

FRANKLIN TOWN COUNCIL

Agenda & Meeting Packet

August 12, 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:** August 12, 2020 Town Council Meeting Link [HERE](#) -- Then click “Open Zoom”
 - Or copy and paste this URL into your browser: <https://us02web.zoom.us/j/88179626019>
 - **Call-In Phone Number:** Call **1-929-205-6099** and enter Meeting ID # **881 7962 6019** --Then press #

1. ANNOUNCEMENTS

- 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.*
- b. *Eamon McCarthy Earls*
- c. *Town Clerk Election Schedule*

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. June 18, 2020
- b. June 24, 2020

4. PROCLAMATIONS/RECOGNITIONS - None Scheduled

5. APPOINTMENTS

- a. **Library Board of Directors:** Barbara Steele
 - b. **Planning Board Associate Appointment:**
 - i. Candidates: Cobi Frongillo, Gregory Giardino, Beth Wierling, Jennifer Williams
- 6. HEARINGS - None Scheduled**
- 7. LICENSE TRANSACTIONS - None Scheduled**
- 8. PRESENTATIONS/DISCUSSIONS**
- a. Procurement: John Bugbee
 - b. Snow Bylaw: EDC
- 9. SUBCOMMITTEE REPORTS**
- a. Capital Budget Subcommittee
 - b. Budget Subcommittee
 - c. Economic Development Subcommittee
- 10. LEGISLATION FOR ACTION**
- a. Resolution 20-49: Gift Acceptance - Fire Department, \$100 (**Motion to Approve Resolution 20-49 - Majority Roll Call Vote**)
 - b. Resolution 20-50: Gift Acceptance - Library, \$23,900 (**Motion to Approve Resolution 20-49 - Majority Roll Call Vote**)
- 11. TOWN ADMINISTRATOR'S REPORT**
- 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
June 18, 2020**

A meeting of the Town Council was held on Thursday, June 18, 2020, at Franklin High School Football Field, Pisini Stadium, Oak Street, Franklin, MA. Councilors present: Andrew Bissanti, Brian Chandler, Robert Dellorco, Eamon McCarthy Earls, 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; Chrissy Whelton, Assistant to the Town Administrator.

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

ANNOUNCEMENTS: ► Chair Mercer stated this meeting is being recorded by *Franklin TV* and available for viewing on Comcast Channel 11 and Verizon Channel 29; this meeting may also be recorded by others.

CITIZEN COMMENTS: None.

HEARINGS: 7:10pm. ► *FY 2021 Budget Hearing*

Chair Mercer declared continuation of the first public hearing and the second public hearing on the FY 2021 budget open. ► Chair Mercer provided the answer to Mr. Ciccone's question posed at yesterday's meeting. In the FY20 budget, ATC, the HVAC supplier, was listed at \$271,000. Some of the bills are paid by the DPW Enterprise; in FY20 that amount was \$15,000. Facilities spent \$256,000 on ATC for the HVAC equipment throughout all Town facilities and schools. The FY21 budget for ATC is 239,000; more cuts may be needed to this line item. Regarding Jasco Electric, \$42,000 was budgeted in FY20, and to date \$40,422 has been expended. In FY21, the budget was reduced by \$23,535 bringing the line item down to \$18,465. ► Chair Mercer reminded everyone of the process for the budget hearing.

The following line items were held at last night's meeting.

► Hold on Line Item 422: DPW-Highway. ■ Chair Mercer thanked Mr. Brutus Cantoreggi, DPW Director, and his staff for their work during these past months. He asked what the changes were in the budget for this year. ■ Mr. Cantoreggi discussed the unfunded mandate of stormwater. He stated the Town appealed, but the permit is in effect, and it is costing the Town money. Reductions in line items have been made to cover costs and the Enterprise Fund has been established. ■ Ms. Hamblen asked about the weed spray along the highway and sidewalks. She stated they had worked on an opt-out program for people who did not want their houses sprayed. She asked if it was time to stop the spraying and if there is a contract for it. ■ Mr. Cantoreggi stated this takes care of the infrastructure and pleases the residents. He stated there is a contract up for this year. The paradox is that if it is not done there are problems as the weeds can expand the concrete and cause damage. He is open to suggestions on what to do as it is \$40,000 that could be saved.

► Hold on Line Item 422: DPW-Park & Tree. ■ Mr. Kelly stated the FY20 line item was less by \$100,000 than FY21. He asked what would it take to get Franklin's road at a good level. ■ Mr. Cantoreggi explained the increase and stated that through the collective bargaining process they can now outsource some of the work. The \$100,000 added to this line item was due to decreases in other line items. He discussed the road repair program. He stated the fields are at a great level right now. He stated he would need \$1.2 million a year more to keep up with the roads and continuously handled the infrastructure. He stated there are 31 staff members in DPW at this time, and they are down two people; comparable towns such as Natick and Needham have about 100 personnel. ■ Mr. Dellorco asked when a tree that is unsafe can be cut by the Town. ■ Mr. Cantoreggi said the trees that are in question are on private property. He has notified the private property owners via certified mail. He does not think it would be right to hire the two people missing in the

department at this time. ■Mr. Richard Ciccone, 185 Chestnut Street, said prior Town Councils said that when roads were redone, there was a five-year policy that the road could not be cut. The Town is now not redoing roads fully, but rather piecemeal. Does the five-year no-cut road policy still exist? ■Mr. Cantoreggi stated that this is a Town bylaw and it is followed. It is written for a full-depth reconstruction. Chip seal, overlay, and other methods still allow for the road to be cut into. The Town Council could modify the current policy.

► Hold on Line Item 422: DPW-Recycling. ■Mr. Kelly asked for an update on the recycling center, transfer of land with the state, current hours, and plans for the next budget year. ■Mr. Hellen discussed the land transfer deal and noted there are several state agencies involved; the agreement should be completed by the State by Labor Day. ■Mr. Cantoreggi stated they are back to the regularly scheduled hours; however, they are dealing with some pandemic issues. ■Mr. Kelly stated that some employees have expressed frustration that there are no restrooms located there. ■Mr. Cantoreggi said there is no sewer available there; they have water and a porta-potty.

► Hold on Line Item 422: DPW-Administration. ■Mr. Kelly said his question was answered in a previous discussion by Mr. Cantoreggi. ■Mr. Dellorco asked if any summer help would be hired. ■Mr. Cantoreggi said he would like to, and it is cost effective. However, he only puts one person in a vehicle at this time during Phase II; maybe he can hire in July during Phase III. ■Mr. Bissanti asked about the employees who did not feel comfortable working at the recycling center during COVID-19. ■Mr. Cantoreggi explained the situation of those employees and how he covers those roles. ■Mr. Cerel discussed the EPA permit regarding stormwater. There was litigation in the federal courts. The permit issued has conditions agreed upon and the federal government has imposed those conditions. ■Chair Mercer said there are a lot of questions about stormwater. He asked Mr. Cantoreggi to give a brief overview of stormwater. ■Mr. Cantoreggi gave a brief overview of what stormwater is and provided information about how citizens can learn more; there is much information on the Town's website. EPA is requiring that the stormwater is treated. Stormwater has to be dealt with; the choice the Town makes is how to pay for this. In response to a question, he reviewed some line items that would be first to cut if they had to reduce the budget further. They would hold off on filling the two open positions and the seasonal positions. Maybe they would use less salt during the winter plowing; however, then they have to deal with car accidents. Possibly, money can be saved on the field conditions, trash pickup at the parks, or reduce recycling center hours. ■Mr. Hellen explained the creation of the Stormwater Enterprise Fund. ■Mr. Bissanti asked how the Charles River plays into this. ■Mr. Cantoreggi explained the permit and communities that have an MS4 stormwater permit. In the permit, the Town has to deal with the phosphorus problem in the Charles River. ■Mr. Chandler asked what this means for the average homeowner. ■Mr. Cantoreggi said it may be around \$90 per year. ■Mr. Richard Ciccone, 185 Chestnut Street, asked about damage to the water quality. ■Mr. Cerel discussed the Clean Water Act.

