

FRANKLIN TOWN COUNCIL

Agenda & Meeting Packet

January 18, 2023

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

2nd floor, Council Chambers

355 East Central Street

7:00 PM

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

Link to access meeting via Zoom for the January 18, 2023 Town Council meeting:

- Zoom Link [HERE](#) -- Then click "Open Zoom".
- Or copy and paste this URL into your browser: <https://us02web.zoom.us/j/89388141045>
- Call-In Phone Number: Call 1-929-205-6099 and enter **Meeting ID # 893 8814 1045** --Then press #

1. ANNOUNCEMENTS FROM THE CHAIR

- This meeting is being recorded by Franklin TV and shown on Comcast channel 11 and Verizon Channel 29. This meeting may be recorded by others.*
- Chair to identify members participating remotely.*

2. CITIZEN COMMENTS

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

3. APPROVAL OF MINUTES

- [January 4, 2023](#)

4. PROCLAMATIONS / RECOGNITIONS - None Scheduled.

5. APPOINTMENTS - None Scheduled.

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

7. LICENSE TRANSACTIONS

- [License Modification - Change of Manager: NEP OPS-T, LLC d/b/a Residence Inn Boston Franklin, Located at 4 Forge Parkway, Franklin, MA 02038](#)

8. PRESENTATIONS / DISCUSSION

- Presentation: One Year Update of the Franklin Senior Center - Danielle Hopkins, Senior Center Director and Christina Larose, Deputy Director
 - [Slideshow presentation](#)
 - [Senior Center 2030: A 7-year strategic plan for the Franklin Council on Aging](#)
- Discussion: Stormwater Utility Update

- i. [Update Memo & Draft Stormwater Credit Manual](#)
- ii. [Stormwater property specific impervious surface website portal](#)

9. LEGISLATION FOR ACTION

- a. [Resolution 23-11: Home Rule Petition on Newspaper Legal Ads](#)
(Motion to Approve Resolution 23-11 - Majority Vote)
- b. [Resolution 23-12: Acceptance of New \(Re-located\) Sewer Easement and Abandonment of Active Use of Existing Sewer Easement at 259 Cottage St.](#)
(Motion to Approve Resolution 23-12 - Majority Vote)
- c. [Zoning Bylaw Amendment 23-891: 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 Lincoln St.](#) **(Motion to Refer Zoning Bylaw Amendment 23-891 to the Planning Board - Majority Vote)**
- d. [Resolution 23-13: Gift Acceptance - Veterans' Services Dept. \(\\$2,350\) & Fire Dept. \(\\$100\)](#)
(Motion to Approve Resolution 23-13 - Majority Vote)

10. TOWN ADMINISTRATOR'S REPORT

- a. [OPEB Actuarial](#)

11. SUBCOMMITTEE & AD HOC COMMITTEE REPORTS

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

12. FUTURE AGENDA ITEMS

13. COUNCIL COMMENTS

14. EXECUTIVE SESSION - None Scheduled.

15. ADJOURN

Note: Two-Thirds Vote: requires 6 votes

Majority Vote: requires majority of members present and voting

**FRANKLIN TOWN COUNCIL
MINUTES OF MEETING
January 4, 2023**

A meeting of the Town Council was held on Wednesday, January 4, 2023, at the Municipal Building, 2nd Floor, Council Chambers, 355 East Central Street, Franklin, MA. Councilors present: Brian Chandler, Theodore Cormier-Leger, Robert Dellorco, Cobi Frongillo, Melanie Hamblen, Glenn Jones, Thomas Mercer, Deborah Pellegrini, Patrick Sheridan. Councilors absent: None. Administrative personnel in attendance: Jamie Hellen, Town Administrator; Mark Cerel, Town Attorney.

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

ANNOUNCEMENTS: ► Chair Mercer reviewed the following as posted on the agenda. A Note to Residents: All citizens are welcome to attend public board and committee meetings in person. Meetings are live-streamed by Franklin TV and shown on Comcast Channel 11 and Verizon Channel 29. In an effort to maximize citizen engagement opportunities, citizens will be able to continue to participate remotely via phone or Zoom. He announced that this meeting is being recorded by Franklin TV; this meeting may be recorded by others.

CITIZEN COMMENTS: ► Ms. Rachel Plukus, 37 Anchorage Road, stated that she serves as the Democratic Town Committee Chair. She stated that she was speaking as an individual and she wanted to thank the Town Council for being a responsive group and for their hard work in the last year.

APPROVAL OF MINUTES: ► *November 30, 2022 and December 14, 2022.* ► **MOTION to Approve** the November 30, 2022 meeting minutes by **Dellorco**. **SECOND** by **Hamblen**. **No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.**

► **MOTION to Approve** the December 14, 2022 meeting minutes by **Dellorco**. **SECOND** by **Jones**. **No discussion.** ► **VOTE: Yes-9, No-0, Absent-0.**

PROCLAMATIONS/RECOGNITIONS: ► **Proclamation: Franklin Chargers 4th Grade Football Team.** ► Councilor Cormier-Leger read aloud the proclamation to recognize the 2022 Franklin Chargers 4th Grade Football Team on winning the 2022 Eastern Massachusetts Superbowl and Massachusetts State Championship.

Chair Mercer called a two-minute recess.

APPOINTMENTS: None.

HEARINGS: None.

LICENSE TRANSACTIONS: None.

HEARINGS: None.

PRESENTATIONS/DISCUSSIONS: ► **National Register Historic Districts in Franklin - Vicki Earls, Franklin Public Library.** ► Mr. Hellen stated that Ms. Vicki Earls was not able to attend tonight's meeting. He stated that the way the presentation was taped by Franklin TV, it was at a softer volume, so they will not be playing the presentation. He stated that the link to the presentation is on the meeting agenda. He stated that Library Director Felicia Oti would discuss impacts that the presentation has already

had. He pointed out that this was a Town Council goal because Ms. Earls had unearthed some incredible information about Franklin's history. He discussed that there are two nationally registered historical districts in Franklin. He stated that the districts are large and encompass many buildings. He stated that he hopes that everyone will take the 20 minutes to watch the video to become educated about the town's rich history. He stated that there are no real visible markers regarding locations being on the historic registry; he would like to look at what can be done regarding markers/signage. ► Ms. Oti stated that Mr. Hellen summarized it very well. She discussed the importance of the two historic districts and stated that she would like to see how we can better promote and attain grants to maintain these treasurers. She asked that the Town Council take the time to watch the video presentation. She stated that they are already getting good feedback from the community about the presentation that Ms. Earls put together. ► Town Council members asked questions, made comments, and thanked Ms. Earls for putting the video together. ► In response to questions and comments, Ms. Oti stated that she hopes to get a group together to move forward with the suggestions. ► Mr. Cerel stated that with the National Register there may be tax benefits to individual property owners; there is a status involved, but there are no restrictions. He explained that Massachusetts has a law setting up individual historic districts which are governed by the Historic District Commission and these can be as restrictive as the community wants to make the bylaw. ► Mr. Hellen explained the homes and buildings that are listed on the National Register. ► Mr. Cerel stated that for the Historic District there are no restrictions, say if you put your own house on the register, then you are restricted to exterior work to complying with the rules of the Secretary of the Interior. He stated that there is a totally separate state process that allows you to set up districts of whatever size you want that is very restrictive such as you cannot alter the outside appearance; that is the state statute versus the federal process. ► Mr. Hellen confirmed that the museum on Washington Street is not on the Historic Register. He explained the process for a building to get on the Historic Register once a building is deemed historical. ► Mr. Cerel reviewed the process for determination by the Historical Commission at the local level. He stated that in the Historic District there are rights to preserve the exterior of the home; that is a stronger set of legal tools available. ► Chair Mercer thanked Ms. Earls for putting this information together.

► ***Town Council Goals Update - Jamie Hellen, Town Administrator.*** ► Mr. Hellen reviewed the updated list of the collective goals between the Town Council and Town Administrator to reflect progress and information updates. The 2022-2023 Town Council and Town Administration Goals document was provided in the Town Council's meeting packet. He stated that between the Town Council's support, the staff, his office, the school district, and ARPA, they are in pretty good shape. ► Town Council members asked questions and made comments. ► Councilor Hamblen asked if a presentation by Facilities Director Michael D'Angelo could be added about the food recycling program that is in one of the schools. ► Councilor Frongillo discussed a net-zero plan. ► In response to questions, Mr. Hellen noted the current positions open in the Facilities Department. He stated that he would be interested to read Mr. Frongillo's paper about how Natick is getting citizens into electric vehicles or no vehicles. He stated that he would send the goals PDF file to the Town Council members tomorrow. He discussed that he receives by-weekly Covid reports, so they are keeping on track of it. He stated that he cannot speak for the Schools, but in terms of the rest of the community, there is no guidance from the Department of Public Health or from Franklin's epidemiologist, nurse, or Board of Health suggesting any additional requirements, policies, or mandates. He stated that he thinks the Covid numbers are ticking up, but they are a fraction of what they were a couple of years ago. ► Councilor Jones asked for a discussion about the potential uses of Schmidt's Farm. ► Mr. Hellen stated that he believes there will be a presentation in late April. ► Chair Mercer stated that the branding and marketing analysis is something they are looking forward to. He asked if they can move forward immediately upon receipt of the funds and if there is anything they can already be doing before the funds are received. ► Mr. Hellen stated that the EDC must start those discussions. He discussed the decommission process on Spring Street as part of the Franklin State Forest and SNETT improvements for 2023.

LEGISLATION FOR ACTION:

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

- a. **Bylaw Amendment 22-888: Chapter 170, Vehicles and Traffic, Section 170-22, Subsection A, Location of Stop Signs - Second Reading (Motion to Approve Bylaw Amendment 22-888 - Majority Roll Call Vote).** ► Councilor Jones read the bylaw amendment. ► **MOTION to Approve** Bylaw Amendment 22-888: Chapter 170, Vehicles and Traffic, Section 170-22, Subsection A, Location of Stop Signs by **Dellorco. SECOND** by **Hamblen. Discussion:** ► Mr. Hellen stated that this is the second and final reading of the bylaw that was approved in December. ► **ROLL CALL VOTE: Chandler-YES; Cormier-Leger-YES; Dellorco-YES; Frongillo-YES; Hamblen-YES; Jones-YES; Mercer-YES; Pellegrini-YES; Sheridan-YES.** ► **VOTE: Yes-9, No-0, Absent-0.**

- b. **Resolution 23-01: Authorization for Inter-Municipal Agreement with Tri-County Regional Vocational Technical High School for Franklin to provide it with a School Resource Officer (Motion to Approve Resolution 23-01 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 23-01: Authorization for Inter-Municipal Agreement with Tri-County Regional Vocational Technical High School for Franklin to provide it with a School Resource Officer by **Dellorco. SECOND** by **Hamblen. Discussion:** ► Mr. Hellen stated that this is reauthorizing a three-year agreement between the Town and Tri-County School to provide them with a student resource officer. He stated that he thinks the program has worked out great for both Franklin and Tri-County. ► Town Council members asked questions and made comments. ► In response to questions, Mr. Hellen confirmed that this is a shared resource officer to provide services to Franklin High School and Tri-County at a 50/50 split. ► Chief of Police Thomas Lynch stated that the time allotted has worked out well; they have had this for three years. He explained that before this agreement there was not a school resource officer. ► **VOTE: Yes-9, No-0, Absent-0.**

- c. **Resolution 23-02: Ratification of the Memorandum of Agreement between the Franklin Police Association employees and the Town of Franklin (Motion to Approve Resolution 23-02 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Move** Resolution 23-02: Ratification of the Memorandum of Agreement between the Franklin Police Association employees and the Town of Franklin by **Dellorco. SECOND** by **Hamblen. Discussion:** ► Mr. Hellen reviewed that this would be the final vote which will ratify the provisions of the Franklin Police Association Collective Bargaining Agreement as ratified by the Franklin Police Association employees. The provisions of the agreements will be in effect from July 1, 2022 to June 30, 2025, as outlined in executive session on December 14, 2022. ► **VOTE: Yes-9, No-0, Absent-0.**

- d. **Resolution 23-03: Ratification of the Memorandum of Agreement between the Franklin Police Sergeants Union employees and the Town of Franklin (Motion to Approve Resolution 23-03 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 23-03: Ratification of the Memorandum of Agreement between the Franklin Police Sergeants Union employees and the Town of Franklin by **Dellorco. SECOND** by **Hamblen. Discussion:** ► Mr. Hellen reviewed that this will ratify the Memorandum of Agreement between the Town of Franklin and the Franklin Police Sergeants Union. This agreement will be in effect from January 1, 2023 to June 30, 2025, as outlined in executive session on December 14, 2022. He noted that the ratification of the Police Sergeants contract occurred in July of 2022. This agreement contains language to bring the contract in line with the patrol contract on provisions outlined in executive session last month. ► Mr. Cerel stated that he would like to note that it is effective January 1, 2023; the Clerk had read aloud July. ► **VOTE: Yes-9, No-0, Absent-0.**

- e. **Resolution 23-04: Ratification of the Memorandum of Agreement Between the Professional Firefighters of Franklin and the Town of Franklin (Motion to approve Resolution 23-04 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 23-04: Ratification of the Memorandum of Agreement Between the Professional Firefighters of Franklin and the Town of Franklin by **Dellorco. SECOND** by **Hamblen. Discussion:** ► Mr. Hellen reviewed that this will ratify the provisions of the Professional Franklin Firefighters Collective Bargaining Agreement as ratified by the employees. The provisions of the agreements will be in effect from January 1, 2023 to June 30, 2025, as outlined in executive session. The only issue being ratified this evening is relative to the scoring on promotional exams that are unilaterally written in the contract. The Professional Firefighters Contract was ratified in full this past July 2022. ► **VOTE: Yes-9, No-0, Absent-0.**
- f. **Resolution 23-05: Police Station Building Committee Charge (Motion to Approve Resolution 23-05 - Majority Vote).** ► **MOTION to Approve** Resolution 23-05: Police Station Building Committee Charge by **Dellorco. SECOND** by **Hamblen. Discussion:** ► Mr. Hellen stated that included in the Town Council's meeting packet are the last two building committee resolutions: Library and Senior Center. He stated that it has been a while since they have had a building committee. He reviewed that the Town Council appropriated \$150,000 two years ago to invest in a committee, consultant, and evaluation of potential sites, remodels, expansions. He explained that it is expected for this process to take at least a couple of years. The resolution allows for an eleven-person committee which is proposed to include: 3 Town Council members who will serve as Chair, Vice-Chair and Clerk of the Committee; Chief of Police, or their designee; Town Administrator, or their designee; Director of Public Facilities, or their designee; 1 representative from the MECC regional dispatch; 2 members of the department staff of which 1 member of the department staff that is male and 1 member of the department staff that is female; and 2 citizens of which 1 is engineer and 1 is construction. ► Town Council members asked questions and made comments. ► In response to questions, Mr. Hellen explained the process for if a Town Council member is on the committee, but does not get re-elected at the next Town Council election. He explained the legal term of substantial completion of the project. ► **VOTE: Yes-9, No-0, Absent-0.**
- g. **Resolution 23-06: Subcommittee for Arts and Cultural Initiatives (Motion to Approve Resolution 23-06 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve** Resolution 23-06: Subcommittee for Arts and Cultural Initiatives by **Dellorco. SECOND** by **Hamblen. Discussion:** ► Mr. Hellen reviewed that similar to the Committee on Stormwater, the purpose of this subcommittee is to do a short listening tour through the winter and spring. The meetings will be monthly coffees to listen to stakeholders in the community on their vision for arts and cultural development opportunities, as well as helping educate them on the Master Plan opportunity and subcommittee process. This is also an opportunity for any stakeholder in the community to ask questions. He reviewed that a subcommittee for the Arts and Culture will be established as part of the process to develop a ten-year long Master Plan. ► **VOTE: Yes-9, No-0, Absent-0.**
- h. **Resolution 23-07: Master Plan Update Committee (Motion to Approve Resolution 23-07 - Majority Vote).** ► **MOTION to Approve** Resolution 23-07: Master Plan Update Committee by **Dellorco. SECOND** by **Hamblen. Discussion:** ► Mr. Hellen reviewed that with the Town-wide Master Plan expiring in 2023, it is time to establish the next Master Plan Committee. As with most Master Plan processes, it can take up to 18 months to complete. A consultant will be hired to assist, alongside the work of the Planning Department. Funds have already been set aside for this project. The resolution speaks to appoint 13 people to the committee from various permitting boards. In addition, the proposal has six (6) at-large members. A posting to the community will be made soon. He noted that residents wishing to be on the committee should have a lot of time to contribute to the committee; it is a complicated and time-consuming process. The following was provided in the Town Administrator's

letter to the Town Council dated December 29, 2022: The proposal is to have appointments be made in the same procedure as all appointments are currently made. The Town Administrator nominates, unless they are chosen from another committee, whereby the committee will nominate those individuals (EG Planning Board, ZBA, Conservation Commission, Housing Authority). All nominations, including those from other standing committees, are subject to the final ratification of the full Town Council. Under the proposal, the Chair of the Town Council will select the leadership team of the Chair, Vice-Chair, and Clerk for the Master Plan Update Committee. The Master Plan Committee will establish subcommittees on many key areas, such as Facilities, Arts and Cultural Development, Sustainability, Equity, Natural Resource protection, housing and many more. Much of this work has already recently been completed through the Housing Production Plan, the Open Space and Recreation Plan, as well as the School Department's 2020 Facilities Assessment and current Redistricting analysis that is due toward the end of this fiscal year. The 1997 and 2013 Master Plan is available as well as the 2020 Master Plan update. As written in the resolution: Now Therefore, the Franklin Town Council hereby establishes A Master Plan Update Committee as follows: 1. The Town Council has determined to appoint no more than thirteen (13) members to the Master Plan Committee, including the following representation and nomination selection criteria: a. Three (3) members of the Franklin Town Council; b. Two (2) members of the Franklin Planning Board; c. One (1) member of the Zoning Board of Appeals; d. One (1) member of the Franklin Conservation Commission; e. Six (6) members At-Large. 2. The Town Administrator shall nominate all thirteen members of the committee membership, to be ratified by the Town Council. The Chair of the Town Council shall select the Chair, Vice-Chair and Clerk. Terms of the committee shall be until the delivery of a final report to the Planning Board for their consideration. ► Councilor Frongillo stated concern about having both the ZBA and Planning Board members and proposed a motion to amend it to a member of the School Committee. He stated that he would also accept a friendly amendment to housing authority, seniors, agriculture and stated that he thinks there are a few pieces that will come through the citizens pieces but feels unnecessary to have both ZBA and Planning Board. ► **MOTION to Amend Resolution 23-07: Master Plan Update Committee, from one ZBA member to a member of the School Committee, by Frongillo. SECOND by Hamblen. Discussion:** ► Mr. Hellen stated that this is within the purview of the Town Council. He discussed that for those who have not been through a Master Plan process, most of the stakeholders Councilor Frongillo mentioned are invited before the committee to share their expertise on things. He stated that he would be cautious and would get an opinion of the School Committee to see if any of their members would want to or have the time to serve. He stated that the redistricting from the last update that he saw from the superintendent is intended to be completed in April or May of this year; he thinks that like the open space plan and other plans, they will all be components of the Master Plan process. He discussed that the Master Plan Committee is like a board of directors; they are like facilitators who invite in all other community stakeholders. He stated that the seven listed are the main permitting agencies of the Town. ► Councilor Cormier-Leger stated his support for the amendment as optics are very important and inclusion is very important regarding a member of the School Committee. ► Councilor Chandler stated that he did not think it was necessary to bring in the School Committee; they have plenty to do right now. He stated that there are no optics; there is no need to do this. ► Councilor Pellegrini stated agreement with Councilor Chandler. She stated that all committees will be invited before this Master Plan Committee. ► Councilor Frongillo stated that he would also be comfortable making it a ZBA member or another Planning Board member; he stated that he feels it strangely restrictive for ZBA to be one of three. ► **Friendly amendment to the amendment was discussed by Frongillo and seconded by Chandler (it was not motioned, just seconded)** to be either a ZBA member or another Planning Board member. **Discussion:** ► Chair Mercer explained that Schools are out. This friendly amendment is accepted. He stated that the vote will come on the amendment to change the ZBA member to either a ZBA member or another Planning Board member. ► Councilor Frongillo stated that he is okay with three Planning heads being on it. ► Mr. Hellen stated that basically what has to happen is the ZBA and Planning Board would have to get together to decide who they would appoint.

