>261-037-000</b> | <b>261-041-000</b> | <b>268-034-000</b> |
| <b>261-038-000</b> | <b>261-042-000</b> | <b>268-144-000</b> |
| <b>261-040-000</b> |                    |                    |

And the Zoning Map of the Town of Franklin be amended by changing from Single Family Residential III and Single Family Residential IV to Single Family Residential IV an area containing **3.7± acres**, comprising the following parcels of land as shown on the Town of Franklin's Assessor's Maps:

Parcel Numbers

- |                    |                    |
|--------------------|--------------------|
| <b>268-114-000</b> | <b>268-115-000</b> |
|--------------------|--------------------|

The area to be rezoned is shown on the attached map (“Proposed Zoning Map Changes, An Area On Or Near Longhill Road and Pleasant Street”).

The foregoing Zoning By-law amendment shall take effect in accordance with the Franklin Home Rule Charter and Massachusetts General Law Chapter 40A, Section 5.

**DATED:** \_\_\_\_\_, 2020

**VOTED:**  
**UNANIMOUS:** \_\_\_\_\_

**A True Record Attest:**

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**RECUSED:** \_\_\_\_\_

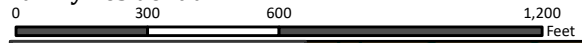
**Nancy Danello,  
Temporary Town Clerk**

\_\_\_\_\_  
**Glenn Jones, Clerk  
Franklin Town Council**



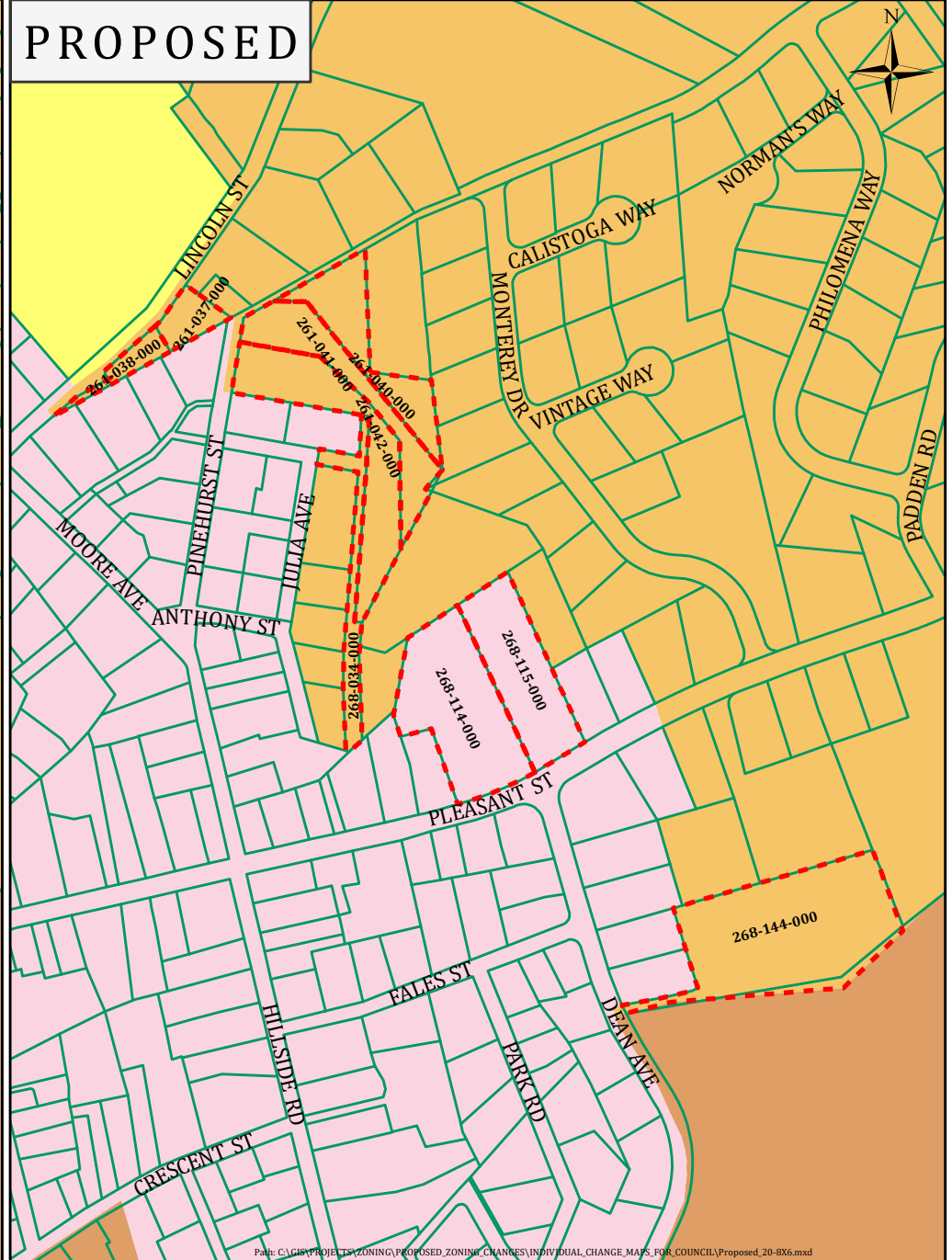
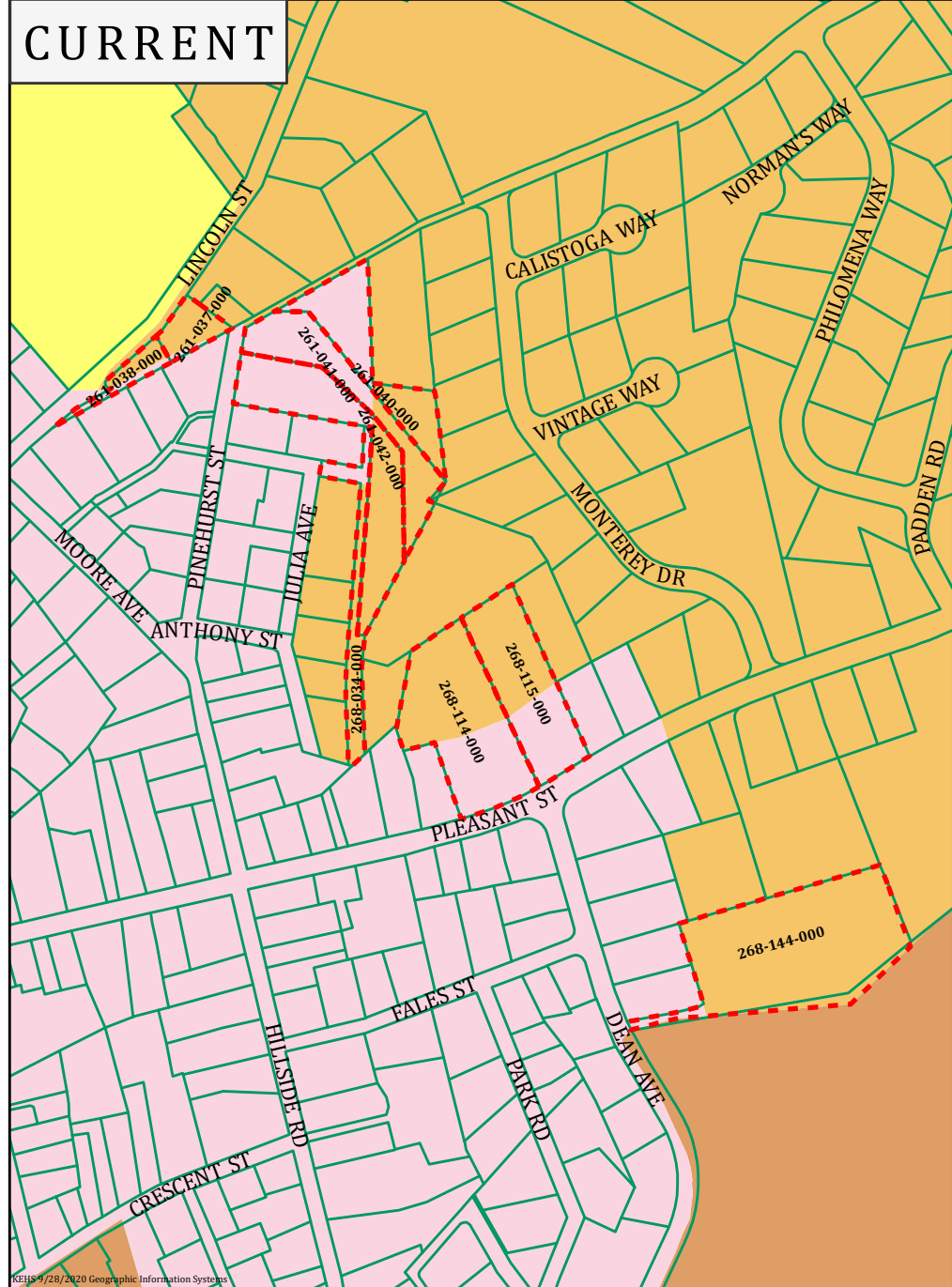
# Proposed Zoning Map Changes