► Hold on Line Item 510: Board of Health. ■Chair Mercer thanked Health Director Cathleen Liberty, Health Agent Ginny McNeil, and the Board of Health for the job they have done dealing with COVID-19.

► Hold on Line Item 541: Council on Aging. ■Chair Mercer thanked Senior Center Director Karen Alves for her many years of service and wished her a good retirement. He noted Ms. Erin Rogers takes over the position.

► Hold on Line Item 630: Recreation. ■Mr. Dellorco asked how the Recreation Department was doing in regards to COVID-19. ■Recreation Department Director Ryan Jette stated that programs are set to resume on July 13, 2020. He thinks that this year revenues will be down, but he hopes that in looking at this fiscal year and the next fiscal year together, they should break even. He reviewed some of the current projects including the work on Fletcher Field. They have been very active finding alternative sources of funding such as grants and gifts for some of the projects. In the last five years they have had about \$600,000 of donations for projects. He noted that starting on July 24th they will have four weeks of Concerts on the Common.

► Hold on Line Item 710: Debt Service-Principal. ■ Mr. Earls asked to be updated on the current debt service both principal and interest. He asked about CARES Act money that has been received. ■ Mr. Hellen stated that overall, the budget message is that debt principal and interest is \$6.6 million of the Town's operating budget. He explained the current debt position and reviewed the future plans. He stated the Town's bond rating is great and the audit went very well. He explained the Town of Franklin was the recipient of \$2.92 million of CARES Act money from the federal government. He explained what the money could and could not be used for associated with the COVID-19 crisis. He discussed that 4,000 Chromebooks were ordered in anticipation of a hybrid learning situation for the schools.

► Hold on Line Item 434: Solid Waste Budget. ■ Mr. Kelly stated his questions were answered by Mr. Cantoreggi; therefore, he will remove his hold on Line Item 434.

► Hold on Line Item 440: Sewer. ■ Mr. Kelly stated his questions were answered by Mr. Cantoreggi; therefore, he will remove his hold on Line Item 440.

► Hold on Line Item 450: Water Budget. ■ Mr. Kelly stated his questions were answered by Mr. Cantoreggi; therefore, he will remove his hold on Line Item 450.

► Chair Mercer discussed the budget hearing process. ► No Town Council members or public citizens had any additional questions. ► Mr. Hellen stated the Finance Committee recommended in a unanimous vote the budget presented to the Town Council. ■ Mr. Kelly thanked the Town Council's Budget Subcommittee. He reviewed the budget process. He stated that COVID has made these very tough times. They will look at this budget again in September/October. Now, it is up to the residents to tell the Town Council what they want their town to look like over the next five years. ► Chair Mercer stated this budget will continue to be a work in progress. As the answers come in, they will continue to work on the budget and do the best they can do for the citizens of Franklin.

► **MOTION to Close the public hearing by Dellorco. SECOND by Kelly. No Discussion. ► VOTE: Yes-9, No-0, Absent-0.**

LEGISLATION FOR ACTION:

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

- a. ***Resolution 20-31: Adoption of FY21 Budget (Motion to Approve Resolution 20-31 – Majority Vote).*** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 20-31: Adoption of FY21 Budget by Dellorco. SECOND by Kelly. No Discussion. ► VOTE: Yes-9, No-0, Absent-0.**
- b. ***Resolution 20-36: Community Preservation Act, G.L. Chapter 44B, Sections 3-7 Authorization for Ballot Vote (Motion to Approve Resolution 20-36, CPA Ballot - Majority Roll Call Vote).*** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 20-36: Community Preservation Act, G.L. Chapter 44B, Sections 3-7 Authorization for Ballot Vote by Dellorco. SECOND by Kelly. No Discussion. ► VOTE: Yes-9, No-0, Absent-0.**
- c. ***Resolution 20-37: Authorize the Borrowing of Money to Pay Costs of Various Capital Improvements (Motion to Approve Resolution 20-37 - Majority Vote).*** ► **MOTION to Waive the reading by Kelly. SECOND by Dellorco. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. ► MOTION to Approve Resolution 20-37: Authorize the Borrowing of Money to Pay Costs of Various Capital Improvements by Dellorco. SECOND by Kelly. Discussion:** ► Mr. Hellen summarized the projects in this resolution. The Finance Committee reviewed and approved these projects. Authorizations include: \$1.4 million for municipal building improvements, \$3.1 million for technology for schools and Town, up to \$2.0 million for sidewalks, \$3.0 million for major renovations to Remington Jefferson School, \$1.75 million for a new roof, \$1.0 million for Parmenter School, \$1.5 million for high school improvements, \$3.0 million

for the recycling center. He noted that this is an authorization; it does not specify when or if these projects are going to be done. ► **VOTE: Yes-9, No-0, Absent-0.**

TOWN ADMINISTRATOR'S REPORT: ► Mr. Hellen stated the CPA will be a ballot question on a two percent surcharge. For a median home value in Franklin, the surcharge would be \$104.58. That revenue would bring in \$1.4 million to \$1.6 million to the Town. He noted the Town website has factual information about the CPA for citizens to view. He thanked all department heads, facility, staff, and Franklin TV for their work on this budget hearing.

COUNCIL COMMENTS: ► Mr. Kelly congratulated all graduates. He wished his brother a happy birthday. ► Ms. Pellegrini thanked everyone who worked to put this outdoor meeting together. She thanked Ms. Karen Alves for all her years of service. She congratulated the graduates. ► Ms. Hamblen thanked the FinCom, Administration, Town Council members, and department heads for their work on the budget. ► Mr. Chandler thanked everyone who attended the budget meetings. ► Mr. Jones thanked everyone in the schools for their hard work with all they have done during this crisis. ► Mr. Dellorco thanked everyone for their work in putting together the budget. ► Chair Mercer thanked everyone and the public for coming to the meetings these past two nights. He thanked Mr. D'Angelo for his help with the decision to hold the budget meetings at the high school field. He said the budget will continue to be worked on going forward.

ADJOURN: ► MOTION to Adjourn by Kelly. SECOND by Dellorco. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. Meeting adjourned at 9:17 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

**FRANKLIN TOWN COUNCIL
MINUTES OF MEETING
June 24, 2020**

As stated on the agenda, due to the growing concerns regarding the COVID-19 virus, this meeting will be conducted as a Remote/Virtual Town Council meeting. 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 using the Zoom link provided on the agenda.

A meeting of the Town Council was held on Wednesday, June 24, 2020 as a **Remote Access Virtual Zoom Meeting**. Councilors present: Andrew Bissanti, Brian Chandler, Robert Dellorco, Eamon McCarthy Earls, 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.

CALL TO ORDER: ► Chair Mercer called the **Remote Access Virtual Zoom Meeting** to order at 7:00 PM. ► Chair Mercer called for a moment of silence and all recited the Pledge of Allegiance.

ANNOUNCEMENTS: ► Chair Mercer stated this meeting is being conducted remotely consistent with Governor Baker's executive order of March 12, 2020, regarding the current state of emergency in the Commonwealth due to the outbreak of the COVID-19 virus. In order to mitigate the transmission of the COVID-19 virus, we have been advised and directed by the Commonwealth to suspend public gatherings and as such the governor's order suspends the requirements of the open meeting law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely. He stated that this meeting will feature public comment. He noted the availability of the posted call-in number and Zoom meeting link provided on the agenda for the public to join and participate in the meeting. He reviewed that all supporting meeting materials that have been provided to the Town Council are available on the Town's website unless otherwise noted. He reviewed the remote meeting ground rules. He announced this **Remote Access Virtual Zoom Meeting** is being recorded by *Franklin TV* and available for viewing on Comcast Channel 11 and Verizon Channel 29; this meeting may also be recorded by others.

CITIZEN COMMENTS: None.

APPROVAL OF MINUTES: None.

PROCLAMATIONS/RECOGNITIONS: None.