He stated that he thinks that it should be defined; if there is conflict, then we are stuck which is why the clarity is important. ► Mr. Cerel stated that he wanted to add his perspective of what the ZBA member brings to the table; the ZBA does literally by their title is evaluate the zoning and its application to a particular activity, business, individual, and determines if it is working or not and grants relief as necessary. They bring a practical background to a committee such as this. He confirmed that with three Planning Board members there would be an issue of quorum. ► Councilor Cormier-Leger asked if they could change the language in Item B to one member of the Planning Board and one member of the ZBA and then add School Committee to Item C. ► Councilor Frongillo stated that we either make it at-large or we vote down the amendment. ► Mr. Hellen stated that the School Committee Chair is on Zoom. ► School Committee Chair Denise Spencer (via Zoom) stated that she thinks they could have a School Committee member represented on the committee if the Town Council decides to vote that way. ► Chair Mercer stated that the motion that is on the floor is an amendment to name either a ZBA member or Planning Board member in that position. He confirmed that Councilor Chandler offered the friendly amendment. ► Councilor Chandler stated that he did not want to withdraw his friendly amendment because he does not want the School Committee. ► **VOTE (on the friendly amendment ((for it to be a ZBA member or another Planning Board member)) to the proposed amendment): Yes-0, No-9, Absent-0.** ► Chair Mercer stated that the amendment is now off the floor as it failed and they are back to the original motion which is a ZBA member and two Planning Board members just as originally proposed because the friendly amendment took away the other amendment. ► **MOTION to Amend Resolution 23-07: Master Plan Update Committee, to change the language in Item B to one member of the Planning Board or one member of the ZBA and then add School Committee to Item C, by Cormier-Leger. NO SECOND.** ► Chair Mercer stated that as there was no Second, that amendment failed. He stated that they are back to the original Motion which is two Planning Board members and one ZBA member. ► **MOTION to Amend Resolution 23-07: Master Plan Update Committee, to have it be a seventh member at-large, by Frongillo. NO SECOND.** ► Chair Mercer stated that as there was no Second, they are now back to the original motion which is two Planning Board members and one ZBA member, and everything else is the same as presented in the Town Council's meeting packet. ► **VOTE: Yes-8, No-1, Absent-0.** (Councilor Cormier-Leger voted No.)

- i. **Resolution 23-08: Davis-Thayer Building Reuse Advisory Committee Charge (Motion to Approve Resolution 23-08 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve Resolution 23-08: Davis-Thayer Building Reuse Advisory Committee Charge by Dellorco. SECOND by Hamblen. Discussion:** ► Mr. Hellen stated that just like the other committee charges, this resolution lays it all out. He stated that some funding has already been put aside to do the analysis. He said that there is still a lot of work to be done in the inside. He noted that he hopes to have a capital expenditure approved to assist in the clean out and organization. As written in the resolution: Now Therefore, the Franklin Town Council hereby establishes the Davis-Thayer Building Reuse Advisory Committee as follows: 1. The Town Council has determined to appoint no more than nine (9) members to the Davis-Thayer Building Reuse Advisory Committee, including the following representation and nomination selection criteria: a. Three (3) members of the Franklin Town Council; b. One (1) member of the Franklin Planning Board; and c. Five (5) members At-Large. 2. The Town Administrator shall nominate all nine members of the committee membership to be ratified by the Town Council. The Chair of the Town Council shall select the Chair, Vice-Chair and Clerk. Terms of the committee shall end on December 31, 2023. ► Town Council members asked questions and made comments. ► Councilor Jones stated that it would be nice to see the building put to use, but he does acknowledge the age of the building. ► Councilor Pellegri asked if a ZBA member should be put on this committee. ► Mr. Hellen stated that he did not see that the ZBA would have any roll. ► **VOTE: Yes-9, No-0, Absent-0.**

- j. Resolution 23-09: Town Administrator Evaluation Subcommittee (Motion to Approve Resolution 23-09 - Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve Resolution 23-09: Town Administrator Evaluation Subcommittee by Dellorco. SECOND by Hamblen.**
Discussion: ► Mr. Hellen reviewed that this is a contract obligation. ► **VOTE: Yes-9, No-0, Absent-0.**
- k. Resolution 23-10: Gift Acceptance - Police Dept. (\$5,050), Veterans' Services Dept. (\$2,600) (Motion to Approve Resolution 23-10- Majority Vote).** ► Councilor Jones read the resolution. ► **MOTION to Approve Resolution 23-10: Gift Acceptance - Police Dept. (\$5,050), Veterans' Services Dept. (\$2,600) by Dellorco. SECOND by Hamblen. Discussion:** ► Mr. Hellen thanked the donors for their generous donations. ► **VOTE: Yes-9, No-0, Absent-0.**

TOWN ADMINISTRATOR'S REPORT: ► Mr. Hellen said happy New Year to everyone.

SUBCOMMITTEE REPORTS:

- a. Capital Budget Subcommittee.** ► None.
- b. Budget Subcommittee.** ► None.
- c. Economic Development Subcommittee.** ► Councilor Hamblen stated that the EDC and the EDC+ met tonight; they are moving a lot line cleanup to the Town Council. She stated that the EDC+ met after that and they did not want to feel rushed, so they are going to try to plan a longer meeting, hopefully on January 25, 2023. They will let everyone know when they determine the time.
- d. GATRA Advisory Board.** ► Councilor Frongillo stated that GATRA previously had three different operators across the area, and they moved to one; they just chose Nation Express.

FUTURE AGENDA ITEMS: None.

COUNCIL COMMENTS: ► Councilor Sheridan said happy New Year. ► Councilor Frongillo said if anyone wants to talk to him, he will be at Intermission Café from 8 to 10 next Monday. ► Councilor Hamblen said the next indoor Farmers Market will be on January 14, 2023, from 10 AM to 2 PM at Fairmount Fruit Farm. ► Councilor Pellegri asked if the archivist from the museum could come in to be introduced as well as the marketing person to see what she has been doing. She asked if Mr. Hellen is looking for a group to get together for a new group for the Friends of the Library. She stated that she hates losing all that money for the library. She stated that she would like to encourage that group to get reestablished. ► Mr. Hellen stated that it was the Franklin Library Association (FLA) that dissolved. He stated that he does not think the Town government should be sponsoring non-profits. ► Councilor Pellegri stated that the oldest resident in Franklin will be brought forward and a proclamation read for the resident. ► Councilor Chandler said happy New Year. He noted how great it was that the 4th graders came in tonight. ► Councilor Cormier-Leger stated that it was great to have the children and parents here tonight. He commented that during the Town Council hours at the Senior Center in December, the Senior Center staff brought to their attention that four individuals and one family are seeking services from the Senior Center that are homeless. He gave kudos to the Senior Center staff and others who are pitching in with showers, food, clothing, and services. He stated it was humbling to hear that we have residents in our town that are living in tents and that are sleeping in their cars. He stated that I think we take for granted how much we have and we need to be cognizant that there are some in our community that are struggling. He thanked all of the staff and volunteers who are coming to those people's aid. ► Councilor Jones said happy New Year. ► Councilor Dellorco said he was piggybacking on Councilor Chandler and Councilor Cormier-Leger. He stated that a long time ago he was a coach for the younger children. He stated that you developed friendships for the rest of your life. He stated that regarding the homeless issue, we have someone who passed away last week who was homeless. He stated that he commended the Senior Center and everything they do. He stated that he received a phone call from people on 101/103 Pine Ridge; they want to know if the road is finished. He stated that when it rains, dirt runs into their driveways. He asked

if Town Engineer Michael Maglio could go up there. He asked for clarification on it. ► Chair Mercer thanked Councilor Cormier-Leger for arranging for the 4th graders to come in to be recognized. He stated that those are the fun things that the Town Council gets to do. He thanked the parents and the kids and the organization for giving the Town Council the opportunity to congratulate them. He stated that tonight they made a very good start to 2023 by the formulation of the committees that were voted on to move forward tonight. He noted it was good to see how much has been done to get us to this point on the goals. He said happy New Year.

EXECUTIVE SESSION: None.

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

Meeting adjourned at 9:03 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

LICENSE TRANSACTION



Change of Manager

NEP OPS-T, LLC

d/b/a Residence Inn Boston Franklin
4 Forge Parkway
Franklin, MA 02038

NEP OPS-T, LLC, d/b/a Residence Inn Boston Franklin, is seeking approval for a change of manager on their §12 Innkeeper/Hotel, All Alcoholic Beverages License. The new manager will be Samantha Wood.

All Departments have signed off on this application.

MOTION to approve the request by NEP OPS-T, LLC, d/ b/a Residence Inn Boston Franklin, for a Change of Manager to Samantha Wood.

DATED: _____, 2023

VOTED:

UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other <input type="text"/> | | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

AMENDMENT-Change of Manager **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Residence Inn By Marriott Franklin	Franklin MA	00075-HT-0430

2. APPLICATION CONTACT
 The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Shivani Daji	Bluebonnett Consultant	[REDACTED]	[REDACTED]

3A. MANAGER INFORMATION
 The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name: Samantha Wood Date of Birth: [REDACTED] SSN: [REDACTED]

Residential Address: [REDACTED]

Email: [REDACTED] Phone: [REDACTED]

Please indicate how many hours per week you intend to be on the licensed premises: 40 Last-Approved License Manager: Susan Marie Perrothers

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION
 Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
01/10/2022	n/a	General Manager	Highgate Hotels	[REDACTED]
04/09/2011	12/31/2021	Assistant General Manager	Marriott International	[REDACTED]

3D. PRIOR DISCIPLINARY ACTION
 Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature: Samantha Wood Date: 12/20/22

APPLICANT'S STATEMENT

I, Samantha Wood the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Residence Inn by Marriott Franklin
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: *Samantha Wood*

Date: 12/20/22

Title: General Manager

SAMANTHA WOOD (EHRlich)



PERSONAL PROFILE

Motivated and versatile hospitality professional with 17 years of continuously increasing customer service and management responsibility. Skilled at customer interaction as well as handling budget, financial, and human resource responsibilities. Seeking a challenging hospitality industry position to help my employer create great guest experiences.

PROFESSIONAL EXPERIENCE

SONESTA ES SUITES PROVIDENCE – AIRPORT

General Manager, June 19, 2021 – Present

- Approving invoices through Yardi.
- Forecasting for expenses for 30/60/90 days each month
- Creating Budgets for Capital Projects as well as the coming year.

SONESTA SELECT BOSTON FOXBOROUGH

Assistant General Manager, February 1, 2021 – June 19, 2021

- Use of Opera Cloud to check in and out guest as well as run reports to ensure proper funding of guest rooms.
- Handling guest complaints and/or comments on property in person and through digital communication such as TrustU and Online Portals for 3rd party reservations
- Maintaining and submitting payroll through ADP bi-weekly ensuring proper payroll is completed for staff
- Hiring and training of new associates as well as training of current staff to ensure excellent customer service and knowledge of system
- Order of all departments through IbuyEfficient, while maintaining proper budgeting
- Assisted with maintenance issues throughout hotel
- Handling and booking of Group Blocks and Meeting space through Synxis and Opera Cloud
- Paying and approving invoices through Yardi.

FOXBORO COURTYARD BY MARRIOTT, FOXBOROUGH MA

Assistant General Manager, May 2014 – January 31, 2021

- Interact with guests on room blocks and function space; use SFA to book meeting rooms and group reservations
- Ensure proper sorting of inventory for group rooms
- Assist with forecasting, budgeting, and revenue strategy
- Beginning use of Mad about Market Share. Program assisted with ensure the hotel was getting its fair share of guests staying in the area as compared to other hotels. Program also assisted with ways to increase guests staying and ways to bring in other guests to the hotel.
- Assist with Transcendent program, program used to track and maintain the hotel's physical assets such as boilers, ice machines, as well as other large hotel assets, and ensuring room Rooms Preventative Maintenance completed in a timely fashion
- Responsible for staff management, including disciplinary issues and management of unemployment hearings and updates.
- Managed a staff of 45 associates
- Ensured proper training was completed in a timely manner with all associates.

Operations Manager, February 2016-May 2014

- Hired and trained employees in all departments
- Completed Scheduling for 45 associates
- Managed payroll, including work with Blue Cube and ATLAS
- Responsible for bill pay with People Soft and Purchasing Card transactions
- Responded to guests through GuestVoice and analyzed trends in GuestVoice

Operations Supervisor June 2012–February 2013

- Responsible for ordering guest and hotel supplies
- In the bistro, cooked with Turbo Chef and processed guest orders through Micros
- Managed housekeeping, including inspection of rooms and opening and closing of housekeeping
- Assisted with banking and ensuring daily bank deposits

Guest Services Representative, April 2011–June 2012

- Use with Fosse
- Checked guests in and out, assigned rooms
- Assisted with guest requests and complaints

JOHNSON AND WALES INN, SEEKONK, MA

Internship, March 2011 – May 2011

- Five one-week rotations of all the inn's departments
- Use of Opera System
- Checked guests in and out, assigned rooms, performed call-arounds, and assisted with variety of guest needs and special requests.

ROCHE BROTHERS SUPERMARKET, NORTON, MASSACHUSETTS

Customer Service Representative, June 2005 – April 2011

- Responsible for addressing customer requests, needs, and problems and for managing cash receipts.
- Served as cashier, responsible for interacting with customers and processing orders.

EDUCATION

Johnson & Wales College, Providence, RI

Master of Hotel and Lodging, 2012

University of Phoenix, Online Degree Program

Bachelor's Degree, 2015

Norton High School, Norton, MA

Diploma, 2009

PERSONAL ACTIVITIES

Spanish Honor Society: 2005 - 2007

DECA : 2005 –2009

Nation Student Organization: 2009 – present

Norton High School Tennis: 2006 - 2007



JEAN M. LORIZIO, ESQ.
CHAIRMAN

Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	00075-HT-0430	LICENSEE NAME:	Residence Inn by Marriott Franklin	CITY/TOWN:	Franklin MA
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APPLICANT INFORMATION

LAST NAME:	Wood	FIRST NAME:	Samantha	MIDDLE NAME:	Marie
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:			
DATE OF BIRTH:		SSN:		ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:		DRIVER'S LICENSE #:		STATE LIC. ISSUED:	
GENDER:		HEIGHT:		WEIGHT:	
EYE COLOR:					
CURRENT ADDRESS:					
CITY/TOWN:		STATE:		ZIP:	
FORMER ADDRESS:					
CITY/TOWN:		STATE:		ZIP:	


PRINT AND SIGN

PRINTED NAME:	Samantha Wood	APPLICANT/EMPLOYEE SIGNATURE:	<i>Samantha Wood</i>
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NOTARY INFORMATION

On this 21st day of Dec. 2022 before me, the undersigned notary public, personally appeared Samantha Wood (name of document signer), proved to me through satisfactory evidence of identification, which were mass drivers license to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Chantal L Berube
NOTARY

 **CHANTAL L BERUBE**
Notary Public, Commonwealth of Massachusetts
My Commission Expires January 20, 2028

DIVISION USE ONLY

REQUESTED BY:	
	<small>SIGNATURE OF CORI-AUTHORIZED EMPLOYEE</small>

The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-4614.

ENTITY VOTE

The Board of Directors or LLC Managers of NEP OPS-T, LLC
Entity Name
duly voted to apply to the Licensing Authority of Franklin and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 1/10/2022
Date of Meeting

For the following transactions (Check all that apply):

- Change of Manager
- Other _____

“VOTED: To authorize Paul Womble
Name of Person


to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted.”

“VOTED: To appoint Samantha Wood
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts.”

A true copy attest,

For Corporations ONLY
A true copy attest,


Corporate Officer /LLC Manager Signature

Corporation Clerk's Signature

Paul Womble
(Print Name)

(Print Name)



Town of Franklin, MA
Nancy Danello, CMC
Town Clerk
355 East Central Street, Franklin, MA 02038

Date Issued: December 6, 2022
Record #: 120470
Certificate #: 22-230

BUSINESS VERIFICATION CERTIFICATE

In conformity with the provisions of Chapter 110, Section 5 of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of:

Residence Inn Franklin is conducted at: 4 FORGE PKWY

by the following person:

FULL NAME	RESIDENCE
NEP OPS-T, LLC	, ,

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

Expiration Date: December 6, 2026

Business Owner Signature #1

Business Owner Signature #2

A True Attest Copy

Nancy Danello, CMC

Town Clerk

To learn more, scan this barcode or visit franklinma.viewpointcloud.com/#!/records/134416





CERTIFICATE OF COMPLIANCE WITH STATE LAWS

Pursuant to M.G.L Chapter 62C, Sec 49A, and M.G.L. Ch. 151A, Section 19A, the undersigned acting on behalf on the License Holder, certifies under the penalty of perjury that, to the best of the undersign's knowledge and belief, the License Holder is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support*.



** Signature of Individual or Corporate License Holder (Mandatory)

NEP OPS-T, LLC 

*** License Holder's Social Security Number/or Federal Identification Number

By: Paul Womble
Corporate Officer
(Mandatory, if applicable)

Date: 11/9/2022

*The provision in the Attestation of relating to child support applies only when the License Holder is an individual.

**Approval of or a renewal of a license will not be granted unless this certification clause is signed by the applicant. For all corporations, a certified copy of the vote of the Board of Directors must be provided.

*** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a license or other agreement issued, renewed or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, section 49A.



