

FRANKLIN TOWN COUNCIL

Agenda & Meeting Packet

January 9, 2019

Municipal Building
Council Chambers
355 East Central Street
2nd Floor
7:00 PM

1. ANNOUNCEMENTS

- a. *This meeting is being recorded by Franklin TV and show on Comcast channel 11 and Verizon Channel 29. This meeting may be recorded by others.*

2. CITIZEN COMMENTS

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

3. APPROVAL OF MINUTES

- a. November 28, 2018
- b. December 12, 2018

4. PROCLAMATIONS/RECOGNITIONS- *None*

5. APPOINTMENTS- *None*

6. HEARINGS- 7:10 PM

- a. Zoning Bylaw Amendment 18-822: Changes To §185-20. Signs
- b. Zoning Bylaw Amendment 18-823: Changes To Sign District Regulations
- c. Zoning Bylaw Amendment 18-824: Changes To Sign District Overlay Map

7. LICENSE TRANSACTIONS- *None*

8. PRESENTATIONS/DISCUSSIONS

- a. 2018-2019 Goals Update
- b. OPEB Actuarial Presentation- Daniel Sherman

9. SUBCOMMITTEE REPORTS

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

10. LEGISLATION FOR ACTION

- a. Resolution 19-01: Acceptance of Gift- Franklin Council on Aging (**Motion to Approve Resolution 19-01 Majority Vote (5)**)
- b. Resolution 19-09: Acceptance of Gift- Franklin Police Department (**Motion to Approve Resolution 19-09 Majority Vote (5)**)

- c. Resolution 19-10: Acceptance of Gift- Franklin Police Department (**Motion to Approve Resolution 19-10 Majority Vote (5)**)
- d. Resolution 19-11: Acceptance of Gift- Franklin Police Department (**Motion to Approve Resolution 19-11 Majority Vote (5)**)
- e. Zoning Bylaw Amendment 18-822: Changes To §185-20. Signs - **1st Reading (Motion to Move Zoning Bylaw Amendment 18-822 to a 2nd Reading- Majority Vote (5))**
- f. Zoning Bylaw Amendment 18-823: Changes To Sign District Regulations - **1st Reading (Motion to Move Zoning Bylaw Amendment 18-823 to a 2nd Reading- Majority Vote (5))**
- g. Zoning Bylaw Amendment 18-824: Changes To Sign District Overlay Map - **1st Reading (Motion to Move Zoning Bylaw Amendment 18-824 to a 2nd Reading Majority Vote (5))**
- h. Bylaw Amendment 19-835: Changes to Chapter 47, Alcoholic Beverages-**1st Reading (Motion to Move Bylaw Amendment 19-835 to a 2nd Reading- Majority Vote (5))**

11. TOWN ADMINISTRATOR'S REPORT

12. FUTURE AGENDA ITEMS

13. COUNCIL COMMENTS

14. EXECUTIVE SESSION - *None Scheduled*

15. ADJOURN

**FRANKLIN TOWN COUNCIL
MINUTES OF MEETING
November 28, 2018**

A meeting of the Town Council was held on Wednesday, November 14, 2018, at the Franklin Municipal Building, 355 East Central Street, Franklin, Massachusetts. Councilors present: Patrick Casey, Robert Dellorco, Melanie Hamblen, Glenn Jones, Matthew Kelly, Eamon McCarthy Earls, Thomas Mercer, Peter Padula, Deborah Pellegrini. Councilors absent: None. Administrative personnel in attendance: Jeffrey Nutting, Town Administrator; Jamie Hellen, Deputy Town Administrator; Mark Cerel, Town Attorney.

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

ANNOUNCEMENTS: Chairman Mercer announced the meeting is being recorded by *Franklin TV* and available for viewing on Comcast Channel 11 and Verizon Channel 29. This meeting may also be recorded by others.

CITIZEN COMMENTS: ► Mr. Dale Lippert, 8 Beth Road, stated he met with the Town Administrator and the Town Attorney. He was put back on the treatment he got; he felt he was treated like a child by them. He stated the Town Administrator asked what Mr. Lippert's solution was. Mr. Lippert stated his solution was for the Town to buy the house and tear it down as we had discussed it should have never been built in the first place. The Town gave the permits for the house to be built. Mr. Lippert stated the Town Administrator suggested Mr. Lippert move the house up the hill. That would cost at least \$120,000; trees would need to come down and the septic system moved. Another suggestion was to raise the house which would also require great cost. The third option was to tear up the concrete that was left as it has buckled, put some rubble in there, and basically make his house a big sump pump and let the water flow through. Mr. Lippert stated that would most likely reduce the resale of the house. The final suggestion was to sell the house and take at least a \$120,000 hit on it so whoever would buy it would have money to move the house; he would then have no money left to live. Mr. Lippert stated he confirmed with Mr. Nutting that nothing was going to be done. The Town Administrator stated that they were going to do something; they were going to maintain the pump station. Mr. Lippert stated he is not done yet. On a positive note, he thanked the Town Council members who reached out to him with support and encouragement. He also thanked the many former and current DPW workers who reached out with support and encouragement, most of whom worked on the project in the past.

APPROVAL OF MINUTES: *None.*

PROCLAMATIONS/RECOGNITIONS: ► *Swearing in of Firefighters.* ► Fire Chief Gary McCarraher introduced two newly promoted captains to the fire department: Captain Charles Allen and Captain Thomas Carlucci. He reviewed their backgrounds and education. ► Town Clerk Teresa Burr performed the swearing in. ► Town Council members welcomed the fire department's new captains.

Chairman Mercer called a two-minute recess.

APPOINTMENTS: *None.*

HEARINGS: ► *Tax Classification Hearing.* ► Mr. Nutting stated the assessing staff and Board of Assessors have worked all year on this. This is a public hearing to set this year's tax rate; it is a requirement of law. Every year the Town Council decides if they are going to have a single tax rate or split tax rate. It has been a single rate, but it is the Town Council's decision on how they would like to proceed. He stated that the assessors are here to go over a few slides and answer any questions.

► *Chairman Mercer declared the Tax Classification Hearing open.* ► Mr. Chris Feeley, Board of Assessors member, and Mr. Kevin Doyle, Director of Assessing, addressed the Town Council. Mr. Feeley

provided an overview with a slideshow of how the information is obtained and how things have changed. The slides included the average value of a single-family home from 2017 to 2018. He reviewed the Minimum Residential Factor Computation for FY 2019 and some examples of the full and fair cash valuation. He stated the average change in tax bill for 2017 was \$175 and approximately \$300 for 2018. He showed a historical chart from 2005 to 2018 of the single-rate tax. ► Town Council members asked questions throughout and at the end of the presentation. ► **MOTION to Close the hearing by Padula. SECOND by Kelly. No discussion. VOTE: Yes-9, No-0, Absent-0.** ► **MOTION to Allow the Tax Classification Items listed under Legislation for Action to be taken now rather than later in the meeting by Kelly. SECOND by Padula. No discussion. VOTE: Yes-9, No-0, Absent-0.**

Note: Items taken out of order from agenda.

LEGISLATION FOR ACTION:

- a. **Resolution 18-66: Classification Tax Allocation - Residential Factor (Motion to Approve Resolution 18-66 - Majority Vote (5)).** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 18-66: Classification Tax Allocation - Residential Factor will be set at [1.000000] by Kelly. SECOND by Padula. No Discussion. ► VOTE: Yes-9, No-0, Absent-0.**
- b. **Resolution 18-67: Classification Tax Allocation - Open Space Exemption (Motion to Approve Resolution 18-67 - Majority Vote (5)).** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 18-67: Classification Tax Allocation - Open Space Exemption, that there not be an exemption for open space, by Kelly. SECOND by Padula. No Discussion. ► VOTE: Yes-9, No-0, Absent-0.**
- c. **Resolution 18- 68: Classification Tax Allocation - Small Business Exemption (Motion to Approve Resolution 18-68 - Majority Vote (5)).** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 18- 68: Classification Tax Allocation - Small Business Exemption, that there not be an exemption, by Kelly. SECOND by Dellorco. No Discussion: ► VOTE: Yes-9, No-0, Absent-0.**
- d. **Resolution 18-69: Classification Tax Allocation - Residential Property Exemption (Motion to Approve Resolution 18-69 - Majority Vote (5)).** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 18-69: Classification Tax Allocation - Residential Property Exemption, that there not be an exemption, by Kelly. SECOND by Padula. No Discussion: ► VOTE: Yes-9, No-0, Absent-0.**

HEARINGS (continued): ► Zoning Bylaw Amendment 18-821: Zoning Map Changes On Or Near Plain Street, Pond Street, and Palomino Drive. ► **MOTION to Open the hearing by Kelly. SECOND by Padula. No discussion. VOTE: Yes-9, No-0, Absent-0.** ► Mr. Nutting stated this is a continuation of the lot line cleanup. This went through the EDC for a recommendation. There are no significant changes to anyone's property values; it just cleans up the lot lines. ► Mr. Padula confirmed this was discussed at the last meeting. ► Mr. Nutting stated the Planning Board also recommended this. ► **MOTION to Close the hearing by Dellorco. SECOND by Kelly. No discussion. VOTE: Yes-9, No-0, Absent-0.**

LICENSE TRANSACTIONS: None.

PRESENTATIONS/DISCUSSIONS: Snow Update. ► Mr. Brutus Cantoreggi, Director of Public Works; Mr. Carlos Rebelo, Highway & Grounds Superintendent; and Mr. Deacon Perrotta, Director of Operations, addressed the Town Council. Mr. Cantoreggi provided an overview of the Town's snow removal operations. He discussed the priorities to keep the roads, municipal buildings, and sidewalks open. He reviewed the goals of the snow removal operation. He stated that they use 100 percent salt and no sand; it is more effective. They use what they call the five-truck route, which is really about seven

vehicles, for the main streets, hills, and all schools, instead of treating the entire town. However, sometimes they have to treat the entire town. He discussed that there are 35 pieces of plowing equipment on the roads. They like to have about 80 pieces of hired equipment. He stated that this is where they are having an issue. Last year they had 71 pieces of hired equipment. This year they only have 32 vehicles signed up right now. This is not just a Franklin issue, it is in every town and the state is having this problem. He stated they are trying to get a lot more vehicles. He stated the problem might have to do with the good economy right now. He noted some contractors have the equipment, but they cannot find people to drive, or who have the proper licenses to drive, the vehicles. Insurance costs are also a factor. The larger contractors are not really affected, but local people that may have trucks are finding the insurance policies are very high which makes it tough. He discussed difficulties in getting people to plow. He stated that this will mean a longer timetable to clear roads and it will not be done in four hours. It may mean more delays and cancellation of schools, and longer time to clear sidewalks and corners. There are a limited number of people plowing and the number one concern is safety. He stated the workers need sleep and there is not a second shift. As well, there will be delays in repairing potholes and other things the DPW does in town. He stated they have raised the plowing rates. They are paying more than the state and still they are not getting people. He stated they have improved technology and all vehicles use GPS that work for the Town. He stated he is using a treated salt that works at a lower temperature; it is more expensive but it goes down to five degrees instead of 18 degrees. He discussed the road pre-treatment plan. He stated they have changed plow routes and he discussed internal communications. He stated they have already talked to the School Department about what is going on. He discussed the last storm where it was supposed to be a dusting and there was eight inches of snow on the ground at midnight. He is trying to get the word out that it may take longer this year. He stated that these are not excuses, it is a fact of life. He is open to questions and thoughts from the Town Council. ► Town Council members asked questions, discussed the last snowstorm, stated that it is not acceptable to have eight inches of unplowed snow on the roads, noted that they have heard that some of the contractors will work for other towns but do not want to work for the Town of Franklin, suggested a referral program with a bonus for getting more contractors, agreed that last year a great job was done on snow removal, and stated that having the streets remain open is more important than getting the schools plowed, ► Mr. Cantoreggi stated his priorities are to keep the roads open. He stated that if anyone has a situation where their road is not plowed, please call us. He stated he works hard to keep their contractors and does what he can with rates. He reviewed when to call contractors in and when to let them go. He stated they really do not have extra trucks, so it is not really a possibility to just get drivers. He noted that even some of the contractors cannot find drivers. He confirmed that the priority is to clear the roads. He noted that not all of the 71 pieces of equipment they have can go on the roads, some are for sidewalks. ► Chairman Mercer thanked them for bringing the concerns to the Town Council and suggested they look into a referral program.

SUBCOMMITTEE REPORTS:

1. **Capital.** ► Mr. Dellorco stated nothing to report at this time.
2. **Budget.** ► Mr. Padula stated nothing to report at this time.
3. **Economic Development.** ► Mr. Kelly stated they met this evening and went over preliminary discussions on brewery, winery, and distillery bylaws and food requirements. The next meeting will be on December 12, 2018, and they plan to talk about the housing overlay and the Clark-Cutler-McDermott rezoning site. He noted the discussions are open to the public.
4. **Town Administrator Search.** ► Chairman Mercer stated this item will be discussed later in the meeting.

LEGISLATION FOR ACTION (continued):

- e. **Resolution 18-65: Conditional Offer of Town Administrator Position to Current Deputy Town Administrator (Motion to Approve Resolution 18-65 - Majority Vote (5)).** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 18-65: Conditional Offer of Town Administrator Position to Current Deputy Town Administrator Jamie Hellen by Kelly. SECOND by Padula.**
Discussion: ► Mr. Kelly, Chair of the Town Administrator Search Subcommittee, reviewed the

agenda of the Search Subcommittee. He stated they talked with the Human Resources Director regarding the search process; from there they considered the Deputy Town Administrator as a candidate and that is where the focus of the meeting was based. He noted that on November 14, 2018, there were 24 applicants: six had no town administrator experience. Of the remaining 18, four were actually qualified. He stated they did not receive the names of those applicants, that was the breakdown from the Human Resources Director. None of the applicants were from Franklin. He stated the conversation then turned to what Mr. Hellen's role has been in Franklin over the last three years. He provided an overview of how Mr. Hellen was selected as the Deputy Town Administrator three years ago. He stated Mr. Hellen has proven himself over this time. Mr. Kelly stated his thoughts were if we were not going to consider hiring Mr. Hellen today, why did we waste the past three years grooming him to take on this position. It would be an insult to the Town Council and to Mr. Hellen if we did not proceed forward with him as the next Town Administrator. He stated the subcommittee all spoke very favorably of Mr. Hellen and proposed and recommended Resolution 18-65. ► Ms. Pellegri, search committee member, stated that Mr. Kelly just said what they were going to say. It was unanimous that Mr. Hellen would be the best choice. ► Ms. Hamblen, search committee member, stated he is the best candidate who has the best experience to fill the spot. ► Chairman Mercer stated he was the other search committee member. ► Mr. Jones stated that although he was not part of the search committee, he agrees 100 percent with what the search committee has said. He is fully in support of bringing Mr. Hellen on as the Town Administrator. ► Mr. Padula stated that Mr. Hellen has had to earn the job. He praised Mr. Nutting for the great job he did as Town Administrator. He applauded the committee that made the decision for Mr. Hellen. He stated that Mr. Hellen has been on a three-year job interview with the Town. He is in favor of this; it is best for the Town of Franklin. ► Mr. Dellorco stated he agrees with the search subcommittee. ► Mr. Earls stated he has worked with Mr. Hellen and is impressed with his professionalism. He thinks there is a lot of value in Mr. Hellen's experience. He is very excited to see him as the Town Administrator. ► Mr. Casey stated he agreed with all that has already been said. ► Chairman Mercer stated he was on the Town Council three years ago when Mr. Hellen was hired as the Deputy Town Administrator. It was his thought that Mr. Hellen was someone that they hoped could step into Mr. Nutting's position when Mr. Nutting decided to retire. Mr. Hellen has done a wonderful job and has been mentored by the best. Chairman Mercer stated he is looking for someone that cares about the community; he can assure everyone that Mr. Hellen cares about the community. Mr. Mercer stated that Mr. Hellen deserves this position and has his 100 percent support. ► Audience member stated his support for Mr. Hellen as the Town Administrator. ► Chairman Mercer requested a Roll Call Vote. ► **ROLL CALL VOTE:** Casey-YES; Dellorco-YES; Hamblen-YES; Jones-YES; Kelly-YES; Earls-YES; Mercer-YES; Padula-YES; Pellegri-YES. ► **VOTE: Yes-9, No-0, Absent-0.** ► Mr. Hellen read from his prepared remarks. He thanked the Town Council for the honor and privilege to serve as Franklin's Town Administrator. He stated that working in Franklin over the past few years has been the highlight of his career and he has enjoyed every minute of it. He thanked Franklin's tremendous Town and School staff. He stated his door is always open for all staff and citizens. He reminded everyone that Franklin is a very special place; he will always do his best to maintain the exceptional quality of life that is in Franklin. He thanked Mr. Nutting for being an unbelievable mentor and friend.