APPOINTMENTS: ► *Annual Reappointments.* ► Mr. Hellen stated that at a previous meeting in June annual reappointments were done, and it was noted there would be a few more appointments as some members had not yet responded. There may also be a few outstanding appointments to be approved at a future Town Council meeting. ► Mr. Jones read the Appointed Committee Members June 2020 – 2nd Round list. ► **MOTION to Ratify** the Annual Appointments to the boards and commissions as presented on the Appointed Committee Members June 2020 – 2nd Round list by **Dellorco. SECOND by Kelly. No Discussion. ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegrini-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**

HEARINGS: None.

LICENSE TRANSACTIONS: None.

PRESENTATIONS/DISCUSSIONS: None.

SUBCOMMITTEE REPORTS:

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

LEGISLATION FOR ACTION:

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

- a. **Resolution 20-33: Expenditure Limits for FY 2021 on Departmental Revolving Funds Established by Franklin Town Code Chapter 73, as provided in G.L. Chapter 44 Section 53E1/2, as Amended (Motion to Approve Resolution 20-33 - Majority Roll Call Vote).** ► Mr. Jones read the resolution. ► **MOTION to Approve** Resolution 20-33: Expenditure Limits for FY 2021 on Departmental Revolving Funds Established by Franklin Town Code Chapter 73, as provided in G.L. Chapter 44 Section 53E1/2, as Amended by **Dellorco. SECOND** by **Kelly. Discussion:** ► Mr. Hellen stated that by statute the Town Council is required to reauthorize the usage and spending on the account limits. These are the same funds and limits that the Town has had for years. ► Mr. Chandler asked what the respite program was. ► Mr. Hellen stated it is a program for respite coordination at the Senior Center. ► Mr. Cerel stated it is a program for adult daycare and an alternate program to give care providers time off for taking care of age-challenged people. ► Mr. Steve Sherlock commented on some of the current events held regarding this program. ► **ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegrini-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**
- b. **Resolution 20-38: Acceptance of G.L. Ch. 60, Section 15B and the Establishment of a Tax Title Collection Revolving Fund for Treasurer-Collector (Motion to Approve Resolution 20-38 - Majority Roll Call Vote).** ► Mr. Jones read the resolution. ► **MOTION to Approve** Resolution 20-38: Acceptance of G.L. Ch. 60, Section 15B and the Establishment of a Tax Title Collection Revolving Fund for Treasurer-Collector by **Dellorco. SECOND** by **Kelly. Discussion:** ► Mr. Hellen stated both the finance director and treasurer collector wanted to create this new revolving fund where the revenue that comes in pays for the expenditures; it will take \$32,000 out of the operating budget and create a self-sustaining account. ► **ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegrini-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**
- c. **Resolution 20-39: Establishment of the Metacomet Emergency Communication Center (MECC) Stabilization Fund (Motion to Approve Resolution 20-39 - Two Thirds (2/3) Majority Roll Call Vote).** ► Mr. Jones read the resolution. ► **MOTION to Approve** Resolution 20-39: Establishment of the Metacomet Emergency Communication Center (MECC) Stabilization Fund by **Dellorco. SECOND** by **Kelly. Discussion:** ► Mr. Hellen stated this was discussed at last week's budget hearing. There is an almost certain grant from the State to be established allowing the Town to not have to pay the assessment for FY21 or FY22 as well as 50 percent of the FY23 assessment and 25 percent of the FY24 assessment. This resolution is to create the stabilization account as prudent fiscal policy to put aside enough funds from the savings of the next four years to pay the bill for the full assessments for FY25 going forward of possibly \$1.5 million. He discussed other costs that have burdened the Town for the MECC's establishment and noted this stabilization fund is intended to also be able to patch any gaps that may occur as the MECC continues to be established. He reviewed the initial deposit into this account. He explained this is really a savings account to be able to pay the FY25 bill. ► **ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegrini-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**

- d. Bylaw Amendment 20-855: Chapter 82, Water Fee Increase - First Reading (Motion to Move Bylaw Amendment 20-855 to a second reading - Majority Roll Call Vote).* ► Mr. Jones read the bylaw amendment. ► **MOTION to Move** Bylaw Amendment 20-855: Chapter 82, Water Fee Increase to a Second Reading by **Dellorco. SECOND** by **Kelly. Discussion:** ► Mr. Hellen stated this bylaw amendment was outlined in his memo provided in the Town Council’s meeting packet. He stated the staff is proposing a water rate increase of 10 percent beginning September 1, 2020, and an additional increase scheduled for July 1, 2021. He stated the main driver for this is the water treatment plant on Grove Street and reconstruction of Wells 3 and 6. He stated the water treatment plant should be done in approximately one year. ► Chair Mercer noted there has not been any rain in the past two months. ► Mr. Hellen stated they are looking at a water ban. The State has had a Drought Management Task Force for over 20 years; they met today and Mr. Cantoreggi will provide an update. ► Mr. Brutus Cantoreggi, Public Works Director, reviewed a slideshow presentation titled providing a water use update. He stated that the Drought Management Task Force met and due to current conditions and forecasts, recommended that a Level 2 (significant drought) be declared which means no outside watering of lawns. He reviewed well pumping gallons per month in 2020, average daily pumpage, system concerns, well information regarding wells 6, 3, 8, and 9, and iron and manganese issues. ► Town Council members thanked Mr. Cantoreggi for his presentation and asked questions. ► Mr. Kelly said water is a necessity, and he is concerned about the increase in cost for residents. ► Mr. Cantoreggi stated that based on the State’s permit, the Town is allowed to pump 3.14 million gallons per day on average. He stated that Franklin’s water rates are in the middle of surrounding communities. He noted that the State goes by an average home using 220 gallons of water per day. He noted that residents with private wells can still water lawns; a sign must be put on their property noting the well. However, the water all comes from the same aquifer. He responded that the 10 percent rate increase would probably increase the average homeowner’s water bill by \$25 to \$40 per year. He stated that even with the other wells online, there will always be a water conservation plan as it is a stipulation in the State’s permit. However, with all wells online and going, the Town will be able to rest the wells and aquifers and have a reserve. Outdoor watering goes up significantly this time of year. In response to a resident’s question about why the baseball fields are being watered when they cannot be used, he stated that the irrigation at the ball fields has been turned off, but they will be watered once a week to maintain them. If the field grass completely fails, there will be high cost to bring them back online. ► Mr. Hellen mentioned that Zoom or in-person outreach sessions will be held where Mr. Cantoreggi can talk to residents and answer questions about water use and development in Franklin. ► Mr. Justin Bates, 8 Longfellow Drive, stated that low-income households would be disproportionately affected by the water fee increase. ► Mr. Hellen stated that in the Town’s bylaw regarding fees, there is a provision for a community assistance program; about 60 to 70 people take advantage of this each year based on income guidelines. ► Mr. Bates stated that 4.4 percent of Franklin’s households are below the poverty line; therefore, 70 residents in this program is not many. He asked how those other households can take advantage of this program. ► Mr. Cantoreggi reviewed the community assistance program which is for all the enterprise funds so low-income residents can receive a substantial discount. He noted that many low-income residents may be in apartments or affordable housing so their water service is picked up by the landlord’s fees. ► **ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegrini-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**
- e. Resolution 20-40: Salary Schedule: Full-Time Elected Official - Town Clerk (Motion to Approve Resolution 20-40 - Majority Roll Call Vote).* ► Mr. Jones read the resolution. ► **MOTION to Approve** Resolution 20-40: Salary Schedule: Full-Time Elected Official - Town Clerk by **Dellorco. SECOND** by **Kelly. Discussion:** ► Mr. Hellen stated the resolution speaks for itself. He noted that by statute an elected official’s salary has to be approved by the local legislative body each year. ► **ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegrini-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**