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 600 Washington Street
 Boston, MA 02111
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Residence Inn Franklin

Address: 4 Forge Parkway

City/State/Zip: Franklin, MA 02038 Phone #: 508-541-8188

Are you an employer? Check the appropriate box:

- 1. I am an employer with 26 employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Sompo American Insurance Company

Insurer's Address: 777 3rd Avenue 24th Floor

City/State/Zip: New York, NY 10017

Policy # or Self-ins. Lic. 100010071 Expiration Date: 03/31/2023

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Date: 11/9/2022

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other _____

Contact Person: _____ Phone #: _____

FRANKLIN SENIOR CENTER

2022 ACCOMPLISHMENTS AND LOOKING TO THE FUTURE

DANIELLE HOPKINS, DIRECTOR
CHRISTINA LAROSE, DEPUTY DIRECTOR





THANK YOU!!!

**IT TAKES A VILLAGE-
AND WE'RE SO LUCKY WE HAVE ONE!**

2022 PROGRAMMING ACCOMPLISHMENT HIGHLIGHTS

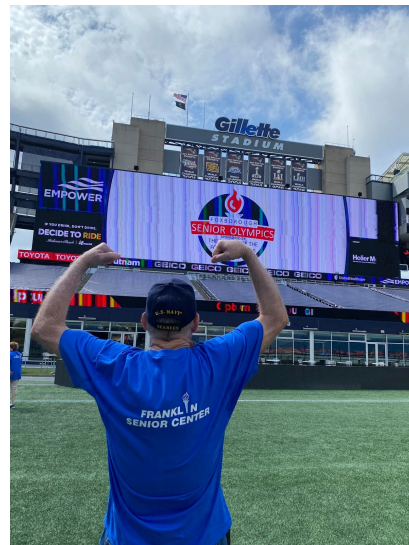


- Cribbage Tournaments
- Pizza and Movie Nights
- Monthly Mobile Food Pantry
- Rainbow Café



- Memory Café
- Sept. 11th Remembrance Ceremony
- Winter Wonderland
- Ted Talks/ Discussion Groups

- Eat Around the World Program
- Senior Olympics
- Don't Be A Butterball Weight loss Competition
- “Pathway to Healing” Bereavement Support Group



- Monthly Art Classes with Danielle
- Garden Club: “The Garden Years”
- Woodcarving Expo
- Monthly Technology Clinics and I:I assistance



Daily Activities

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM HAIRDRESSER/ BARBER \$8 MEN/\$10 WOMEN	9:00 AM CRIBBAGE	8:30 AM BLOOD PRESSURE & SUGAR TESTING	8:30 AM BLOOD PRESSURE & SUGAR TESTING	8:30 AM PODIATRY CLINIC (MONTHLY; CALL FOR DATE)
9:30 AM ITALIAN CONVERSATION GROUP	9:30 AM LOW IMPACT W/ SHIRLEY MAE \$3	9:00 AM WALKING GROUP	SENIOR COFFEE HOUR W/ STATE & LOCAL OFFICIALS (3RD THURS)	10:00 AM WOODCARVING
10:30 AM POKER	BUSY BEES	9:30 AM SHINE (By Appt only)	9:00 AM CRIBBAGE	HAND & FOOT
1:00 PM CHAIR VOLLEYBALL	10:00 AM CHAIR EXERCISE W/ JUDITH (VIA ZOOM)	9:45 AM CHAIR YOGA \$3	9:30 AM BUSY BEES	11:00 AM ZUMBA GOLD \$3 (HYBRID)
BOOK DISCUSSION (1ST MONDAY)	HAND & FOOT	10:00 AM KNITTING	10:00 AM CHAIR VOLLEYBALL	12:00 PM T.O.P.S TAKING OFF POUNDS SENSIBLY
AMERICAN MAH JONG	MANICURES \$10 -EVERY OTHER WEEK BY APPT.	10:00 AM SCRABBLE	DISCUSSION GROUP (HYBRID)	1:00 PM POKENO
1:15 PM MOVIE MATINEE	COA MEETINGS (2ND & 4TH WED)	11:00 AM ASIAN MAH JONG	11:00 AM CARDIO, STRENGTH, & BALANCE \$3 (HYBRID)	2:00 PM SILVERTONES CHORAL GROUP
6:00 PM CRIBBAGE	12:30 PM LEGAL CLINIC (3RD TUES)	1:00 PM LINE DANCING \$2	12:00 PM POKER	
	1:00 PM BINGO	CHAIR VOLLEYBALL	12:30 PM OPEN ART STUDIO	
	MINDFUL MOVEMENTS \$3 (HYBRID)	SENIOR SCRIBBLERS (HYBRID)	1:00 PM BINGO	
	QUILTING	HAIRDRESSER \$8 mens/ \$10 women	1:00 PM BINGO	
	CRIBBAGE INSTRUCTION	FIBROMYALGIA SUPPORT (1st Wed)	TAI CHI \$3	
	AUDIO BOOK CLUB / LOW VISION SUPPORT (VIA PHONE)	BRIDGE PITCH		
	CHESS (1ST & 3RD TUESDAY)	4:00 PM ALZHEIMER'S CAREGIVERS SUPPORT (2ND & 4TH WED)		

REMINDER:

All entrants are now required to show proof of full vaccination against COVID-19 or wear a mask while not consuming food or beverages.

"Hybrid" events are in-person, but also available via Zoom. Please call the center for the link to join!

TOURS OF THE SENIOR CENTER ARE AVAILABLE ON TUESDAYS & THURSDAYS: 9 AM TO 12 PM.



Judith will be away Dec. 21- Dec. 31 and will teach her cardio class virtually. To join, email: judivperez@gmail.com

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
02 SENIOR CENTER CLOSED	03 9:00am Cribbage 9:30am Low Impact w/ Shirley Mae \$ 10:00am Hand & Foot 10:00am Hearing Clinic 10:00am Cardio, Strength, and Balance \$ 1:00pm Audio Reading of the Newsletter 1:00pm BINGO 1:00pm Chess 1:00pm Cribbage Instruct. 1:00pm Quilting	04 9:00am Walking Group 10:00am Veterans Coffee Social 10:00am Chair Yoga \$ 10:00am Knitting 10:00am Scrabble 10:00am Asian Mah Jong 11:00am Pound Fitness \$ 1:00pm Joe Landry Presents: Local Stores 1:00pm Senior Scribblers 1:00pm Bridge	05 9:00am Cribbage 9:30am Low Impact w/ Shirley Mae \$ 10:00am Discussion Group 11:00am Cardio, Strength, and Balance \$ 12:00pm Poker 1:00pm Low Vision Technology Group 1:00pm Open Art Studio 1:00pm Autoimmune/ Mobility Disorder Support Group 1:00pm BINGO 1:00pm Tai Chi \$	06 10:00am Woodcarving 10:00am Hand & Foot 11:00am ZUMBA \$ 12:00pm T.O.P.S. (Taking Off Pounds Sensibly) 1:00pm Pokeno 1:00pm Diamond Art 1:00pm Painting 2:00pm Silvertones Choral Group
09 9:30am 6 Week Series with Steve Avellino \$ 9:30am Italian Conversation 10:30am Poker 11:00am Line Dancing \$ 1:00pm Chair Volleyball 1:00pm Trivial 1:00pm Page Turners Book Club: The Downstairs Girl 1:00pm American Mah Jong 1:15pm Movie Matinee: Chicago 5:00pm Pool Night 6:00pm Cribbage	10 9:00am Cribbage 9:30am Low Impact w/ Shirley Mae \$ 10:00am COA Meeting 10:00am Hand & Foot 10:00am Chair Yoga \$ 11:00am Pound Fitness \$ 1:00pm BINGO 1:00pm Chess 1:00pm Cribbage Instruct. 1:00pm Quilting	11 9:00am Walking Group 10:00am Chair Yoga \$ 10:00am Knitting 10:00am Scrabble 10:00am Asian Mah Jong 11:00am Mobile Food Pantry 11:00am Pound Fitness \$ 12:00pm Rightsizing 1:30pm Pathways to Healing Support Group 1:00pm Senior Scribblers 1:00pm Bridge 4:00pm Caregiver Support Group	12 9:00am Cribbage 9:30am Low Impact w/ Shirley Mae \$ 10:00am Discussion Group 11:00am Cardio, Strength, and Balance \$ 11:00am Let's Talk the Housing Market 12:00pm Poker 1:00pm Low Vision Support Group 1:00pm BINGO 1:00pm Tai Chi \$ 1:00pm Pizza and Movie Night: Ticket to Paradise	13 10:00am Woodcarving 10:00am Hand & Foot 11:00am ZUMBA \$ 12:00pm T.O.P.S. (Taking Off Pounds Sensibly) 1:00pm Pokeno 1:00pm Diamond Art 1:00pm Painting 2:00pm Silvertones Choral Group
16 SENIOR CENTER CLOSED FOR MARTIN LUTHER KING JR. DAY	17 9:00am Cribbage 9:30am Low Impact w/ Shirley Mae \$ 10:00am Hand & Foot 10:00am Hand & Foot Lessons 10:00am Hearing Clinic	18 9:00am Walking Group 10:00am Chair Yoga \$ 10:00am Knitting 10:00am Scrabble 10:00am Asian Mah Jong 11:00am Pound Fitness \$ 1:00pm BINGO 1:00pm Chess 1:00pm Cribbage Instruct. 1:00pm Quilting	19 9:00am Walking Group 10:00am Chair Yoga \$ 10:00am Knitting 10:00am Scrabble 10:00am Asian Mah Jong 11:00am Pound Fitness \$ 1:00pm BINGO 1:00pm Chess 1:00pm Cribbage Instruct. 1:00pm Quilting	20 10:00am Woodcarving 10:00am Hand & Foot 11:00am Monthly Party: Turkey Dinner with the Police and Live Entertainment



16 CONTINUED	17 CONTINUED	18 CONTINUED	19 CONTINUED	20 CONTINUED
23 9:30am 6 Week Series with Steve Avellino \$ 9:30am Italian Conversation 10:30am Poker 11:00am Line Dancing \$ 11:00am Book Discussion and Signing: Lucky Jack 1:00pm Chair Volleyball 1:00pm Trivial 1:00pm American Mah Jong 1:15pm Movie Matinee: The Greatest Showman 4:30pm Vinyasa Yoga \$ 5:00pm Pool Night 6:00pm Cribbage	24 9:00am Cribbage 9:30am Low Impact w/ Shirley Mae \$ 10:00am The Senior Players 10:00am Hand & Foot 10:00am Hand & Foot Lessons 11:00am Cardio, Strength, and Balance \$ 1:00pm BINGO 1:00pm Chess 1:00pm Cribbage Instruct. 1:00pm Quilting 1:00pm Audio Book Club 1:00pm Basic First Aid Class	25 9:00am Walking Group 10:00am Chair Yoga \$ 10:00am Knitting 10:00am Scrabble 10:00am Asian Mah Jong 11:00am Pound Fitness \$ 1:00pm Senior Scribblers 1:00pm Bridge 1:00pm Balance & Exercise Clinic 1:00pm Memory Café	26 9:00am Cribbage 9:30am Low Impact w/ Shirley Mae \$ 10:00am Discussion Group 11:00am Cardio, Strength, and Balance \$ 12:00pm Poker 1:00pm Danielle's Art Class \$ 1:00pm BINGO 1:00pm Tai Chi \$ 1:00pm Let's Talk Neuropathy	27 9:30am FOFE Meeting 10:00am Woodcarving 10:00am Hand & Foot 11:00am ZUMBA \$ 12:00pm T.O.P.S. (Taking Off Pounds Sensibly) 1:00pm Pokeno 1:00pm Diamond Art 1:00pm Painting 2:00pm Silvertones Choral Group
30 9:30am 6 Week Series with Steve Avellino \$ 9:30am Italian Conversation 10:30am Poker 11:00am Line Dancing \$ 1:00pm Chair Volleyball 1:00pm Trivial 1:00pm Page Turners Book Club: The Downstairs Girl 1:00pm American Mah Jong 1:15pm Movie Matinee: Kinly Boots 4:30pm Vinyasa Yoga \$ 5:00pm Pool Night	31 9:00am Cribbage 9:30am Low Impact w/ Shirley Mae \$ 10:00am The Senior Players 10:00am Hand & Foot 11:00am Cardio, Strength, and Balance \$ 1:00pm BINGO 1:00pm Chess 1:00pm Cribbage Instruct. 1:00pm Quilting 2:30pm Rainbow Café			

HAIRDRESSER/ BARBER
TUES & WED BY APPT

MANICURES:
EVERY OTHER TUESDAY BY APPT

BLOOD PRESSURE & SUGAR TESTING
WED & THURS

PODIATRIST
JANUARY 6TH
8:30- 11:30
CALL TO REGISTER



2022 MISC. ACCOMPLISHMENT HIGHLIGHTS



- Re-opened the Common Grounds Café successfully! Hired FT Chef Anne and 2 new PT line cooks, Marilyn & Laretta
- Revamped Senior Connection Newsletter- 12 pages and in color
- Supervising interns- Dean College & Tri County currently
- Over 100,000 hours of Volunteerism
- CIT program established (Community Intervention Team)
- Grants received- MABVI, Alexa, Memory Cafe
- Senior Connection TV Show with Nan and Danielle
- Sunshine Club Supportive Day Program- reopened and full!
- More Evening Programs (and more to come)
- Grab Bar Program
- Successful Monthly Parties with Entertainment
- Obtained a Credit Card Processing System
- New Chairs and Tables for Cafe and Multi-Purpose Room
- Provided numerous subsidized, affordable, and sustainable programs/services



What Does the Franklin Senior Center Offer?
It's NOT just BINGO anymore...

SENIOR CENTERS

- Senior centers deliver vital programs and services and connect older adults to essential community resources to help them stay healthy, socially engaged, and independent in the community.
- Allow access to multiple services in one place- resource of information not only for eldercare resources but also social services for community
- 13% of population is 65+ (approx. 4,300 people) that is projected to almost double by 2030.
- Promote ACTIVE aging
- Redefining the image of what a Senior Center is...



Population Summary, 1990-2030

	1990	2000	2010	2020	2030
Total Population	22,095	29,560	31,635	31,841	32,866
Population under 15	4,847	7,832	7,398	5,509	5,403
Population over 65	1,810	2,418	2,977	4,722	7,714

2018 Massachusetts Healthy Aging Data Report

Older Adult Health in Every Community



Reporting on **179** health risk indicators in **379** communities

MASSACHUSETTS IS GETTING OLDER



About 15% of people in Massachusetts are **age 65+**, an increase of about 125,000 people since last report.

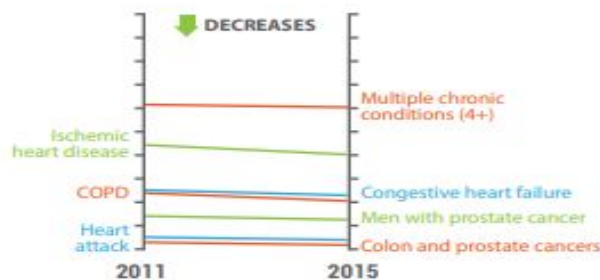
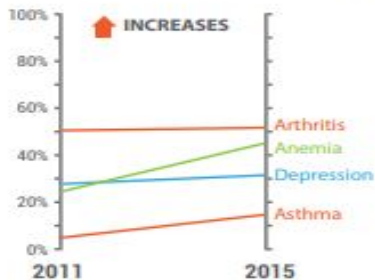
The older population in Massachusetts:

- Is more racially and ethnically **diverse**
- Has more **education**
- Has **higher incomes**, with more people earning \$50K+
- Is **younger**, with more 65-74-year-olds



Massachusetts is the **7th** healthiest state for older people in the U.S., according to America's Health Rankings Senior Report. Still, there is room to improve!

Health challenges are shifting



MENTAL HEALTH IS OVERLOOKED



Mental health is important at every stage of life. It includes **emotional, psychological, and social well-being**. It affects how we think, feel, and act. It influences how we handle stress, relate to others, and make choices.



3 out of every 10

older residents have ever been diagnosed with **depression** – the most commonly diagnosed mental health issue among older people.

6% of all Massachusetts residents 65+ years have some form of **substance use disorder**.

Rates vary widely across the state, from less than 4% to about 16%.



Higher rates were found in communities with relatively high levels of serious and chronic disease, crime, and older people living alone.



Lower rates were found in communities with higher percentages of older women of Asian descent.

BE A PART OF THE CHANGE



UNDERSTAND.

- Download your Community Profile at healthyagingdatareports.org.
- Educate yourself and others about the older people who live in your city or town.
- Compare your city or town to state averages.



ENGAGE.

- Start a conversation.
- Bring older people, community organizations together.

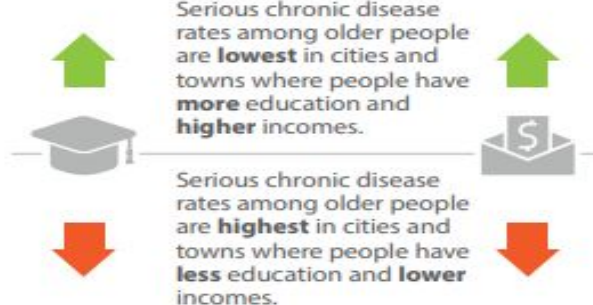
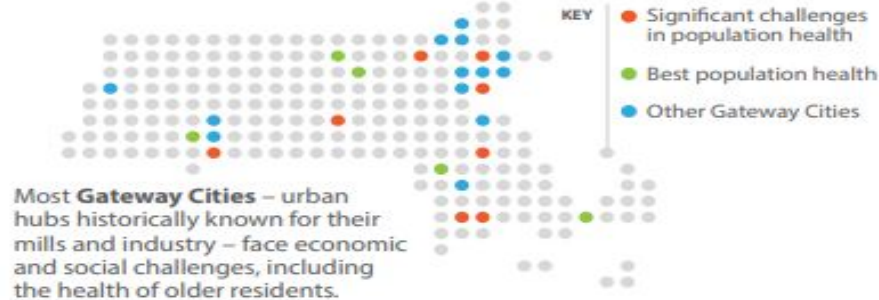


ACT.

- Join the age-friendly movement.
- Prioritize community needs and resources.
- Collaborate with diverse partners and funders.

WHERE YOU LIVE MATTERS

Many **rural communities** have higher percentages of people 65+ and limited access to care and transportation options.



The 2015 data above reflect health for adults age 60+ or 65+ in Massachusetts.

Visit healthyagingdatareports.org for more.

DATA FROM JAN 2022- DEC 2022

THIS INFORMATION IS NOT 100% ACCURATE AS SOME PEOPLE NOT SIGNING IN FOR PROGRAMS/SERVICES
(WORKING ON THAT!)