- f. ***Zoning Bylaw Amendment 18-821: Zoning Map Changes On Or Near Plain Street, Pond Street, and Palomino Drive - 1st Reading (Motion to Move Zoning Bylaw Amendment 18-821 to a 2nd Reading - Majority Vote (5)).*** ► **MOTION to Waive** the reading by **Padula. SECOND** by **Kelly. No Discussion.** ► **VOTE: Yes-9, No-0, Absent-0.** ► **MOTION to Move** Zoning Bylaw Amendment 18-821: Zoning Map Changes On Or Near Plain Street, Pond Street, and Palomino Drive to a 2nd Reading by **Kelly. SECOND** by **Dellorco. Discussion:** ► Mr. Nutting stated this has been discussed. ► **VOTE: Yes-9, No-0, Absent-0.**
- g. ***Zoning Bylaw Amendment 18-822: Changes To §185-20. Signs - Referral to the Planning Board (Motion to Refer Zoning Bylaw Amendment 18-822 to the Planning Board - Majority Vote (5)).*** ► Mr. Jones began to read the Zoning Bylaw Amendment. ► **MOTION to Waive** the reading by

Padula. SECOND by Dellorco. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. ► MOTION to Refer Zoning Bylaw Amendment 18-822: Changes To §185-20. Signs to the Planning Board by Kelly. SECOND by Dellorco. Discussion: ► Mr. Nutting stated this item and the next two are tweaks to the current sign bylaw. There were meetings with the Planning Board, EDC, and staff trying to get it right so as to not hurt the business community, but to clean up some of the gaps in the current sign bylaw that built up over the years. He provided examples of situations that needed to be cleaned up and tweaked. ► Mr. Bryan Taberner, Director, Planning and Community Development, stated that this is mostly just clarifications of what we mostly considered the rule. We clarified as much as we could; we addressed any problems we found over the past five or six years. ► VOTE: Yes-9, No-0, Absent-0.

- h. Zoning Bylaw Amendment 18-823: Changes To Sign District Regulations - Referral to the Planning Board (Motion to Refer Zoning Bylaw Amendment 18-823 to the Planning Board - Majority Vote (5)). ► MOTION to Waive the reading by Padula. SECOND by Kelly. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. ► MOTION to Refer Zoning Bylaw Amendment 18-823: Changes To Sign District Regulations to the Planning Board by Kelly. SECOND by Dellorco. Discussion: ► Mr. Nutting stated that these three items go hand-in-hand. This zoning bylaw amendment spells out the actual dimensions and sizes on the Use Table that were incorporated in the last bylaw. The next item is about the Sign District Overlay Map. ► Mr. Taberner noted changes regarding free-standing signs and additions to the Use Table. ► VOTE: Yes-9, No-0, Absent-0.*
- i. Zoning Bylaw Amendment 18-824: Changes To Sign District Overlay Map - Referral to the Planning Board (Motion to Refer Zoning Bylaw Amendment 18-824 to the Planning Board - Majority Vote (5)). ► MOTION to Waive the reading by Padula. SECOND by Kelly. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. ► MOTION to Refer Zoning Bylaw Amendment 18-824: Changes To Sign District Overlay Map to the Planning Board by Kelly. SECOND by Dellorco. Discussion: ► Mr. Nutting stated this is for the map. ► VOTE: Yes-9, No-0, Absent-0.*

Chairman Mercer recused himself.

- j. Bylaw Amendment 18-825: Chapter 47, Alcoholic Beverages - 1st Reading (Motion to Move Bylaw Amendment 18-825 to a 2nd Reading - Majority Vote (5)). ► Mr. Jones read the bylaw amendment. ► MOTION to Move Bylaw Amendment 18-825: Chapter 47, Alcoholic Beverages to a 2nd Reading by Hamblen. SECOND by Padula. Discussion: ► Mr. Nutting stated the Town has a bylaw that requires food to be served. However, he thinks in the case of a theater such as the Black Box and maybe Dean College, the fear that someone is going to go in and get inebriated prior to a theatrical performance is pretty much zero. In the meanwhile, they do serve alcohol because they come down and get 40 to 50 one-day liquor licenses per year. They have never had an incident or issue. It is an economic engine for the Downtown. So, instead of getting the one-day liquor license, they can just get a year-long license and be held to the same standards. If there are other performing folks that want this same type thing, they can do it also. He stated that he is recommending the current bylaw be changed for this very specific situation. ► Town Council members asked questions. ► Mr. Nutting confirmed this license would only be for theatrical events. He noted that Dean College, the VFW, and the Black Box come down regularly for the one-day license. The fee is \$2,500 per year. They would have to go through the same application process. He noted that to get a one-day license, they have to already be TIPS trained. ► Mr. Jones stated this seems logical. ► VOTE: Yes-8, No-0, Absent-0, Abstain-1. (Mr. Mercer abstained).*

Chairman Mercer re-entered the meeting.

- k. Bylaw Amendment 18-828: Fees Bylaw Changes - 1st Reading (Motion to Move Bylaw Amendment 18-828 to a 2nd Reading - Majority Vote (5)). ► MOTION to Waive the reading by Padula. SECOND by Kelly. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. ► MOTION to*

Move Bylaw Amendment 18-828: Fees Bylaw Changes to a 2nd Reading by Kelly. SECOND by Dellorco. Discussion: ► Mr. Hellen provided background and summary information. He stated that a few years ago a department-wide review was done of all fees. The entire bylaw was rewritten. Over the last year or two, some departments have come back with some tweaks. This bylaw represents the series of tweaks that are requested. He discussed that there are some additional changes that were added based on market analysis and looking at other towns' fees. He stated there is also a proposed fee waiver for the Recycling Center for people who qualify. He discussed the Downtown commuter station lot, rate, and benefits of this money. ► Ms. Pellegri noted that when a bylaw is advertised, only the changes need to be advertised, not the entire bylaw; \$1,000 does not have to be spent to advertise this. ► Mr. Cerel stated that is correct. ► Ms. Hamblen stated she is excited to see the change in the food truck fee. ► Town Council members asked questions about how some of the fees were determined. ► Mr. Hellen reviewed some of the fee changes. ► **VOTE: Yes-9, No-0, Absent-0.**

TOWN ADMINISTRATOR'S REPORT: ► Mr. Nutting stated the Charter School will be at the next Town Council meeting for a presentation. He has had initial discussions with Dean College and will continue that dialogue. He stated they have met with Mr. Lippert; they feel very badly, however, the Town has no liability or responsibility. He stated they did offer ideas and suggestions to Mr. Lippert. Mr. Nutting stated that the woman who came in from Alpine regarding the street lighting was referred to the Police Department to provide a recommendation. He congratulated Mr. Hellen and stated it has been a pleasure to work with him; he will do a fantastic job. ► Mr. Hellen reported the Recycling Center reopened on Friday; he thanked the citizens for being patient. The Holiday Happenings can be found on the Downtown Partnership website. The LED street light installation has hit the halfway point. He stated they keep calculating the numbers and they feel confident that the Town is scheduled to save \$2.96 million over the next 20 years in electricity.

FUTURE AGENDA ITEMS: ► *None.*

COUNCIL COMMENTS: ► Mr. Dellorco stated the street lights across from the Union Café are out. He stated the Town Common looks great. ► Ms. Pellegri stated the tree lighting at the Common was wonderful. She would like people to notice the new sign at 150 Emmons Street noting the landmark of where the high school used to be; the Franklin Museum and owner of 150 Emmons Street did this. She stated someone mentioned to her that there was mold at the Parmenter School. She asked if it had been taken care of. ► Mr. Nutting stated they have not heard that; if they had, they would be right on it. ► Ms. Pellegri stated the school had to throw out furniture and asked Mr. Nutting to look into it. ► Mr. Nutting noted the basement of that school has been wet for 25 years. There are sump pumps there. ► Mr. Padula stated it was a great job on the holiday decorations. ► Mr. Kelly stated the holiday celebration on the Common was great. ► Chairman Mercer thanked the DPW and everyone involved in decorating the Town and the Town Common. It was a great Christmas tree lighting. He congratulated Mr. Hellen.

EXECUTIVE SESSION: *None.*

ADJOURN: MOTION to Adjourn by Kelly. SECOND by Padula. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. Meeting adjourned at 9:00 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

**FRANKLIN TOWN COUNCIL
MINUTES OF MEETING
December 12, 2018**

A meeting of the Town Council was held on Wednesday, December 12, 2018, at the Franklin Municipal Building, 355 East Central Street, Franklin, Massachusetts. Councilors present: Patrick Casey, Robert Dellorco, Melanie Hamblen, Glenn Jones, Matthew Kelly, Eamon McCarthy Earls, Thomas Mercer, Peter Padula, Deborah Pellegrini. Councilors absent: None. Administrative personnel in attendance: Jamie Hellen, Deputy Town Administrator; Mark Cerel, Town Attorney; Chrissy Whelton, Administrative Assistant.

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

ANNOUNCEMENTS: Chairman Mercer announced the meeting is being recorded by *Franklin TV* and available for viewing on Comcast Channel 11 and Verizon Channel 29. This meeting may also be recorded by others.

CITIZEN COMMENTS: *None.*

APPROVAL OF MINUTES: *November 14, 2018.* ► **MOTION** to **Approve** the November 14, 2018 meeting minutes by **Dellorco**. **SECOND** by **Padula**. **No Discussion.** ► **VOTE: Yes-9, No-0, Absent-0.**

PROCLAMATIONS/RECOGNITIONS: *None.*

APPOINTMENTS: ► **Board of Health, Ciera Maffei.** ► Mr. Hellen stated that the Town recently received notice of a resignation from the Board of Health. Per the Franklin Home Rule Charter, Article 3-3-1, any vacancy on an elected board is filled by the Town Council jointly with the remaining members of the respective board until the next regular Town election which is next November; he stated that Board of Health Chairman Donald Ranieri is present at tonight's meeting. Mr. Hellen reviewed the process for filling the seat during the next election in November. ► Mr. Jones stated this will be a role call vote of the Town Council and Board of Health Chairman Donald Ranieri. Mr. Jones read the appointment. ► **MOTION** to **Approve** Ciera Maffei to fill the vacancy on the Board of Health created as the result of a resignation until the next regular Town Election by **Kelly**. **SECOND** by **Padula**. **Discussion:** ► Ms. Maffei stated she was excited about the opportunity. ► **ROLL CALL VOTE:** Ranieri-YES; Casey-YES; Dellorco-YES; Hamblen-YES; Jones-YES; Kelly-YES; Earls-YES; Mercer-YES; Padula-YES; Pellegrini-YES. ► **VOTE: Yes-10, No-0, Absent-0.**

► **Zoning Board of Appeals, Philip Brunelli.** ► Mr. Jones read the appointment. ► **MOTION** to **Ratify** the appointment by the Town Administrator of Philip Brunelli to serve as a full member of the Zoning Board of Appeals with an expiration of June 30, 2021, by **Jones**. **SECOND** by **Kelly**. **Discussion:** ► Mr. Hellen stated that Mr. Brunelli has been an associate member of the ZBA; he has been doing the job already. ► **VOTE: Yes-9, No-0, Absent-0.**

► **Zoning Board of Appeals, Associate, Christopher Stickney.** ► Mr. Jones read the appointment. ► **MOTION** to **Ratify** the appointment by the Town Administrator of Christopher Stickney to serve as a member of the Zoning Board of Appeals with an expiration of June 30, 2021, by **Jones**. **SECOND** by **Kelly**. **Discussion:** ► Mr. Stickney stated he appreciates the opportunity and looks forward to serving the Town. ► **VOTE: Yes-9, No-0, Absent-0.**

HEARINGS: *None.*

LICENSE TRANSACTIONS: ► *Shaw's Supermarkets-Change of Manager. Discussion:* ► Mr. Hellen stated Shaw's is just doing a Change of Manager; they have submitted all the required paperwork to send to the State. ► Mr. Padula reviewed Mr. Miller's background. ► Mr. Miller stated he has managed 19 different stores; this is the first one with alcohol. He stated he feels comfortable managing the alcohol piece. ► Mr. Jones read the license transaction. ► **MOTION to Approve** the request by Shaw's Supermarkets, Inc. for a Change of Manager to John F. Miller by **Jones. SECOND** by **Kelly**. ► **VOTE: Yes-9, No-0, Absent-0.**

PRESENTATIONS/DISCUSSIONS: ► *Benjamin Franklin Classical Charter Public School.*

► Executive Director Heather Zolnowski provided her background. She stated she is an 11-year resident of Franklin and has been at the Charter School for 12 years. She provided a slideshow presentation and discussed the slides including the BFCCPS Mission Statement, the Four Pillars, Construction Update, Front View Rendering of the new building, Front View from drone fly-over from November 2018, Side View Rendering, Side View from drone fly-over from December 2018, Aerial Side View from November 2018, Courtyard View Rendering, Courtyard View from drone fly-over from November 2018, BFCCPS Expansion (enrollment). ► Town Council members asked questions, discussed the Charter School, congratulated the school on the wonderful job they do, and thanked Ms. Zolnowski for the presentation. ► Ms. Zolnowski said that currently there are about 310 Franklin students throughout grades K-8. She stated they are hopeful the project will be completed by May 30, 2019; so, the first school year in the new building will be 2019-2020.

► *Risk Assessment.* ► Mr. Terenzio Volpicelli of Roselli, Clark & Associates, the organization that performed the risk assessment, and Mr. Christopher Sandini, Comptroller/Finance Director, addressed the Town Council. Mr. Volpicelli reviewed the financial risk assessment and findings as provided in his written Executive Summary. He noted the report was completed on time and under budget; it addresses the key areas in the Town. He stated the Town of Franklin is a well-governed organization. The Town has strong personnel and systems in place. He discussed items the Town should improve and what steps the Town is taking to remediate those findings. ► Mr. Hellen provided background on the process. The project was on the to-do list for some years as a good business practice to do every so often. He stated that we are a pretty well governed community. He noted the document is long. He reported that overall the Town has no major structural issues. He stated an area of improvement is that the Town document and update the Town's policies and procedures better and more frequently. Mr. Hellen stated that he and Mr. Nutting have sat down with each department head regarding the policies and procedures; department heads will be sending them to Mr. Hellen by approximately March 1, 2019. ► Mr. Volpicelli stated documentation is an issue throughout the Commonwealth; it is a matter of dedicating resources and prioritization. ► Town Council members ask questions, discussed the assessment, reviewed some of the identified risks, and requested a follow up to the remediation. ► Mr. Volpicelli stated Franklin is very near the top compared to other towns doing similar assessments. He noted the IT staff is exemplary. He discussed why he suggested the Town Clerk be appointed rather than elected and what may happen if an unqualified person was elected.

SUBCOMMITTEE REPORTS:

1. *Capital.* ► Mr. Dellorco stated nothing to report at this time.
2. *Budget.* ► Mr. Padula stated nothing to report at this time. They do expect to be busy the first quarter of the new year.
3. *Economic Development.* ► Mr. Kelly stated they met this evening. They talked about the brewery, winery, and distillery bylaw which will be coming forward to the Town Council shortly and the potential rezoning of the Clark-Cutler-McDermott site which will also come before the Town Council in the future.