- f. Resolution 20-41: Ratification of the Memorandum of Agreement between the Franklin Police Association employees and the Town of Franklin (Motion to approve Resolution 20-41 - Majority Roll Call Vote).* ► Mr. Jones read the resolution. ► **MOTION to Approve** Resolution 20-41: Ratification of the Memorandum of Agreement between the Franklin Police Association employees and the Town of Franklin by **Dellorco**. **SECOND** by **Kelly**. **Discussion:** ► Mr. Hellen stated this is the final bargaining agreement on the municipal side. He thanked those who worked on this negotiation. ► **ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegri-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**
- g. Resolution 20-35: FY20 Capital Plan Round 2 (Motion to Approve Resolution 20-35 - Majority Roll Call Vote).* ► Mr. Jones read the resolution. ► **MOTION to Approve** Resolution 20-35: FY20 Capital Plan Round 2 by **Dellorco**. **SECOND** by **Kelly**. **Discussion:** ► Mr. Hellen stated both of the requests were unanimously approved by the Finance Committee and the Town Council Budget Subcommittee. ► **ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegri-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**
- h. Resolution 20-32: FY20 Appropriation Transfers (Motion to Approve Resolution 20-32 - Majority Roll Call Vote).* ► Mr. Jones read the resolution. ► **MOTION to Approve** Resolution 20-32: FY20 Appropriation Transfers by **Dellorco**. **SECOND** by **Kelly**. **Discussion:** ► Mr. Hellen stated at the end of the year if departments have gone over or under budget there is a year-end transfer. He noted that this year all departments have worked within their budgets. ► **ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegri-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**
- i. Resolution 20-34: Authorize Town Administrator to Grant Temporary Expansion Licenses (Motion to Approve Resolution 20-34 - Majority Roll Call Vote).* ► Mr. Jones read the resolution. ► **MOTION to Approve** Resolution 20-34: Authorize Town Administrator to Grant Temporary Expansion Licenses by **Dellorco**. **SECOND** by **Kelly**. **Discussion:** ► Mr. Hellen stated that the Town Council voted for temporary licenses at the June 3, 2020, Town Council meeting which the Town Attorney noted was acceptable; this is the last step in the process. ► Ms. Pellegri asked to be updated by Mr. Hellen if there are problems or if it is going well with all the outdoor eating establishments. ► Mr. Kelly and Mr. Jones congratulated the restaurants on opening back up. ► Mr. Hellen reviewed some of the guidance on outdoor establishments for social distancing. Phase III allows indoor dining with social distancing requirements, as well. He reviewed the outdoor dining arrangement for Teddy Gallagher's pub. ► **ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegri-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**

TOWN ADMINISTRATOR'S REPORT: ► Mr. Hellen thanked Ms. Chrissy Whelton for all her hard work on the licensing. He stated there are three active COVID-19 cases in Franklin; there was an increase of one case in one week. He thanked everyone for the tremendous job they have done regarding COVID-19.

FUTURE AGENDA ITEMS: None.

COUNCIL COMMENTS: ► Mr. Bissanti thanked Franklin residents for their attendance at the budget meetings held at the high school football field. ► Mr. Chandler thanked Mr. Hellen for completing the last union contract. He noted a tweet from the State House about possible PPE cost reimbursements to help the towns. ► Ms. Hamblen thanked everyone for tuning into tonight's meeting. ► Mr. Kelly wished everyone a happy Fourth of July. He stated that the Town's resources should be located in one tab on the Town's website. ► Ms. Pellegri thanked everyone for their work in putting together the budget hearings. She suggested virtual fireworks for July 4th. ► Mr. Jones stated he was looking forward to getting back to regular meetings rather than Zoom. ► Mr. Dellorco thanked everyone for how well the budget hearings went last week. He wished everyone a happy July 4th. He gave condolences to the family of Mr. Paul Eastwood.

► Chair Mercer thanked everyone involved in putting together the budget hearings, especially Mr. Michael D'Angelo and Mr. Pete Fasciano. He wished everyone a happy Fourth of July.

EXECUTIVE SESSION: None.

ADJOURN: ► MOTION to Adjourn by Kelly. SECOND by Dellorco. No Discussion. ► ROLL CALL VOTE: Bissanti-YES; Chandler-YES; Dellorco-YES; Earls-YES; Hamblen-YES; Jones-YES; Kelly-YES; Mercer-YES; Pellegrini-YES. ► VOTE: Yes-9, No-0, Absent-0. Meeting adjourned at 8:43 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

APPOINTMENTS



Library Board of Directors

Barbara Steele
9 Mountain Ash Lane
Franklin, MA 02038

The Franklin Library Board of Directors has recommended the appointment of Barbara Steele to serve as a member of the Franklin Library Board of Directors with a term to expire on June 30, 2023.

MOTION to ratify the appointment by the Town Administrator of Barbara Steele to serve as a member of the Franklin Library Board of Directors.

DATED: _____, 2020

VOTED:

UNANIMOUS: _____

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

RECUSED: _____

A True Record Attest:

Teresa M. Burr, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You

Date Submitted: May 20, 2019

Name: Barbara G. Steele

Home Address: 9 Mountain Ash Lane
FRANKLIN, MA 02038

Mailing Address: 9 Mountain Ash Lane
FRANKLIN, MA 02038

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Current Occupation/Employer: Retired Educator

Narrative: I am presently retired, but was Special Ed and Elementary Teacher for 35 years. I still sub about 4 days per month in the town of Plainville, MA. I have a Masters in Special Ed from Boston University, a Bachelor of Science in Education from the former North Adams State College. For approximately 2 years, I have volunteered sorting book for the monthly book sale. I'm also actively in FISH of Franklin, Inc., a non-profit that provides free transportation to medical appointments.

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

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

March 13, 2020

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Planning Board Associate Vacancy Appointment

After last year's election, the incumbent Associate was elected to the full Planning Board, rendering the Associate seat vacant. Section 3-3-1 of the Town Charter specifies:

“Unless recalled in accordance with Article Five, Section 4 of this Charter, vacancies in boards established under this Article shall be filled by the Town Council jointly with the remaining members of the respective board until the next regular Town election.”

In short, a joint meeting of the remaining members of the Town Council and Planning is required to fill the seat until the next election, which is November 2, 2021.

In an effort to give everyone in the community an opportunity to apply for the seat, I posted the vacancy for 3 weeks in November. Ten candidates applied. Unlike every other appointment to a Town Board or Committee, the Town Charter does not specify who nominates the appointment for filling an elected seat. Thus, I sat down with the Chairs of the Council and Planning Board to agree on a nomination process. We agreed that the process should be commensurate with other Town appointments and that the Town Administrator would interview the candidates and present a recommendation. However, in this case we agreed I would nominate multiple candidates as a way of offering more choice to the appointing authority.

After interviewing all ten candidates, I have selected four to present before the Boards. I have included their application submission materials in the packet this evening. The candidates are:

1. Cobi Frongillo
2. Gregory Thomas Giardino
3. Beth Wierling
4. Jennifer Williams

Please note, the Planning Board Associate is not a full voting member of the Board. The Associate is used as a voting member only as an alternate when there is a need for a fifth voting member during an

absence of one of the five full-time members.

Under the Open Meeting Law, the Planning Board will need to open up a public meeting before any discussion takes place. After any actions taken, the Planning Board will also be required to adjourn their meeting before resuming the Council meeting.

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

APPOINTMENTS



Joint Town Council and Planning Board Vote To Fill Associate Planning Board Vacancy

Franklin Town Council and Planning Board hereby vote pursuant to Franklin Home Rule Charter provisions Article 3 Section 3 Vacancies 3-3-1 to appoint _____ residing at _____ Franklin, MA 02038 to fill the the Associate Planning Board vacancy with a term to expire Nov 2, 2021.