An Area On Or Near Longhill Rd and Pleasant Street  
 From Single Family Residential III and Single Family Residential IV, to Single Family Residential III or Single Family Residential IV



- General Residential V
- Rural Residential II
- Single-Family III
- Single-Family IV
- Area of Proposed Change
- Parcel Line

20-862



# Town of Franklin

355 East Central Street  
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

December 11, 2020

**To:** Town Council  
**From:** Jamie Hellen, Town Administrator  
**RE: Community Preservation Act Bylaw**

---

The Town is required to form a new chapter in the town code establishing a Community Preservation Committee (CPC). The statute requires five (5) standing boards to have one (1) member on the CPC. Those standing boards include the Planning Board, Conservation Commission, Historical Commission, Recreation Advisory Board and the Housing Authority. The statute allows for a maximum of nine (9) seats overall on the CPC.

The bylaw proposal was amended at the November 18<sup>th</sup> Town Council meeting to include five (5) seats, which are the annual appointments from the five standing committees (required by statute) and four (4) At-Large appointments. The Agricultural Commission was removed as a standing committee.

Once a final bylaw is approved by the Town Council, I will hold a public posting of interest in serving on these at-large seats. The at-large seats will be four (4) staggered two (2) year terms. The bylaw proposes appointments are confirmed through the same process outlined in the Town Charter for town committees: nomination is from the Administrator and ratified by the Town Council. In this scenario, the five standing committees will nominate their own members to go through the rest of the process as above.

It is important to note that most of the mechanics of CPA are embedded in state law. There is little local discretion other than how the funds are allocated, which is 100% local discretion. [MGL Chapter 44B](#) governs most of Community Preservation and interested parties should read that statute. Additionally, interested residents should read [www.communitypreservation.org](http://www.communitypreservation.org) for the latest CPA news, history and questions. Their website and staff will be a great resource for the community as Franklin begins its CPA journey.