Age Range as of 12/31/2022	Count	Percent
Ages 55-59	38	2.4%
Ages 60-64	94	5.8%
Ages 65-69	191	11.9%
Ages 70-74	423	26.3%
Ages 75-79	359	22.3%
Ages 80-84	238	14.8%
Ages Below 55	57	3.5%
Ages Over 85	209	13.0%
Totals	1609	100%

Gender	Count	Percent
False	1	0.1%
Female	1208	75.1%
Male	395	24.5%
Unknown	5	0.3%
Totals	1609	100%

City/Town	Count	Percent
In Town	1254	77.9%
Out of Town	355	22.1%
Totals	1609	100%

Month	Year	Count	Percent
Jan	2022	32	5.53%
Feb	2022	36	6.22%
Mar	2022	77	13.30%
Apr	2022	73	12.61%
May	2022	51	8.81%
Jun	2022	42	7.25%
Jul	2022	40	6.91%
Aug	2022	38	6.56%
Sep	2022	65	11.23%
Oct	2022	72	12.44%
Nov	2022	33	5.70%
Dec	2022	20	3.45%
Total		579	100%

Avg Per Weekday		
	Monday	109.63
	Tuesday	152.83
	Wednesday	123.51
	Thursday	165
	Friday	120.89
Avg Per Day by Month		
	January	72.38
	February	102.83
	March	116.09
	April	134.2
	May	145.62
	June	140.62
	July	129.86
	August	144.26
	September	150.76
	October	166.75
	November	163.74
	December	143.05

In 2022,
we welcomed
almost 600 new
members!

OUR VISION FOR THE FRANKLIN SENIOR CENTER: SWOT

- Staffing/Admin and Volunteers
- Programming and Amenities
- Social Services
- Café/ Nutrition
- Health and Wellness
- Supportive Day Programming/ Dementia
- Fiscal/ Budget
- Facility/ Space
- Transportation
- Marketing
- Outreach/Advocacy

Franklin Senior Center
Strategic Planning Survey, 2022

The Franklin Senior Center is seeking your opinions and recommendations to continue to provide interesting, engaging and helpful programs and services to its members. Please take a moment to thoughtfully answer the following survey questions.

Do you live in the town of Franklin? _____

If not from Franklin, what attracts you to come to the Franklin Senior Center?

If you are from Franklin, what are you looking for in the Franklin Senior Center?

Are you currently a participant at the Franklin Senior Center? _____

If so, how often do you come to the Franklin Senior Center?
5 days a week _____ 2-4 days a week _____ 1 day a week _____
3-5 times a month _____ 1-2 times a month _____ other _____

If you do not use the services of the Franklin Senior Center, which is the following reason?
Lack of need ___ Lack of interest ___ Lack of transportation ___
Not aware of programs ___ Bad past experience ___
Other please explain _____

How do you hear about the upcoming and current programs and services at the Franklin Senior Center?
From newsletter _____ Social Media _____ Website _____
From friends/family _____ Other _____

Do you have any suggestions on how the Franklin Senior Center can improve its currently offered services and programs? Please be specific.

If so, how often do you come to the Franklin Senior Center?
80 responses

Frequency	Percentage
5 days a week	~1.25%
2-4 days a week	71.3%
1 day a week	12.5%
3-5 times a month	~3.75%
1-2 times a month	~3.75%
Occasionally	~1.25%
occasionally (We plan to come more often, now that new leadership has m...)	~1.25%
highly variable since covid. Before covid avg 1 day per week	~1.25%

Copy

- Survey
- Director's Office Hours
- Open Door Policy
- S (strengths)**
- W (weaknesses)**
- O (obstacles)**
- T (threats)**

STAFFING/ADMIN & VOLUNTEERS

To ensure that all Senior Staff and Volunteers are adequately trained to carry out the mission of the Franklin Senior Center

- Hire and Train Program/Volunteer Coordinator and Community Social Worker
 - Ongoing Training for Staff to hone their skills
 - Cross-Train: consistent knowledge and answers



Offer numerous opportunities, amenities, and programs for the aging population of Franklin that are diverse, inclusive, and meet the needs of the community

- Evening Programming
- Partner with local organizations for subsidized and affordable programming
- Gathering more community input and marketing programs/services/amenities
- Develop evaluations/surveys for programs and services
 - Get a bus!

PROGRAMMING AND AMENITIES

SOCIAL SERVICES

To serve as a resource to the community for social service needs, providing awareness and education of resources, advocacy, and continue to develop outreach and partnerships.

- Resource Guide AND Resource Center
- Develop and keep up to date list of homebound/ high risk in case of emergency list
- Educate community of services available
- Look to hire a second full time community social worker
- Become an Age Friendly Community (AARP certification) and continuing being a Dementia Friendly Certified Community.
- Emergency Button, Lock for Office Door



Cook subsidized meals and offer nutrition classes within a functional and sustainable cafe for the aging population at the Franklin Senior Center

- Develop nutrition programs and cooking classes as well surveys to evaluate success of cafe
- Continue to evaluate expense/revenue and “shopping around” to be sustainable
 - Obtain a Credit Card
 - Utilization of “Ben’s Bucks”

COMMON GROUNDS CAFE & NUTRITION

HEALTH AND WELLNESS

Improve and increase focus, funds, and programming for all health and wellness activities

- Constantly evaluate trends, adapt, and provide consistent, interesting, up-to date, and engaging health and wellness programs and education
 - Update fitness equipment
- Develop surveys and feedback for fitness classes
- Apply to grants to improve and subsidize fitness classes



Provide high quality, dementia informed, and engaging adult day services to members of the community to help them age in place.

- Develop consistent staff training and policies
- Continued advocacy and education for community
 - Contract with additional elder services (i.e. HESSCO) to provide financial assistance to members

SUPPORTIVE DAY PROGRAMMING
and DEMENTIA/ALZHEIMER'S

FISCAL/ BUDGET

To continuously evaluate and look for funding opportunities to provide subsidized services and programs to the community.

- Work with FOFE (Friends of Franklin Elders) to provide more fundraising opportunities throughout the year to support subsidized programs and services
- Collect more accurate data to support need for more funding
- Apply for grants and outside funding, as well as community partners to provide subsidized opportunities



Refelted pool table and added a Dartboard to the “Man Cave”



Define, evaluate, and organize facility, in conjunction with the DPW and Facilities, to support all the programs and services provided at the Senior Center.

- Add and improve signage
- Manipulate the space to keep up with current trends (i.e. bigger gym?, pickleball court?, need for computer lab?)
 - Updating Furniture
- Organize/ Declutter and Digitize

FACILITY & SPACE

TRANSPORTATION

To provide reliable, consistent, and equitable opportunities for transportation for the seniors in the community.

- Get a Bus and implement a sustainable system
- Continue to work and develop relationship with GATRA



GATRA providing transportation for the Sunshine Club to do a field trip to Franklin's Historical museum!



To develop trending, informative, and eye catching marketing and outreach materials to advocate for all services and programs.

- Utilize various avenues and opportunities to market (social media, newspapers, brochures, Cable TV, radio, etc.)
- FSC website- up to date, informative, and user friendly

MARKETING

OUTREACH AND ADVOCACY

Serve as the resource and advocate for the aging population in Franklin

- Cultivate relationships with local and state officials
- Continue to educate community of what a Senior Center is and what it provides
 - Partner with other COAs/ networking
- Gain more awareness of what the needs are of our seniors/ community.



Danielle and Christina at the MCOA Annual Conference in Falmouth, October 2022

THANK YOU!

ANY QUESTIONS OR COMMENTS?



FRANKLIN'S
SENIOR CENTER

Franklin Senior Center: 7 Year Vision Action Plan

A. STAFFING/ADMINISTRATION AND VOLUNTEERS

GOAL: To ensure that all Staff and Volunteers are adequately trained to carry out the mission of the Franklin Senior Center.

STRATEGY	IMPLEMENTATION TACTICS	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Define roles and responsibilities of Staff and Volunteers	<ul style="list-style-type: none"> a. Review current job descriptions and meet with individual staff to discuss responsibilities b. Develop description of volunteer roles for all volunteer opportunities in Senior Center detailing responsibilities c. Develop a system for the Senior Center to successfully operate in the absence of the Director d. Cross- Train staff and volunteers to provide consistent knowledge and answers to various questions e. Hire and establish expectations for new Program/Volunteer Coordinator and Community Social Worker f. Define Health and Wellness position, setting responsibilities and expectations g. At least one Director become a notary 	Director and Deputy Director	December 2023 and ongoing
2. Provide ongoing training and learning opportunities for Staff and Volunteers	<ul style="list-style-type: none"> a. Set bi- annual trainings/ inservices for staff to develop and hone in on skills. b. Develop orientation and training for various volunteer positions at Senior Center c. Work with My Senior Center to train staff to use system appropriately d. Apply and become a Nationally Accredited Senior Center (NICS) e. Obtain MCOA Director Certification when eligible 	Director and Deputy Director	December 2023 and ongoing
3. Set expectations for Communication and Boundaries	<ul style="list-style-type: none"> a. Continue to develop better system for expectations and communication needs between and amongst staff and/or volunteers b. Provide training on boundaries, specifically working in municipal government and social services. 	Director and Deputy Director	December 2023 and ongoing

<p>4. Evaluate staffing needs and programs</p>	<ul style="list-style-type: none"> a. Continue to learn community needs and compare data to needs of staffing b. Hire a 2nd FT Social Services Position c. Develop annual surveys for all programs and review as well as a system to determine when time to cancel a program if applicable d. Meet with staff bi-annually to discuss needs and goals for their programs 	<p>Director and Deputy Director</p>	<p>December 2023 and ongoing</p>
<p>5. Active COA/FOFE Presence</p>	<ul style="list-style-type: none"> a. All members of COA/FOFE should be active and present- participating in at least one program/month b. Encourage FOFE to be in foreground and provide more fundraising opportunities 	<p>Director and Deputy Director, COA, FOFE</p>	<p>December 2024 and ongoing</p>

B. PROGRAMMING AND AMENITIES

Goal: Provide opportunities, amenities and programs for the aging population at the Franklin Senior Center.

OBJECTIVE (S)	ACTIONS NEEDED	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Hire/ Train and set expectations for Program & Volunteer Coordinator	<ul style="list-style-type: none"> a. Set up Program & Volunteer Coordinator for success b. Work on partnering with local organizations for affordable programs c. Program Coordinator work with the Director to market and promote programs (flyers, social media, etc.) d. Develop better and more accurate system to track data utilizing My Senior Center e. Revamp Trips/ Best of Times f. Work on developing more lifelong learning opportunities (i.e. Dean College, Tri County, etc) g. Develop contracts for providers of programs h. Organize supplies/closets and put system in place to make sure needs are met i. Encourage the use of My Senior Center amongst all staff and members to increase accuracy and information j. Provide more afternoon and evening programming 	Director, Deputy Director, and Program & Volunteer Coordinator	March 2024
2. Develop and provide more Programs and Evaluations/Surveys	<ul style="list-style-type: none"> a. Have consistency with amenities/ contracted providers b. Develop system to determine sustainability, timeline, consistent participation as well as need of programs c. Define expectations for programs d. Provide more specific technology classes e. Gather more community input/suggestion box 	Director, Deputy Director, and Program & Volunteer Coordinator	March 2024
3. Buy a Bus! (also discussed in Transportation section)	<ul style="list-style-type: none"> a. Work with town to purchase a bus b. Hire and train a driver c. Identify, develop and provide transportation services for programs and fields trips for seniors in community 	Director, Deputy Director, and Town Administration	July 2024

C. SOCIAL SERVICES

Goal: To serve as a resource to the community for social services needs, providing awareness and education of resources, advocacy, and continue to develop outreach and partnerships.

OBJECTIVE (S)	ACTIONS NEEDED	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Provide awareness and education of Social Services resources	<ul style="list-style-type: none"> a. Develop a Resource Center at Senior Center b. Develop and continuously update resource guide, making sure up-to- date c. Educate community of services available d. Work in collaboration with other Senior Centers for various supportive services (Low Vision, Hearing, Dementia, etc.) e. Develop and keep up to date list of homebound/high risk/ incase of emergency list f. Reevaluate and restructure Low Vision program and other supportive programming needs 	Director, Deputy Director, and Community Social Worker, COA	December 2026 and ongoing
2. Advocate and Develop Partnerships/Outreach	<ul style="list-style-type: none"> a. Work with housing and representatives to develop better working relationship b. Serve as resource to area health providers in connecting patients to community and eldercare resources c. Strengthen and provide outreach specifically to senior housing d. Continue to build trust with town and state administration as well as the community e. Become Age Friendly Certified (AARP) f. Continue to provide education and outreach on Dementia/Alzheimer's g. Keep up with the trends and needs of community h. Advocate and educate community and administration of needs (ex. Homelessness, food insecurity, housing, etc.) i. Make Community connections (ex. Career centers, etc.) 	Director, Deputy Director, and Community Social Worker, COA	December 2026 and ongoing
3. Define roles and training of Community Social Worker(s)	<ul style="list-style-type: none"> a. Hire, train, and set expectations for community social worker. b. Build expectation for social services to be case management based, only working with members 	Director, Deputy Director, and Community Social Worker	March 2024 and ongoing

	<p>that live in Franklin; boundaries, unconscious bias, & ethics trained</p> <ul style="list-style-type: none">c. Hire 2nd FT Community Social Worker- large service are and most comparable towns have 2d. Set Boundaries/ Time Management needs- consistency with walk-inse. Provide continuing education opportunities for social services stafff. Develop internship with local colleges- define roles, responsibilities, and expectationsg. Provide evening hours for social servicesh. Emergency Button/ Lock for office area		
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D. FISCAL/ BUDGET

Goal: To continuously evaluate and look for funding opportunities to provide subsidized services and programs to the community.

OBJECTIVE (S)	ACTIONS NEEDED	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Work with FOFE to create a concrete and sustainable funding plan	<ul style="list-style-type: none"> a. Work with Fofe to evaluate funding needs-keeping in mind recession and inflation b. Encourage FOFE to put on more fundraising opportunities throughout the year (i.e. Souperbowl, Winter Wonderland, etc.) 	Director, Deputy Director, FOFE	December 2027 and ongoing
2. Set up system to continuously evaluate revenue/ expenses	<ul style="list-style-type: none"> a. With multiple accounts, continue to gain better understanding and fine tune expense/ revenue tracking system b. Collect data to back up the need for more funding (i.e. another FT Social Worker, office supplies, memberships/dues, etc.) c. Work with Treasurer Dept to make sure handling of money continues to be successful and reconciled d. Evaluate what Senior Center purchases are needed annually 	Director, Deputy Director	December 2023 and ongoing
3. Work with town on budgetary needs and audit	<ul style="list-style-type: none"> a. Work with town administration with JAQ- disparity with wages for staff b. Continue to work hand in hand with finance and town administration to advocate for budget for Senior Center 	Director, Deputy Director, Town Administration, Financial Dept.	December 2023 and ongoing
4. Continuously apply for grants and outside funding as applicable	<ul style="list-style-type: none"> a. Look and apply for outside funding to subsidize programs b. Educate on grant writing, apply to grants <ul style="list-style-type: none"> i. Help subsidize fitness/ health and wellness programs 	Director, Deputy Director	December 2023 and ongoing

E. CAFE/ NUTRITION

Goal: Cook subsidized meals and offer nutrition classes within a functionable and sustainable cafe for the aging population at the Franklin Senior Center.

OBJECTIVE (S)	ACTIONS NEEDED	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Delegate and manage expectations in kitchen	<ul style="list-style-type: none">a. Develop system and work with various vendors for “shopping around” to buy best product for \$ keeping in mind inflation/supply chain issuesb. Figure out systems and fine tune expectations in kitchen, defining rolesc. Work on consistency with volunteers, fine tune coverage system so never “low” on staff/volunteers	Chef and Kitchen Manager, Director, and Deputy Director, Volunteer Coordinator	December 2024 and ongoing
2. Obtain a Credit Card (for all programs, but specifically for Cafe)	<ul style="list-style-type: none">a. Obtain data to advocate for having a credit card<ul style="list-style-type: none">i. Currently Director’s are having to buy food/products personally and get reimbursed- limited to how much can spendii. Credit card would mainly be utilized to buy food/supplies for cafe, but can be used for programs (canvases for art class, decorations for parties, etc.)	Director and Deputy Director	July 2025
3. Develop nutrition programs and surveys to evaluate success of cafe whilst continuing to keep a close eye on expenses/ revenue	<ul style="list-style-type: none">a. Provide nutrition/cooking classesb. Gather Community input through annual surveys and community discussions with chefc. Continuously evaluate expenses/revenue to make sure the cafe is sustainable.	Chef and Kitchen Manager, Director, and Deputy Director	December 2023 and ongoing

F. HEALTH AND WELLNESS

Goal: Improve and increase focus, funds, and programming for all health and wellness activities.

OBJECTIVE (S)	ACTIONS NEEDED	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Develop calendar of engaging and relevant programming	<ul style="list-style-type: none"> a. Be more consistent with health and wellness programs b. Constantly evaluate trends, adapt, and provide interesting, up to date, and engaging programs 	Director, Deputy Director, Health and Wellness Nurse, Program/Volunteer Coordinator	December 2030 and ongoing
2. Increase and improve fitness program	<ul style="list-style-type: none"> a. Need for more space for functional gym and updated equipment <ul style="list-style-type: none"> i. Work with Adirondack Club to keep gym equipment up to date ii. Switch computer room and gym to provide more space iii. Looking at Milford Senior Center- possibility of having a fitness director b. Develop contract/ official policies for fitness classes as well as gym usage. c. Health and Wellness nurse to document and utilize My Senior Center for accurate data d. Provide variety of exercise programs to meet fitness levels of community 	Director, Deputy Director, Health and Wellness Nurse, Program/Volunteer Coordinator	December 2030 and ongoing
3. Apply to Grants/Funding to help subsidize programs	<ul style="list-style-type: none"> a. Apply to grants to improve and subsidize fitness programs and keep equipment and supplies in working condition b. Market and Outreach fitness and health & wellness programs, on top of gym usage 	Director, Deputy Director, Health and Wellness Nurse, Program/Volunteer Coordinator	ongoing

G. SUPPORTIVE DAY/ DEMENTIA

Goal: Provide high quality, dementia informed, and engaging adult day services to members of the community to help them age in place.