DATED: _____, 2020

VOTED:

UNANIMOUS: _____

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

RECUSED: _____

VOTED:

UNANIMOUS: _____

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

RECUSED: _____

Glenn Jones, Clerk
Franklin Town Council

Anthony Padula, Chairman
Franklin Planning Board

A True Record Attest:

Teresa M. Burr, CMC
Town Clerk



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You

Date Submitted: November 20, 2019

Name: Jennifer Williams

Home Address: 28 Queen Street
Franklin

Mailing Address: 28 Queen Street
Franklin

Phone Number(s):

Email Address:

Current Occupation/Employer: Designer / Perkins and Will

Narrative: As a professional in the architecture industry with a lifelong career in design and planning, I believe I have a unique skillset to offer the Town of Franklin Planning Board. My career has been focused on designing spaces for the betterment of communities large and small through built projects and strategic planning alike. I believe thoughtful implementation of long and short term visionary projects have the ability to transform our Town in vibrant, meaningful way. Considering my relevant work in practice paired with active community engagement, I believe I can offer valuable input by bringing a fresh, qualified and diverse viewpoint to Franklin's Planning Board.

I am available to meet weeknights as needed, and weekends when necessary. I look forward to the opportunity to be engaged in this meaningful role which can help to positively impact Franklin's future.

Board(s) / Committee(s): ___ PLANNING BOARD

contact me

a: 28 Queen Street, Franklin

professional qualifications & organizations

Licensed Interior Designer
NCIDQ no. 027458

IIDA Professional member of the International Interior Design Association

AIA Associate member of the American Institute of Architects

BSA Member of the Boston Society of Architects

LEED Accredited Professional

WELL Accredited Professional

Fitwel Ambassador

education

Endicott College: Bachelor of Science in Interior Design

community

ACE Mentor Program of Greater Boston: Board Member, Marketing Coordinator

Women Leaders in College Sports: Member

Spaulding Rehabilitation Hospital
4x Boston Marathon Race for Rehab Team Member

speaking

Athletic Business National Fall 2019: Project tips from Facility of Merit Award Winners

ACUI Region VIII Fall 2016: What's Next? Trends in Student Life

NIRSA National Spring 2014: Value-driven Design: Building Spaces with Inclusivity in Mind

JENNIFER WILLIAMS

IIDA, ASSOC. AIA, LEED AP, WELL AP, FITWEL AMBASSADOR

employment

PERKINSandWILL Senior Associate

Sept. 2010-present

Roles and Responsibilities: client engagement / sports, performance healthcare, and education planning and programming / master planning and strategic planning / interior architecture design direction and execution / marketing efforts through interviewing, proposal writing, conference attendance and speaking / representation of the firm through outside organizations and charities / active participation in firm-wide leadership programs / intern and staff hiring

Projects:

Columbia University: *Tennis and Squash Center Feasibility Study*

\$30 million / 60,000 GSF / Study Complete Summer 2019

University of Massachusetts Amherst: *McGuirk Stadium Study, Expansion and Air Supported Structure, Amherst, MA*

\$18 million / 120,000 GSF / Opened Summer 2019

Northwestern University: *Ryan Fieldhouse and Walter Athletics Center, Evanston, IL*

\$180 million / 420,000 GSF / Phase I Opened August 2018

Stevens Institute of Technology: *Athletics and Recreation Master Plan*

\$30 million / 60,000 GSF / Master Plan Complete Spring 2019

Phillips Academy Andover: *Snyder Athletic Center, Andover, MA*

\$38 million / 100,000 GSF / Opening Fall 2017

Baylor, Scott, & White: *Blue Star Sports Therapy and Research Center, Frisco, TX*

\$56 million / 205,000 GSF / Opening January 2018

Boston University: *Athletic Strategic Master Plan, Men's Basketball Feasibility Study, Men's Lacrosse Locker Room, Case Athletic Center Entry and Lobby Improvement, Women's Hockey Feasibility Study*

\$Various / 480,000 GSF / Ongoing implementation of projects

Colby College: *Athletic Master Plan, Waterville, ME*

580,000 GSF / Master plan complete 2015

University of Massachusetts Amherst: *Football Performance Center & Press Box, Amherst, MA*

\$26 million / 47,000 GSF / Opened Fall 2014

University of Massachusetts: *Lowell University Crossing Student Center, Lowell, MA*

\$47 million / 138,000 GSF / Opened Summer 2014

Clark University: *Bickman Fitness Center Expansion, Worcester, MA*

\$3 million / 11,000 GSF / Opened Summer 2014

Wentworth Institute of Technology: *Center for Biomed. Sciences and Engineering, Boston, MA*

\$14.4 million / 40,000 GSF / Opened Summer 2012

SASAKI Interior Designer

May 2007 - Sept. 2010

Roles and Responsibilities: sports planning and documentation / interior architecture and design and execution / active participation in firm-wide activities

Projects:

Loyola University Ridley Athletic Complex \$54 million / 94,700 GSF / Opened Spring 2010

Towson University SECU Arena \$Confidential / 183,000 GSF / Opened Summer 2012

Bluffton University Recreation Center \$10.8 million / 57,100 GSF / Opened 2011

Guckenheimer Cafe Renovation at the John Hancock Tower \$7 million / 17,000 GSF



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You

Date Submitted: November 19, 2019

Name: Beth A Wierling

Home Address: 164 Main Street
Franklin, MA 02038

Mailing Address: 164 Main Street
Franklin, MA 02038

Phone Number(s):

Email Address:

Current Occupation/Employer: Planning & Construction Manager, The Kraft Group

Narrative: I am applying for the Associate position on the Planning Board. I am available to meet during regularly scheduled Planning Board meetings and as needed outside of regularly scheduled meetings. I am currently employed as a Planning & Construction Manager with The Kraft Group at Gillette Stadium. I have an extensive background in planning and development, both professionally and in my education, both under graduate and gradate degrees. I look forward to being able to discuss my credentials for this position in detail.

Board(s) / Committee(s):



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You

Date Submitted: November 19, 2019

Name: Cobi Frongillo

Home Address: 140 Maple St.
Franklin

Mailing Address: 140 Maple St.
Franklin

Phone Number(s):

Email Address:

Current Occupation/Employer: Research Analyst, BW Research Partnership

Narrative: In my public policy graduate studies, I took numerous courses relevant to municipal public service. In one such course, Sustainable Cities, I conducted a term paper on economic development opportunities in Downtown Franklin. I reviewed historic planning documents, town bylaws, and GIS maps, as well as conducted interviews with members of both the Planning Department and the Town Council. Thus, I am uniquely familiar with both the historic and current context in which the Franklin Planning Board makes their decisions and have higher education on considerations for smart regional planning.

In my current position, I have assisted in the collection and analysis of survey data for a city planning report.

Also, with the exception of my time at University, I have lived my entire life in Franklin and could provide a unique youth and young adult perspective on the town's planning.

I work in Wrentham and have no other time constraints, so I will be available and present any time outside the normal business hours.

Board(s) / Committee(s): ___ PLANNING BOARD

Ambitious Master of Public Policy with diversified political experience in legislation, communications & outreach, and qualitative & quantitative research. Interested in the promotion of climate policy through economic and scientific data. Skilled at communicating technical climate and clean energy information to decision-makers and the general public.