Collections for CPA begin in FY22 (July 1, 2021). It will take a full year of collections to raise local funds, then to receive a state match (anticipated first state match would be October 2022).





## TOWN OF FRANKLIN

### BYLAW AMENDMENT 20-864 AS AMENDED

### A BYLAW TO AMEND THE CODE OF THE TOWN OF FRANKLIN TO ADD A NEW CHAPTER 16 COMMUNITY PRESERVATION COMMITTEE

The Code of the Town of Franklin is hereby amended to add a new chapter: Chapter 16 Community Preservation Committee, as follows:

#### Chapter 16 Community Preservation Committee

##### Section 16-1 Establishment and Authority

There is hereby established a Community Preservation Committee (hereinafter: "CPC") consisting of nine (9) appointed members, as provided in G.L. Chapter 44B, Section 5. The CPC shall have the legal authority and shall perform the duties and functions specified in G.L. Chapter 44B.

##### Section 16-2 Composition

One member of Conservation Commission  
One member of Historical Commission  
One member of Planning Board  
One member of Recreation Advisory Board  
One member of the Housing Authority  
Four (4) Citizens at Large

##### Section 16-3 Appointment and Term

The representative members of the five Town bodies identified in Section 16-2 shall each be nominated by the respective Town body of which he/she is a member to the Town Administrator for the Town Administrator's appointment and Town Council's ratification for a one (1) year term; the four citizens at large shall each be appointed by the Town Administrator and ratified by the Town Council for a two (2) year term, provided that two shall initially be appointed for a two year term and two for a one year term, so that the citizen at large terms will be staggered. All terms shall commence on July 1 and terminate on June 30. Each representative member must remain a member of the respective Town body of which he/she is a member during his/her term as a CPC member.

Section 16-4 CPC Officers

The CPC shall have a Chair, Vice Chair, and Clerk, to be voted by the CPC membership at its first meeting following annual appointments. The Chair shall preside at meetings and shall be responsible for calling all meetings and for timely preparation and posting of meeting agendas and otherwise complying with the notice requirements of the Open Meeting Law, G.L. Chapter 30A, Sections 18 through 25. The Vice Chair shall preside at meetings in the absence or recusal of the Chair. The Clerk shall be responsible for accurate and timely preparation of meeting minutes.

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

---

**DATED:** \_\_\_\_\_, 2020

**VOTED:**

**UNANIMOUS:** \_\_\_\_\_

**A True Record Attest:**

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**RECUSED:** \_\_\_\_\_

**Nancy Danello,  
Temporary 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](http://www.franklinma.gov)

OFFICE OF THE TOWN ADMINISTRATOR

December 11, 2020

**To:** Town Council

**From:** Jamie Hellen, Town Administrator

**RE: Resolution 20-75: Lease Purchase Agreement for DPW GPS Systems**

---

The DPW is in need of an upgrade to the G.P.S. system it employs to track its vehicles in the form of new 4G devices. The Town intends to acquire and install new 4G devices and recommends the equipment acquisition be funded through a lease purchase financing agreement. Leasing equipment such as this (and our town phones for example) have become financially advantageous for the Town.

At this time I am asking that the Council Authorize the Town Administrator to enter into these agreements. Statute requires a vote of the Council to enter into a lease.

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



**TOWN OF FRANKLIN**

**RESOLUTION 20-75**

**AUTHORIZATION FOR TOWN ADMINISTRATOR TO ENTER INTO  
LEASE PURCHASE FINANCING AGREEMENT TO FUND  
UPGRADE OF DPW G.P.S. SYSTEM (DEVICES)**

**WHEREAS,** the Town Administrator has determined that DPW is in need of an upgrade to the G.P.S. system it employs to track its vehicles in the form of new 4G devices, and

**WHEREAS,** the Town Administrator intends to acquire and install new 4G devices and recommends the equipment acquisition be funded through a lease purchase financing agreement, and

**WHEREAS,** G.L. Chapter 44, Section 21C authorizes a municipality to enter into an equipment lease financing agreement, by a two-thirds vote of its legislative body, if recommended by its chief executive officer,

**NOW, THEREFORE BE IT VOTED** by the Franklin Town Council, acting on behalf of the Town of Franklin, that the Town Administrator is hereby authorized to enter into a lease purchase financing agreement to fund the acquisition of new 4G devices for DPW's G.P.S. system, and that the Town Administrator is authorized to execute any and all documents and to take any other action necessary to consummate said transaction.

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

**DATED:** \_\_\_\_\_, 2020

**VOTED:**

**UNANIMOUS:** \_\_\_\_\_

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**RECUSED:** \_\_\_\_\_

**A True Record Attest:**

**Nancy Danello, CMC  
Temporary Town Clerk**

\_\_\_\_\_  
**Glenn Jones, Clerk  
Franklin Town Council**

# Town of Franklin

355 East Central Street  
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

December 11, 2020

**To:** Town Council

**From:** Jamie Hellen, Town Administrator

**RE: Resolution 20-76: Appropriation Transfer to the Water Treatment Plant Fund**

---

I am asking the Council to consider an appropriation transfer to the water treatment plant fund for the purposes of paying the installment on the water treatment plant project that was lost due to the cyber fraud. If approved, a total of \$322,696.65 will be transferred to this fund. \$300,000 will be transferred from the Water Retained Earnings ("emergency fund") and the remaining \$22,696.65 will be transferred from the Treasurer's salary line item.