OBJECTIVE (S)	ACTIONS NEEDED	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Develop consistent staff training and policies	<ul style="list-style-type: none"> a. Be experts in Dementia for the community <ul style="list-style-type: none"> i. Have Supportive Programming Coordinator become a Certified Dementia Practitioner b. Develop consistent training system and policies for staff and volunteers concerning Dementia and the Supportive Day Program <ul style="list-style-type: none"> i. Overlap rotating volunteers to make smoother transition between staff changes ii. Need for staff to take breaks iii. Be consistent with policies (discharge, attendance, appropriateness, etc.) iv. Variety of activities and programs to engage and socialize the members of the supportive day program c. Streamline a system for staff coverage d. Set expectations for supportive programming coordinators and staff <ul style="list-style-type: none"> i. Understanding budget, flexibility, and boundaries 	Director, Deputy Director, Supportive Programming Coordinator	December 2024 and ongoing
2. Continue Advocacy and Education to make Franklin a Dementia Friendly Community.	<ul style="list-style-type: none"> a. Educate and advocate the Supportive Day Program and the Caregiver Support Group b. Provide community with dementia and alzheimer's educational and lifelong learning experiences 	Director, Deputy Director, Supportive Programming Coordinator	ongoing

H. FACILITY/ SPACE

Goal: To define, evaluate, and organize facility, in conjunction with DPW and Facilities, to support all the programs and services provided at the Franklin Senior Center

OBJECTIVE (S)	ACTIONS NEEDED	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Develop relationships with DPW and Facilities	<ul style="list-style-type: none">a. Develop Signage<ul style="list-style-type: none">i. Put sign on beaver street entranceii. No thruway signiii. Light on Sign on Oak Street for Night time Programsb. Work on communication and expectations amongst Senior Center and DPW/Facilities<ul style="list-style-type: none">i. Schedule of when doing outside workii. Set expectations for cleanliness, snow/leaf removal, and assistance with facility needs (painting/ cracks/ repairs)c. Figure out system to better heating/AC needs throughout Senior Center	Director, Deputy Director, DPW, Facilities	ongoing
2. Define space and organize/declutter	<ul style="list-style-type: none">a. Manipulate spaces and keep up with current trends<ul style="list-style-type: none">i. Bigger gymii. No need for huge computer labiii. Build Pickleball Courtb. Updating Furniture (i.e. lobby, supportive day, etc.)c. Declutter/ Organize each closet, and develop system to shred and/or digitize all files	Director, Deputy Director, Facilities	ongoing

I. TRANSPORTATION

Goal: To provide reliable, consistent, and opportunities for transportation for seniors in the community.

OBJECTIVE (S)	ACTIONS NEEDED	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Buy a Bus!	<ul style="list-style-type: none">a. Work with town to purchase a busb. Hire and train a driverc. Develop and provide sustainable transportation services for programs and fields trips for seniors in community<ul style="list-style-type: none">i. Determine how work in conjunction with GATRA	Director, Deputy Director, Town Administrator	July 2024
2. Work and develop relationship with GATRA	<ul style="list-style-type: none">a. Advocate and work hand in hand with GATRA's services<ul style="list-style-type: none">i. GATRA services to major medical facilities (Milford/Attleboro)ii. Sustainability for free GATRA through ARPA fundsiii. GATRA's marketingiv. GATRA's consistency and reliability	Director, Deputy Director	ongoing

J. MARKETING

Goal: To develop trending, informative, and eye catching marketing and outreach materials to advocate for all services and programs provided at the Senior Center.

OBJECTIVE (S)	ACTIONS NEEDED	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Hire and Train Program Coordinator	<ul style="list-style-type: none">a. Update and work with Senior Center websiteb. Post consistently on social media platformsc. Be consistent with timing of newsletters and flyers	Director and Deputy Director	March 2024 and ongoing
2. Develop marketing materials and consistently utilize and market	<ul style="list-style-type: none">a. Develop brochures for Senior Center's various services and programs as applicableb. Build a resource center and an up to date resource guide for communityc. Brand and promote senior center through communityd. Connect with newspapers to promote programs and servicese. Work with Franklin TV, Steve Sherlock, Alan Earls, etc. to promote and provide relevant and current programsf. Market and provide social media opportunities for all groups and programs	Director, Deputy Director, Program/Volunteer Coordinator	Ongoing
3. Connect with partnerships and apply for funding	<ul style="list-style-type: none">a. Increase outside/internal partnershipsb. Funding for marketing needs	Director and Deputy Director	Ongoing

K. OUTREACH/ ADVOCACY

Goal: Serve as the resource and advocate for the aging population in the community.

OBJECTIVE (S)	ACTIONS NEEDED	INDIVIDUAL RESPONSIBLE	COMPLETION TARGET DATE/ ACTUAL DATE
1. Hire Full Time Social Worker(s) and Program/Volunteer Coordinator	a. Hire a second full time social worker b. Develop resource center/guide as well as marketing materials for programs and services c. Educate community of what Senior Center is/does- what services provides d. Redevelop brand and establish center as resource for all seniors	Director, Deputy Director, Senior Center Staff	ongoing
2. Develop resources and partnerships	a. Work with local organizations and health care providers to develop partnerships to advocate for eldercare resources b. Improve grant writing skills and apply as applicable c. Partner with other senior centers d. Educate and make Community both age and Dementia Friendly.	Senior Center Staff	ongoing
3. Ongoing evaluation of needs and services	a. Figure out how COA board is involved in advocacy b. Work with COA to find voice in community c. Gain more awareness of what seniors/ the communities needs are	Director and Deputy Director, COA	ongoing

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 13, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Stormwater Utility Update

The Council will receive an update from the Stormwater staff team on the progress at implementing the stormwater utility, as required by the Federal EPA.

This evening the Council will receive:

- A tutorial from Kate Sjoberg on how to use the [impervious surface website](#) so everyone can check their personal property at home.
- An update on the utility set up in our financial software and when residents can expect to see their first bill.
- An overview of the draft Credits manual and receive feedback from the Council.
- Answer any questions folks may have about Stormwater!

All stormwater information is [here on our website](#).

I am also asking the DPW staff to host a session on stormwater on Franklin TV later this winter in order to have a half hour show to help educate folks via Franklin TV.



DRAFT STORMWATER UTILITY CREDIT MANUAL

TOWN OF FRANKLIN, MA

TOWN OF FRANKLIN DPW

PROJECT NO.: 3652210304

DATE: OCTOBER 24, 2022

WSP

100 APOLLO DRIVE, SUITE 302

CHELMSFORD, MA 01824

T: +1 978-692-9090

WSP.COM

SIGNATURES

PREPARED AND APPROVED BY

Ilana Ton
Technical Professional

Julie Scott, PE, TURP
Principal Engineer/Service Line Lead

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1 INTRODUCTION

1.1 STORMWATER MANAGEMENT IN FRANKLIN

To avoid negative environmental, public health, and economic impacts of pollution and flooding, the Town implements a comprehensive stormwater management program. The program covers the construction, inspection, and maintenance of stormwater infrastructure. The Town also takes actions to ensure that stormwater conveyed through the Town's drainage system reduces contribution of pollutants to local waterways to the maximum extent practicable and helps protect water supplies.

The Town of Franklin is required to have a stormwater management program as part of the Clean Water Act Municipal Separate Storm Sewer System (MS4) Permit. We are among 200+ other Massachusetts communities subject to the requirements of the MS4 Permit, as mandated by the Environmental Protection Agency (EPA). While this is a mandate from the Federal Government, it is also an investment in our future which will ultimately improve Franklin's entire infrastructure system - our roads, our drinking water and our environment.

The Town has been investing in stormwater infrastructure for decades resulting in an enormous asset that must be properly maintained to ensure functionality. The Town's existing infrastructure consists of 138 miles of drainpipes, as well as 124 detention and/or retention basins, 17 rain gardens, 5,700 catch basins, and 152 culverts. The estimated replacement value of the Town's existing stormwater infrastructure is over \$175 million.

1.2 STORMWATER FUNDING OPTIONS

Historically, the cost to operate and maintain the stormwater system has been funded exclusively by General Fund property tax revenue. However, the cost of stormwater management and compliance is expected to continue to rise as the utility deals with aging infrastructure, increased storm events, and water quality protection requirements. By 2024, the local annual cost is anticipated to be approximately \$2.4 million per year.

The Town has been tracking increasing requirements and costs for several years, and in 2018 the Town Council formed an Ad hoc Committee to explore funding source options. It was determined that it is not viable to continue funding stormwater operations through the general fund. The two main revenue source options considered by the Town were 1) a property tax increase or 2) implementing a utility fee. The Committee held several public forums to solicit resident feedback. Implementing a Stormwater Utility was considered the most equitable option - and based upon resident input, the originally proposed fee was reduced by half, with the average single-family home anticipated to be charged about \$56 per year.

1.3 USE OF THE STORMWATER UTILITY FUNDS

Funds from the Stormwater Utility Fee (the Utility) will directly enhance the services provided by the Department of Public Works. Investing in the drainage system will increase the capacity to capture and recharge more stormwater in Franklin. Ultimately this will improve drinking water while reducing stormwater pollution.

Improvements to the drainage infrastructure, like culvert replacement and drainage basin retrofits, will also mitigate the risk of flooding and prevent property damage to local homes. Other specific activities earmarked to be funded from the Utility include:

- Enhancement of existing services: catch basin cleaning, street sweeping, pipe inspections and repairs, and drainage swale maintenance
- Identification and elimination of illicit pollution sources and increased drinking water protection from stormwater runoff
- Inspection and maintenance of stormwater treatment structures: detention basins, stormceptors, tree wells, rain gardens

- Compliance with the MS4 Permit (including inspections, design plan reviews, public education, reporting, and Phosphorus Control Plan (PCP) projects
- Leaf litter collection - Leaves contribute a large amount of phosphorus to our waterways. To help mitigate this pollutant and offer our residents a service, an enhanced program is planned to be implemented as funding is available
- Planning future improvement projects, designing new detention ponds, and minimizing flood risk through new design

2 STORMWATER UTILITY FEE

2.1 AUTHORIZATION OF THE FEE

In April 2022, the Town Council voted to amend Chapter 153 of the Code of the Town of Franklin by rescinding Bylaw Amendment 19-846, previously enacted by the Franklin Town Council on January 8, 2020, and replacing it by adding a new Article V Stormwater Utility. The new Stormwater Utility is effective July 1, 2023. The Town's Stormwater Utility has been established to provide a sustainable and transparent funding source for an effective management program. Simply put - it will allow the Town to take care of existing infrastructure, to effectively collect and treat stormwater, and comply with regulatory mandates for protecting local water resources. Revenue collected through the Utility is to be used exclusively for stormwater activities to maintain and improve the stormwater system. This money cannot be used for other Town expenditures like schools, Police, Fire, Library, etc.

Prior to the Utility, the Stormwater management program was funded through property taxes. With a dedicated fund for stormwater management, the Town will now maintain and improve the integrity of the existing drainage infrastructure based on the amount of impervious area on a property rather than the value of the property. This method of billing is considered more equitable than through the General Fund. Utility billing will subject each property owner in Franklin to a fee based on the amount of impervious area present on their property. Unlike a tax, no organization is exempt, which makes the Utility fee approach more equitable for funding stormwater management than a blanket tax increase.

Property owners in Franklin will receive a quarterly Stormwater Utility bill based on the total amount of impervious area or surfaces on their property. Impervious surface includes any material or structure on or above the ground that prevents precipitation from effectively infiltrating the underlying soil. Impervious surfaces include without limitation, roads, paved parking lots, rooftops, buildings or structures, sidewalks, paved driveways, and other surfaces which prevent or impede the natural infiltration of stormwater runoff which existed prior to development.

The Town used aerial imagery and GIS data to capture the amount of impervious area (IA) on each property. Each parcel in Franklin was individually assessed (by a human) and the IA was digitized and logged. Impervious surfaces within the Town-owned right-of-way (roadways and sidewalks) were not considered as part of the total impervious area of a parcel. Also, pools were not included and pervious driveways, and if inadvertently captured, these may be removed through the abatement process.

2.2 HOW IS THE UTILITY FEE CALCULATED?

Each parcel will be charged based on calculated square footage of IA. Franklin's utility fee is based on a charge of \$18.66 per billing unit and 1 Billing Unit (BU) = 1,000 square feet of IA. Properties with less than 200 sq feet of IA are considered undeveloped and will not be charged a fee. In Franklin, the average Single Family residential lot has approximately 3,200 square feet of IA. This translates to 3 BU or \$56 per year (\$18.66 x 3). See table and figures below for examples of fee calculations:

AMOUNT OF IMPERVIOUS AREA (IA) ON A BILLABLE PARCEL	NUMBER OF BILLING UNITS	ANNUAL FEE
200 SF to 1,499 SF	1	\$18.66
1,500 SF to 2,499 SF	2	\$37.32
2,500 SF to 3,499 SF	3	\$55.98
3,500 SF to 4,499 SF	4	\$74.64
Each additional 1000 SF range will be rounded as above.	Adding one billing unit for each additional 1000 SF range.	Each increase adds \$18.66 per year



1 acre lot – Single Family
 4 billing units x \$18.66
 \$74.64 per year



1/2 acre lot – Single Family
 2 billing units x \$18.66
 \$37.32 per year

3 CREDIT PROGRAM

The Town of Franklin recognizes that this is an extremely difficult time and that adding an additional fee onto property owners can be an enormous burden. To assist residents and recognize property owners that practice good water stewardship, the Town has developed a Credit Program. The goals of the credit program are to recognize on-site stormwater best management actions and provide an incentive for property owners to properly operate and maintain stormwater facilities. This helps reduce a parcel's contribution to stormwater runoff and decrease the Town's stormwater management program costs. Credits will be offered to all property owners for a maximum reduction of 50% off their Stormwater Utility Fee. There are multiple ways to earn credits, as described in the following sections.

3.1 STANDARD CREDIT POLICY: ELIGIBILITY FOR ALL DEVELOPED PROPERTIES

Stormwater BMPs that manage peak flows, runoff volumes and/or minimize pollutant runoff from a property to either the Town system or local water resources will be recognized by the Town's credit program. Eligible BMPs will include, but are not necessarily limited to, the following:

BEST MANAGEMENT PRACTICE

EXAMPLE

Detention and Retention Basins – Detention and retention basins are both designed to hold stormwater runoff, allow for settlement of solids, and reduce downstream flows. A detention, or dry, pond has an orifice level at the bottom of the basin and does not have a permanent pool of water. All the water runs out between storms and it frequently remains dry. Detention basins are typically designed to hold stormwater runoff for approximately 24 hours to allow solids to settle and reduce peak flow flooding downstream. A retention basin or pond has a riser and orifice at a higher point of discharge than a detention basin and therefore retains a permanent pool of water. The pool allows sediments to settle (including fine sediments) and removes soluble pollutants.



Infiltration Basins - Infiltration basins are stormwater runoff impoundments that are constructed over permeable soils. Pretreatment is critical for effective performance of infiltration basins. Runoff from the design storm, a critical rainfall event over a specified time period, is stored until it exfiltrates through the soil at the bottom of the basin.



Raingardens / Bio-retention Basins - Bioretention is a technique that uses soil, plants, and microbes to treat stormwater before it is infiltrated and/or discharged. Bioretention cells (also called rain gardens in residential applications) are shallow depressions filled with sandy soil, topped with a thick layer of mulch and planted with dense native vegetation. Properly designed and maintained cells can remove suspended solids, metals, and unwanted nutrients, and can infiltrate an inch or more of rainfall.



BEST MANAGEMENT PRACTICE

EXAMPLE

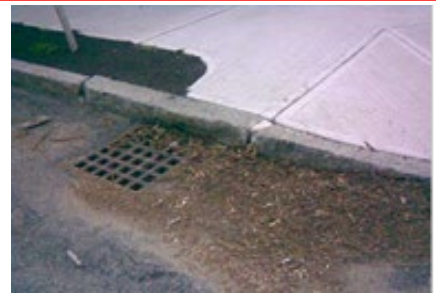
Constructed Wetlands - Constructed stormwater wetland systems maximize the removal of pollutants from stormwater runoff through wetland vegetation uptake, retention, and settling. A constructed stormwater wetland temporarily stores runoff in shallow pools that support conditions suitable for the growth of wetland plants.



Sediment Forebays - A sediment forebay is a post-construction practice consisting of an excavated pit, bermed area, or cast structure combined with a weir, designed to slow incoming stormwater runoff and facilitate the gravity separation of suspended solids.



Deep Sump Catch Basins - These are also known as oil and grease or hooded catch basins and are underground retention systems designed to remove trash, debris, and coarse sediment from stormwater runoff. They serve as temporary spill containment devices for floatables, such as oils and grease.



Stormceptors – Stormceptors are prefabricated underground structures utilized to separate out oils, grease, and sediment from stormwater runoff. The systems provide treatment of stormwater runoff by routing runoff into a low-turbulence environment where solids settle, and oils float out of solution.



Leaching Catch Basins - A leaching catch basin is a pre-cast concrete barrel and riser with an open bottom that permits runoff to infiltrate into the ground.



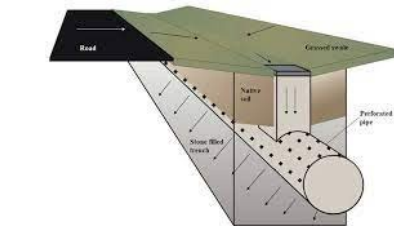
BEST MANAGEMENT PRACTICE

EXAMPLE

Tree Wells - Tree wells are typically a box structure housing a single tree. Wells can have walled sides or structural soil systems to protect soil from compaction and retain stormwater.



Other Subsurface Recharge Systems - Subsurface structures are underground systems that capture runoff and gradually infiltrate it into the groundwater through rock and gravel. There are several underground infiltration systems that can be installed to enhance groundwater recharge with the most common types including pre-cast concrete or plastic pits, perforated pipes, and galleys.



More information on these stormwater management activities can be found in Volume 2, Chapter 2 of the Massachusetts Stormwater Handbook.

3.2 STANDARD CREDITS FOR REDUCING STORMWATER QUANTITY

Stormwater reduction credits are available to industrial and commercial property owners that reduce the peak rate of runoff during precipitation events. Credits may be awarded for eligible facilities that meet or exceed regulatory requirements, state standards, and local ordinances at the time in which they were installed. The credit amount is based on the amount of peak runoff reduction achieved through on-site stormwater facilities, up to a **maximum credit of 25%** of the Stormwater Utility bill.

3.3 CREDITS FOR IMPROVING STORMWATER QUALITY

Water quality improvement credits are available to property owners that reduce pollution loading from their property through implementation of stormwater facilities and other best management practices (BMPs). Credits may be awarded for eligible facilities that meet or exceed regulatory requirements, state standards, and local ordinances at the time in which they were installed. The credit amount is based on the water quality pollutant reduction achieved through on-site treatment, up to a maximum credit of 25% of the Stormwater Utility bill.

The combined quantity and quality maximum credit will be 50% for any one developed parcel.

3.4 SMALL USER CREDITS

In addition to the standard credit program identified above, residential properties or small users (properties with a stormwater change of five [5] billing units or less) will be able to apply for credits under a special program that simplifies applying for and obtaining credits. The goal of the small credit program is to engage the community in stormwater management and recognize individual efforts to manage stormwater locally. This will provide an on-going benefit to Franklin's stormwater program.