LEGISLATION FOR ACTION:

- a. *Resolution 18-70: Appropriation Cable Funds in Support of PEG Service and Programming per MGL Ch.44, §53F3/4 (Motion to Approve Resolution 18-70 - Majority Vote (5)).* ► **MOTION** to

Waive the reading by Padula. SECOND by Kelly. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. ► MOTION to Approve Resolution 18-70: Appropriation Cable Funds in Support of PEG Service and Programming per MGL Ch.44, §53F3/4 by Kelly. SECOND by Dellorco. Discussion: ► Mr. Hellen provided background information and stated the Department of Revenue made them accept and appropriate the PEG money on a quarterly basis; this is the quarterly legislation. The appropriation tonight is \$200,846.06. He stated that Mr. Peter Fasciano and Mr. Ken Norman of Franklin TV are present tonight and will address some of the concerns regarding issues with the video recordings of the Town board and committee meetings. ► Mr. Fasciano, Executive Director of Franklin TV, addressed the recent issues with the video recordings of the meetings. He stated they recently rebuilt the control room and the entire system for the Council Chambers room. They added a fifth camera and other refinements. In the course of designing something like this, there is a fair amount of new equipment in the room. Being digital, with respect to last week's meeting, his IT people upgraded some of the software in one of the devices from the remote location. The device said the software was great; but the software here indicated it needed to be reset. As a result of the issue, now, if the equipment is going to be updated, we will be sitting in front of it and not leave until it works. This is a policy change in how we do our updates. Regarding the School Committee issue, the public address system in the room, while it has a few refinements, works the same way it always has. He explained the design of the system. It appears that someone may have turned off the PA system as well as another switch within that system; we do not know who. Therefore, there was no audio until the problem could be discovered. He stated he has made a change and that particular piece of equipment can never be turned off again. These are the small things with a new system and human error that can occur. He is trying to be proactive. He noted there are other upgrades scheduled for this room in the next six months. He apologized for the situation that occurred. ► Town Council members asked questions and thanked Mr. Fasciano and Mr. Norman for coming in and working to fix the problem. ► Mr. Steve Sherlock, Franklin Matters, stated Franklin Matters captured the audio recording of the last Town Council meeting and it is available via iTunes and FranklinMatters.org. ► Mr. Hellen stated the meeting minutes for the last Town Council meeting would be taken from that audio recording. ► VOTE: Yes-9, No-0, Absent-0.

- b. Resolution 18-71: Town Council Meeting Schedule for 2019 (Motion to Approve Resolution 18-71 - Majority Vote (5)). ► Mr. Jones read the resolution. ► MOTION to Approve Resolution 18-71: Town Council Meeting Schedule for 2019 by Kelly. SECOND by Dellorco. No Discussion. ► VOTE: Yes-9, No-0, Absent-0.**
- c. Bylaw Amendment 18-826: Chapter 170, Vehicles and Traffic - 2nd Reading (Motion to adopt Bylaw Amendment 18-826 - Majority Roll Call Vote (5)). ► MOTION to Waive the reading by Padula. SECOND by Kelly. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. ► MOTION to Adopt Bylaw Amendment 18-826: Chapter 170, Vehicles and Traffic by Kelly. SECOND by Padula. Discussion: ► Mr. Hellen stated this is the second vote for this new map for Downtown which really just extends the no-parking zone on Alpine Place to the cross of Milliken Avenue. ► ROLL CALL VOTE: Casey-YES; Dellorco-YES; Hamblen-YES; Jones-YES; Kelly-YES; Earls-YES; Mercer-YES; Padula-YES; Pellegrini-YES. ► VOTE: Yes-9, No-0, Absent-0.**
- d. Bylaw Amendment 18-827: Amendment to the Water System Map - 2nd Reading (Motion to adopt Bylaw Amendment 18-827 - Majority Roll Call Vote (5)). ► MOTION to Waive the reading by Padula. SECOND by Kelly. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. ► MOTION to Adopt Bylaw Amendment 18-827: Amendment to the Water System Map by Kelly. SECOND by Padula. Discussion: ► Mr. Hellen stated this is the water system extension up to 11 Ridgeview Road; this is the second vote. When it was originally done, we had asked everyone if we could do it up the whole street; not everyone wanted to do it. This is now the second person that wants it. Hopefully, the Town Council will approve to get them some water. ► ROLL CALL VOTE: Casey-YES; Dellorco-YES; Hamblen-YES; Jones-YES; Kelly-YES; Earls-YES; Mercer-YES; Padula-YES; Pellegrini-YES. ► VOTE: Yes-9, No-0, Absent-0.**

TOWN ADMINISTRATOR'S REPORT: ► Mr. Hellen congratulated the Downtown Partnership for last weekend's successful Holiday Happenings. He stated that regarding Free Cash, they were hoping to have the FinCom meetings done for the Capital Program by this point. Unfortunately, the Free Cash has not been certified; nothing to be alarmed about. He is hoping that it will get done by end of December. Once the number is obtained, he will advise the Town Council and begin setting up the meetings.

FUTURE AGENDA ITEMS: *None.*

COUNCIL COMMENTS: ► Ms. Hamblen gave her condolences to the Gianetti family for the passing of Balda Gianetti. ► Mr. Casey thanked Mr. Volpicelli for discussing the risk assessment; he wishes the assessment could be done every year. He stated he was glad to hear the report. ► Mr. Dellorco gave condolences to the Worcester Fire Department for the loss of their firefighter. ► Mr. Jones thanked everyone who attended the Franklin Education Foundation's basketball fundraiser; it was a big hit. ► Mr. Mercer gave condolences to the Worcester Fire Department and to the Gianetti family.

EXECUTIVE SESSION: Chairman Mercer stated that the Town Council needed to go into Executive Session. Purpose #2: to conduct strategy session in preparation for negotiations and/or to conduct contract negotiations with non-union personnel, namely: new Town Administrator Jamie Hellen, on compensation and other terms and conditions of his employment agreement. They will Reconvene in Open Session if necessary, re: vote to offer employment agreement, specifying compensation and other employment terms and conditions to the new Town Administrator Jamie Hellen. ► **MOTION to Move** that the Town Council go into Executive Session by **Padula. SECOND by Dellorco. No Discussion.** ► **ROLL CALL VOTE:** Casey-YES; Dellorco-YES; Hamblen-YES; Jones-YES; Kelly-YES; Earls-YES; Mercer-YES; Padula-YES; Pellegri-YES. ► **VOTE: Yes-9, No-0, Absent-0.**

The open session of the Town Council Meeting adjourned at 8:05 PM.

The open session of the Town Council Meeting reconvened at 9:12 PM.

RECONVENE: Reconvene in Open Session if necessary, re: vote to offer employment agreement, specifying compensation and other employment terms and conditions to the new Town Administrator Jamie Hellen. **Chairman Mercer called the meeting back to Public Session.**

Resolution 18-74: Offer of Employment Agreement for New Town Administrator Jamie Hellen. ► Mr. Jones read the resolution. ► **MOTION to Approve** Resolution 18-74: Offer of Employment Agreement for New Town Administrator Jamie Hellen by **Kelly. SECOND by Dellorco. Discussion:** ► Chairman Mercer stated he is aware that the last Town Council meeting was not on TV when it was voted to offer the job to Mr. Hellen; we are sorry that it was not on TV. Since the last meeting, the Town Council has met with Mr. Hellen and in Executive Session and fine-tuned the employment agreement that is being voted to offer to Mr. Hellen. We are hopeful he will accept it. ► **ROLL CALL VOTE:** Casey-YES; Dellorco-YES; Hamblen-YES; Jones-YES; Kelly-YES; Earls-YES; Mercer-YES; Padula-YES; Pellegri-YES. ► **VOTE: Yes-9, No-0, Absent-0.** ► Mr. Hellen reiterated that the last Town Council meeting was not televised and Mr. Fasciano explained the situation. He stated it is a privilege and honor to have this opportunity. He feels like Franklin has been a new family since his first day of work here. It is rewarding to have the confidence of the full Town Council. He thanked everyone for their support. ► Chairman Mercer stated the Town Council will now formalize it by signing the documents.

ADJOURN: MOTION to Adjourn by Kelly. SECOND by Dellorco. No Discussion. ► **VOTE: Yes-9, No-0, Absent-0. Meeting adjourned at 9:21 PM.**

Respectfully submitted,

Judith Lizardi
Recording Secretary

FRANKLIN PLANNING & COMMUNITY DEVELOPMENT

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

MEMORANDUM

TO: JEFFREY D. NUTTING, TOWN ADMINISTRATOR
FROM: BRYAN W. TABERNER, AICP, DIRECTOR
RE: PROPOSED AMENDMENTS TO SIGN BYLAW
CC: JAMIE HELLEN, DEPUTY TOWN ADMINISTRATOR
MARK CEREL, TOWN ATTORNEY; GUS BROWN, BUILDING COMMISSIONER;
AMY LOVE, PLANNER
DATE: NOVEMBER 20, 2018

Several months ago the Department of Planning and Community Development (DPCD) and other Town staff began developing proposed amendments to the Town's Sign Bylaw, Chapter 185-20 of Franklin Town Code. The Sign Bylaw was last updated in 2012 and Town staff believed there were several small amendments needed.

The proposed changes have been discussed during four Economic Development Committee meetings, a Design Review Committee meeting, and numerous times by Town staff. In addition, DPCD researched the sign bylaws of eleven other Massachusetts communities, and received input from several Town residents while developing the draft Zoning Bylaw Amendments.

Needed updates to the Sign Bylaw required the following three Zoning Bylaw Amendments:

- Zoning Bylaw Amendment 18-822: Amendment To §185-20. Signs
- Zoning Bylaw Amendment 18-823: Amendment To Sign District Regulations
- Zoning Bylaw Amendment 18-824: Amendment To Sign District Overlay Map

The three Amendments are attached for review and consideration. Also attached is a summary of the more important changes being proposed.

DPCD believes the proposed changes sufficiently address identified problems with the Town's Sign Bylaw without negatively impacting commercial development or building reuse.

If Town Council supports the proposed Sign Bylaw update, DPCD recommends they refer Zoning By-law Amendments 18-822, 18-823 and 18-824 to the Planning Board for a Public Hearing.

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

TOWN OF FRANKLIN
ZONING BYLAW AMENDMENT 18-822:
CHANGES TO §185-20. SIGNS
A ZONING BY-LAW TO AMEND THE FRANKLIN TOWN CODE
AT CHAPTER 185, SECTION 20. SIGNS

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:

Chapter 185 of the Code of the Town of Franklin is hereby amended by the following ~~deletions~~ and additions to §185-20 Signs:

§ 185-20 Signs.

A. Purpose

The purpose of this Bylaw is to provide for the reasonable regulation and control of billboards, signs, and other advertising devices within the Town of Franklin in order to protect and enhance the appearance of the Town, as well as the health, safety, and welfare of its residents, without unduly restricting the conduct of lawful enterprise.

B. Applicability

- (1) All externally visible signs not exempt under State law or under Section F, Exemption of this Bylaw, shall be in compliance with the regulation contained within this Bylaw.
- (2) Only Temporary Signs described by this Bylaw shall be permitted. All others Temporary Signs are not permitted (see Attachment 10, Schedule of Permitted Signs per Sign District).
- (3) This bylaw establishes four separate sign districts with different regulations within each district (See Attachment 10, Schedule of Permitted Signs per Sign District). These districts are delineated on the map entitled Town of Franklin Sign Districts and created under 185-4, Districts enumerated.
 - (a) The Downtown Commercial District (hereafter DCD) consists of parcels within the Downtown Commercial and Rural Business Zoning Districts.
 - (b) The Commercial and Business Corridor District (hereafter CBCD) consists of parcels within the Commercial I, Commercial II, Business, and Limited Industrial Zoning Districts.
 - (c) The Industrial and Office Park District (hereafter IOPD) consists of parcels within the Industrial and Office Zoning Districts.
 - (d) The Residential District (hereafter RD) consists of parcels within all residential zoning districts.

- (4) Any preexisting sign that this bylaw makes nonconforming shall remain legally preexisting nonconforming until it **requires replacement. is replaced because of a change in use. When changed, the sign must conform to this bylaw.**

C. Permit Requirements

- (1) General: The Building Commissioner shall determine sign compliance with the requirements of this bylaw including but not limited to size, shape, construction, location, lighting, materials, number, condition and method of mounting or affixing to various surfaces.
- (2) Permits.
- (a) All signs shall receive a permit from the Building Commissioner prior to installing or attaching any signs.
- (b) There shall be a fee assessed for a sign permit as set forth in Chapter 82, Franklin Town Code.
- (c) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a six month period.
- (d) The Building Commissioner may order immediate removal of any sign requiring a permit which has been erected without first obtaining such permit.
- (e) All signs within the CBCD, DCD, IOPD or RD are required by this bylaw to obtain approval from the Design Review Commission prior to the issuance of a sign permit from the Building Commissioner. Procedures for obtaining Design Review Commission approval are defined in §185-31(2), Design review.
- (3) Illumination
- (a) Signs may be externally illuminated provided that there shall be no glare cast onto adjacent residential properties or in a manner to disrupt the movement of pedestrian or vehicular traffic.
- (b) Signs may be internally illuminated in all sign districts other than the DCD and RD, provided that the background is dark in color and the letters are light in color, or there is an opaque shield between the light source and the sign panel that only allows the lettering area to be illuminated. Canopies or Awnings may also be internally illuminated. There shall be no glare or direct light reaching any adjacent residential properties or in a manner to disrupt the movement of pedestrian or vehicular traffic from an internally illuminated sign, canopy or awning.
- (4) Dimensional Requirements
- (a) General
- [1] The size of a sign consisting of individual letters or symbols attached to or painted on any type of surface, is the rectangular area that encloses all of the individual letters or symbols. This also includes Canopies and Awnings that have letters or logos as part **of**

~~or attached to~~ them. In addition, any area of material or color forming an integral part of the background of the display or which is used to differentiate the display from the backdrop shall be included in the total sign area calculation.

- [2] Only one side is counted in computing the area of a double-faced sign; however, not having a double-faced sign shall not allow the applicant to add additional square footage to the maximum square footage area allowed within the specific district that the sign is displayed.

(b) Freestanding Signs

- [1] The height of a freestanding sign is the vertical distance from the average finished grade of adjoining ground to the top of the highest attached component of the sign.

- [2] All freestanding signs shall be placed, based upon the Building Commissioner's determination in consultation with the Police Chief, at least ten feet from the ~~curb or edge of pavement when no curb is present~~ road right-of-way. Within the DCD, if in the Building Commissioner and the Police Chief determination that a freestanding sign can be installed closer to the ~~curb~~ road right-of-way, they can, at their option, authorize the sign to be installed no less than a distance of five feet from the ~~curb~~ road right-of-way. Criteria to be considered with regard to freestanding sign location include but are not limited to whether the sign blocks the view of oncoming vehicles or pedestrians, the width of the right-of-way and any conditions that may block the view of the sign.

- [3] Freestanding signs in the DCD, CBCD, IOPD may have a manually changeable reader board with no more than three lines of text. Reader boards shall be the color of the sign or white, with black, red, blue or white block letters and numbers. Reader boards shall be included in calculating the freestanding sign maximum square footage area.

- [4] Freestanding signs shall be supported with two uprights. No freestanding signs shall be wider than the distance between the uprights.

- [5] Freestanding signs are ~~encouraged~~ required to be landscaped with selected flora, no more than two feet above the average finished grade of adjoining ground. This requirement may be waived if the landscaping is determined to be a safety hazard based upon the Building Commissioner determination in consultation with the Police Chief. The criteria to be considered with regard to freestanding sign landscaping shall include but are not limited to whether the landscaping blocks the view of oncoming vehicles or pedestrians.

- [6] Properties having multiple establishments shall only be permitted one freestanding sign unless otherwise specified in Attachment 10 Schedule of Permitted Signs per Sign District.