As outlined in my presentation to the Town Council, I want to note that the Finance Committee and Town Council unanimously approved updated financial policies in 2019. One of those policies is to have a "emergency fund" of \$1 million in each of the water and sewer accounts, respectively for emergencies. While this may not have been the emergency we anticipated, the definition of an emergency is "a serious, unexpected, and often dangerous situation requiring immediate action." The bottom line is the payment for the water treatment plant is required and I am working to get this resolved so the project can stay on target to open in April 2021. The Town does not want to incur any additional financial risk or liability. As outlined last week in my presentation, we cannot forget the project.

Any future financial recovery from this attack will automatically be deposited back into the emergency fund for the water enterprise account. As noted at that presentation, it is likely the treatment plant will be completed well before the police investigation is completed.

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



Sponsor: Administration

# TOWN OF FRANKLIN

## RESOLUTION 20-76

**APPROPRIATION:** TRANSFER TO WATER TREATMENT PLANT FUND AUTHORIZED UNDER RESOLUTION 19-27

**TOTAL REQUESTED:** \$322,696.65

**PURPOSE:** To transfer funds to the Water Treatment Plant Fund authorized under Resolution 19-27

<b><u>TRANSFER TO:</u></b>	<b><u>AMOUNT</u></b>
Water Treatment Plant Fund #6035	\$322,696.65

<b><u>TRANSFER FROM:</u></b>	<b><u>AMOUNT</u></b>
Water Retained Earnings	\$300,000.00
01147100 511010 Treasurer Salary	\$ 22,696.65

**MOTION:**

Be It Moved and Voted by the Town Council that the sum of Three Hundred Twenty-Two Thousand Six Hundred Ninety-Six Dollars and Sixty-Five Cents (\$322,696.65) be transferred to the Water Treatment Plant Fund authorized under Resolution 19-27 from the above named accounts.

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

**FINANCE COMMITTEE ACTION**

Meeting Date: 12/15/2020      Vote: \_\_\_\_\_      Recommended Amount: \$322,696.65

---

**DATED:** \_\_\_\_\_, 2020

**VOTED:**

**UNANIMOUS:** \_\_\_\_\_

**A True Record Attest:**

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**RECUSED:** \_\_\_\_\_

**Nancy Danello**  
Temporary Town Clerk

---

**Glenn Jones, Clerk**  
**Franklin Town Council**

# Town of Franklin

355 East Central Street  
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

## Memorandum

December 11, 2020

To: Town Council

From: Jamie Hellen, Town Administrator

**Re: Resolution 20-77: Cable Funds in Support of PEG Service**

---

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 \$82,101.95 in PEG funds received from the Third Quarter of 2020 from Comcast to the Cable Access Corporation.

Please feel free to call with any questions.



# TOWN OF FRANKLIN RESOLUTION 20-77

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

**TOTAL REQUESTED:** \$82,101.95

**PURPOSE:** To appropriate \$82,101.95 from the PEG Access and Cable Related Funds created under MGL Ch. 44, §53F3/4, representing the amount received in the previous quarter, to be paid to Franklin Cable Access Corp. 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 \$82,101.95 be appropriated from the PEG Access and Cable Related Fund created under MGL Ch. 44, §53F3/4, to be paid to Franklin Cable Access Corp. 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:** \_\_\_\_\_, 2020

**VOTED:** \_\_\_\_\_

**UNANIMOUS:** \_\_\_\_\_

**A TRUE RECORD ATTEST:**

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_ **ABSENT:** \_\_\_\_\_

**RECUSED:** \_\_\_\_\_

**Nancy Danello**  
Temporary Town Clerk

\_\_\_\_\_  
**Glenn Jones, Clerk**  
Franklin Town Council



**TOWN OF FRANKLIN**  
 Check # 521142971  
**SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER**

Turnover Number:

Department:  
ADMINISTRATION  
 123

Date: December 1, 2020

FROM WHOM	DESCRIPTION	CODE	AMOUNT	TOTAL
Third Quarter fees Check Number 521142971	Comcast Cable TV	VERCBL	1	\$ 82,101.95
TOTAL				\$ 82,101.95

To the Town Accountant:  
 The above is a detailed list of moneys collected by me, amounting in the aggregate to:

*Eighty Two Thousand One Hundred One Dollars and Ninety Five Cents*

for the period ending December 1, 2020 which I have paid to the  
 Town Treasurer, whose receipt I hold therefor.

Signature \_\_\_\_\_  
 Alecia Alleyne, Executive Assistant

Date: December 1, 2020

**To the Departmental Officer making the Payment:**

Received of ADMINISTRATION the sum of

*Eighty Two Thousand One Hundred One Dollars and Ninety Five Cents*

for the period ending December 1, 2020  
 for collection as per schedule of this date, filed in my office.

\_\_\_\_\_, Town Treasurer



System Name: Comcast of Massachusetts II, Inc.

Email:

Phone:

Vendor ID:	
Contract Name:	Franklin MA
Statement Period:	Jul - Sep, 2020
Payment Amount:	\$82,101.95
Statement Number:	
CUID:	
System ID:	

FRANKLIN TOWN OF MA  
 355 EAST CENTRAL STREET  
  
 FRANKLIN, MA, 02038

This statement represents your payment for the period listed above.