Activities which could qualify for credit under the small users' program would include, at a minimum, the following:

ACTIVITY	EXAMPLE
<p>Rain gardens - are shallow depressions filled with sandy soil topped with a thick layer of mulch and planted with dense native vegetation.</p>	
<p>Vegetated Swales - vegetated open channels that are designed to provide for non-erosive stormwater conveyance that accents natural landscape.</p>	
<p>Infiltration Trenches - shallow excavations filled with stone. They can be designed to capture sheet flow or piped inflow. The stone provides underground storage for stormwater runoff. The stored runoff gradually exfiltrates through the bottom and/or sides of the trench into the subsoil and eventually into the water table.</p>	
<p>Dry Wells - small, excavated pits, backfilled with aggregate, and used to infiltrate uncontaminated runoff from non-metal roofs or metal roofs located outside the Zone II or Interim Wellhead Protection Area of a public water supply and outside an industrial site.</p>	

ACTIVITY

EXAMPLE

Permeable surface construction (porous pavement or pavers) - a paved surface with a higher-than-normal percentage of air voids to allow water to pass through it and infiltrate into the subsoil. This porous surface replaces traditional pavement, allowing parking lot, driveway, and roadway runoff to infiltrate directly into the soil and receive water quality treatment. Permeable paving techniques include porous asphalt, pervious concrete, paving stones, and manufactured "grass pavers" made of concrete or plastic. Permeable paving may be used for walkways, patios, plazas, driveways, parking stalls, and overflow parking areas.



French Drains - a trench filled with gravel or rock, or both, containing a perforated pipe that redirects surface water and groundwater away from an area.



Rain Barrels - generally a 55-gallon barrel used to collect the water that runs off rooftops of buildings through a gutter or downspout. The water collected can be used back on-site for watering garden or lawns, as well as other household chores such as washing cars or windows.



The Small User Credit provides property owners with a maximum credit of 25% for stormwater quantity controls that capture stormwater runoff from at least 500 square feet of a property's impervious area and a maximum credit of 25% for stormwater quality controls that treat stormwater runoff from at least 500 square feet of a property's area. All small user properties will be billed a minimum charge of 1 Billing unit.

As with the Standard Credit, all infrastructure must be properly maintained to receive a small user credit.

3.5 CREDIT RENEWAL

Credits must be reapplied for to maintain a credit on a stormwater utility fee. The standard credit term is five (5) years for water quality and quantity facilities. The term for Small User Credits is one (1) year and therefore must be applied for on an annual basis.

Note that a credit can be revoked at any time if there is insufficient evidence of proper operation and maintenance. Credits do not transfer when property ownership is transferred or sold.

As specified in the Town Stormwater Utility By-law:

Any credit allowed against the Stormwater Utility fee is conditioned on continuing compliance with the Town's design and performance standards as stated in the Credit Manual and/or upon continuing provision of the controls, systems, facilities, services, and activities provided, operated, and maintained by the property owner or owners upon which the credit is based. The Town may revoke a credit at any time for noncompliance with applicable standards and criteria as established in the Credit Manual or this by-law.

3.6 ABATEMENTS

An abatement may be applied for if property owners feel their IA is reported incorrectly. Also, property owners with gravel driveways, pervious or porous pavers/pavement may also apply for an abatement if the related IA was inadvertently captured.

In the event that a property owner believes their Stormwater Utility fee is improperly calculated or is otherwise incorrect, the property owner may apply to the Director of Public Works for an abatement. The application for abatement shall be supported by such information as is necessary for a reasonable person to determine the applicability of an abatement. DPW shall have sixty (60) days to consider the request for abatement and render a written decision which may deny the abatement, grant the abatement in full or grant the abatement in part.

Town of Franklin, MA

Stormwater Utility Credit Application Form

Submit Completed Application to:

Town of Franklin, MA
Department of Public Works
257 Fisher Street
Franklin, MA 02038
Phone: (508) 553-5500

Please fill out the credit application completely and submit with supporting documentation to ensure an effective review process.

Application Status (select one):

- This is a first-time application for credit
- This is an application for credit renewal

Parcel Owner Information	
Mailing Address:	Owner Name:
	Email:
	Phone Number:
Property Address (if different than mailing address):	Parcel ID:
Stormwater Account Number:	Charged Billing Units

Credit Type(s) (Check all that apply)
<p>Standard Credit(s):</p> <ul style="list-style-type: none"><input type="checkbox"/> Stormwater Quality Credit<input type="checkbox"/> Stormwater Quantity Credit <p>Or</p> <ul style="list-style-type: none"><input type="checkbox"/> Small User Credit

Stormwater Management Best Practices: Check all that apply and include quantity of each and estimated impervious area served by the facility(ies).

- | | |
|---|---|
| <input type="checkbox"/> Detention Basin | <input type="checkbox"/> Leaching Catch Basin |
| <input type="checkbox"/> Retention Basin | <input type="checkbox"/> Water Quality Swale |
| <input type="checkbox"/> Deep Sump Catch Basin | <input type="checkbox"/> Dry Well |
| <input type="checkbox"/> Oil/Grit Separator | <input type="checkbox"/> Infiltration Basin |
| <input type="checkbox"/> Sediment Forebay | <input type="checkbox"/> Infiltration Trench |
| <input type="checkbox"/> Bioretention Areas and Rain Garden | <input type="checkbox"/> Tree Well |
| <input type="checkbox"/> Constructed Stormwater Wetland | <input type="checkbox"/> Subsurface Structure |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |

Facility Description – For each type of facility provide date of installation and estimated percent pollutant removal efficiency based on the Massachusetts Stormwater Handbook guidelines. Include requested credit amount based on Credit Manual criteria.

Standard Credit Application Submittal Requirements

- Completed Application Form**
- Fee and Credit Calculations**
- Drainage Area Map or Sketch** – Showing the location of each facility, property lines, and the total amount of impervious area managed by the facility (in square feet).
- Recent Photographs** – Provide a date-stamped image or images showing the facility within one month of the application date.
- Operation and Maintenance Plan** – Attach a summary of how the facility will be operated and maintained to ensure it continues to function as designed. This Plan must include a maintenance schedule for the drainage structure(s). If applicable, include any modifications to the facility.
- Certification** – Attesting that the information is accurate, and that the facility is functioning as designed.

Required attachments to the Small User Credit Application:

- Completed Application Form** – Including a description of the facility.
- Drainage Area Map or Sketch** – Showing the location of each facility, property lines, and the total amount of impervious area managed by the facility (in square feet).
- Recent Photographs** – Provide a date-stamped image or images showing the facility within one month of the application date.

Owner Certification

- I am the property owner (or designee), have reviewed the information contained in this application, and believe that it is true to the best of my knowledge.
- I commit to maintaining the stormwater management facility in good working condition.
- I understand that if an inspection by the Town indicates that the facility is not properly maintained that the facility will no longer be eligible for credit if deficiencies are not corrected within the time frame provided by the Town.

I attest that the owner has legal ownership and maintenance responsibility for the BMP(s) included in this application.

Signature: _____

Date: _____

Credit Award Amount (For Town Use Only)

<i>Received By:</i>	<i>Date Received:</i>
<i>Reviewed By:</i>	<i>Date Reviewed:</i>
<i>Parcel Number:</i>	
<input type="checkbox"/> Application Administratively Complete	
Credit Value	
<input type="checkbox"/> Credit application denied (explain below)	<input type="checkbox"/> Small User Credit (1 Billing Unit Credit per practice)
<input type="checkbox"/> Quality Credit: _____%	
<input type="checkbox"/> Quantity Credit: _____%	
Total Percent Credit (Maximum 50%): _____%	
Notes:	

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 13, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Resolution 23-11: Home Rule Amendment to Authorize Town to Utilize Alternative Methods for Notice of Public Hearings

Before the Council is proposed resolution 23-11 which will petition the state legislature to amend the law to carve out an exemption in state law for alternative methods for notice of legally required public hearings. Examples: zoning amendments, liquor license, and other business that requires a public hearing as outlined in state law.

With the decline of printed newspapers arriving, some towns have recently had laws changed to reflect the fact that in certain areas of Massachusetts there is no longer a printed publication at all and thus, they cannot meet state law requirements to publish ads in a paper.

This Home Rule petition seeks to go one step further, which is to allow Franklin THE CHOICE to post legal ads in print, on the Town Clerk bulletin board **AND/OR** via email the town website.

The Town of Franklin has gone above and beyond on citizen engagement with legal ads. We have a [dedicated website page](#) AND a [free email subscription list](#) for people to get all legal ads. There are currently nearly 2,000 subscribers to the list.

The other issue is money. The Town has spent over \$200,000 in legal ads to the print newspaper, Milford Daily News, over the past five years. And the amount would have been much higher if the pandemic did not occur and more business was being done. The breakdown:

FY2017=\$40,368.20, FY2018=\$39,014.88, FY2019=\$43,599.16, FY2020=\$30,316.62,
FY2021=\$29,258.46, FY2022=\$21,347.18, **TOTAL=\$203,904.50**

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



TOWN OF FRANKLIN

RESOLUTION 23-11

**REQUEST FOR SPECIAL LEGISLATION
RE: AUTHORIZATION FOR TOWN TO UTILIZE ALTERNATIVE METHODS
FOR NOTICE OF PUBLIC HEARINGS**

WHEREAS, Town of Franklin desires to utilize alternative methods for publishing legal notices for public hearings that are required by law, and

WHEREAS, The so-called Home Rule Amendment to the Massachusetts Constitution provides a mechanism for a municipality to petition the General Court to enact legislation applicable only to that municipality, including the proposed legislation.

NOW, THEREFORE, the Town of Franklin acting by and through its Town Council hereby petitions the General Court to enact the legislation captioned “An Act Authorizing the City Known as the Town of Franklin to Utilize Alternative Methods for Notice of Public Hearings”, a copy of which is attached hereto as “Exhibit 1” for Town of Franklin’s benefit, in substantially the form attached, and directs the Town Administrator to transmit said legislation to State Representative Jeffrey N. Roy for filing.

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

DATED: _____, 2023

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: ___ **ABSENT:** ___

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

An Act Authorizing the City Known as the Town of Franklin to Utilize Alternative Methods for Notice of Public Hearings.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding Section 13 of Chapter 4, Section 11 of Chapter 40A of the General Laws or any other general or special law to the contrary, the City Known as the Town of Franklin (hereinafter “Town”) may utilize alternative means of publishing legal notices for public hearings that are required by law.

SECTION 2. Town may permit that all notices of such public hearings shall be published on the bulletin board outside the town clerk’s office and either: (i) in a local newspaper, in either electronic or paper format, or (ii) on the Town’s website. The term “website” shall mean the official website of the Town of Franklin that is operated and maintained by the Town’s government.

SECTION 3. This act shall take effect upon its passage.

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 13, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Resolution 23-12: Acceptance of New (Re-located) Sewer Easement and Abandonment of Active Use of Existing Sewer Easement at 259 Cottage St.

The Council will look at accepting a new permanent 20-ft wide sewer easement, approximately 5,608 sq. ft, located at 259 Cottage to access our sewer infrastructure. The owners of Franklin Paint Company Inc. have agreed to grant this easement to the Town to relocate the existing piece of the Beaver Street Interceptor that runs under their buildings. Approving this easement will allow the Town to move forward with the construction of the Beaver Street Interceptor Rehabilitation and Replacement project at this location, which is expected to start sometime this year.

For more information please see the attached Grant of Easement as well as a sketch plan of the land.

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



TOWN OF FRANKLIN RESOLUTION 23- 12

Acceptance of New (Re-located) Sewer Easement and Abandonment of Active Use of Existing Sewer Easement at 259 Cottage St.

WHEREAS, Franklin Paint Company, Inc. is the owner of a certain parcel of land located at 259 Cottage Street described in a deed recorded at Norfolk County Registry of Deeds in Book 3896 at Page 313; and

WHEREAS, Town of Franklin has an existing easement on Franklin Paint Company Inc.'s property to maintain a public sewer main which Town desires to relocate to a more accessible portion of said property; and

WHEREAS, Franklin Paint Company, Inc. and Town of Franklin have agreed that Franklin Paint Company, Inc. will permit Town of Franklin to relocate its sewer main by Franklin Paint Company Inc.'s grant to Town of a new sewer easement, for nominal consideration, and Town of Franklin, in consideration thereof, will abandon its active use of the existing sewer main and fill it in place; and

WHEREAS, Franklin Paint Company, Inc. executed a Grant of Sewer Easement to the Town of Franklin on December 19, 2022, together with a copy of a sketch plan attached thereto as "Exhibit A", showing the location of the new (re-located) sewer easement, for nominal consideration, a true copy of said Grant of Sewer Easement and sketch plan being attached hereto as "Exhibit 1"

NOW THEREFORE, BE IT ORDERED THAT:

The Town of Franklin, acting by and through its Town Council:

1. Accepts the Grant of Sewer Easement, a true copy of which is attached hereto as "Exhibit 1".
2. Abandons Town's active use of existing sewer easement at 259 Cottage Street, effective upon completion of construction of new sewer main.
3. Directs that a true copy of this resolution, together with the original signed copy of Grant of Sewer Easement and attached sketch plan "Exhibit A" be recorded at Norfolk County Registry of Deeds.

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

DATED: _____, 2023

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

**Nancy Danello
Town Clerk**

**Glenn Jones, Clerk
Franklin Town Council**

GRANT OF SEWER EASEMENT

Franklin Paint Company, Inc., a duly-organized Massachusetts business corporation with a principal place of business at 259 Cottage Street, Franklin, Norfolk County, MA, for consideration paid and in full consideration of

One Dollar (\$1.00)

GRANTS to the Town of Franklin, a duly-organized municipal corporation with administrative offices located in the Municipal Building, 355 East Central Street, Franklin, Norfolk County, MA, a permanent non-exclusive easement for sewer purposes over, under and through that portion of Grantor's land shown on Franklin Assessors' Map #287-067-000 located on Cottage Street in said Franklin shown as "Proposed 20' Wide Sewer Easement" on the sketch plan attached hereto as "Exhibit A"; said easement area contains about 5,608 square feet, more or less, according to said plan (the "Easement Area"). Included within the foregoing grant of easement is the right to use said easement area to lay, construct, operate and forever maintain an underground sewer main and connecting sewer services, manholes, and appurtenances and to repair and renew the same and the right to enter upon said easement area on foot and with motor vehicles and equipment for said purposes'; Grantee shall restore all disturbed areas of Grantor's property to the condition which existed prior to any work which Grantee performs.

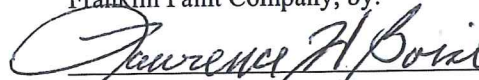
Grantor shall not relocate said easement without first obtaining Grantee's written consent to said relocation, which consent shall not be unreasonably withheld, conditioned or delayed.

Grantor, for itself and its successors in title, covenants that it shall not permit any use within said easement area described herein, which is inconsistent with this Grant of Easement, including, but not limited to the erection of any structures of any kind or planting shrubs and/or trees within the easement area or performing any act which will impair the function and purpose of this Grant of Easement.

For Grantor's title, see deed recorded in Norfolk Registry of Deeds in Book 3896 at Page 313.

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed on its behalf by its duly-authorized corporate officer this 19th day of DECEMBER, 2022.

Franklin Paint Company, by:



Lawrence H. Boise, President

STATE OF NEW HAMPSHIRE

County of Strafford

On this 19th day of Dec 2022, before me, the undersigned notary public, personally appeared Lawrence H. Boise, President of Franklin Paint Company, Inc., who proved to me through satisfactory evidence of identification which was Drivers License to be the person whose name is signed on the preceding document and acknowledged to me that he signed it voluntarily on behalf of the corporation for its stated purpose.

Virginia M. Gray
Notary Public

My commission expires: Nov 14, 2023

VIRGINIA M. GRAY
Justice of the Peace - New Hampshire
My Commission Expires November 14, 2023

MORTGAGEE'S ASSENT

Cambridge Savings Bank, a duly organized banking corporation with a principal place of business at 81 Wyman St, Waltham, MA holder of a mortgage from **Franklin Paint Company, Inc.** on the property located at **259 Cottage Street**, Franklin, Norfolk County, Massachusetts, described in the foregoing grant of easement, said mortgage being recorded in **Book 37593, Page 219** at the Norfolk Registry of Deeds, does hereby assent to join in the foregoing Grant of Easement.

In witness whereof, **Cambridge Savings Bank** has caused this instrument to be executed on its behalf by its duly-authorized officer this 13 day of December, 2022.

Cambridge Savings Bank

By: [Signature]

Name: A. Keith Broyles

Title: Senior Vice President

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 13th day of December, before me, the undersigned notary public, personally appeared A. Keith Broyles, who proved to me through satisfactory evidence of identification which was Personal Knowledge to be the person whose name is signed on the preceding document and acknowledged to me that he signed it voluntarily on behalf of the corporation for its stated purpose.