(c) Other

[1] Properties within the IOPD **and CBCD** that are directly abutting or facing a residentially zoned district, shall have all signs reduced in size by 50%.

[2] No sign shall overhang a public way without prior written approval from the Town Administrator and proof of insurance as determined by the Town Administrator.

D. Temporary signs

(1) The following are requirements for temporary signs within the Town of Franklin unless otherwise regulated by this bylaw (See Attachment 10, Schedule of Permitted Signs per Sign District).

(a) Any new **business establishment** is permitted to display a temporary sign, **upon Building Commissioner review and approval, for up to 30 days** provided they have filed a complete application **for the permanent sign(s)** to the Design Review Commission. **Temporary signs can be displayed for up to 30 days after the Design Review Commission approval of the permanent sign(s).**

(b) Temporary signs shall be attached to the structure where the business is located.

(c) Temporary signs shall be no more than six sq.ft. in area, **unless otherwise specified in Attachment 10 Schedule of Permitted Signs per Sign District.**

(d) No temporary sign shall be internally or externally illuminated.

(e) No temporary signs shall be allowed within the Town right-of-way or on Town property unless prescribed by this Bylaw.

(f) All temporary signs shall be constructed with suitable materials to withstand the weather for the time period during which they are displayed. Any temporary sign that shows wear or tear shall be ordered removed by the Building Commissioner.

(g) No temporary sign shall be allowed that obstructs visibility, interferes with public access, or is otherwise determined to be a safety hazard by the Building Commissioner in consultation with the Police Chief.

(2) The following is a list of temporary signs with special permitting requirements and/or time frames for their display within the Town of Franklin.

(a) Real estate for sale or lease signs shall be no larger than five square feet in size for residential properties and twenty square feet for all other properties. These signs cannot be displayed until the building or property is available for sale or lease and shall be removed within a week of the sale or lease. These signs do not have to be attached to a building.

(b) **Non-profit event signs.** Signs pertaining to non-profit events shall be permitted to be displayed at locations designated by the Town.

All Signs must comply with Town display requirements and shall be permitted through the Building Commissioners Department. These will be allocated based upon the following criteria:

- (1) ~~Town~~ **Municipal** business
- (2) School business
- (3) ~~Town~~ **Municipal** or school related non-profit Business.
- (4) All other non-profit business

~~(3) — Political signs shall not be subject to a time limit. Political signs shall otherwise comply with the requirements for temporary signs contained in section D.(1)(e) through (g).~~

E. Prohibited Signs

- (1) Any signs having a part that moves or flashes, or signs of the traveling light or animated type, and all beacons and flashing devices, whether a part of, attached to or separate from a sign, are prohibited.
- (2) No liquid crystal display or light emitting diode signs are permitted within the Town of Franklin other than gas station signs displaying one price and no more than sixteen square feet in size.
- (3) Roof signs, billboard signs, inflatable signs or banners are prohibited.
- (4) No flags shall be allowed with the exception of those permitted in Subsection F(3).

F. Exemptions

- (1) Any sign permitted by the Building Commissioner as necessary for public safety or the public health.
- (2) Directional signs and directory signs bearing only property numbers, names of occupants or premises or other identification of premises, not exceeding one square feet in area and having no commercial connotations.
- (3) Flags and insignia of the United States government or the Commonwealth of Massachusetts, and historical date plaques or markers approved by the Historical Commission.
- (4) Legal notices, identification, informational or directional signs erected or required by government bodies.
- (5) **Political Signs are exempt, except they are subject to the dimensional requirements in Attachment 10 of this Zoning Bylaw, Schedule of Permitted Signs per Sign District.**

G. Sign Maintenance

All signs shall be structurally sound and free from all hazards caused or resulting from decay or the failure of structural members, fixtures, lighting or appurtenances. All signs shall be maintained in readable and clean condition and the site of the sign shall be maintained free of weeds, debris and rubbish.

Owner's of signs that are determined to be a safety hazard by the Building Commissioner in consultation with the Police Chief shall be directed to correct

the condition by the Building Commissioner. Failure to comply with the Building Commissioner's request will constitute an enforcement action.

H. Sign approvals.

- (1) Design Review Commission Sign Approvals
 - (a) All new signs and sign modifications must be reviewed and approved by the Design Review Commission prior to issuance of a Building Permit.
- (2) Application Submittal Requirements. Applicants must submit the following information concurrently, to be considered a complete application for review of Signs; incomplete applications may result in refusal of application.
 - (a) One, original, Form Q, Design Review Application with Questions A-F completed.
 - (b) Nine, color copies of the proposed sign rendering.
 - (c) Nine copies of the plan showing sign as required in §185-31.2C(1)(c)[5].
 - (d) Picture(s) of existing sign(s) if applicable.
- (3) Drawing Requirements.
 - (a) Color rendering of the proposed sign which includes but is not limited to the following detailed information:
 - [1] Type of sign (i.e. wall, pylon, etc.)
 - [2] Size/dimensions
 - [3] Style of lettering
 - [4] Colors being used (specific name of color)
 - [5] Materials
 - [6] Lighting (illuminated, nonilluminated)
 - [7] Style of lighting being used (internally illuminated, externally illuminated) and provide details of lighting fixtures.
 - (b) A plan showing the proposed location of existing signs or proposed signs and any proposed landscaping, if applicable to sign area.
- (4) Review Criteria.
 - (a) Signs shall be reviewed by the Design Review Commission according to the criteria set forth in the *Design Review Commission Design Review Guidelines, Part IV Sign Guidelines*, ~~(and Attachment 10, of this Zoning Bylaw)~~, **Schedule of Permitted Signs per Sign District.**

I. Enforcement

- (1) The Enforcement Agent for this bylaw shall be the Building Commissioner or his designee and the Franklin Police Department.
- (2) The Building Commissioner may order the cessation, repair, alteration, correction or removal of any sign that is not in compliance with the provisions of this bylaw.

(3) Any sign may be inspected periodically by the Building Commissioner for compliance with this bylaw and other requirements of law. Any sign which has been ordered removed by Building Commissioner, or is abandoned or discontinued, shall be removed by the sign owner or the owner of the property on which the sign is located within 30 days of written notice from the Building Commissioner. Violation of any provision of this by-law or any lawful order of the Building Commissioner shall be subject to the following fines. Each day that violation continues shall constitute a separate offense.

- (1) First Offense: \$50.00.
- (2) Second Offense: \$100.00.
- (3) Third and Subsequent Offense: \$200.00.

J. Appeals. Any Applicant may appeal a Design Review Commission decision to the Zoning Board of Appeals (ZBA) within 10 days of the decision, by filing the appeal in writing to the ZBA Administrative Secretary specifying the grounds for such appeal. Any Applicant may appeal the Building Commissioner’s order of removal to the Zoning Board of Appeals within 10 days of the issuance of written notice, by filing the appeal in writing to the ZBA Administrative Secretary specifying the grounds for such appeal. Refer to Section 185-45 **Zoning Administration and Enforcement** for more information regarding the ZBA.

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: _____, 2019

VOTED:
UNANIMOUS _____

A True Record Attest:

YES _____ **NO** _____

ABSTAIN _____

Teresa M. Burr
Town Clerk

ABSENT _____

Glenn Jones, Clerk

Town of Franklin



TOWN OF FRANKLIN
TOWN CLERK

2018 DEC 12 A 9:39

RECEIVED

Planning Board

**The following notice will be published in the Milford Daily Newspaper on
Monday, December 24, 2018 and again on Monday, December 31, 2018**

In accordance with the provisions of M.G.L. Chapter 40A, Section 5, notice is hereby given that the Planning Board will hold a Public Hearing on January 7, 2019 at 7:10 PM and the Town Council will hold a Public Hearing on January 9, 2019 at 7:10 PM in the Town Council Chambers of the Municipal Building, 355 East Central Street, to consider amending the Code of the Town of Franklin as follows:

TOWN OF FRANKLIN ZONING BY-LAW AMENDMENTS

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT: The Code of the Town of Franklin is hereby amended by making the following amendments:

- Zoning Bylaw Amendment 18-822: Changes to 185-20. Signs
- Zoning Bylaw Amendment 18-823: Changes to Sign District Regulations
- Zoning Bylaw Amendment 18-824: Changes to Sign District Overlay Map

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

The zoning changes, regulations and overlay map of said amendments may be reviewed in the Department of Planning and Community Development during normal business hours (Monday, Tuesday and Thursday - 8:00 AM to 4:00 PM, Wednesday - 8:00 AM to 6:00 PM, and Friday - 8:00 AM to 1:00 P.M).

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

Anthony Padula, Chairman
Franklin Planning Board

Thomas Mercer, Chairman
Franklin Town Council

FRANKLIN PLANNING & COMMUNITY DEVELOPMENT

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

MEMORANDUM

TO: JEFFREY D. NUTTING, TOWN ADMINISTRATOR
FROM: BRYAN W. TABERNER, AICP, DIRECTOR
RE: PROPOSED AMENDMENTS TO SIGN BYLAW
CC: JAMIE HELLEN, DEPUTY TOWN ADMINISTRATOR
MARK CEREL, TOWN ATTORNEY; GUS BROWN, BUILDING COMMISSIONER;
AMY LOVE, PLANNER
DATE: NOVEMBER 20, 2018

Several months ago the Department of Planning and Community Development (DPCD) and other Town staff began developing proposed amendments to the Town's Sign Bylaw, Chapter 185-20 of Franklin Town Code. The Sign Bylaw was last updated in 2012 and Town staff believed there were several small amendments needed.

The proposed changes have been discussed during four Economic Development Committee meetings, a Design Review Committee meeting, and numerous times by Town staff. In addition, DPCD researched the sign bylaws of eleven other Massachusetts communities, and received input from several Town residents while developing the draft Zoning Bylaw Amendments.

Needed updates to the Sign Bylaw required the following three Zoning Bylaw Amendments:

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- Zoning Bylaw Amendment 18-823: Amendment To Sign District Regulations
- Zoning Bylaw Amendment 18-824: Amendment To Sign District Overlay Map

The three Amendments are attached for review and consideration. Also attached is a summary of the more important changes being proposed.

DPCD believes the proposed changes sufficiently address identified problems with the Town's Sign Bylaw without negatively impacting commercial development or building reuse.

If Town Council supports the proposed Sign Bylaw update, DPCD recommends they refer Zoning By-law Amendments 18-822, 18-823 and 18-824 to the Planning Board for a Public Hearing.

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

Sponsor: *Administration*

TOWN OF FRANKLIN
ZONING BYLAW AMENDMENT 18-823:
CHANGES TO SIGN DISTRICT REGULATIONS
A ZONING BY-LAW TO AMEND THE FRANKLIN TOWN CODE
AT CHAPTER 185, ATTACHMENT 10: SCHEDULE
OF PERMITTED SIGNS PER SIGN DISTRICT

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:

Chapter 185 of the Code of the Town of Franklin is hereby amended by the following **deletions** and **additions** to §185, Attachment 10: Schedule of Permitted Signs Per Sign District:

Attachment 10
Schedule of Permitted Signs per Sign District

Type Sign	Downtown Commercial District	Commercial Business Corridor District	Industrial - Office Park District	Residential District
Wall Signs				
First Floor Storefront Facing Street	No more than 24 Sq.Ft. or 10% of Front Façade ¹	No more than 48 Sq.Ft. or 2 Sq.Ft. per Linear Ft of Frontage ¹	No more than 60 Sq.Ft.	No more than 15 Sq.Ft. for a business with a Special Permit or Variance
				No more than 10 Sq.Ft. for Home Occupation or Professional Office
				All others no more than 3 Sq.Ft.
First Floor Storefront Facing Street Corner	No more than 36 Sq.Ft. or 15% of 1 Facade Divided into 2 ¹ .	No more than 64 Sq.Ft. divided into 2 Signs.	No more than 90 Sq.Ft. Divided into 2 Signs.	No more than 23 Sq.Ft. divided into 2 Signs for a business, with Special Permit or Variance.
				All others not permitted
Upper Floors Facing Street	Not Permitted	No more than 6 Sq.Ft.	Not Permitted	Not Permitted
Freestanding Signs				
Single or Multiple Entity	No more than 40 Sq.Ft. and No More Than 14 Ft. High	No more than 60 Sq.Ft. and No More Than 20 Ft. High	No more than 60 Sq.Ft. and No More Than 25 Ft. High	No more than 20 Sq.Ft. and No more than 6 Ft. high for a business with Special Permit or Variance All Others Not Permitted
<u>Single establishment</u>	<u>One sign no more than 30 Sq.Ft. and no more than 14 Ft. High</u>	<u>One sign no more than 50 Sq.Ft. and no more than 20 Ft. High</u>	<u>One sign no more than 50 Sq.Ft. and no more than 25 Ft. High</u>	<u>One sign no more than 20 Sq.Ft. and no more than 6 Ft. high for an establishment with Special Permit or Variance</u> All Others Not Permitted
<u>Single establishment with access from two roadways</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 15 Sq.Ft. and no more than 7 Ft. High</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 20 Sq.Ft. and no more than 10 Ft. High</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 20 Sq.Ft. and no more than 10 Ft. High</u>	<u>Second freestanding sign not permitted</u>
<u>Multiple establishments on same property</u>	<u>One shared sign no more than 40 Sq.Ft. and no more than 14 Ft. High</u>	<u>One shared sign, 50 Sq.Ft. for first establishment and 10 Sq.Ft. for each additional establishment, not to exceed a total of 80 Sq.Ft., and no more than 20 Ft. High.^{3,4}</u>	<u>One shared sign no more than 60 Sq.Ft. and no more than 25 Ft. High</u>	<u>One shared sign no more than 20 Sq.Ft. and no more than 6 Ft. high for establishments with Special Permit or Variance</u>
<u>Multiple establishments on same property with access from two roadways</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 15 Sq.Ft. and no more than 7 Ft. High</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 20 Sq.Ft. and no more than 10 Ft. High</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 20 Sq.Ft. and no more than 10 Ft. High</u>	<u>Second freestanding sign not permitted</u>

Type Sign	Downtown Commercial District	Commercial Business Corridor District	Industrial - Office Park District	Residential District
Window Signs				
First Floor Facing Street	No more than 6 Sq.Ft. or 10% of Window Surface ¹	No more than 6 Sq.Ft. or 10% of Window Surface ¹	No more than 6 Sq.Ft. or 10% of Window Surface ¹	Not Permitted
Upper Floors Facing Street	No more than 4 Sq.Ft. or 10% of Window Surface ¹	No more than 20% of Window Surface	No more than 20% of Window Surface	Not Permitted
Door Sign	No more than 2 Sq.Ft.	No more than 2 Sq.Ft.	No more than 2 Sq.Ft.	No more than 2 Sq.Ft.
Reader Boards				
Attached to Freestanding Sign	Manual with no more than 3 Lines of Text	Manual with no more than 3 Lines of Text	Manual with no more than 3 Lines of Text	Not Permitted
Awning or Canopy Signs				
First Floor	No more than 10 Sq.Ft. of Signage	No more than 10 Sq.Ft. of Signage	No more than 10 Sq.Ft. of Signage	No more than 10 Sq.Ft. of Signage
Upper Floors	Not Permitted	Not Permitted	Not Permitted	Not Permitted
Off-Site Signs				
Freestanding or Wall	Not Permitted	Not Permitted	Not Permitted	Not Permitted
Temporary Signs				
Non-Profits and Charities	Check for Availability of Town Displays	Check for Availability of Town Displays	Check for Availability of Town Displays	Check for Availability of Town Displays
Project Construction Signage	No more than 80 Sq.Ft. or 1 Sq.Ft. per Linear Ft of Frontage¹	No more than 80 Sq.Ft. or 1 Sq.Ft. per Linear Ft of Frontage¹	No more than 80 Sq.Ft. or 1 Sq.Ft. per Linear Ft of Frontage¹	No more than 16 Sq.Ft. of Signage
All Other Temporary Signs	See §185-20.(D)	See §185-20.(D)	See §185-20.(D)	See §185-20.(D)
Public Use and Safety Signs				
All Sign Types	Permitted	Permitted	Permitted	Permitted
Political Signs				
Freestanding or Wall	No more than 32 Sq.Ft.	No more than 32 Sq.Ft.	No more than 32 Sq.Ft.	No more than 32 Sq.Ft.
Signs Expressing a Political Opinion	No more than 16 Sq.Ft.	No more than 16 Sq.Ft.	No more than 16 Sq.Ft.	No more than 16 Sq.Ft.
Signs Promoting a Candidate or Issue	No more than 16 Sq.Ft.— Displayed for no more than 7 Days— After Vote	No more than 16 Sq.Ft.— Displayed for no more than 7 Days— After Vote	No more than 16 Sq.Ft.— Displayed for no more than 7 Days— After Vote	No more than 16 Sq.Ft.— Displayed for no more than 7 Days— After Vote

¹ Whichever is Smaller

² The Rural Business Zoning District has the same sign regulations as the Downtown Commercial Sign District.