Revenue Category	Amount
Expanded Basic Video Service	\$480,311.36
Limited Basic Video Service	\$305,435.29
Digital Video Service	\$352,962.55
Pay	\$182,060.46
PPV / VOD	\$42,874.44
Digital Video Equipment	\$148,235.19
Video Installation / Activation	\$4,448.37
Franchise Fees	\$82,520.93
PEG Fees	\$9,763.55
State Assessment	\$3,164.60
Guide	\$79.32
Other	\$5,606.17
Late Fees	\$1,420.18
Write-offs / Recoveries	\$1,694.06
Ad Sales	\$87,251.19
Home Shopping Commissions	\$2,628.43
<b>Total</b>	<b>\$1,710,456.09</b>
Franchise Fee %	4.80 %
Franchise Fee	\$82,101.95

To the best of my knowledge and belief, the above is a true and correct statement for the accounting of the gross revenues received by this corporation for the period.

Chad Mackey

Sr. Analyst

# Town of Franklin

355 East Central Street  
Franklin, Massachusetts 02038-1352



Phone: (508) 520-4949  
[www.franklinma.gov](http://www.franklinma.gov)

OFFICE OF THE TOWN ADMINISTRATOR

## Memorandum

December 11, 2020

To: Town Council  
From: Jamie Hellen, Town Administrator

**Re: Resolution 20-78: 2021 Schedule of Town Council Meetings**

---

I am asking the Council to approve the 2021 Town Council meeting schedule. This schedule outlines the proposed Town Council meeting dates for the 2021 calendar year. While very rare, this does not prohibit the Council from posting additional meetings as necessary within the Open Meeting Law statutory requirements.

I have also included a schedule of monthly office hours at the senior center, which we have held for the past year. The office hours are on the third Thursday of every month.

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



**TOWN OF FRANKLIN  
RESOLUTION 20-78  
2021 SCHEDULE OF TOWN COUNCIL MEETINGS**

**2021 DATES**

January	6	
January	20	
February	3	
February	17	(FYI: School Vacation February 13-21)
March	3	
March	17	
April	7	
April	14	(FYI: School Vacation April 17-25)
May	5	
May	26	(FY22 Operating Budget Hearings)
May	27	(FY22 Operating Budget Hearings)
June	9	
June	23	
July	21	
August	18	
September	1	
September	15	
October	6	
October	20	
November	3	
November	17	
December	1	(Tax Rate Hearing)
December	15	

---

**DATED:** \_\_\_\_\_, 2020

**VOTED:**

**UNANIMOUS:** \_\_\_\_\_

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**A True Record Attest:**

**Nancy Danello, CMC  
Temporary 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](http://www.franklinma.gov)

OFFICE OF THE TOWN ADMINISTRATOR

**Town Council Office Hours  
Held on the “ZOOM” Platform  
Third Thursday/Monthly  
8:30 AM**

*OR Franklin Senior Center (If COVID-19 Regulations Permit)  
10 Daniel McCahill Road Franklin, MA*

The Town Council will be holding monthly office hours at the Franklin Senior Center. One or more Councilors, along with the Town Administration, may be present for this standing time for seniors, their families and residents to ask questions, discuss issues of concern or just enjoy a complimentary cup of coffee (When the Senior Center opens back up to the public)!

## **2021 Dates**

January	21
February	18
March	18
April	15
May	20
June	17
July	15
August	19
September	16
October	21
November	18
December	16

# Town of Franklin

355 East Central Street  
Franklin, Massachusetts 02038-1352



Phone: (508) 520-4949  
[www.franklinma.gov](http://www.franklinma.gov)

OFFICE OF THE TOWN ADMINISTRATOR

## Memorandum

December 11, 2020

To: Town Council  
From: Jamie Hellen, Town Administrator

**Re: Resolution 20-79: Gift Acceptance - Franklin Police Department**

---

The Franklin Police Department has received a generous donation totaling \$100 from Joan Spiegel. This donation will be allocated towards the purchase of safety and other related equipment for Franklin Police Officers as well as various Police Department Programs.

We would like to thank Mrs. Spiegel for her generous donation.

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





## FRANKLIN POLICE DEPARTMENT

Stephan H. Semerjian, Chief of Police  
911 Panther Way, Franklin, MA 02038  
Telephone: (508) 528-1212  
Fax: (508) 520-7950  
[www.franklinpolice.com](http://www.franklinpolice.com)

December 7, 2020

Jamie Hellen, Town Administrator  
Town of Franklin  
355 East Central Street  
Franklin, MA 02038

SUBJECT: Gift Donation Made to the Franklin Police Department

Mr. Hellen,

I am pleased to announce the Franklin Police Department recently received the following gift donation:

- Joan E. Spiegel – Donated \$100.00 in recognition of the Police Departments service to the Franklin community (see attached card).

The donations will go long way in supporting our community related programs, assisting with training needs and the purchase of essential equipment for the officers. We sincerely appreciate the support of the residents and business community. Upon the acceptance of the Town Council, we will deposit the donations into the Police Gift Account.

Respectfully Submitted,

Thomas J. Lynch  
Chief of Police





## 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](http://www.franklinpolice.com)

December 7, 2020

Ms. Spiegel

Dear Ms. Spiegel,

On behalf of all the personnel at the Franklin Police Department I wish to extend our sincere appreciation for the donation of \$100.00 you recently made to our organization. We sincerely appreciate your continued support and recognition.

Your generous donation will support the Franklin Police Department in our continued efforts to provide needed equipment to the officers as they protect and serve the Franklin community and to support the many programs the department offers. It is through donations like yours that we are afforded the opportunity to purchase equipment that the department would otherwise not be able to attain due to limited funding. Similarly, your generosity supports many community policing initiatives the department takes pride in offering.

Again, I want to thank you for the generous donation!

If you have any questions or require further information, Please feel free to contact me at anytime.