[Signature]

Notary Public

My commission expires: 8/16/2024

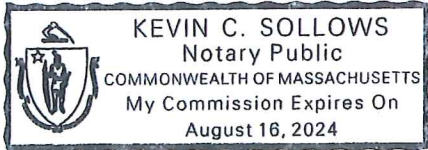


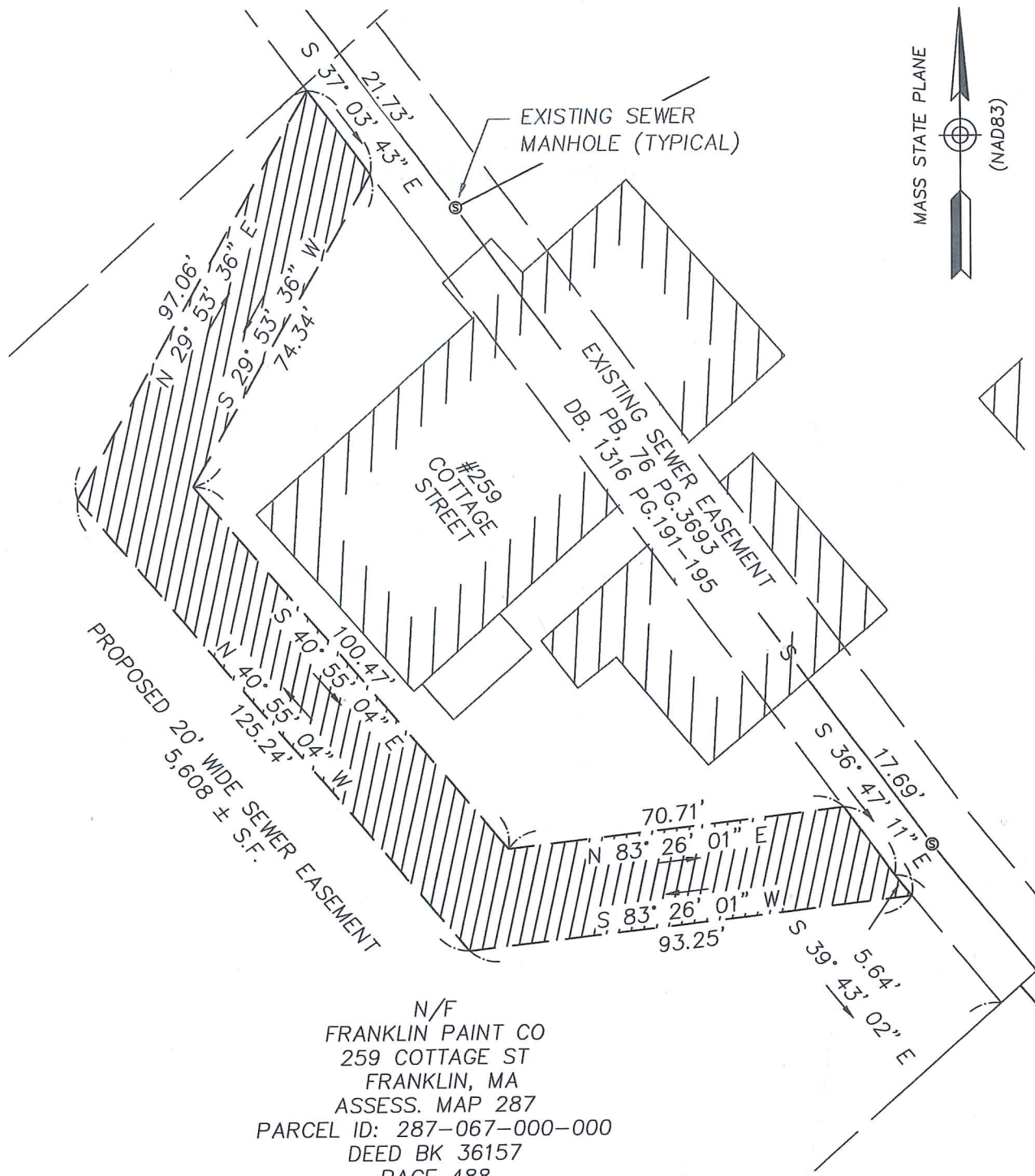
EXHIBIT A

N

MASS STATE PLANE



(NAD83)



N/F
 FRANKLIN PAINT CO
 259 COTTAGE ST
 FRANKLIN, MA
 ASSESS. MAP 287
 PARCEL ID: 287-067-000-000
 DEED BK 36157
 PAGE 488

TOWN OF FRANKLIN, MA
 DEPARTMENT OF PUBLIC WORKS
 ENGINEERING DIVISION
 257 FISHER STREET
 FRANKLIN, MA 02038

PLAN OF SEWER EASEMENT
 FRANKLIN PAINT COMPANY
 259 COTTAGE STREET
 FRANKLIN, MA

PREPARED BY
 ALPHA SURVEY GROUP, LLC
 695 WAREHAM STREET
 MIDDLEBOROUGH, MA 02346

DATE 10/25/2022	SCALE 1"=30'	DRAWN GCA	FIELD JD/RE/VT	CHECKED JEP	SHEET NO. 1 OF 1	JOB. NO. 21117	DWG. NO. 21117_EP
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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 13, 2022

To: Town Council
From: Jamie Hellen, Town Administrator

**Re: Bylaw Amendment 23-891: Zoning Map Changes on or Near Lincoln St. and
Lincolnwood Drive - Referral to the Planning Board**

We are asking the Council to consider referring Zoning Bylaw Amendment 23-891 to the Planning Board for their consideration and public hearings. This Zoning Bylaw Amendment was discussed at the 1-04-23 EDC meeting and unanimously approved by the EDC to be brought to the Town Council for your consideration.

Please see the attached memo and supporting documents from the Community Planning Director Bryan Taberner. We're recommending a referral to the Planning Board for this zoning proposal.

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: JAMIE HELLEN, TOWN ADMINISTRATOR
FROM: BRYAN W. TABERNER, AICP, DIRECTOR
**RE: PROPOSED ZONING MAP AMENDMENT 23-891, AN AREA
ON AND NEAR LINCOLN STREET**
CC: AMY LOVE, PLANNER
DATE: DECEMBER 14, 2022

As you know the Department of Planning & Community Development (DPCD) is working to amend the Town's existing Zoning Map (Chapter 185, Section 5, of Franklin Town Code) in an area on and near Lincoln Street. This proposed Zoning Map change is a small part of a Town Wide project being implemented by DPCD and other Town staff.

The project will better define the Town's zoning districts by following parcel lines. Where parcels are within two or more zoning districts the subject Zoning Map Amendment will move the Zoning District line so each parcel is only in one zoning district.

The Economic Development Committee will discuss the proposed changes at their January 4, 2023 meeting. If the Committee supports the proposed zoning map amendment, the issue should be scheduled for a Town Council meeting in the near future for further consideration.

Attached are the following:

- A list of parcels proposed for rezoning;
- Bylaw Zoning Amendment 23-891; and
- A diagram with two maps: one showing the current zoning in the area, and one showing proposed Zoning Map changes.

The subject Zoning Map amendment is in an area along Lincoln Street that is immediately to the south of the previous Zoning Bylaw Amendment 22-887. Note that the subject Zoning Map amendment is the last that deals with many parcels in a certain neighborhood. The remaining parcels (approximately 40) that are within two or more zoning districts are scattered around Town.

Please let me know if you have questions or require additional information.

Proposed Zoning Map Amendment 23-891

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 Lincoln Street**

Parcel	Location	Size (acres)	Owners	From	To
243-006-000	5 Clara Louise Drive	0.3509	Patricia A Walsh Tr	RRII & SFRIII	RRII
243-008-000	404 Lincoln Street	0.8007	Mark B Gove, Patricia L Hickey	RRII & SFRIII	RRII
243-009-000	406 Lincoln Street	0.6268	Ian M Nordby	RRII & SFRIII	SFRIII
243-011-000	4 Bridle Path	0.7239	Lawrence Maggio, Julie Maggio	RRII & SFRIII	RRII
250-001-000	234 Lincoln Street	0.5276	Jeanne C Blanchard, Susan Blanchard	RRII & SFRIII	SFRIII
250-003-000	Lincoln Street	9.5760	Dean College	RRII & SFRIII	RRII
250-004-000	258 Lincoln Street	0.9186	Brian Kourtz, Amanda Rabbitt	RRII & SFRIII	SFRIII
250-006-000	264 Lincoln Street	2.5275	Michael Lavender	RRII & SFRIII	SFRIII
250-007-000	272 Lincoln Street	2.6475	Mary Ellen Kearney	RRII & SFRIII	SFRIII
250-008-000	Mary Nora Drive	0.5882	A B B Inc	RRII & SFRIII	SFRIII
250-011-000	282 Lincoln Street	1.2447	Lauren McSweeney Anzivino, Scott Anzivino	RRII & SFRIII	RRII
250-012-000	286 Lincoln Street	0.7748	Dave Van Den Bergh, Jennifer A Van Den Bergh	RRII & SFRIII	SFRIII
250-015-000	312 Lincoln Street	4.2836	Yoji Ichikawa, Hiroko Ichikawa	RRII & SFRIII	RRII
250-018-000	330 Lincoln Street	9.0244	David J Gatchell, Kathleen M Gatchell	RRII & SFRIII	RRII
250-019-000	350 Lincoln Street	1.0143	Darlene M Denommee	RRII & SFRIII	SFRIII
250-020-000	352 Lincoln Street	0.6895	John K Giddings, Elizabeth Robito Giddings	RRII & SFRIII	SFRIII
250-021-000	366 Lincoln Street	1.7408	David A Bernstein, Helen Camille Napier	RRII & SFRIII	SFRIII
250-022-000	372 Lincoln Street	0.8541	William J Gallagher, Christine Gallagher	RRII & SFRIII	SFRIII
250-023-000	378 Lincoln Street	0.8335	Christopher Kelly, Ashley E Kelly	RRII & SFRIII	SFRIII
250-024-000	Clara Louise Drive	0.1342	Robert B. Brown	RRII & SFRIII	SFRIII
261-019-000	174 Lincoln Street	1.2646	Kathryn M DeMeritt	RRII & SFRIII	SFRIII
261-020-000	184 Lincoln Street	2.0513	Susan M Ferzoco, Mark D Ferzoco, Yolanda Ferzoco	RRII & SFRIII	SFRIII
261-021-000	204 Lincoln Street	0.7037	Roger A Rondeau, Barbara A Rondeau	RRII & SFRIII	SFRIII
261-022-000	210 Lincoln Street	1.0871	James P Byrne, Marybeth F Byrne	RRII & SFRIII	SFRIII
261-023-000	216 Lincoln Street	0.7018	Daniel J Pennini, Maranda Landry	RRII & SFRIII	SFRIII
261-024-000	228 Lincoln Street	0.3709	Gary A Lucier	RRII & SFRIII	SFRIII
	Total Area	46.0609			

RRII = Rural Residential II

SFRIII = Single Family Residential III



SPONSOR: *Town Administration*

**TOWN OF FRANKLIN
ZONING BY-LAW AMENDMENT 23-891**

**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 LINCOLN 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 **26.004± acres**, comprising the following parcels of land as shown on the Town of Franklin's Assessor's Maps:

Parcel Numbers

243-006-000	250-003-000	250-015-000
243-008-000	250-011-000	250-018-000
243-011-000		

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 **20.057± acres**, comprising the following parcels of land as shown on the Town of Franklin's Assessor's Maps:

Parcel Numbers

243-009-000	250-019-000	261-019-000
250-001-000	250-020-000	261-020-000
250-004-000	250-021-000	261-021-000
250-006-000	250-022-000	261-022-000
250-007-000	250-023-000	261-023-000
250-008-000	250-024-000	261-024-000
250-012-000		

The area to be rezoned is shown on the attached map (“Proposed Zoning Map Changes, An Area On Or Near Lincoln 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: _____, 2023

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: ____ **ABSENT:** ____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

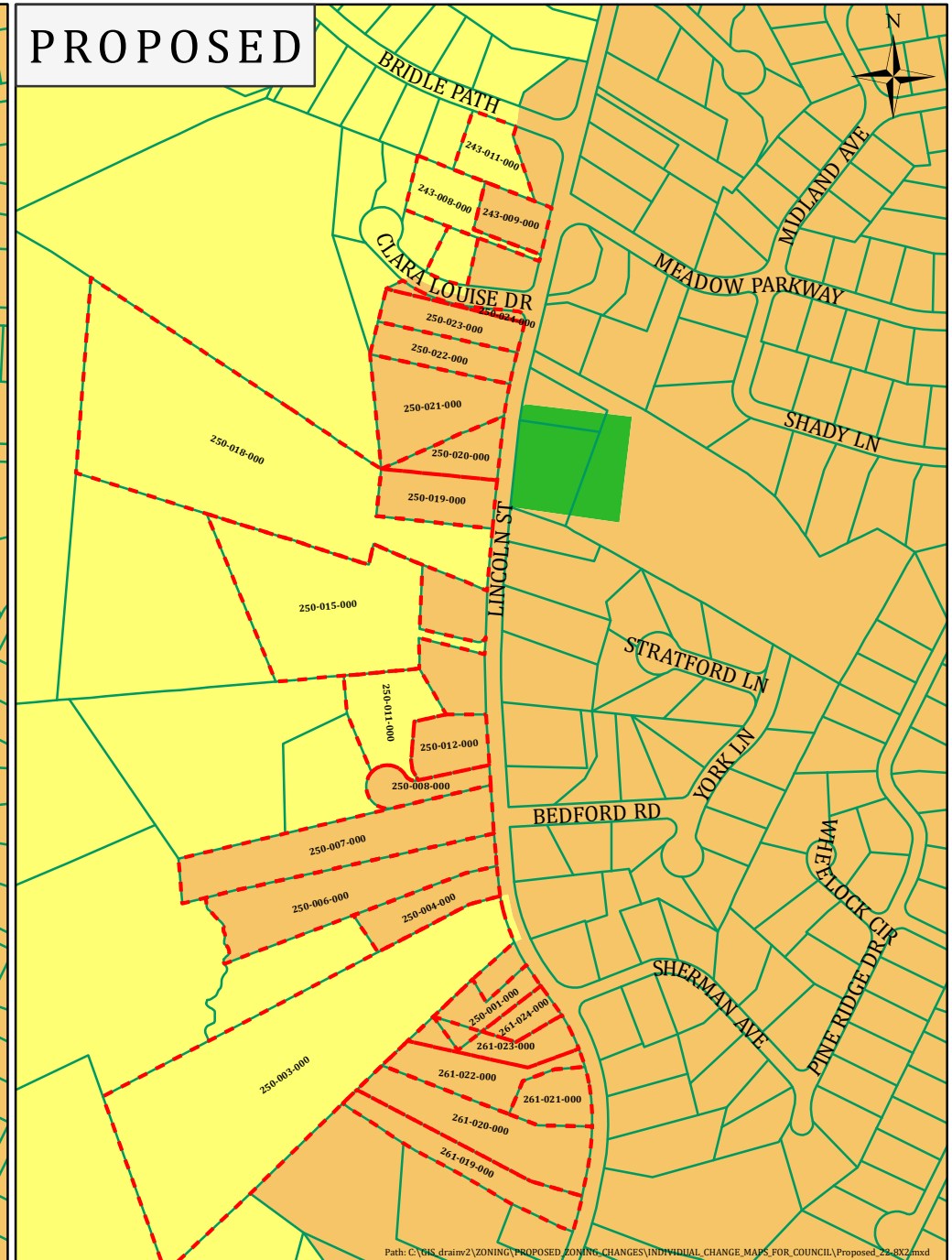
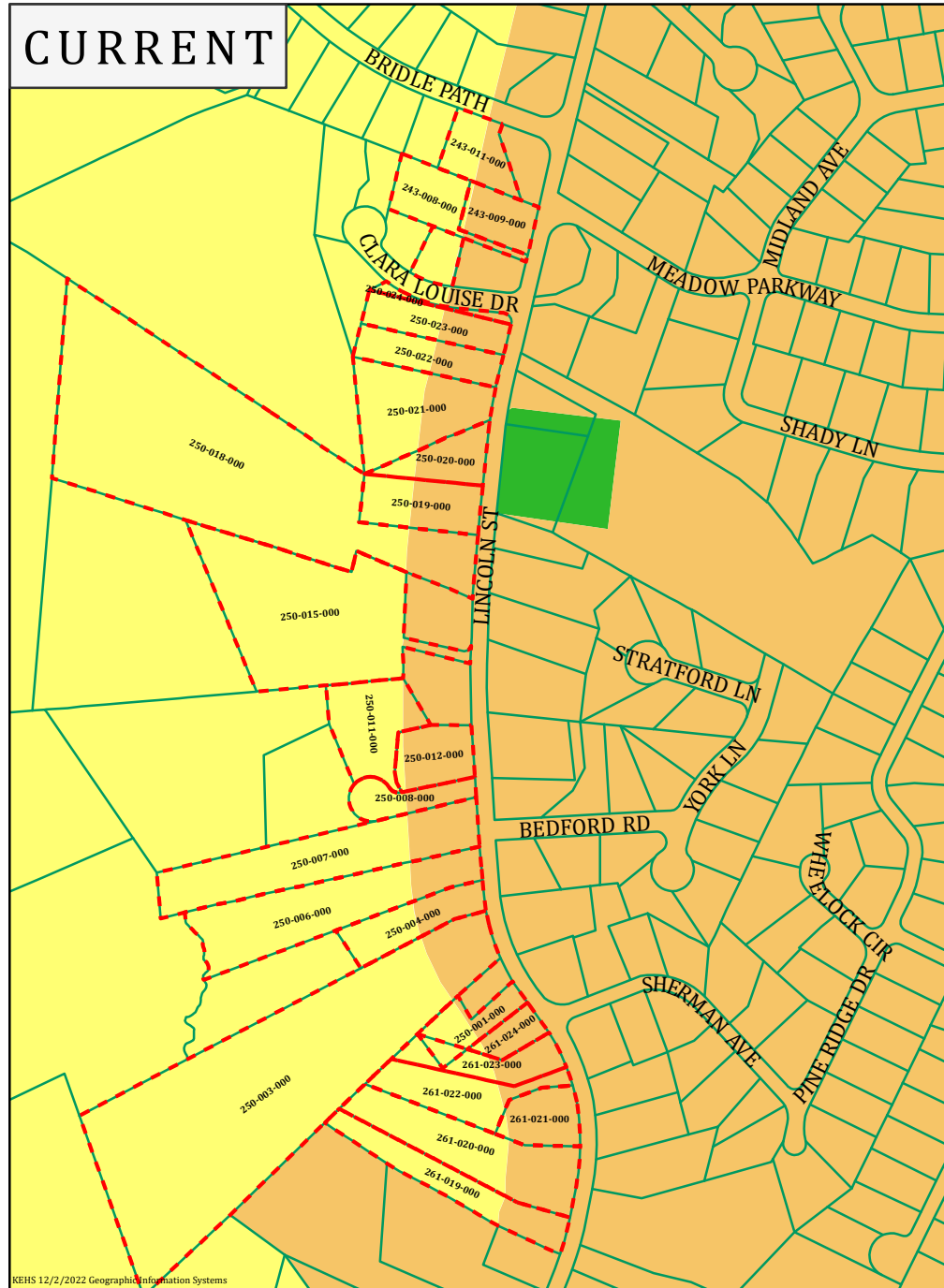
Proposed Zoning Map Changes

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

0 375 750 1,500
Feet

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

23-891



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 13, 2023

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Resolution 23-13: Gift Acceptance - Veterans' Services Dept. & Fire Dept.

The Veterans' Services and Fire Departments have received generous donations in the total amount of \$2,450.

The donations totaling \$2,350 for the Veterans' Services Department will be applied toward the Veterans' Municipal Assistance Fund and Gift Fund and used at the Department's discretion in support of local Veterans and their families.

The \$100 donation for the Fire Department was made in the memory of Douglas Saunders and will be used at the Department's discretion towards the purchase of safety and other related equipment and to fund departmental programs.

Donation Summary:

- 1. Veterans' Services Department - Gift Fund**
 - Fletcher Hospital Corporation \$2,250

- 2. Veterans' Services Department - Municipal Assistance Fund**
 - Lucian & Linda Colella \$ 100

- 3. Fire Department - In Memory of Douglas Saunders**
 - Lenore & Fred Kepler \$ 100

DONATION TOTAL \$2,450

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



**TOWN OF FRANKLIN
RESOLUTION 23-13**

**Acceptance of Gifts – Veterans’ Services Department
& Fire Department**

WHEREAS, The Veterans’ Services Department and Fire Department have received generous donations in the total amount of \$2,450 to be used at the discretion of each Department as follows:

Donation Summary:

VETERANS’ SERVICES DEPARTMENT - \$2,350

1. Gift Fund - \$2,250

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

2. Municipal Assistance Fund - \$100

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

FIRE DEPARTMENT - \$100

- Donation was made in the memory of Douglas Saunders and will be used at the Department’s discretion towards the purchase of safety and other related equipment and to fund departmental programs.

List of all donors is included in the 1/18/2023 Town Council meeting agenda packet.