POLICY EXPERIENCE

BW Research Partnership **May 2018 – August 2018, August 2019 – Present**
Research Assistant, Research Analyst Wrentham, MA

- Author policy memos and manage data (Excel, Q) to inform reports for Mass CEC, RI OER, NREL, NRCAN, and NYSEERDA
- Survey and interview clean energy employers (1000+ to date) across New England, New York, and Canada
- Represent the firm at regional clean energy industry conferences and workshops
- Researched, drafted, and edited Rhode Island's 2018 Clean Energy Industry Report for the Office of the Governor

UMass Amherst School of Public Policy **January 2019 - May 2019**
Graduate Student Researcher Amherst, MA

- Collaborated with two graduate students to produce a conference presentation and report on municipal electricity aggregation programs in Massachusetts for a local client
- Completed an extensive literature review comparing the Massachusetts energy market with other state markets
- Conducted a quantitative survey of over forty municipal leaders on the goals and outcomes of their programs
- Analyzed state-level policies and policy gaps through interviews of over a dozen policy makers and industry leaders
- Collected, managed, and analyzed data in Excel and STATA to produce illustrative statistics and graphs

Northeast Climate Science Center **June 2017 - November 2017**
Communications Assistant & Information Manager Amherst, MA

- Produced 5 videos with Final Cut Pro about important NECSC projects and events for their website and email dispersal
- Analyzed and consolidated website data using Google Analytics and Microsoft Excel for annual budget review
- Produced engaging Regional Meeting proceedings with Adobe Photoshop & InDesign for widespread email dispersal

Professor James Boyce – UMass Amherst Department of Economics **August 2017 - December 2017**
Research Assistant Amherst, MA

- Authored weekly memos summarizing requested research to support work on carbon pricing and dividends
- Consolidated academic articles and information on 28 carbon pricing schemes around the world
- Produced and presented my research on "How should we price carbon?" at an undergraduate economics conference

Office of State Representative Jeff Roy **May 2016 – August 2016**
Legislative Assistant Boston, MA

- Constructed 3 complete pieces of opioid-related legislation and accompanying fact sheets for the Representative
- Researched past bills and supportive data, and contacted relevant parties in reference to legislative action

Congressman Joe Kennedy III District Office **May 2016 – August 2016**
Constituent Services Aide Attleboro, MA

- Communicated with constituents in district to address raised concerns on behalf of the Congressman
- Organized Kid's Summer Cafe, a weekly charity event that brought aid to 4,000 children suffering from malnutrition
- Collected key contacts around regional efforts to combat the opioid crisis for political events and advocacy efforts

Student Government Association – University of Massachusetts Amherst **May 2017 – May 2018**
Secretary of Public Relations and Marketing Amherst, MA

- Produced graphics and videos for 23,000 constituents, distributed through social media, website, and campus mailings
- Authored press releases and web content, while maintaining communication with on-campus and local news outlets
- Hired and coordinated a staff of 5 undersecretaries, meeting weekly and communicating regularly on latest projects

Research Assistant

Amherst, MA

- Supported 3 political science professors to consolidate methods for increasing representation in local governments
 - Contacted over 150 city officials across the United States to collect data on election history and timing
 - Produced and collected data tables on over 250 communities using the political data tool Catalyst
-

LEADERSHIP AND COMMUNITY INVOLVEMENT

- Soccer For Smiles Charity Soccer Tournament** **January 2010 - Present**
Cofounder and Organizer Franklin, MA
- Created and manage an annual soccer tournament for charity coordinating over 20 volunteers, attracting nearly 200 participants, and raising \$40,000 for disaster relief, breast cancer, and local families in need
 - Partner with over 100 local towns and businesses
 - Established a recurrent scholarship using raised funds to encourage and reward high school service projects
- Residential Life – University of Massachusetts Amherst** **August 2018 – May 2019**
Community Standards Graduate Assistant Amherst, MA
- Served as a hearing officer meeting with 10-20 students weekly to review allegations of misconduct, uphold University expectations, and impose sanctions up to deferred removal from University housing
 - Led a biweekly workshop on personal accountability and community responsibility with 25 participants
 - Functionally supervised five undergraduate student staff members
- United States Soccer Federation** **June 2011 - Present**
Soccer Official (Grade 7)
- Manage gameplay and communicate with official team members for youth through semi-professional matches
 - Selected to represent MA at multiple Youth, Olympic Development, and College Club Regional Championships
-

EDUCATION

- University of Massachusetts Amherst** **May 2019**
Master of Public Policy Amherst, MA
Environmental Policy Concentration
GPA: 3.9
Relevant Courses: Public Policy Analysis, Program & Policy Evaluation, Statistical Methods, Environmental Policy, Policy Methods, Public Law & Legislative Drafting, Politics & the Policy Process, Sustainable Cities
- University of Massachusetts Amherst – Commonwealth Honors College** **May 2018**
Bachelor of Arts in Economics & Political Science Amherst, MA
Environmental Science Minor
GPA: 3.8
Honors: Cum Laude, Truman Scholar Nominee, Nathaniel Hill Debating Award, SBS Academic Fellow
Relevant Courses: Political Economy of the Environment, Rethinking US Environmental Policy, Environmental Economics, Natural Resource Policy & Administration, The Politician & The Journalist (w/ Congressman Richard Neal), Global Environmental Change, International Environmental Policy
-

SKILLS

STATA, R, Q, Microsoft Excel, Qualtrics, SPSS, EMSI, Java, Catalyst, Final Cut Pro, Adobe InDesign, Adobe Photoshop, Logic Pro, French



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You

Date Submitted: November 19, 2019

Name: Gregory Thomas Giardino

Home Address: 74 Brook st
FRANKLIN, MA 02038

Mailing Address: 74 Brook st
FRANKLIN, MA 02038

Phone Number(s):

Email Address:

Current Occupation/Employer: Master Plumber/ G. T. Giardino Plumbing and Heating

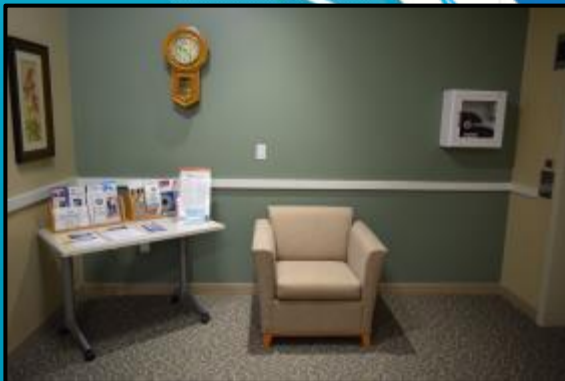
Narrative: I have been fortunate to have been a life long resident of Franklin Massachusetts. I have also been fortunate to be in the trade of plumbing for 35 years. I have worked in the Norfolk county area for a majority of my career. The experience of being in the plumbing trade as a business owner has allowed me the opportunity to deal with many inspectors, contractors, architects in many projects both residential and commercial in and around the town of franklin. This has given me many years of experience in the development of the surrounding communities. I would like to have the opportunity to join the planning board to help maintain the well designed growth of Franklin for the foreseeable future.

Board(s) / Committee(s): ___ PLANNING BOARD



FRANKLIN PROCUREMENT OVERVIEW

John Bugbee
March 18, 2020





Procurement Law Basics



- **M.G.L 30B-** Supplies and Services, Disposal of Surplus Supplies and Municipal Real Property Transactions
- **M.G.L. c.149** – Building Construction Contracts
- **M.G.L. c. 30, 39M-** Public Works Construction Contracts
- **MGL c. 7C, 44-57-** Public Building Design Services



Overview – c. 30B



Under
\$10K

- Requires that “sound business practices” are followed
- 30B defines “sound business practices” as ensuring receipt of favorable prices by periodically soliciting price lists or quotes

\$10K to
\$50K

- Requires three (3) written quotes (see attached Town form)

Over
\$50K

- Sealed bid process
- Requires that work is advertised in Combuys , Procurement Office Bulletin Board, and Newspaper (If over \$100K must also be published in goods & Services Bulletin)



Overview – c.30,39M and c.149



MGL c.30, 39M
(divided up by
those projects
with & without
labor)

- These type of procurements are for public works projects such as roads , bridges , water , and sewer
- This section also covers the purchase of construction related materials

MGL c. 149

- These type of procurements are for all building projects, building / facility repairs and replacements, and any project where a change is made to the physical structure of a building
- (Under the chapter, a building is considered to be anything that has walls and a roof.