Sincerely,

Thomas J. Lynch  
Chief of Police

Christmas, 2020

*We wish you the special gifts  
of this holiday season...*

Peace, Joy and lasting Happiness.

Thank you for all you  
do for our community.

Happy Holidays

Sincerely,

Joan Spiegel

# Town of Franklin

355 East Central Street  
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

## Memorandum

December 11, 2020

To: Town Council

From: Jamie Hellen, Town Administrator

**Re: Resolution 20-80: Gift Acceptance - Franklin Library**

---

The Franklin Library has received another *exceptionally* generous donation from the Franklin Library Association (FLA). The donation totals \$46,624 from NEDCC to digitize the “Town of Franklin, Lists of Residents” dating back to 1884!

The Franklin Public Library has also received a generous donation of \$5,000 from the Digital Federal Credit Union (DCU). This donation will be used by the Library to support the many programs they provide to the public.

The Donations were as follows:

- NEDCC - 46,624
- DCU - \$5,000
- **TOTAL DONATIONS = \$51,624**

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



# TOWN OF FRANKLIN RESOLUTION 20-80

## Acceptance of Gift – Franklin Public Library

**WHEREAS,**

The Franklin Public Library has received two generous donations totaling \$51,624. The Franklin Public Library has received a generous donation of \$46,624 from NEDCC to be used to digitize the Town of Franklin, List of Residents. The Library has also received a generous donation of \$5000 from DCU to be used at the discretion of the Library department in support of programs and staff.

Donation Summary:

1. Northeast Document Conservation Center (NEDCC) - \$46,624
2. Digital Federal Credit Union (DCU) - \$5,000

**NOW THEREFORE, BE IT RESOLVED THAT:**

The Town Council of the Town of Franklin on behalf of the Franklin Public Library gratefully accepts this generous donation to be used at the discretion of the Franklin Public Library to digitize the Town of Franklin list of residents.

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

**DATED:** \_\_\_\_\_, 2020

**VOTED:** \_\_\_\_\_

**UNANIMOUS:** \_\_\_\_\_

**A TRUE RECORD ATTEST:**

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_ **ABSENT:** \_\_\_\_\_

**RECUSED:** \_\_\_\_\_

**Nancy Danello  
Temporary Town Clerk**

\_\_\_\_\_  
**Glenn Jones, Clerk  
Franklin Town Council**



**Franklin Library Association**  
430 Franklin Village Drive, PMB# 300  
Franklin, MA 02038

*An investment in knowledge always pays the best interest.*

December 2, 2020

Franklin Public Library  
Ms. Felicia Oti, Director  
118 Main Street  
Franklin, MA 02038

Dear Felicia.

This letter is to confirm the Franklin Library Association unanimously approved at its Annual meeting on December 2, 2020 to fund the request made by the library for the preservation of the Town of Franklin, List of Residents (Project # 20-017\_I) by NEDCC for forty-six thousand six hundred and 24 dollars (\$46,624) based on the January 22, 2020 estimate. The association has set aside funds to cover additional costs given the age of the estimate.

The board was impressed with the Proposal put forth by Vicki in prioritizing the preservation proposals with the description and significance of the materials. The board is requesting that you provide it with an estimate for the restoration of each of the itemized projects. The board is interested in funding these projects in planning its budget over the next fiscal year.

We look forward to continuing our partnership with the library to continue with its historical preservation in service to the community.

With kind regards,

Scott F. Nolan  
President FLA

Cc: Jamie Hellen, Town Administrator

Attachments: NEDCC Proposal 20 -017\_I, Estimate 01/22/2020





100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Franklin Public Library  
118 Main Street  
Franklin, MA 02038

January 22, 2020  
Project # 20-017\_I

Contact: Vicki Buchanio Earls, Head of Reference and Public Services  
(508) 520-4941  
vbuchanio@minlib.net

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### **Objects**

*Town of Franklin, List of Residents*

74 printed directories across 30 bound volumes

1884-2017

excluding 1885-1889, 1891-1892, 1894-1898, 1900-1901, 1903-1904, 1906-1908, 1910-1912, 1914-1948, 1960, 1962-1963, 1965 and including two copies of 2000

Size: ~8 ½" x 5" up to  
~9" x 11"

Est. Images: 13,264

### **Blank Pages/Versos**

We will image the original covers of the directories and the recto and verso of all leaves with content. Library-style bindings and blank flyleaves will not be imaged.

### **Project Scope**

Following accepted best practices, the purpose of our service is to create a faithful digital surrogate of reflective and transmissive archival materials in their current condition. Loose dust will be removed with a manual air blower (not compressed air) or with a delicate brush. Minor post-processing adjustments will be performed to optimize image quality and bring all images to a common rendition.

The objects identified above will be imaged using a medium format digital camera with apochromatic macro flat field optics on our specialized workstations. The light source will be Broncolor electronic flash, providing optimal light quality at minimal total light exposure. Imaging will be done following the Federal Agencies Digitization Guidelines Initiative (FADGI) *Technical Guidelines for Digitizing Cultural Heritage Materials* (2016) and the following project specifications:

### **Preservation Masters**

Format: TIFF

Spatial Resolution: 400 ppi at original size

Bit Depth: 16-bit

Color Profile: Adobe RGB 1998

### **Access Derivatives**

Format: JPEG

Spatial Resolution: 400 ppi at original size

Bit Depth: 8-bit

Color Profile: Adobe RGB 1998

### **PDFs with Optical Character Recognition (OCR)**

Moderately compressed JPEGs of the pages of each directory will be combined into one multipage PDF with OCR applied. It is understood that the ultimate accuracy of OCR depends on the characteristics and print quality of the typeface of the original materials.