³ For properties with multiple establishments where one establishment is a gasoline station, 1 additional freestanding sign is allowed for the purpose of displaying the brand and the price of gasoline.

⁴ For large commercial developments with more than 25,000 Sq.Ft. of floor space and multiple establishments, a freestanding sign greater than 80 Sq.Ft., but no greater than 120 Sq.Ft. may be allowed by Planning Board special permit.

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: _____, 2019

VOTED:

UNANIMOUS _____

A True Record Attest:

YES _____ **NO** _____

Teresa M. Burr
Town Clerk

ABSTAIN _____

ABSENT _____

Glenn Jones, Clerk

Town of Franklin



TOWN OF FRANKLIN
TOWN CLERK

2018 DEC 12 A 9:39

RECEIVED

Planning Board

**The following notice will be published in the Milford Daily Newspaper on
Monday, December 24, 2018 and again on Monday, December 31, 2018**

In accordance with the provisions of M.G.L. Chapter 40A, Section 5, notice is hereby given that the Planning Board will hold a Public Hearing on January 7, 2019 at 7:10 PM and the Town Council will hold a Public Hearing on January 9, 2019 at 7:10 PM in the Town Council Chambers of the Municipal Building, 355 East Central Street, to consider amending the Code of the Town of Franklin as follows:

TOWN OF FRANKLIN ZONING BY-LAW AMENDMENTS

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT: The Code of the Town of Franklin is hereby amended by making the following amendments:

- Zoning Bylaw Amendment 18-822: Changes to 185-20. Signs
- Zoning Bylaw Amendment 18-823: Changes to Sign District Regulations
- Zoning Bylaw Amendment 18-824: Changes to Sign District Overlay Map

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

The zoning changes, regulations and overlay map of said amendments may be reviewed in the Department of Planning and Community Development during normal business hours (Monday, Tuesday and Thursday - 8:00 AM to 4:00 PM, Wednesday - 8:00 AM to 6:00 PM, and Friday - 8:00 AM to 1:00 P.M).

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

Anthony Padula, Chairman
Franklin Planning Board

Thomas Mercer, Chairman
Franklin Town Council

FRANKLIN PLANNING & COMMUNITY DEVELOPMENT

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

MEMORANDUM

TO: JEFFREY D. NUTTING, TOWN ADMINISTRATOR
FROM: BRYAN W. TABERNER, AICP, DIRECTOR
RE: PROPOSED AMENDMENTS TO SIGN BYLAW
CC: JAMIE HELLEN, DEPUTY TOWN ADMINISTRATOR
MARK CEREL, TOWN ATTORNEY; GUS BROWN, BUILDING COMMISSIONER;
AMY LOVE, PLANNER
DATE: NOVEMBER 20, 2018

Several months ago the Department of Planning and Community Development (DPCD) and other Town staff began developing proposed amendments to the Town's Sign Bylaw, Chapter 185-20 of Franklin Town Code. The Sign Bylaw was last updated in 2012 and Town staff believed there were several small amendments needed.

The proposed changes have been discussed during four Economic Development Committee meetings, a Design Review Committee meeting, and numerous times by Town staff. In addition, DPCD researched the sign bylaws of eleven other Massachusetts communities, and received input from several Town residents while developing the draft Zoning Bylaw Amendments.

Needed updates to the Sign Bylaw required the following three Zoning Bylaw Amendments:

- Zoning Bylaw Amendment 18-822: Amendment To §185-20. Signs
- Zoning Bylaw Amendment 18-823: Amendment To Sign District Regulations
- Zoning Bylaw Amendment 18-824: Amendment To Sign District Overlay Map

The three Amendments are attached for review and consideration. Also attached is a summary of the more important changes being proposed.

DPCD believes the proposed changes sufficiently address identified problems with the Town's Sign Bylaw without negatively impacting commercial development or building reuse.

If Town Council supports the proposed Sign Bylaw update, DPCD recommends they refer Zoning By-law Amendments 18-822, 18-823 and 18-824 to the Planning Board for a Public Hearing.

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

TOWN OF FRANKLIN
ZONING BY-LAW AMENDMENT 18-824
CHANGES TO SIGN DISTRICT OVERLAY MAP
A ZONING BY-LAW TO AMEND THE FRANKLIN TOWN CODE AT
CHAPTER 185, SECTION 4 DISTRICTS ENUMERATED

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:

Chapter 185 of the Code of the Town of Franklin is hereby amended by deleting the current Sign District Map created by adoption of Zoning Bylaw Amendment 12-671, and replacing with the following:

SIGN Districts

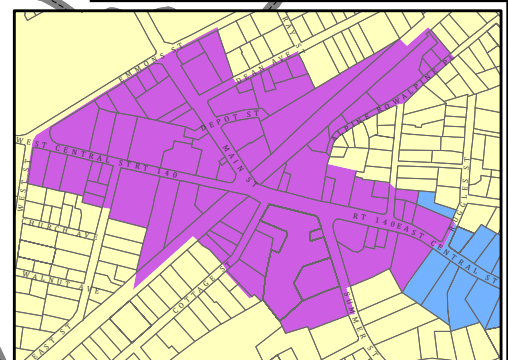
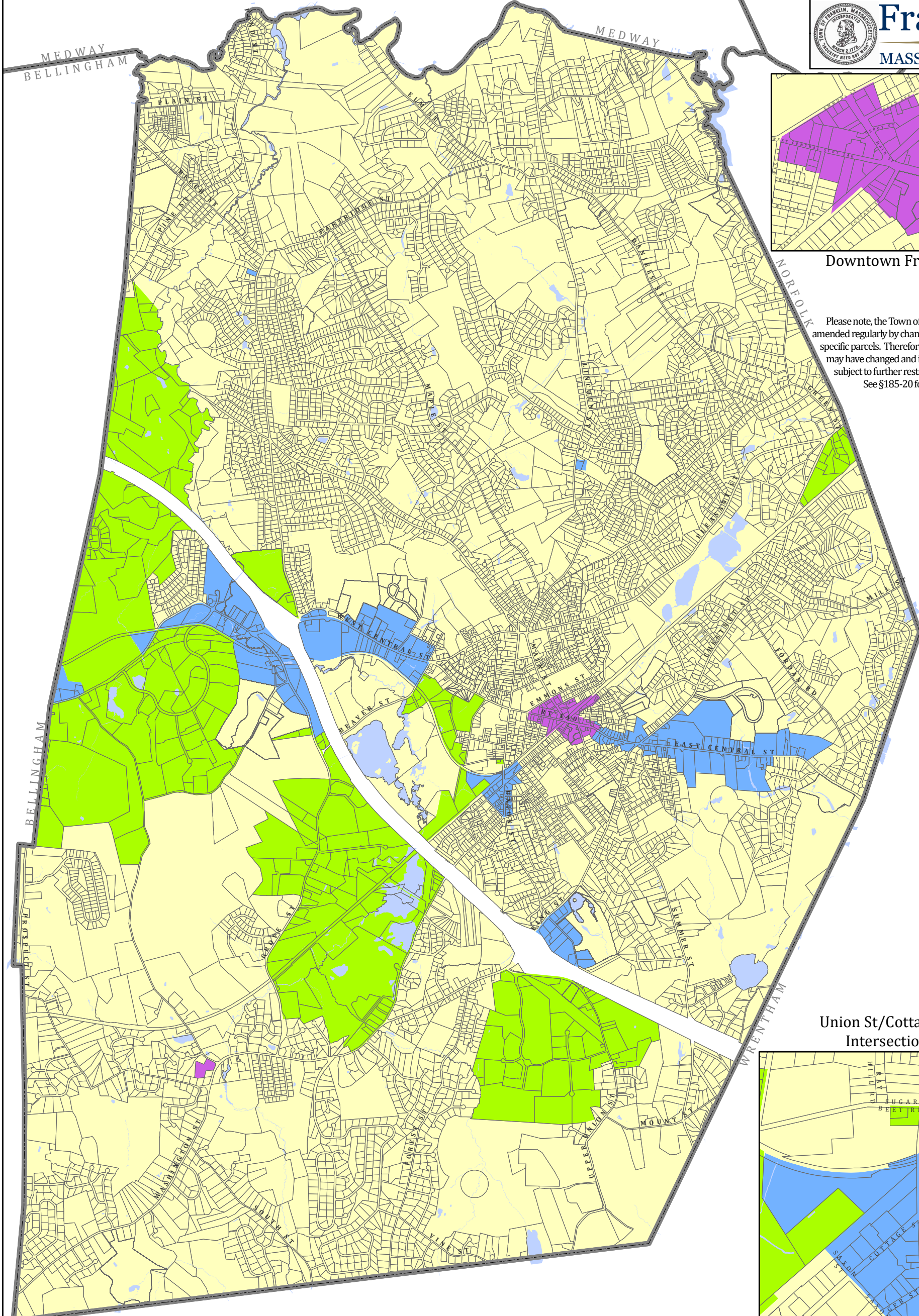
- Commercial and Business Corridor District
- Downtown Commercial District
- Industrial & Office Park District
- Residential District
- Parcel Line
- Water
- Municipal Boundary

18-824

Kilometers 0 0.275 0.55

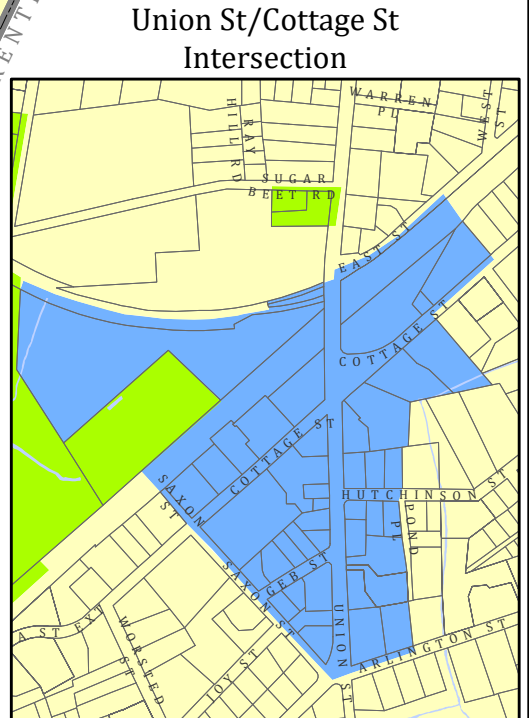
Miles 0 0.275 0.55

N



Downtown Franklin

Please note, the Town of Franklin's Zoning Map is amended regularly by changing the zoning district of specific parcels. Therefore the sign districts shown may have changed and individual parcels may be subject to further restrictions upon application. See §185-20 for additional information.



Union St/Cottage St Intersection

Sign District Overlay Map Adopted March 21, 2012 by Zoning Bylaw Amendment 12-671

Amended through December ____, 2018 by Zoning Bylaw Amendment 18-824

-Amendment 18-824: 12-xx-2018

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

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: _____, 2019

VOTED:

UNANIMOUS _____

A True Record Attest:

YES _____ **NO** _____

Teresa M. Burr
Town Clerk

ABSTAIN _____

ABSENT _____

Glenn Jones, Clerk

Town of Franklin



TOWN OF FRANKLIN
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Anthony Padula, Chairman
Franklin Planning Board

Thomas Mercer, Chairman
Franklin Town Council

**Town Council Meeting
2018 and 2019 Goals
Town Council Workshop
January 10, 2018**

Mid-Term Update - January 2019

Fiscal

- Annual Capital Plan - Council subcommittee to review shortly - **Completed FY18 Capital Plan, FY19 in January**
- Annual Operating Budget - Large shortfall projected for FY 19 & FY20 -
- Review/update/adopt Fiscal Policies - Budget Committee to review - **Fin Comm to review in January, Budget Subcomm in February, Town Council in Spring**
- Continue to ask for OPEB options with state officials - **The Council has requested state action on this in the past and will continue to do so during any legislative visits in 2019. Jamie has asked for a date later in the Spring when legislators are available.**
- ~~Determine Sewer rate increase for FY19~~
- ~~Determine Water rate increase for FY 19~~
- Explore new revenue options

Economic Development –To EDC

- Continue to look at downtown redevelopment
- MBTA parking Lot
- Cultural District Marketing Plan - **soon, winter, staff in May**
- Zoning - R-7, C-1, “over 55”, Inclusionary, lot lines, other zoning issues - **Winter 2019 discussion**
- ~~Marijuana tax – increase from 2 to 3% – To Town Council~~

Facilities

- Transfer/Recycling Center improvements when land transfer complete - **working on land swap, have \$1 million in Environmental Bond Bill, lobbying legislators.**
- Review Police Station space – Commence study in 2019 - **As part of the process to get an accurate price for a study, we have an estimate of \$20 to \$25 million for a renovated and expanded station at the current site.**
- Future of Red Brick School – Charter School pulled building permit. - **working on RFP to be released in January 2019.**
- Future of Old South Meeting House

- ~~Implement Preventative Maintenance (PM) for Facilities~~

DPW

- ~~Road Funding – \$600,000 line item town budget~~
- Fund sidewalk plan for Beaver Street and Washington Streets - **awaiting MBTA**
- Finalize and begin to implement Bike lane plan - **Complete Streets Policy in works**
- Water - Continue Water line replacement plan, Water Treatment Plant, Water Tanks, other improvements - **Received 2% SRF loan which will save millions in interest payments, Council to vote on \$\$\$ in spring with final plan.**
- Continue sewer system improvements
- Future of Beaver Street interceptor
- Storm Water Plan – Potential fee? - **capital money recommendation for study**

Recreation/Open Space

- Purchase Open Space as may be available -
- Continue to implement 2016 Open space/recreation plan - **Complete Streets policy in the works.**
- Continue supporting SNETT trail development and other trail projects - **been working on Prospect Street tunnel, \$1 million in state funding to build tunnel hopefully in 2019. Working with MBTA and DCR to acquire SNETT extension.**
- Continue on Delcarte – weed and fish issues, etc - **more capital money**
- Develop Bike lanes and Trails plan – **Staff has started**

Community – Generally

- Implement Electric Aggregation when appropriate -- **last bid March 2018**
- Continued work on the recommendations in the Master Plan - **EDC update, Town Council update in Winter.**
- ~~Continue to work with SAFE Coalition~~
- Continue to accept Public Ways - **capital money**
- Continue Nu-Style project - **successful RFP, in process**
- Transition to Regional Dispatch - **in process, April 1st target date**
- Purchase 120-122 School Street from Dean for additional Library Parking
- Plan for charging stations for electric vehicles
- Implement “Green Community goals” - **in process Gap II grant, LED streets**
- Adopt Affordable Housing Plan - **To do in 2019**
- Customer Service technology improvements - **E-permitting expansion, website resources available**

- Historical Commission “Master Plan”
- ~~Town Council Procedures review~~
- Successful Collective Bargaining - Spring of 2019

Thoughts/questions/ideas from Councilors

- ~~IT security - future agenda - Technology Presentation to the Council~~
- Open Space future agenda - Ag Comm had a meeting exclusively dedicated to open space
- ~~Poultry bylaw - Discuss at EDG~~
- ~~Temporary sign bylaw - Discuss at EDG~~
- Sale of Town owned land -- Discuss at EDC

Other stuff we got done...