Allowable Purchasing Contracts



Collaboratives / Cooperatives

- Collaboratives are contracts that are generally placed out to bid by lead jurisdiction and Franklin is listed as a potential buyer Ex. Road salt
- Cooperatives are for supplies only, they cannot be used for services
- Cooperatives Procured by a lead jurisdiction of which the Town of Franklin is a Member
- Examples- MHEC , HGAC, Sourcewell, Plymouth County Commissioners

Statewide Contracts / COMMBUYS

- These type of procurements are allowed as the supplies and /or services have already been procured by the Operational Services Division
- OSD user guides must be followed



Surplus Property Disposal Process Governed by 30B



Advertise equipment
in Goods & Services
Bulletin / Town
Website /
Newspaper

Online auction of all
equipment at
www.municibid.com

Award bid to
highest bidder
/ Exchange
paperwork



***All surplus equipment must be referred to procurement office where written policies are followed (see attached)**



Additional Information



Improvements

- Over the past five years this office has worked to make various improvements in procurement procedures:
 1. Bid Availability Improvements
 2. Standardized quote process for Dept. Heads / PO Approval predicated on correct paperwork
 3. Use of govt. surplus website to dispose of supplies



Additional Information



MCPPO

- MA Officer of Inspector General oversees the certification of all Chief Procurement Officers
- CPO are required to attend three (3) seminars each of which last three (3) days and require passage of exam for each
- Recertification is required every five (5) years

MAPPO

- MA Association of Procurement Officials
- Required to attend monthly meeting for re-certification
- Professional organization that keeps MA Procurement officials informed regarding developments in the field
- Example: Legislative / legal updates, advocacy work, recomm. on improving practices

Education

- Over the past five years the Town has made a concerted effort to educate those employees making front-line decisions on procurement.
- These Town employees have various procurement certifications all of which help ensure MGL compliance and work to foster a teamwork approach to procurement. Current certified employees include:
 - 1) Town Administrator
 - 2) DPW Director & Asst. DPW Director
 - 3) Town Engineer
 - 4) Asst. Comptroller
 - 5) Facilities Director



Additional Information (contn'd)



Emergency Procurement

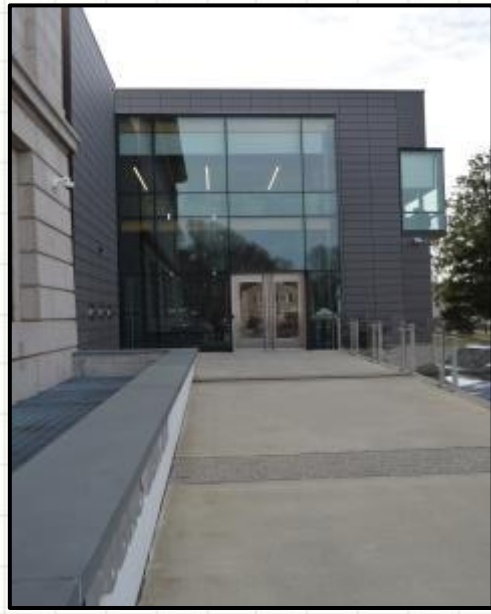
- MGL allows for the by-pass of procurement regs if compliance would endanger the health or safety of people or property due to unforeseen emergency
- Waivers under c.149, or c.30, 39M require approval Division of Capital Asset Management Office
- Only those supplies and services necessary to meet the emergency may be allowed under this provision
- Must still adhere to procurement law to the extent possible

Pubic Bidding Exemptions

- MGL allows for certain activities to be exempt from public procurement
- There are thirty-five exemptions listed within the law
- They include engineering contracts, bank services, solid waste disposal, labor relations attorneys, CPA work

Sole-Source Procurement / Proprietary Specifications

- A sole source procurement is done without performing a competitive process
- Only allowed for purchases under \$50K / Only when a written determination that the vendor is the only practicable source
- Proprietary specs are allowed only when “no other manner of description suffices.” Requires written justification included in file



QUESTIONS?



Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

August 7, 2020

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Snow Bylaw

This evening will be an open discussion on a Council priority from earlier this year, which is to reinstate the Town's Snow Removal Bylaw. By way of background, earlier this year there were concerns about the lack of snow removal in downtown. Feedback was varied and the Council decided to ask the EDC to look at a first draft map produced by the GIS Department at the DPW.

At the June 10, 2020 Economic Development Meeting, the Subcommittee proposed to move the Snow Bylaw map to the Full Town Council for input and discussion. They agreed the proposed map (attached) was an excellent first step, but all members agreed an item such as this should be discussed with the entire Council. The EDC's priority was to not necessarily support the map exactly as proposed, but was a very good start to a discussion. Larger input is required.

The proposed map is new and reflects much of the feedback we have heard to date. I have also attached historical materials from this policy debate going back a few years.

There is no legislation for action this evening. Just a discussion.

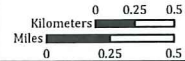
If you have any additional questions please feel free to ask.



Franklin MASSACHUSETTS

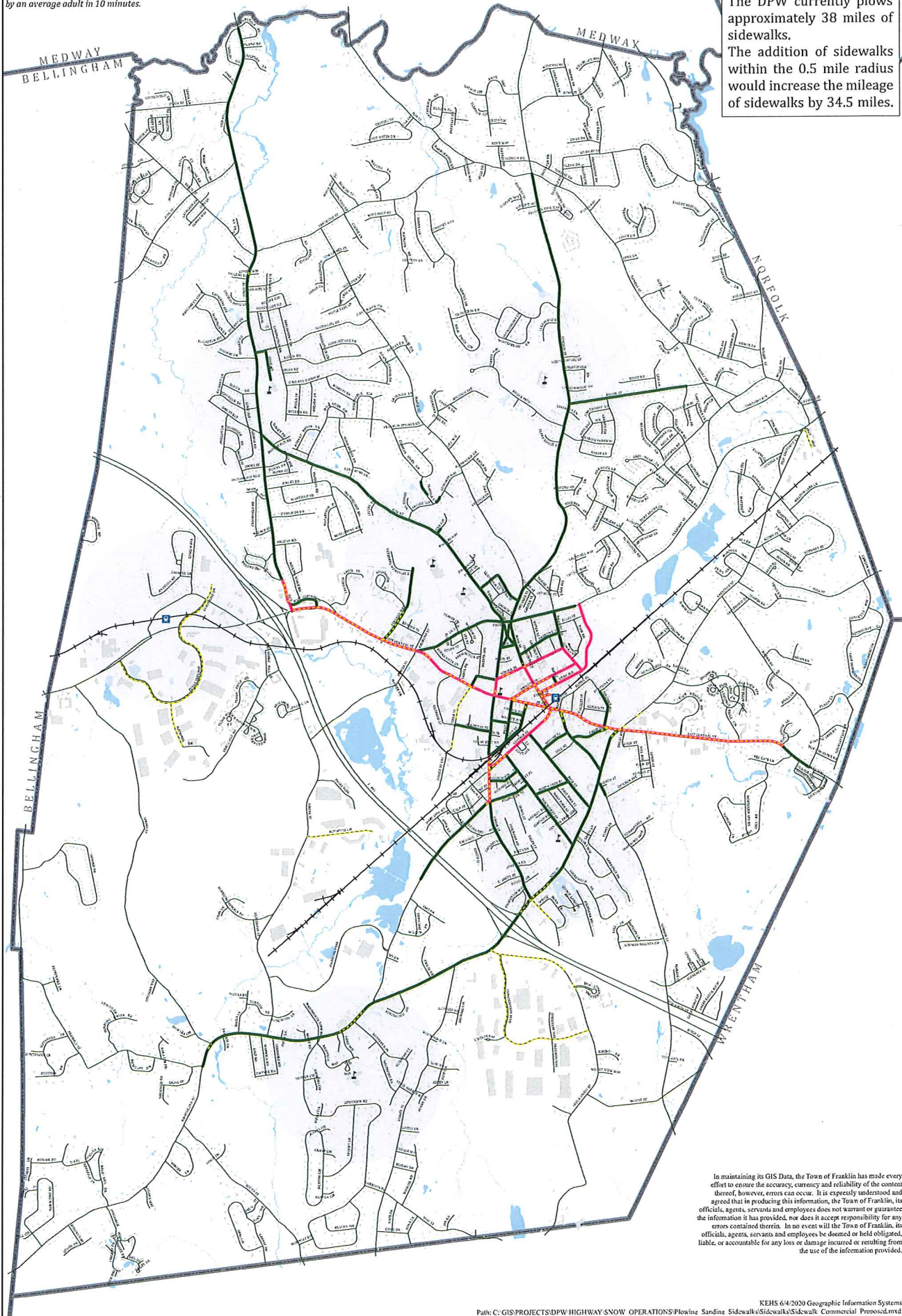
- Commercial Sidewalks
- Proposed Sidewalk Snow Removal by Property Owner
- Sidewalks Plowed by the DPW
- 0.5 mile radius* of a Train Station or School
- Street

- School
- Train Station
- Structure
- Water
- Municipal Boundary



*The 0.5 mile radius is based on the distance walked by an average adult in 10 minutes.