### **Targets**

An Image Science Associates (ISA) Object-Level Target will be used as a photographic reference standard during the course of imaging reflective material. ISA Object-Level Targets include: 18 color patches of varying hues, saturations, and brightnesses; 12 spectrally neutral gray patches; vertical and horizontal slant edge targets for calculating spatial frequency response (SFR); and metric- and English-based rulers for scale and calculating optical resolution.

### **Cropping**

Images of reflective media will be cropped to include a small border around the edges of the object. Reference targets will be removed in the final deliverable files.

### **Metadata**

Technical metadata comprising camera and software information will be embedded in the header of each TIFF master file.

### **File Naming**

Files will be named with a descriptive prefix plus sequential numerical suffix.

### **Quality Control**

All work will be performed under tight environmental control in the NEDCC imaging laboratory by highly-skilled professionals, and objects will remain in the NEDCC vault when not being imaged. NEDCC performs a 100% inspection of deliverables, done by Associate and Senior Photographers. All files will be backed up on NEDCC's servers for six (6) months after project completion.

### **Delivery Medium**

The digital files will be delivered on a 4TB USB external hard drive.

### **Cost Summary**

<b>Project Scope</b>	<b>(Please check.)</b>	<b><u>\$/Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Total</u></b>
Preservation Masters: 1884	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	82 files	\$287.00
Preservation Masters: 1890	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	138 files	\$483.00
Preservation Masters: 1893	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	168 files	\$588.00
Preservation Masters: 1899	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	196 files	\$686.00
Preservation Masters: 1902	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	216 files	\$756.00
Preservation Masters: 1905	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	212 files	\$742.00
Preservation Masters: 1909	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	216 files	\$756.00
Preservation Masters: 1913	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	218 files	\$763.00
Preservation Masters: 1949	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	86 files	\$301.00
Preservation Masters: 1950	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	88 files	\$308.00
Preservation Masters: 1951	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	88 files	\$308.00
Preservation Masters: 1952	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	88 files	\$308.00
Preservation Masters: 1953	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	96 files	\$336.00
Preservation Masters: 1954	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	94 files	\$329.00
Preservation Masters: 1955	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	82 files	\$287.00



Preservation Masters: 1956	Yes	___	No	___	\$3.50	82 files	\$287.00
Preservation Masters: 1957	Yes	___	No	___	\$3.50	86 files	\$301.00
Preservation Masters: 1958	Yes	___	No	___	\$3.50	86 files	\$301.00
Preservation Masters: 1959	Yes	___	No	___	\$3.50	90 files	\$315.00
Preservation Masters: 1961	Yes	___	No	___	\$3.50	102 files	\$357.00
Preservation Masters: 1964	Yes	___	No	___	\$3.50	118 files	\$413.00
Preservation Masters: 1966	Yes	___	No	___	\$3.50	128 files	\$448.00
Preservation Masters: 1967	Yes	___	No	___	\$3.50	132 files	\$462.00
Preservation Masters: 1968	Yes	___	No	___	\$3.50	132 files	\$462.00
Preservation Masters: 1969	Yes	___	No	___	\$3.50	128 files	\$448.00
Preservation Masters: 1970	Yes	___	No	___	\$3.50	130 files	\$455.00
Preservation Masters: 1971	Yes	___	No	___	\$3.50	142 files	\$497.00
Preservation Masters: 1972	Yes	___	No	___	\$3.50	148 files	\$518.00
Preservation Masters: 1973	Yes	___	No	___	\$3.50	150 files	\$525.00
Preservation Masters: 1974	Yes	___	No	___	\$3.50	150 files	\$525.00
Preservation Masters: 1975	Yes	___	No	___	\$3.50	154 files	\$539.00
Preservation Masters: 1976	Yes	___	No	___	\$3.50	160 files	\$560.00
Preservation Masters: 1977	Yes	___	No	___	\$3.50	160 files	\$560.00
Preservation Masters: 1978	Yes	___	No	___	\$3.50	166 files	\$581.00
Preservation Masters: 1979	Yes	___	No	___	\$3.50	86 files	\$301.00
Preservation Masters: 1980	Yes	___	No	___	\$3.50	86 files	\$301.00
Preservation Masters: 1981	Yes	___	No	___	\$3.50	88 files	\$308.00
Preservation Masters: 1982	Yes	___	No	___	\$3.50	88 files	\$308.00
Preservation Masters: 1983	Yes	___	No	___	\$3.50	90 files	\$315.00
Preservation Masters: 1984	Yes	___	No	___	\$3.50	94 files	\$329.00
Preservation Masters: 1985	Yes	___	No	___	\$3.50	168 files	\$588.00
Preservation Masters: 1986	Yes	___	No	___	\$3.50	176 files	\$616.00
Preservation Masters: 1987	Yes	___	No	___	\$3.50	192 files	\$672.00
Preservation Masters: 1988	Yes	___	No	___	\$3.50	192 files	\$672.00
Preservation Masters: 1989	Yes	___	No	___	\$3.50	202 files	\$707.00
Preservation Masters: 1990	Yes	___	No	___	\$3.50	180 files	\$630.00
Preservation Masters: 1991	Yes	___	No	___	\$3.50	218 files	\$763.00
Preservation Masters: 1992	Yes	___	No	___	\$3.50	226 files	\$791.00
Preservation Masters: 1993	Yes	___	No	___	\$3.50	222 files	\$777.00
Preservation Masters: 1994	Yes	___	No	___	\$3.50	226 files	\$791.00
Preservation Masters: 1995	Yes	___	No	___	\$3.50	226 files	\$791.00
Preservation Masters: 1996	Yes	___	No	___	\$3.50	236 files	\$826.00
Preservation Masters: 1997	Yes	___	No	___	\$3.50	234 files	\$819.00
Preservation Masters: 1998	Yes	___	No	___	\$3.50	234 files	\$819.00
Preservation Masters: 1999	Yes	___	No	___	\$3.50	242 files	\$847.00
Preservation Masters: 2000	Yes	___	No	___	\$3.50	246 files	\$861.00
Preservation Masters: 2001	Yes	___	No	___	\$3.50	246 files	\$861.00
Preservation Masters: 2002	Yes	___	No	___	\$3.50	250 files	\$875.00
Preservation Masters: 2003	Yes	___	No	___	\$3.50	250 files	\$875.00
Preservation Masters: 2004	Yes	___	No	___	\$3.50	258 files	\$903.00
Preservation Masters: 2005	Yes	___	No	___	\$3.50	258 files	\$903.00
Preservation Masters: 2006	Yes	___	No	___	\$3.50	262 files	\$917.00
Preservation Masters: 2007	Yes	___	No	___	\$3.50	266 files	\$931.00
Preservation Masters: 2008	Yes	___	No	___	\$3.50	272 files	\$952.00
Preservation Masters: 2009	Yes	___	No	___	\$3.50	276 files	\$966.00
Preservation Masters: 2010	Yes	___	No	___	\$3.50	280 files	\$980.00