- Increased General Stabilization Fund to best practices of 5% of overall budget (\$6 million) for fiscal stability, good interest rates and good bond rating.
- DPW and Veterans Agent Built War Memorial Parkway for veterans and families to honor those who lost their lives in the line of duty.
- 3-4 Host Community Agreements for marijuana facilities - new revenues.
- Pot Consumption prohibition bylaw on public property.
- Ben Franklin Books Exhibit at the Library.
- Purchased state of the art voting machines and Poll Pads for easier check ins at voting.
- State Roving Archivist final report on preservation techniques to use at the Museum. Town Archivist and Curator to be hired in January 2019.
- Town wide Risk Assessment completed. Full compliance by staff March to June 2019.
- Increase Senior Tax Workoff program by \$1/hour.
- Library to meet the MAR requirement and being taken off the annual state waiver list.
- GAP II Grant for sewer station improvements to forward Green Communities goals
- LED Street lights - GC Goals. \$2.9 mill in operating budget savings over 20 years.
- Cashless Organization - more e-payments in progress, most counter service with credit card options.
- E-Permitting expansion to Administration, DPW, and soon Board of Health and Inspections.
- Police Resource Officer hired for Tri-County and the High School.

- Pavement Management Plan and Town Owned Assets studies completed to show a \$40 million backlog in public infrastructure.
- Lot Line Zoning cleanups
 - Raymond, Washington and Streets
 - Plain, Pond Street
 - Summer Street area.
- Parking changes in Commercial zones in town.
- Created Town Budget webpage w/ helpful resources.
- Replaced recycling center shed.
- Replace Town Administrator; sign new contract with new TA.
- 4 x 4 Police Schedule to save money and expand police force. diversify force by sponsoring two new women officers to the Academy.
- Food Trucks licensing process and fee.

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

June 30, 2018 Actuarial Valuation Report

GASB 74 & 75

TABLE OF CONTENTS

	<u>Page</u>
REPORT SUMMARY	
Introduction	1
GASB Statements No. 74 & No. 75	2
EXHIBITS	
1 Medical Premiums	8
2 Membership Distribution	9
3 Summary of Plan Provisions	10
4 Actuarial Methods and Assumptions	11
CERTIFICATION	17

Introduction

This report presents the Governmental Accounting Standards Statements 74 & 75 based on the findings of an actuarial valuation as of July 1, 2017, of the Franklin OPEB Plan. The liabilities were rolled forward from July 1, 2017. The Net Position Restricted for OPEB was not.

The actuarial valuation is based on:

- Plan Provisions as of July 1, 2017.
- Employee data provided by the Town
- Asset provided by the Town
- 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, 2018 is \$4,488,685. The 2017 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, 2017 Net Position	3,325,974
Employer Contributions	3,113,747
Employee Contributions	0
Other Payments	0
Benefit Payments	(2,311,621)
Expenses	(22,867)
Investment Income	<u>383,452</u>
June 30, 2018 Net Position	4,488,685

OPEB Liability as of June 30, 2018

The following presents the changes in the OPEB liability during FYE 2018.

June 30, 2017 Liability	72,621,770
Service Cost	2,749,555
Interest on Liability and Service Cost	5,560,968
Change in Plan Provisions	0
Experience (Gain) and Loss	0
Change in Assumptions	0
Benefit Payments	(2,495,281)
Other	<u>0</u>
June 30, 2018 Liability	78,437,012

Net OPEB Liability as of June 30, 2018

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 5.7%.

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Total OPEB Liability	\$ 90,953,516	\$ 78,437,012	\$ 68,360,026
Plan Fiduciary Net Position	<u>\$ 4,488,685</u>	<u>\$ 4,488,685</u>	<u>\$ 4,488,685</u>
Net OPEB Liability	\$ 86,464,831	\$ 73,948,327	\$ 63,871,341

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	\$ 65,664,023	\$ 78,437,012	\$ 94,581,799
Plan Fiduciary Net Position	<u>\$ 4,488,685</u>	<u>\$ 4,488,685</u>	<u>\$ 4,488,685</u>
Net OPEB Liability	\$ 61,175,338	\$ 73,948,327	\$ 90,093,114

OPEB Expense for FYE 2018

Service Cost	2,749,555
Interest	5,560,968
Difference in Experience - Amortization	0
Change in Assumptions - Amortization	0
Changes in Plan Provisions	0
Employee Contributions	0
Projected Earnings	(278,142)
Administration Expense	22,867
Other Changes in Fiduciary Net Position	0
Asset (Gain) / Loss Amortization	<u>(89,699)</u>
Total Expense	7,965,549

Schedules of Required Supplementary Information

	<u>2018</u>
Total OPEB Liability – Beginning	72,621,770
Total OPEB Liability – Ending (a)	78,548,421
Plan Fiduciary Net Position – Beginning	3,325,974
Plan Fiduciary Net Position – Ending (b)	4,488,685
Net OPEB Liability – Ending (a) – (b)	73,948,327
Plan Fiduciary Net Positions as a percentage of the Total OPEB Liability	5.7%
Covered-employee payroll	63,608,230
Net OPEB Liability as a percentage of Covered-employee Payroll	116.3%

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>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
2018	(105,310)	5	(21,062)	(21,062)	(21,062)	(21,062)	(21,062)
2017	(343,186)	5	(68,637)	(68,637)	(68,637)	(68,638)	

Reconciliation of Net OPEB Liability for 2018

NOL Beginning of Year	69,295,796
OPEB Expense	7,965,549
Employer Contributions	(3,297,407)
Deferred Outflows	0
Deferred Inflows	(15,611)
Revenue	<u>0</u>
NOL End of Year	73,948,327

EXHIBITS

EXHIBIT 1 – MEDICAL PREMIUM

Monthly Premiums effective July 1, 2017

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:

Tufts HMO Choice Copay Plan (individual)	\$705.76
Tufts HMO Choice Copay Plan(family)	\$1,803.56
Tufts Carelink PPO(individual)	\$874.85
Tufts Carelink PPO(family)	\$2,436.68
Tufts Medicare Preferred (individual)	\$315.00

Post 1990 retirees contribute towards their coverage in the amount of 32% of stated premiums, with the Tufts PPO plan and surviving spouses, which is paid at 50% by the Town. Pre-1990 retirees contribute 16% and 32%.

EXHIBIT 2 – MEMBERSHIP DATA**As of July 1, 2017****Number of Participants included in valuation**

	<u>School</u>	<u>Town</u>	<u>Water</u>	<u>Total</u>
Actives	828	241	11	1,080
Retired & Spouses (medical &/or life)	446	182	8	628
Total	1,274	423	19	1,708

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>2017</td> <td>5.5%</td> </tr> <tr> <td>2018</td> <td>5.0%</td> </tr> <tr> <td>2019 & after</td> <td>4.5%</td> </tr> </tbody> </table>	<u>Year</u>	<u>Inflation Rate</u>	2017	5.5%	2018	5.0%	2019 & after	4.5%
<u>Year</u>	<u>Inflation Rate</u>								
2017	5.5%								
2018	5.0%								
2019 & after	4.5%								
<i>Amortization Period:</i>	30-year level percent of pay assuming 4.0% aggregate annual payroll growth, open basis for Partial Prefunding. The amortization period is 30 years for all future valuations. Under Full Prefunding, a 30-year closed basis was used for the amortization. The amortization period is a specific number of years that is counted from one date, declining to zero with the passage of time.								
<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-</p>								

average premium is based on the medical plan coverage of current retirees under age 65.

Post-Age 65 Retirees:

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 retirees and beneficiaries for 2017-18 at age 64 and 65 are \$11,292 and \$3,368, respectively. Medicare eligible retirees' per capita claims costs at age 65 is \$3,229. 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	0.0191	10 - 19	0.060
55	0.0076	.1110	0.0370	20+	0.000
60	0.0065	.1871	0.0936		
62	0.0065	.2176	0.1741		
65	0.0000	1.0000	0.2500		

Mortality: It is assumed that both pre-retirement mortality and beneficiary mortality is represented by the RP-2014 Blue Collar Mortality with Scale MP-2016, fully generational. Mortality for retired members for Group 1 and 2 is represented by the RP-2014 Blue Collar Mortality Table set forward

five years for males and 3 years for females, fully generational. Mortality for retired members for Group 4 is represented by the RP-2014 Blue Collar Mortality Table set forward three years for males, and six years for females, fully generational. Mortality for disabled members for Group 1 and 2 is represented by the RP-2000 Mortality Table set forward six years. Mortality for disabled members for Group 4 is represented by the RP-2000 Mortality Table set forward two years. Generational adjusting is based on Scale MP-2016.

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:

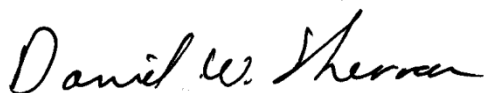
This report fairly represents the actuarial position of the Franklin OPEB Plan as of June 30, 2018, in accordance with generally accepted actuarial principles applied consistently with the preceding valuation. In our opinion, the actuarial assumptions used to compute actuarial accrued liability and normal 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

November, 2018

JUNE 30, 2017
ACTUARIAL VALUATION OF
THE POST RETIREMENT BENEFITS PLAN
OF
THE TOWN OF FRANKLIN

September 2017

TABLE OF CONTENTS

<u>Section</u>	<u>Item</u>	<u>Page</u>
SECTION I	OVERVIEW	1
SECTION II	REQUIRED INFORMATION	3
SECTION III	MEDICAL PREMIUMS	4
SECTION IV	BREAKOUTS	5
SECTION V	REQUIRED SUPPLEMENTARY INFORMATION.....	6
SECTION VI	NET OPEB OBLIGATION	7
SECTION VII	SCHEDULE OF EMPLOYER CONTRIBUTIONS	8
SCHEDULE A	ACTUARIAL ASSUMPTIONS AND METHODS	11
SCHEDULE B	SUMMARY OF PROGRAM PROVISIONS	16
SCHEDULE C	CONSIDERATIONS OF HEALTHCARE REFORM	17
SCHEDULE D	GLOSSARY OF TERMS.....	18

SECTION I - OVERVIEW

The Town of Franklin has engaged Sherman Actuarial Services, LLC (SAS) to prepare an actuarial valuation of their post-retirement benefits program as of June 30, 2017. This valuation was performed using employee census data, enrollment data, claims, premiums, participant contributions and plan provision information provided by personnel of the Town of Franklin. SAS did not audit these data, although they were reviewed for reasonability. The results of the valuation are dependent on the accuracy of the data.

The purposes of the valuation are to analyze the current funded position of the Town's post-retirement benefits program, determine the level of contributions necessary to assure sound funding and provide reporting and disclosure information for financial statements, governmental agencies and other interested parties. This valuation report contains information required by the Governmental Accounting Standards Board's Statements Nos. 43 and 45, respectively entitled "Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans" and "Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions."

According to GASB principles, if the benefits are not prefunded, the rate earned by the General Asset Account must be used to select the discount rate used to measure the plan. To measure on that basis we have used a discount rate of 4.0%. The Town is currently partially prefunding the obligation with additional contributions of \$400,000. Based on this policy, we have determined that a discount rate of 4.5% is appropriate for financial reporting purposes. If the Town were to commence fully prefunding the Annual Required Contribution instead of paying benefits when due plus \$400,000, the measurement would likely be based on a 7.5% discount rate.

Section II provides a summary of the principal valuation results. Section VII provides a projection of funding amounts.

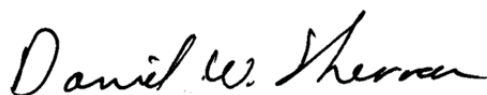
While the actuary believes that the assumptions are reasonable for financial reporting purposes, it should be understood that there is a range of assumptions that could be deemed reasonable that would yield different results. Moreover, while the actuary considers the assumption set to be reasonable based on prior plan experience, it should be understood that future plan experience may differ considerably from what has been assumed.

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 pension area. Based on over twenty years of performing FAS 106 valuations of similar complexity, Mr. Sherman is qualified by experience in retiree medical valuation. Daniel Sherman has met the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

The costs and actuarial exhibits presented in this report have been prepared in accordance with Generally Accepted Accounting Practices and the requirements of GASB 45. I am available to answer questions about this report.

Respectfully Submitted,

SHERMAN ACTUARIAL SERVICES, LLC



Daniel Sherman, ASA, MAAA

9/15/2017

Date

SECTION II - REQUIRED INFORMATION

a) Funding Policy	Full Pre-funding	Partial Pre-funding	
b) Discount Rate	7.5%	4.5%	
c) Actuarial valuation date	June 30, 2017	June 30, 2017	Difference
Actuarial Value of Assets	\$ 3,325,974	\$ 3,325,974	\$ 0
Actuarial Accrued Liability			
d) Active participants	\$ 44,575,862	\$ 84,669,872	\$ 40,094,010
Retired participants	28,977,172	39,942,405	10,965,233
e) Total AAL	\$ 73,553,034	\$ 124,612,277	\$ 51,059,243
f) Unfunded Actuarial Liability "UAL" [e - d]	\$ 70,227,060	\$ 121,286,303	\$ 51,059,243
g) Funded ratio [d / e]	4.5%	2.7%	-1.9%
h) Annual covered payroll	61,457,227	61,457,227	
i) UAL as percental of covered payroll	114.3%	197.4%	
j) Normal Cost for fiscal year end 2017	\$ 2,446,631	\$ 5,608,472	\$ 3,161,841
k) Amortization of UAL for fiscal year 2017 *	\$ 3,631,982	\$ 4,330,312	\$ 698,330
l) Interest to end of fiscal year	\$ 0	\$ 0	\$ 0
m) Annual Required Contribution "ARC" for fiscal year 2017 [j + k + l]	\$ 6,078,613	\$ 9,938,784	\$ 3,860,171
n) Benefit payments for fiscal 2018	\$ 2,387,829	\$ 2,387,829	\$ 0
o) Additional Funds for Prefunding [m - n]	\$ 3,690,784		

* 30-year amortization, increasing 4.0% per year

SECTION III - MEDICAL PREMIUMS**Monthly Premiums effective July 1, 2017**

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:

Tufts HMO Choice Copay Plan (individual)	\$705.76
Tufts HMO Choice Copay Plan(family)	\$1,803.56
Tufts Carelink PPO(individual)	\$874.85
Tufts Carelink PPO(family)	\$2,436.68
Tufts Medicare Preferred (individual)	\$315.00

Post 1990 retirees contribute towards their coverage in the amount of 32% of stated premiums, with the Tufts PPO plan and surviving spouses, which is paid at 50% by the Town. Pre-1990 retirees contribute 16% and 32%.