NOW THEREFORE, BE IT RESOLVED THAT:

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

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

DATED: _____, 2023

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

**Nancy Danello, CMC
Town Clerk**

**Glenn Jones, Clerk
Franklin Town Council**

**POST RETIREMENT BENEFITS ACTUARIAL VALUATION
OF
THE TOWN OF FRANKLIN**

June 30, 2022 Actuarial Valuation Report

GASB 74 & 75

TABLE OF CONTENTS

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Introduction

This report presents the Governmental Accounting Standards Statements 74 & 75 based on the findings of an actuarial valuation as of July 1, 2021, of the Franklin OPEB Plan. The liabilities were rolled forward from July 1, 2022 assuming all actuarial assumptions were realized. The Net Position Restricted for OPEB was not.

The actuarial valuation is based on:

- Plan Provisions as of July 1, 2021.
- Employee data provided by the Town as of July 1, 2021
- Asset provided by the Town as of June 30, 2022
- Actuarial assumptions approved by the Sherman Actuarial Services and the Town

The valuation and forecast do not account for any subsequent changes in the plan.

GASB Statements No. 74 and No. 75

Effective for periods beginning after June 15, 2015, the Governmental Accounting Standards Board (GASB) requires the disclosure of Other Post Employment Benefits (OPEB) related liabilities for public employer financial statements in accordance with Statements 74 and 75. These statements, which amend GASB Statements No. 43 and No. 45, must be adhered to by any public employee retirement system that follows Generally Accepted Accounting Principles (GAAP).

These disclosures are intended to establish a reporting framework that distinguishes between:

- current financial information about plan assets and financial activities,
- actuarially determined information from a long-term perspective,
- the funded status of the plan, and
- progress being made in accumulating sufficient assets to pay benefits when due.

The statement requires the system to present two financial statements – a statement of fiduciary net position and a statement of changes in fiduciary net position. The statement of fiduciary net position presents the following items as of the end of the plan’s reporting period, as applicable:

- Assets
- Deferred outflows of resources (consumption of net assets by the employers that is applicable to a future reporting period)
- Liabilities
- Deferred inflows of resources (acquisition of net assets by the employers that is applicable to a future reporting period)
- Fiduciary net position (Assets + Deferred outflows – Liabilities – Deferred inflows)

The system is considered a single employer OPEB plan since obligations exist for employees of one employer and plan assets can be used to pay the benefits of the employees of the employer.

This report does not include all items required under GASB Statements No. 74 and No. 75. Rather, it provides all items required that are not readily available from other sources and investment reports prepared by the plan’s investment consultant.

Discount Rate

The discount rate, and all other actuarial assumptions, are those as those described in Exhibit 4. The discount rate was selected based on a projection of employer and employee contributions, benefit payments, expenses and the long term expected rate of return on trust assets.

Based on these laws and assumptions, the OPEBs plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

The Town selected 7.5% as the long term expectation of investment returns.

Net Position Restricted for OPEB

The Net Position Restricted for OPEB Plan Benefits as of June 30, 2022 is \$10,505,734. The 2022 Annual Statement of the Financial Condition contains the values for previous years and the changes in Net Position Restricted for OPEB Plan Benefits. Investments are reported at fair value.

June 30, 2021 Net Position	9,805,609
Employer Contributions	3,829,753
Employee Contributions	0
Other Payments	0
Benefit Payments	(2,660,753)
Expenses	(41,926)
Investment Income	<u>(426,949)</u>
June 30, 2022 Net Position	10,505,734

OPEB Liability as of June 30, 2022

The following presents the changes in the OPEB liability during FYE 2022.

June 30, 2021 Liability	79,448,221
Service Cost	2,834,817
Interest on Liability and Service Cost	6,064,612
Change in Plan Provisions	0
Experience (Gain) and Loss	0
Change in Assumptions	0
Benefit Payments	(2,895,434)
Other	<u>0</u>
June 30, 2022 Liability	85,452,216

Net OPEB Liability as of June 30, 2022

The following presents the net OPEB liability of the system calculated using the discount rate of 7.5%, as well as what the system's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate. The Plan Fiduciary Net Position as a percentage of the Total OPEB Liability is 12.3%.

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Total OPEB Liability	97,762,389	85,452,216	75,339,186
Plan Fiduciary Net Position	<u>10,505,734</u>	<u>10,505,734</u>	<u>10,505,734</u>
Net OPEB Liability	87,256,655	74,946,482	64,833,452
Water			
OPEB Liability	776,064	897,118	1,044,473
Plan Fiduciary Net Position	<u>287,781</u>	<u>287,781</u>	<u>287,781</u>
Net OPEB Liability	488,283	609,337	756,692
Sewer			
OPEB Liability	416,027	480,921	559,914
Plan Fiduciary Net Position	<u>120,282</u>	<u>120,282</u>	<u>120,282</u>
Net OPEB Liability	295,745	360,639	439,631

Solid Waste

OPEB Liability	65,440	75,647	88,073
Plan Fiduciary Net Position	<u>9,086</u>	<u>9,086</u>	<u>9,086</u>
Net OPEB Liability	56,354	66,562	78,987

The following presents the net OPEB liability of the system calculated using the current trend rates, as well as what the system's net OPEB liability would be if it were calculated using trend rates 1-percentage-point lower for all years or 1-percentage-point higher than the current rates.

	1% Decrease	Current Trend	1% Increase
Total OPEB Liability	72,249,422	85,452,216	101,952,626
Plan Fiduciary Net Position	<u>10,505,734</u>	<u>10,505,734</u>	<u>10,505,734</u>
Net OPEB Liability	61,743,688	74,946,482	91,446,892

Water

OPEB Liability	1,094,630	897,118	739,079
Plan Fiduciary Net Position	<u>287,781</u>	<u>287,781</u>	<u>287,781</u>
Net OPEB Liability	806,849	609,337	451,298

Sewer

OPEB Liability	586,802	480,921	396,201
Plan Fiduciary Net Position	<u>120,282</u>	<u>120,282</u>	<u>120,282</u>
Net OPEB Liability	466,519	360,639	275,918

Solid Waste

OPEB Liability	92,302	75,647	62,321
Plan Fiduciary Net Position	<u>9,086</u>	<u>9,086</u>	<u>9,086</u>
Net OPEB Liability	83,217	66,562	53,236

OPEB Expense for FYE 2022

Service Cost	2,834,817
Interest	6,064,612
Difference in Experience - Amortization	(2,092,080)
Change in Assumptions - Amortization	(329,940)
Changes in Plan Provisions	0
Employee Contributions	0
Projected Earnings	(776,922)
Administration Expense	41,926
Other Changes in Fiduciary Net Position	0
Asset (Gain) / Loss Amortization	<u>(12,883)</u>
Total Expense	5,729,530

Schedules of Required Supplementary Information

	<u>2022</u>
Total OPEB Liability – Beginning	79,448,221
Total OPEB Liability – Ending (a)	85,452,216
Plan Fiduciary Net Position – Beginning	9,805,609
Plan Fiduciary Net Position – Ending (b)	10,505,734
Net OPEB Liability – Ending (a) – (b)	74,946,482
Plan Fiduciary Net Positions as a percentage of the Total OPEB Liability	12.3%
Covered-employee payroll	70,365,340
Net OPEB Liability as a percentage of Covered-employee Payroll	106.5%

Schedule of Net Position Restricted for OPEB Plan Benefits Amortization Recognition

Below is the schedule of amortization adjustments to the OPEB Expense for the coming years. A positive number indicates that the actual return was less than the expected return and will be added to the OPEB Expense.

Investment Return

<u>FYE</u>	<u>(Gain) / Loss</u>	<u>Period</u>	<u>Increase (Decrease) arising from (Gains) or Losses</u>				
			<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
2022	1,203,871	5	240,774	240,774	240,774	240,774	240,775
2021	(1,572,987)	5	(314,597)	(314,597)	(314,597)	(314,599)	
2020	319,132	5	63,826	63,826	63,828		
2019	90,880	5	18,176	18,176			
2018	(105,310)	5	(21,062)				

Experience

<u>FYE</u>	<u>(Gain) / Loss</u>	<u>Period</u>	<u>Increase (Decrease) arising from (Gains) or Losses</u>					
			<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
2021	(6,170,129)	6.68	(923,672)	(923,672)	(923,672)	(923,672)	(923,672)	(628,097)
2019	(7,641,391)	6.54	(1,168,408)	(1,168,408)	(1,168,408)	(630,943)		

Assumptions

<u>FYE</u>	<u>(Gain) / Loss</u>	<u>Period</u>	<u>Increase (Decrease) arising from (Gains) or Losses</u>			
			<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
2019	(2,157,806)	6.54	(329,940)	(329,940)	(329,940)	(178,166)

Reconciliation of Net OPEB Liability for 2022

NOL Beginning of Year	69,642,612
OPEB Expense	5,729,530
Employer Contributions	(4,064,434)
Deferred Outflow Changes	881,095
Deferred Inflow Changes	2,757,679
Revenue	<u>0</u>
NOL End of Year	74,946,482

EXHIBITS

EXHIBIT 1 – MEDICAL PREMIUM

Monthly Premiums effective July 1, 2021

Health benefits are available to employees and retirees through a number of plans. The following are gross monthly rates per subscriber for plans in which current Town employees and/or retirees are enrolled:

Harvard Pilgrim HMO (individual)	\$945.86
Harvard Pilgrim HMO (family)	\$2,417.18
Harvard Pilgrim High Deductible (individual)	\$808.10
Harvard Pilgrim High Deductible (family)	\$2,065.2
Harvard Pilgrim PPO (individual)	\$1,168.99
Harvard Pilgrim PPO (family)	\$3,255.70
Harvard Pilgrim Medicare (individual)	\$345.61

Post 1990 retirees contribute towards their coverage in the amount of 32% of stated premiums, with the PPO plan and surviving spouses, which is paid at 50% by the Town. Pre-1990 retirees contribute 15% and 32%.

EXHIBIT 2 – MEMBERSHIP DATA

As of July 1, 2021

Number of Participants included in valuation

	School	Town	DPW	Total
Actives	838	228	55	1,121
Retired & Spouses	475	163	23	661
Total	1,313	391	78	1,782

EXHIBIT 3 – SUMMARY OF PLAN PROVISIONS:

Retirement Medical Insurance: All retirees not in the Blue Care Elect PPO plan pay a 32% share of their post-retirement medical costs. Retirees in the Medex plan pay 32% and surviving spouses pay a 50% cost share.

Life Insurance: The Town of Franklin contributes \$2.15 per month for each retiree receiving \$5,000 basic life insurance. Retirees that opt for life insurance pay \$2.15 per month for coverage.

Spousal Coverage: Current and future retirees may elect to include their spouses as part of their post-retirement benefits. There is lifetime spousal coverage for medical insurance.

Administrative Costs: The Town pays administrative costs for each member of the plan as part of the monthly premium.

Section 18 Coverage: The Town has elected to adopt Section 18 under Chapter 32B of the General Laws of Massachusetts, which requires that an employee or retiree must participate in the Medicare program as the primary payer once one reaches age 65 and is Medicare eligible.

Retirement Eligibility: Age 55 with 10 years of service, or 20 years of service. For a Group 1 employee hired on or after April 2, 2012, attainment of age 60 and completion of ten years of service

Ordinary Disability Eligibility: 10 years of service and under age 55.

Termination Eligibility: 10 years of service.

EXHIBIT 4 – ACTUARIAL METHODS AND ASSUMPTIONS:

All Groups

TOWN OF FRANKLIN, ALL GROUPS

<i>Interest:</i>	Full Prefunding: 7.50% per year, net of investment expenses				
<i>Actuarial Cost Method:</i>	Entry Age Normal. Benefits are attributed ratably to service from date of hire until full eligibility date. Full eligibility date is assumed to be first eligibility for retiree medical benefits.				
<i>Healthcare Cost Trend Rate:</i>	<table> <thead> <tr> <th><u>Year</u></th> <th><u>Inflation Rate</u></th> </tr> </thead> <tbody> <tr> <td>2021 & after</td> <td>4.5%</td> </tr> </tbody> </table>	<u>Year</u>	<u>Inflation Rate</u>	2021 & after	4.5%
<u>Year</u>	<u>Inflation Rate</u>				
2021 & after	4.5%				
<i>Participation:</i>	95% of future retiree teachers and are assumed to participate in the retiree medical plan, 70% of future non-teacher retirees are expected to participate in the retiree medical plan and 75% of future retirees are expected to elect life insurance.				
<i>Marital Status:</i>	80% of male employees and 60% of female employees are assumed to have a covered spouse at retirement. Wives are assumed to be three years younger than their husbands.				
<i>Pre-Age 65 Retirees:</i>	<p>Current retirees who are under age 65 are assumed to remain in their current medical plan until age 65.</p> <p>Current active employees who are assumed to retire prior to age 65 are valued with a weighted-average premium. This weighted-average premium is based on the medical plan coverage of current retirees under age 65.</p>				
<i>Post-Age 65 Retirees:</i>	Current retirees over age 65 remain in their current medical plan until death for purposes of measuring their contributions. It is assumed that future retirees are Medicare eligible. It is furthermore assumed that all current retirees under 65 will participate in the Medex plan in the same proportion as current retirees over 65. Per capita costs were developed from the Town				

developed monthly costs. Amounts to be received in the future for the Medicare Part D Retiree Drug Subsidy are not reflected in the valuation.

Termination Benefit:

95% of current active teachers and 70% of current active non-teachers over age 50 with at least 10 years of service are expected to elect medical coverage starting at age 65.

Medical Plan Costs:

The estimated gross per capita incurred claim costs for all non-Teacher retirees and beneficiaries for 2021-22 at age 64 and 65 are \$15,538 and \$3,543, respectively. The estimated gross per capita incurred claim costs for all Teacher retirees and beneficiaries for 2021-20 at age 64 and 65 are \$19,533 and \$3,677, respectively. Medicare eligible retirees' per capita claims costs at age 65 is \$3,280. It is assumed that future retirees participate in the same manner as current retirees. Employee cost sharing is based on current rates. Future cost sharing is based on the weighted average of the current cost sharing of retirees and beneficiaries.

TOWN OF FRANKLIN, NON-TEACHERS

SEPARATIONS FROM ACTIVE SERVICE: The below tables represent values of the assumed annual rates of withdrawal, disability, death and service retirement:

Group 1 and 2

Age	Disability	Service Retirement				Years of Service	Rates of Withdrawal
		Male	Female	Male Post 2012 Hire	Female Post 2012 Hire		
25	0.0001					0	0.2800
30	0.0002					5	0.1020
35	0.0003					10	0.0650
40	0.0007					15	0.0417
45	0.0010					20	0.0400
50	0.0013	0.0360	0.1019			25	0.0400
55	0.0016	0.0477	0.0469			30+	0.0000
60	0.0018	0.1057	0.0774	0.0477	0.0469		
62	0.0019	0.1473	0.1168	0.0632	0.0509		
65	0.0016	0.2615	0.1939	0.1057	0.0774		
69	0.0014	0.2500	0.2000	0.2136	0.1708		

Group 4

Age	Disability	Service Retirements		Years of Service	Rates of Withdrawal
		Pre 2012	Post 2012		
25	0.0005			0 - 1	0.150
30	0.0010			2 - 3	0.125
35	0.0020			4 - 5	0.100
40	0.0025			6 - 7	0.075
45	0.0040		.0443	8 - 9	0.050
50	0.0076		.0382	10 - 19	0.060
55	0.0076		.1110	20+	0.000
60	0.0065		.1871		
62	0.0065		.2176		
65	0.0000		1.0000		

Mortality: It is assumed that mortality for is represented by the various SOA Pub-2010 Public Retirement Plans Mortality Tables specific to the Group, Pre-retirement versus Post, Disabled and Beneficiaries, with Scale MP-2019 improvements until 2025.

SCHEDULE A - ACTUARIAL ASSUMPTIONS AND METHODS

TOWN OF FRANKLIN, TEACHERS

SEPARATIONS FROM ACTIVE SERVICE: Representative values of the assumed annual rates of withdrawal and vesting, disability, death and service retirement are as follows:

Age	Disability	Years of Service	Rates of Withdrawal
25	0.0002	0	0.150
30	0.0003	1	0.120
35	0.0006	2	0.100
40	0.0010	3	0.090
45	0.0015	4	0.080
50	0.0019	5	0.076
55	0.0024	10	0.054
60	0.0028	15	0.033
62	0.0030	20	0.020
65	0.0030	25	0.010
69		30+	0.000

Age	Male Service Retirement		Female Service Retirement	
	<20	20+	<20	20+
50	0.00	0.01	0.00	0.01
55	0.02	0.03	0.02	0.04
60	0.12	0.20	0.12	0.16
61	0.15	0.30	0.15	0.20
62	0.18	0.35	0.18	0.25
63	0.15	0.35	0.15	0.25
64	0.25	0.30	0.25	0.30
65	0.40	0.50	0.40	0.40
66	0.40	0.30	0.40	0.30
67	0.40	0.30	0.40	0.25
68	0.40	0.30	0.40	0.35
69	0.40	0.40	0.40	0.35
70	1.00	1.00	1.00	1.00

Teachers electing the increased benefit under Chapter 114 of the Acts of 2000 were assumed to have higher rates of retirement from ages 54 to 62 if their service was greater than 30 years. These rates are the same for males and females. The rate at age 54 is 0.035. The rate increases to 0.06 at age 55, 0.18 at age 56 and 0.30 at age 57. The rate for ages 58, 59 and 62 is 0.40. The rate for ages 60 and 61 is 0.35.

Mortality: It is assumed that both pre-retirement mortality and beneficiary mortality is represented by the RP-2014 White Collar Mortality with Scale MP-2016, fully generational.

CERTIFICATION:

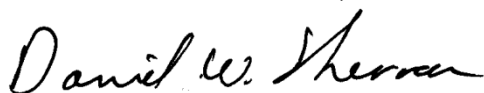
This report fairly represents the actuarial position of the Franklin OPEB Plan as of June 30, 2022, in accordance with generally accepted actuarial principles applied consistently with the preceding valuation. In our opinion, the actuarial assumptions used to compute actuarial accrued liability and normal cost are reasonably related to plan experience and to reasonable expectations, and represents our best estimate of anticipated plan experience.

The funded status measure is appropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's benefit obligations. The funded status measure is appropriate for assessing the need for or the amount of future contributions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. Due to the limited scope of our assignment, we did not perform an analysis of the potential range of such future measurements.

The report was prepared under the supervision of Daniel Sherman, an Associate of the Society of Actuaries and a Member of the American Academy of Actuaries, who takes responsibility for the overall appropriateness of the analysis, assumptions and results. Daniel Sherman is deemed to meet the General Qualification Standard and the basic education and experience requirement in the OPEB area. Based on over thirty years of performing valuations of similar complexity, Mr. Sherman is qualified by experience. Daniel Sherman has met the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Sherman Actuarial Services, LLC



Daniel W. Sherman, ASA, MAAA

January, 2023