Preservation Masters: 2011	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	284 files	\$994.00
Preservation Masters: 2012	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	284 files	\$994.00
Preservation Masters: 2013	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	284 files	\$994.00
Preservation Masters: 2014	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	290 files	\$1,015.00
Preservation Masters: 2015	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	346 files	\$1,211.00
Preservation Masters: 2016	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	352 files	\$1,232.00
Preservation Masters: 2017	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	342 files	\$1,197.00
Access Derivatives		\$0.00	13,264 files	\$0.00
PDFs with OCR		\$0.00	73 files	\$0.00
4TB USB External Hard Drive		\$200.00	1 drive	\$200.00
Shipping/Handling – return via client pick up		N/A	N/A	\$0.00
<b>TOTAL</b>				<b>\$46,624.00</b>

**Optional Work**

(Please check.)

Additional Insurance (indicate value in Terms, below)

Yes  No  \$1/\$1,000/mo.

**Terms & Conditions**

It is understood and agreed between the parties to this agreement that the work may be halted should unexpected problems render the proposed scope and/or activities infeasible or more time-consuming than could be reasonably estimated. If this were to occur, modifications to the scope and/or activities may be proposed, and, after consultation with the Owner or Authorized Agent, a new estimate may be given to reflect revised specifications. **Estimates are valid for 12 months. Costs of shipping/handling and unframing/reframing services are additional. NOTE: One third of the estimated cost is payable at the time of approval.**

Pick-up or shipping/handling of objects shall be at Client's/Owner's expense and must occur within 90 days after either notification of completion of work or notification that objects associated with unapproved proposals must be picked up (or delivery effected). All charges for contracted services, including shipping/handling and insurance, must be paid prior to NEDCC releasing objects for return. **Storage fees of \$125.00 per month shall be charged after expiration of the 90-day period. In consideration for waiver of such storage charges, failure of Client/Owner to pick up (or effect delivery) within six months of a third notification or attempted notification by NEDCC by certified mail at Client's/Owner's last known address shall constitute transfer of title of objects to NEDCC.** Long-term arrangements for storage at a fee must be made by separate agreement to avoid such transfer of title. Client/Owner must inform NEDCC of any changes of address.

**CLIENT'S/OWNER'S STATEMENT OF INSURANCE VALUE: Maximum liability limited to \$\_\_\_\_\_.** Unless Owner's insurance policy provides standard "all risk perils" and Owner's insurance company sends NEDCC a waiver of subrogation, all objects left at NEDCC must be insured under NEDCC's policy at a rate of \$1.00 per month per \$1,000 of value. If no valuation is provided by Owner, an assignment of \$500 will be placed on the project for insurance coverage purposes.

THE UNDERSIGNED AGREES TO INDEMNIFY AND HOLD NEDCC HARMLESS FROM ALL CLAIMS AND DEMANDS FOR LOSS OR DAMAGE TO THE ABOVE OBJECTS HOWEVER OCCASIONED UNLESS DUE TO THE WILLFUL NEGLIGENCE OF NEDCC. IN NO EVENT SHALL NEDCC BE LIABLE TO ANY PARTY FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

NEDCC represents that it is not the Owner of objects that will be digitized and Client/Owner agrees that NEDCC is not responsible for any potential or real copyright infringement as a result of digitizing the objects. Compliance with copyright law is the sole responsibility of Client/Owner. NEDCC hereby conveys copyright, if any, in the digital objects to Client/Owner. The undersigned hereby grants permission to NEDCC to use the record of the proposed work, including imagery, for its educational programs.

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to digitize and/or treat the above object(s). It is acknowledged that the undersigned has read and understands the proposal and all terms and conditions herein.

Owner or Authorized Agent

Date



January 22, 2020

Terrance D' Ambrosio, Director of Imaging Services, NEDCC

Date

P.O.# required? Yes  No  # \_\_\_\_\_