SECTION IV – BREAKOUTS

Number of Participants included in valuation

	<u>School</u>	<u>Town</u>	<u>Water</u>	<u>Total</u>
Actives	828	241	11	1,080
Retired & Spouses (medical &/or life)	446	182	8	628
Total	1,274	423	19	1,708

Accrued Liability @ 7.50%

Active	33,431,760	10,769,350	374,752	44,575,862
Retired	21,913,596	6,770,509	293,067	28,977,172
Total	55,345,356	17,539,859	667,819	73,553,034

Assets	2,548,527	749,492	27,954	3,325,974
Unfunded Liability	52,796,829	16,790,367	639,865	70,227,060

Annual Required Contribution

Normal Cost with interest	2,131,615	301,527	13,489	2,446,631
Amortization of UAL with interest	2,730,530	868,359	33,092	3,631,981
Total	4,862,145	1,169,886	46,581	6,078,612

Accrued Liability @ 4.5%

Active	65,169,933	18,856,489	643,450	84,669,872
Retired	30,314,240	9,224,262	403,903	39,942,405
Total	95,484,173	28,080,751	1,047,353	124,612,277

Assets	2,548,527	749,492	27,954	3,325,974
Unfunded Liability	92,935,646	27,331,259	1,019,399	121,286,303

Annual Required Contribution

Normal Cost with interest	4,941,450	636,979	30,043	5,608,472
Amortization of UAL with interest	3,318,102	975,814	36,396	4,330,312
Total	8,259,552	1,612,793	66,439	9,938,784

SECTION V - REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Funding Progress on a Pay-as-You-Go Basis - 4.5%

Actuarial Valuation Date	(a) Actuarial Value of Assets	(b) Actuarial Accrued Liability (AAL)	(b) - (a) Unfunded AAL (UAL)	(a) / (b) Funded Ratio	(c) Covered Payroll	[(b)-(a)]/(c) UAL as Percentage of Covered Payroll
June 30, 2007	0	116,638,532	116,638,532	0.00%	n/a	n/a
June 30, 2009	0	79,942,606	79,942,606	0.00%	53,737,744	148.8%
June 30, 2011	0	84,749,415	84,749,415	0.00%	52,999,681	159.9%
June 30, 2013	0	89,053,917	89,053,917	0.00%	53,065,851	167.8%
June 30, 2015	1,455,552	93,975,598	92,520,046	1.55%	57,381,408	161.2%
June 30, 2017	3,325,974	124,612,277	121,286,303	2.67%	61,457,227	197.4%

SECTION VI - NET OPEB OBLIGATION

GASB Statement No. 45 requires the development of Annual OPEB Cost and Net OPEB Obligation (NOO). This development is shown in the following table.

Development of OPEB Cost and Net OPEB Obligation (NOO)

Year Ending <u>June 30</u>	(a) Annual Required <u>Contribution</u>	(b) Interest on <u>NOO</u>	(c) Amortization of <u>NOO</u>	(d) Annual OPEB Cost <u>(a)+(b)-(c)</u>	(e) <u>Contribution*</u>	(f) Change in NOO <u>(d)-(e)</u>	(g) NOO <u>Balance</u>
2014	7,576,299	1,302,344	1,085,287	7,793,356	2,366,076	5,427,280	37,735,879
2015	7,537,942	1,698,115	1,347,292	7,888,765	2,645,822	5,242,942	42,978,821
2016	7,947,440	1,934,047	1,534,482	8,347,005	2,606,531	5,740,474	48,719,296
2017	9,938,784	2,192,368	1,739,436	10,391,716	3,129,055	7,262,660	55,981,956

* Includes \$622,000, \$400,000 and \$400,000 extra contributions for FYE15, FYE16 and FYE17, respectively.

SECTION VII - SCHEDULE OF EMPLOYER CONTRIBUTIONS

The Government Accounting Standards Board's Statement No. 45 "Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions" outlines various requirements of a funding schedule that will amortize the unfunded actuarial liability and cover normal costs. Amortization of the unfunded actuarial liability is to be based on a schedule that extends no longer than 30 years. The contribution towards the amortization of the unfunded actuarial liability may be made in level payments or in payments increasing at the same rate as salary increases. There is no requirement to actually fund the Annual Required Contribution, however.

In the amortization schedules shown on the following pages, the amortization of the unfunded accrued liability is increasing at 4.0% for 30 years. The normal cost is expected to increase at the same rate as the assumed ultimate health care trend rate. The contributions were computed assuming that the contribution is paid at the end of the fiscal year. Projected benefit payments/employer contributions reflect only the benefit for those individuals now employed or retired, not any future entrants.

Paragraph 12 of GASB 45 stipulates that valuations must be performed at least biennially. The following projections are intended only to illustrate long-term implications of Prefunding versus Pay-as-You-Go.

SECTION VI - SCHEDULE OF EMPLOYER CONTRIBUTIONS

Partial Prefunding - 4.5%

Fiscal Year	Amortization			Estimated
<u>Ending In</u>	<u>Normal Cost</u>	<u>of UAL</u>	<u>ARC*</u>	<u>Premium Cost</u>
2017	5,608,472	4,330,312	9,938,784	4,775,658
2018	5,860,853	4,530,353	10,391,206	5,458,110
2019	6,124,591	4,733,352	10,857,943	5,893,340
2020	6,400,198	4,933,735	11,333,933	6,497,063
2021	6,688,207	5,128,977	11,817,184	7,179,359
2022	6,989,176	5,321,744	12,310,920	7,795,584
2023	7,303,689	5,508,806	12,812,495	8,511,099
2024	7,632,355	5,685,440	13,317,795	9,363,410
2025	7,975,811	5,856,293	13,832,104	10,090,687
2026	8,334,722	6,012,180	14,346,902	11,078,287
2027	8,709,784	6,150,571	14,860,355	12,133,283
2028	9,101,724	6,272,434	15,374,158	13,157,399
2029	9,511,302	6,371,370	15,882,672	14,354,554
2030	9,939,311	6,453,858	16,393,169	15,364,715
2031	10,386,580	6,517,963	16,904,543	16,427,294
2032	10,853,976	6,570,317	17,424,293	17,306,121
2033	11,342,405	6,615,348	17,957,753	18,070,600
2034	11,852,813	6,647,328	18,500,141	19,005,482
2035	12,386,190	6,675,174	19,061,364	19,703,425
2036	12,943,569	6,697,063	19,640,632	20,470,739
2037	13,526,030	6,708,824	20,234,854	21,370,667
2038	14,134,701	6,705,226	20,839,927	22,428,190
2039	14,770,763	6,703,152	21,473,915	23,032,214
2040	15,435,447	6,704,896	22,140,343	23,604,544
2041	16,130,042	6,705,284	22,835,326	24,353,883
2042	16,855,894	6,712,502	23,568,396	24,909,209
2043	17,614,409	6,731,584	24,345,993	25,368,462
2044	18,407,057	6,743,288	25,150,345	26,404,441
2045	19,235,375	6,750,941	25,986,316	27,376,580
2046	20,100,967	6,758,930	26,859,897	28,261,676
2047	21,005,511	6,755,214	27,760,725	29,516,924

* Assumes payment is made at the end of the fiscal year.

SECTION VI - SCHEDULE OF EMPLOYER CONTRIBUTIONS

Full Prefunding Basis – 7.5%

Fiscal Year		Amortization		Estimated
<u>Ending In</u>	<u>Normal Cost</u>	<u>of UAL</u>	<u>ARC*</u>	<u>Premium Cost</u>
2017	2,446,631	3,631,981	6,078,612	4,775,658
2018	2,556,729	3,795,420	6,352,149	5,458,110
2019	2,671,782	3,966,214	6,637,996	5,893,340
2020	2,792,012	4,144,694	6,936,706	6,497,063
2021	2,917,653	4,331,205	7,248,858	7,179,359
2022	3,048,947	4,526,109	7,575,056	7,795,584
2023	3,186,150	4,729,784	7,915,934	8,511,099
2024	3,329,527	4,942,624	8,272,151	9,363,410
2025	3,479,356	5,165,042	8,644,398	10,090,687
2026	3,635,927	5,397,469	9,033,396	11,078,287
2027	3,799,544	5,640,355	9,439,899	12,133,283
2028	3,970,523	5,894,171	9,864,694	13,157,399
2029	4,149,197	6,159,409	10,308,606	14,354,554
2030	4,335,911	6,436,583	10,772,494	15,364,715
2031	4,531,027	6,726,229	11,257,256	16,427,294
2032	4,734,923	7,028,909	11,763,832	17,306,121
2033	4,947,995	7,345,210	12,293,205	18,070,600
2034	5,170,655	7,675,744	12,846,399	19,005,482
2035	5,403,334	8,021,153	13,424,487	19,703,425
2036	5,646,484	8,382,105	14,028,589	20,470,739
2037	5,900,576	8,759,300	14,659,876	21,370,667
2038	6,166,102	9,153,468	15,319,570	22,428,190
2039	6,443,577	9,565,374	16,008,951	23,032,214
2040	6,733,538	9,995,816	16,729,354	23,604,544
2041	7,036,547	10,445,628	17,482,175	24,353,883
2042	7,353,192	10,915,681	18,268,873	24,909,209
2043	7,684,086	11,406,886	19,090,972	25,368,462
2044	8,029,870	11,920,196	19,950,066	26,404,441
2045	8,391,214	12,456,605	20,847,819	27,376,580
2046	8,768,819	13,017,152	21,785,971	28,261,676
2047	9,163,416	-	9,163,416	29,516,924

* Assumes payment is made at the end of the fiscal year.

SCHEDULE A - ACTUARIAL ASSUMPTIONS AND METHODS

TOWN OF FRANKLIN, ALL GROUPS

Interest: Partial Prefunding: 4.50% per year, net of investment expenses
Full Prefunding: 7.50% per year, net of investment expenses

Actuarial Cost Method: Projected Unit Credit. 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.

Healthcare Cost Trend Rate:

<u>Year</u>	<u>Inflation Rate</u>
2017	5.5%
2018	5.0%
2019 & after	4.5%

Amortization Period: 30-year level percent of pay assuming 4.0% aggregate annual payroll growth, open basis for Partial Prefunding. The amortization period is 30 years for all future valuations. Under Full Prefunding, a 30-year closed basis was used for the amortization. The amortization period is a specific number of years that is counted from one date, declining to zero with the passage of time.

Participation: 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.

SCHEDULE A - ACTUARIAL ASSUMPTIONS AND METHODS**TOWN OF FRANKLIN, ALL GROUPS**

- Marital Status:*** 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.
- Pre-Age 65 Retirees:*** Current retirees who are under age 65 are assumed to remain in their current medical plan until age 65.
- 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.
- Post-Age 65 Retirees:*** 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 retirees and beneficiaries for 2017-18 at age 64 and 65 are \$11,292 and \$3,368, respectively. Medicare eligible retirees' per capita claims costs at age 65 is \$3,229. 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.

SCHEDULE A - ACTUARIAL ASSUMPTIONS AND METHODS

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	0.0191	10 - 19	0.060
55	0.0076	.1110	0.0370	20+	0.000
60	0.0065	.1871	0.0936		
62	0.0065	.2176	0.1741		
65	0.0000	1.0000	0.2500		

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

members for Group 1 and 2 is represented by the RP-2014 Blue Collar Mortality Table set forward five years for males and 3 years for females, fully generational. Mortality for retired members for Group 4 is represented by the RP-2014 Blue Collar Mortality Table set forward three years for males, and six years for females, fully generational. Mortality for disabled members for Group 1 and 2 is represented by the RP-2000 Mortality Table set forward six years. Mortality for disabled members for Group 4 is represented by the RP-2000 Mortality Table set forward two years. Generational adjusting is based on Scale MP-2016.

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.

SCHEDULE B - SUMMARY OF PROGRAM 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.

SCHEDULE C - CONSIDERATIONS OF HEALTH CARE REFORM

Early Retiree Reinsurance Program ("ERRP") - Effective June 1, 2011: Due to the short-term nature of the payments expected to be received under this program, we do not reflect this program in long-term GASB 45 liabilities.

Removal of Lifetime Maximum: The elimination of the lifetime maximums would have no impact on the retiree health plan obligations since, as far as we are aware, the plan has no lifetime maximums.

Medicare Advantage Plans - Effective January 1, 2011: The law provides for reductions to the amounts that would be provided to Medicare Advantage plans starting in 2011. Since the Town does not offer these plans, the reductions would have no impact.

Expansion of Child Coverage to Age 26: Since few retirees cover children on retiree health plans, this provision will likely have a relatively small effect on the gross benefit cost. We have reflected an estimate of the amount of additional cost by assuming a higher healthcare trend rate.

Medicare Part D Subsidy - Shrinking Medicare Prescription Drug "Donut Hole"- Starting January 1, 2011: RDS payments are not reflected as an ongoing offsetting item in GASB 45 valuations, and so no direct impact is reflected. RDS actuarial equivalence testing does not reflect the new donut hole shrinking Part D benefits. Thus, the changes to Medicare Part D have no impact on the calculations.

Excise Tax on High-Cost Employer Health Plans (aka Cadillac Tax) - Effective January 1, 2020: There is considerable uncertainty about how the tax would be applied, and considerable latitude in grouping of participants for tax purposes. We have estimated the impact and included it in the liabilities.

Other: We have not identified any other specific provision of health care reform that would be expected to have a significant impact on the measured obligation. As additional guidance on the legislation is issued, we will continue to monitor any potential impacts.

SCHEDULE D - GLOSSARY OF TERMS

Actuarial Accrued Liability

That portion, as determined by a particular Actuarial Cost Method, of the Actuarial Present Value of OPEB benefits and expenses which is not provided for by future Normal Costs and therefore is the value of benefits already earned.

Actuarial assumptions

Assumptions as to the occurrence of future events affecting OPEB costs, such as: mortality, withdrawal, disablement and retirement; changes in compensation and Government provided OPEB benefits; rates of investment earnings and asset appreciation or depreciation; procedures used to determine the Actuarial Value of Assets; characteristics of future entrants for Open Group Actuarial Cost Methods; and other relevant items.

Actuarial cost method

A procedure for determining the Actuarial Present Value of OPEB benefits and expenses and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Normal Cost and an Actuarial Accrued Liability.

Actuarial experience gain or loss

A measure of the difference between actual experience and that expected based upon a set of Actuarial Assumptions, during the period between two Actuarial Valuation dates, as determined in accordance with a particular Actuarial Cost Method.

Amortization (of unfunded actuarial accrued liability)

That portion of the OPEB plan contribution which is designed to pay interest on and to amortize the Unfunded Actuarial Accrued Liability or the Unfunded Frozen Actuarial Accrued Liability.

Annual OPEB cost

An accrual-basis measure of the periodic cost of an employer's participation in a defined benefit OPEB plan.

Annual required contributions of the employer (ARC)

The employer's periodic expense to a defined benefit OPEB plan, calculated in accordance with the parameters. It is the value of the cash contributions for a funded plan and the value of the expense entry in the profit and loss section of the financial statements.

Closed amortization period (closed basis)

A specific number of years that is counted from one date and, therefore, declines to zero with the passage of time. For example, if the amortization period initially is thirty years on a closed basis, twenty-nine years remain after the first year, twenty-eight years after the second year, and so forth. In contrast, an open amortization period (open basis) is one that begins again or is recalculated at each actuarial valuation date. Within a maximum number of years specified by law or policy (for example, thirty years), the period may increase, decrease, or remain stable.

Covered payroll

Annual compensation paid to active employees covered by an OPEB plan. If employees also are covered by a pension plan, the covered payroll should include all elements included in compensation on which contributions to the pension plan are based. For example, if pension contributions are calculated on base pay including overtime, covered payroll includes overtime compensation.

Defined benefit OPEB plan

An OPEB plan having terms that specify the benefits to be provided at or after separation from employment. The benefits may be specified in dollars (for example, a flat dollar payment or an amount based on one or more factors such as age, years of service, and compensation), or as a type or level of coverage (for example, prescription drugs or a percentage of healthcare insurance premiums).

Funded ratio

The actuarial value of assets expressed as a percentage of the actuarial accrued liability.

SCHEDULE D - GLOSSARY OF TERMS

Funding policy

The program for the amounts and timing of contributions to be made by plan members, employer(s), and other contributing entities (for example, state government contributions to a local government plan) to provide the benefits specified by an OPEB plan.

Healthcare cost trend rate

The rate of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.

Investment return assumption (discount rate)

The rate used to adjust a series of future payments to reflect the time value of money.

Level dollar amortization method

The amount to be amortized is divided into equal dollar amounts to be paid over a given number of years; part of each payment is interest and part is principal (similar to a mortgage payment on a building). Because payroll can be expected to increase as a result of inflation, level dollar payments generally represent a decreasing percentage of payroll; in dollars adjusted for inflation, the payments can be expected to decrease over time.