The DPW currently plows approximately 38 miles of sidewalks. The addition of sidewalks within the 0.5 mile radius would increase the mileage of sidewalks by 34.5 miles.



In maintaining its GIS Data, the Town of Franklin has made every effort to ensure the accuracy, currency and reliability of the content thereof, however, errors can occur. It is expressly understood and agreed that in producing this information, the Town of Franklin, its officials, agents, servants and employees does not warrant or guarantee the information it has provided, nor does it accept responsibility for any errors contained therein. In no event will the Town of Franklin, its officials, agents, servants and employees be deemed or held obligated, liable, or accountable for any loss or damage incurred or resulting from the use of the information provided.

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

January 3, 2020

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Bylaw Amendment 20-848: Add Chapter 147, Snow and Ice Removal

Based on some feedback and conversations at a recent Finance Committee meeting, some of you, as well as some in the community, have asked for the Town to discuss reinstating the snow bylaw where businesses are expected to shovel snow off sidewalks in front of their premises.

The original bylaw was adopted in 1975 and the Council repealed this bylaw in 2017 at the request of the previous Administrator due to the difficulty in enforcing the bylaw. I have attached the packet materials from those discussions at the time, where the debate surrounded around better enforcement or repeal the bylaw altogether.

However, in the two years since, it is becoming increasingly important to ensure a safe pathway on sidewalks for pedestrians, as well as good practice for inviting business to stores. With the challenges we face in snow and ice removal due the decline in contractors seeking work as snow plow drivers, this bylaw will have a positive impact in asking everyone to chip in a little. The proposal before you will have a positive effect for the mobility of pedestrians, most notably on the main arteries in the Downtown and Franklin Crossing.

The draft before you this evening is the exact bylaw that was approved in 1975 with one exception: a revised enforcement section. The previous bylaw had no enforcement provision other than a standard \$25 fine and did not designate any public officials to enforce it. I am proposing that the violations in this bylaw mirrors the exact same violations section in our lawn watering bylaws to make them consistent. Notice the focus on a first violation as an educational tool. The DPW and I have spoken about financial penalties numerous times before: we are not looking to issue financial fines. We use these tools as a way to educate to make the community better. I have also added a sentence of public officials who are required to enforce.

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

OFFICE OF THE TOWN ADMINISTRATOR



MEMORANDUM

DATE: December 23, 2016
TO: Town Council
FROM: Jeffrey D. Nutting, Town Administrator
RE: Chapter 147, Snow and Ice Removal

Chapter 147 of the Town Code requires owners of businesses that abut a public way to clear the sidewalks within 12 hours after a snow storm. This bylaw has not been enforced for a long time.

While I was not around in 1975 when the bylaw was adopted my guess is that it focused on the Downtown. Now with the businesses all along Route 140, the two industrial parks, Union Street, Kenwood Circle, Earls Way, West Central Street after 495, etc. it would seem impractical for each business to plow their section of the sidewalk. Does the Town Council want to consider repealing the by-law?

I am happy to answer any questions that you may have.

cc: Mark Cerel, Town Attorney

CW/2016TAMEMOS



TOWN OF FRANKLIN

DEPARTMENT OF PUBLIC WORKS

257 Fisher Street
Franklin, MA 02038

November 12, 2015

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

Re: Chapter 147. Snow and Ice, Removal of

Dear Jeff,

On January 10th, 1975 the Franklin Town Council adopted a bylaw, Chapter 147, which requires that businesses remove snow and ice from the sidewalks that abut public way within a specific time frame or they may be fined. Specifically it states:

147-1. Time limit for Removal.

Owners of premises in which business may be conducted and which premises abut a public way shall, within 12 hours after a snowstorm, remove all accumulations of snow and ice from the sidewalk in front of said premises.

147-2. Violations and penalties.

Whoever violates the provision of § 147-1 above shall forfeit and pay for each violation a fine not exceeding \$25.

This bylaw has not been enforced in my tenure at DPW Director. I respectfully suggest that we come up with a plan for enforcement or remove it from the Town Code.

Thank you,


Robert A. Cantoreggi
Director

CC: Deacon Perrotta, Director of Operations
Carlos Rebelo, Highway and Grounds Superintendent
Mark Cerel, Town Attorney
File



**TOWN OF FRANKLIN
BYLAW AMENDMENT 20-848
ADD CHAPTER 147, SNOW AND ICE, REMOVAL OF**

A BYLAW TO AMEND THE CODE OF THE TOWN OF FRANKLIN AT CHAPTER 147.

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL that the Code of the Town of Franklin is amended by adding Chapter 147 Snow and Ice, Removal of, as follows,

**Chapter 147: Snow and Ice, Removal of
§147-1 Time limit for removal.**

Owners of premises in which business may be conducted and which premises abut a public way shall, within 12 hours after a snowstorm, remove all accumulations of snow and ice from the sidewalk in front of said premises.

§147-2 Enforcement and Penalties.

Any violation of this article shall subject the violator to a fine as follows:

1. First Violation (Within calendar year): a written warning.
2. Second Violation: a fine of \$50.
3. Every violation thereafter: a fine of \$200.

Each day that a violation continues shall constitute a new and separate offense.

This bylaw shall be enforced by the Town Administrator, Public Works Director, Chief of Police, or any of their designees.

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

DATED: _____, 2020

VOTED:
UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

**Teresa M. Burr, CMC
Town Clerk**

**Glenn Jones, Clerk
Franklin Town Council**

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

July 30, 2020

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Resolution 20-49: Gift Acceptance - Franklin Fire Department

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

The donation made was as follows:

1. Vikas Shah and Radhika Madana Mohan - \$100

We would like to thank Vikas and Radhika for their generous donation to the Franklin Fire Department.

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

Franklin fire department,

Please accept our heartfelt gratitude and appreciation for taking the time out of your day to rescue us from the Franklin State Forest last weekend. Also thank you for the hospitality with the chilled water.

Vikas & Radhika

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

July 30, 2020

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Resolution 20-50: Gift Acceptance - Franklin Library Department

The Franklin Public Library has received a generous donation totaling \$23,900. This donation will be allocated towards the restoration of five paintings within the Franklin Library.

The donation made was as follows:

1. Franklin Library Association - \$23,900

We would like to thank the Franklin Library Association for their generous donation to the Franklin Public Library.

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



**TOWN OF FRANKLIN
RESOLUTION 20 - 50**

Acceptance of Gift – Franklin Public Library

WHEREAS, The Franklin Public Library has received a generous donation totaling \$23,900 to be used at the discretion of the Franklin Public Library for the restoration of five period paintings.

Donation Summary:

- 1. Franklin Library Association- \$23,000

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 for the restoration of five period paintings.

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: _____

**Teresa M. Burr, CMC
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.

June 27, 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 regular meeting on February 19th, 2020 to fund the request made by the library for the restoration of the five paintings by Buccacio Sculpture Services, LLC for twenty-three thousand nine hundred dollars (\$23,900) based on the January 20,2020 estimate. A check is enclosed in this amount to restore these period frames with their distinguished brilliance. The association has set aside funds to cover additional costs given the age of the estimate.

We look forward to continuing our partnership with the library to continue with its historical preservation and serving the greater community.

With kind regards,

A handwritten signature in cursive script, appearing to read "Scott F. Nolan".

Scott F. Nolan
President FLA

Cc: Jamie Hellen, Administrator

Attachments: Estimate Buccacio Sculpture Services, LLC, Estimate 1126