Level percentage of projected payroll amortization method

Amortization payments are calculated so that they are a constant percentage of the projected payroll of active plan members over a given number of years. The dollar amount of the payments generally will increase over time as payroll increases due to inflation; in dollars adjusted for inflation, the payments can be expected to remain level.

Net OPEB Obligation

The cumulative difference since the effective date of this Statement between annual OPEB cost and the employer's contributions to the plan, including the OPEB liability (asset) at transition, if any, and excluding (a) short-term differences and (b) unpaid contributions that have been converted to OPEB-related debt. It will be included as a balance sheet entry on the financial statements.

Normal cost

That portion of the Actuarial Present Value of OPEB benefits and expenses which is allocated to a valuation year by the Actuarial Cost Method. It is the value of benefits to be accrued in the valuation year by active employees.

OPEB-related debt

All long-term liabilities of an employer to an OPEB plan, the payment of which is not included in the annual required contributions of a sole or agent employer (ARC) or the actuarially determined required contributions of a cost-sharing employer. Payments generally are made in accordance with installment contracts that usually include interest. Examples include contractually deferred contributions and amounts assessed to an employer upon joining a multiple-employer plan.

Other postemployment benefits

Postemployment benefits other than pension benefits. Other postemployment benefits (OPEB) include postemployment healthcare benefits, regardless of the type of plan that provides them, and all postemployment benefits provided separately from a pension plan, excluding benefits defined as termination offers and benefits.

Pay-as-You-Go

A method of financing an OPEB plan under which the contributions to the plan are generally made at about the same time and in about the same amount as benefit payments and expenses becoming due.

Required supplementary information (RSI)

Schedules, statistical data, and other information that are an essential part of financial reporting and should be presented with, but are not part of, the basic financial statements of a governmental entity.

Franklin OPEB Plan
Full Prefunding Schedule without Implicit Subsidy

Fiscal Year	Amortization			Pay-As-You-Go	Additional Contribution
	<u>Ending</u>	<u>Normal Cost</u>	<u>of UAL</u>		
2017	2,266,552	3,351,996	5,618,548	2,212,078	3,406,470
2018	2,368,546	3,502,836	5,871,382	2,528,188	3,343,193
2019	2,475,131	3,660,463	6,135,594	2,729,786	3,405,808
2020	2,586,512	3,825,184	6,411,696	3,009,430	3,402,267
2021	2,702,905	3,997,318	6,700,223	3,325,468	3,374,754
2022	2,824,536	4,177,197	7,001,733	3,610,903	3,390,830
2023	2,951,640	4,365,171	7,316,811	3,942,328	3,374,483
2024	3,084,464	4,561,603	7,646,067	4,337,118	3,308,950
2025	3,223,265	4,766,876	7,990,141	4,673,991	3,316,150
2026	3,368,312	4,981,385	8,349,697	5,131,446	3,218,251
2027	3,519,886	5,205,547	8,725,433	5,620,119	3,105,315
2028	3,678,281	5,439,797	9,118,078	6,094,488	3,023,590
2029	3,843,804	5,684,588	9,528,392	6,649,008	2,879,384
2030	4,016,775	5,940,394	9,957,169	7,116,913	2,840,256
2031	4,197,530	6,207,712	10,405,242	7,609,098	2,796,144
2032	4,386,419	6,487,059	10,873,478	8,016,169	2,857,309
2033	4,583,808	6,778,977	11,362,785	8,370,275	2,992,510
2034	4,790,079	7,084,031	11,874,110	8,746,937	3,127,172
2035	5,005,633	7,402,812	12,408,445	9,140,549	3,267,896
2036	5,230,886	7,735,939	12,966,825	9,551,874	3,414,950
2037	5,466,276	8,084,056	13,550,332	9,981,708	3,568,623
2038	5,712,258	8,447,838	14,160,096	10,430,885	3,729,211
2039	5,969,310	8,827,991	14,797,301	10,900,275	3,897,026
2040	6,237,929	9,225,251	15,463,180	11,390,788	4,072,392
2041	6,518,636	9,640,387	16,159,023	11,903,373	4,255,650
2042	6,811,975	10,074,204	16,886,179	12,439,025	4,447,154
2043	7,118,514	10,527,543	17,646,057	12,998,781	4,647,277
2044	7,438,847	11,001,283	18,440,130	13,583,726	4,856,404
2045	7,773,595	11,496,341	19,269,936	14,194,994	5,074,942
2046	8,123,407	12,013,676	20,137,083	14,833,768	5,303,315
2047	8,488,960	-	8,488,960	15,501,288	-
2048	8,870,963	-	8,870,963	16,198,846	-



TOWN OF FRANKLIN

RESOLUTION 19-01

Acceptance of Gift – Franklin Council on Aging

WHEREAS, The Franklin Council on Aging will receive a generous donation not to exceed \$1,500 from the Fletcher Hospital Corporation to be used for continued charitable endeavors for the elderly of the Franklin Community.

NOW THEREFORE, BE IT RESOLVED THAT:

The Town Council of the Town of Franklin on behalf of Franklin Council on Aging gratefully accepts this generous donation to be used for continued charitable endeavors for the elderly of the Franklin Community and thanks the Fletcher Hospital Corporation for their continued support and generosity.

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

DATED: , 2019

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: ____ **NO:** ____

ABSTAIN: ____ **ABSENT:** ____

Teresa M. Burr
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

Fletcher Hospital Corporation
C/O P.O. Box K
Franklin, MA 02038

December 14, 2018

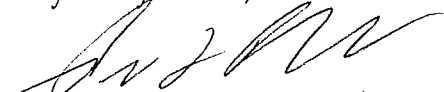
Franklin Council on Aging
10 Daniel McCahill Way
Franklin, MA 02038

Dear Ms Alves:

The Fletcher Hospital Corporation is pleased to offer the enclosed donation of \$1,500 to be used for your continued charitable endeavors for the elderly of the Franklin community. To complete our records and inform the Trustees of the Fletcher Hospital Corporation, a confirming reply would be appreciated detailing what the funds will be used for. Requests for future donations should be submitted in September of each year.

Your service to the Franklin community is appreciated.


Very Truly Yours,



Peter L. Brunelli, President
Fletcher Hospital Corporation


To be used for:
Dementia Friendly
Franklin

FLETCHER HOSPITAL CORPORATION 162
53-7301/2113
02

Date 12/14/18

Pay to the Order of Franklin Council on Aging \$ 1,500.00
Fifteen Hundred ⁰⁰/₁₀₀ Dollars  Security Features Details on Back


Charles River Bank
Medway, Massachusetts 02053
COA MS CRT 541

For 2018 Donations  MP

INTOUCH® CUSTOM CREATIONS®

Town of Franklin

Town Administrator
Tel: (508) 520-4949

Fax: (508) 520-4903



355 East Central Street
Franklin, Massachusetts 02038-1352

December 31, 2018

Fletcher Hospital Corporation
Attn: Peter Brunelli, President
% P.O. Box k
Franklin, MA 02038

Dear Mr. Brunelli,

On behalf of the Town of Franklin, I would like to thank you for your recent donation to the Council on Aging.

We appreciate your generosity and find it gratifying that you have chosen to give back to the community. Please call if I can ever be of assistance.

Warmest Regards,



Jeffrey D. Nutting
Town Administrator

cc: Karen Alves



TOWN OF FRANKLIN

RESOLUTION 19-09

Acceptance of Gift – Franklin Police Department

WHEREAS, The Franklin Police Department will receive a generous donation not to exceed \$2,500 from the Koudelka Family to be used for the continuing protection provided to the Franklin Community.

NOW THEREFORE, BE IT RESOLVED THAT:

The Town Council of the Town of Franklin on behalf of Franklin Police Department gratefully accepts this generous donation to be used for the continuing protection provided to the Franklin Community and thanks the Koudelka Family for their continued support and generosity.

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

DATED: , 2019

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: ____ **NO:** ____

ABSTAIN: ____ **ABSENT:** ____

**Teresa M. Burr
Town Clerk**

**Glenn Jones, Clerk
Franklin Town Council**

Dear JJ
and all of the
Franklin PD,




We wanted to wish you all a Merry
Christmas and Happy New Year! We are so
appreciative of the protection you provide to our community.
We pray for your safety and ask God to look over
your families. Be safe and know that you are truly
loved and respected by all of us.

Love
Frank!
Lorraine Koudelka



May His name renew your spirit and bring blessings of peace and joy
to you and those you love throughout the coming year.

Merry Christmas

	FRANCIS KOUDELKA OR LORRAINE J KOUDELKA 2 INDIAN BROOK LN FRANKLIN, MA 02038-2878	4938 53-13/110 MA 26553
Pay To The Order Of	Franklin Police Department Gift	Date 12/20/18
	Twenty five hundred and 00/100	\$ 2500 ⁰⁰ /100
		Dollars
Bank of America		
ACH R/T 011000138		

Town of Franklin

Town Administrator
Tel: (508) 520-4949



Fax: (508) 520-4903

355 East Central Street
Franklin, Massachusetts 02038-1352

December 31, 2018

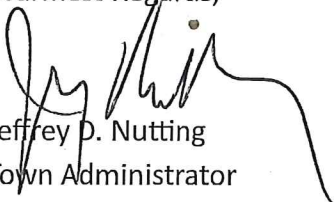
The Koudelka Family
2 Indian Brook Lane
Franklin, MA 02038

Dear Koudelka Family,

On behalf of the Town of Franklin, I would like to thank you for your recent donation to the Franklin Police Department.

We appreciate your generosity and find it gratifying that you have chosen to give back to the community. Please call if I can ever be of assistance.

Warmest Regards,



Jeffrey D. Nutting
Town Administrator

cc: Thomas Lynch, Chief of Police



TOWN OF FRANKLIN

RESOLUTION 19-10

Acceptance of Gift – Franklin Police Department

WHEREAS, The Franklin Police Department will receive a generous donation not to exceed \$100 from Joan Spiegel to be used for the continuing services provided to the Franklin Community.

NOW THEREFORE, BE IT RESOLVED THAT:

The Town Council of the Town of Franklin on behalf of Franklin Police Department gratefully accepts this generous donation to be used for the continuing services provided to the Franklin Community and thanks Joan Spiegel, Inc. for her continued support and generosity.

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

DATED: , 2019

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: ____ **NO:** ____

ABSTAIN: ____ **ABSENT:** ____

Teresa M. Burr
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

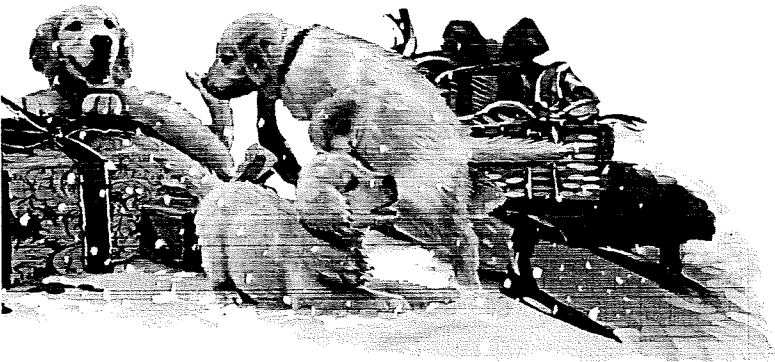
Christmas
2018




Best wishes at this
special time of year.

with thanks to
you all.

Happy Holidays

Sincerely
Joan E. Spiegel



JOAN E SPIEGEL 59 STONE RIDGE RD FRANKLIN MA 02038-3121	2474 53-13/110 MA 26553
	12/12/18 Date
Pay to the Order of <u>Franklin Police Dept.</u>	\$ 100.-
<u>One hundred dls</u> ⁰⁰ / ₁₀₀ Dollars	 Photo Safe Deposit* Details on back
Bank of America 	
ACH R/T 011000138	
For _____	<u>Joan E. Spiegel</u> 

Town of Franklin

Town Administrator
Tel: (508) 520-4949



Fax: (508) 520-4903

355 East Central Street
Franklin, Massachusetts 02038-1352

December 31, 2018

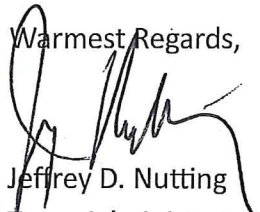
Joan Spiegall
59 Stone Ridge Road
Franklin, MA 02038

Dear Ms. Spiegall,

On behalf of the Town of Franklin, I would like to thank you for your recent donation to the Franklin Police Department.

We appreciate your generosity and find it gratifying that you have chosen to give back to the community. Please call if I can ever be of assistance.

Warmest Regards,


Jeffrey D. Nutting
Town Administrator

cc: Thomas Lynch, Chief of Police



TOWN OF FRANKLIN

RESOLUTION 19-11

Acceptance of Gift – Franklin Police Department

WHEREAS, The Franklin Police Department will receive a generous donation not to exceed \$50 from Guerriere & Halnon, Inc. to be used for the continuing services provided to the Franklin Community.

NOW THEREFORE, BE IT RESOLVED THAT:

The Town Council of the Town of Franklin on behalf of Franklin Police Department gratefully accepts this generous donation to be used for the continuing services provided to the Franklin Community and thanks Guerriere & Halnon, Inc. for their continued support and generosity.

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

DATED: , 2019

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: ____ **NO:** ____

ABSTAIN: ____ **ABSENT:** ____

Teresa M. Burr
Town Clerk

Glenn Jones, Clerk
Franklin Town Council



Guerriere & Halnon, Inc.

ENGINEERING & LAND SURVEYING

Est. 1972

www.gandhengineering.com

Milford Office
333 West Street
Post Office Box 235
Milford, MA 01757-0235
Phone (508) 473-6630
Fax (508) 473-8243

Franklin Office
55 West Central Street
Franklin, MA 02038-2101
Phone (508) 528-3221
Fax (508) 528-7921

Whitinsville Office
1029 Providence Road
Whitinsville, MA 01588-2121
Phone (508) 234-6834
Fax (508) 234-6723

December 20, 2018

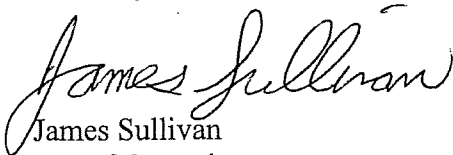
Town of Franklin Police Dept.
911 Panther Way
Franklin, MA 02038

To Whom It May Concern:

Please accept the enclosed check for your Holiday fund and as our thanks for your efforts throughout the year.

Wishing you a Happy New Year.

Sincerely,


James Sullivan
V.P of Operations

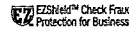
JJS/lao
Enclosure



**Guerriere &
Halnon, Inc.**
ENGINEERING & LAND SURVEYING

333 West Street
Post Office Box 235
Milford, Massachusetts 01757-0235

ROCKLAND TRUST
ROCKLAND, MASSACHUSETTS 02370
53-447/113



32431

12/19/2018

PAY TO THE
ORDER OF Town of Franklin Police Dept.

\$ **50.00

Fifty and 00/100*****

DOLLARS

Town of Franklin Police Dept.
911 Panther Way
Franklin, Ma 02038

MEMO

Donation

James Sullivan

MP

Town of Franklin

Town Administrator
Tel: (508) 520-4949

Fax: (508) 520-4903



355 East Central Street
Franklin, Massachusetts 02038-1352

December 31, 2018

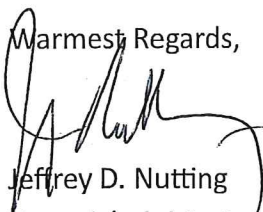
Guerriere & Halnon, Inc.
Attn: Mr. James Sullivan
55 West Central Street
Franklin, MA 02038

Dear Mr. Sullivan,

On behalf of the Town of Franklin, I would like to thank you for your recent donation to the Franklin Police Department.

We appreciate your generosity and find it gratifying that you have chosen to give back to the community. Please call if I can ever be of assistance.

Warmest Regards,


Jeffrey D. Nutting
Town Administrator

cc: Thomas Lynch, Chief of Police

FRANKLIN PLANNING & COMMUNITY DEVELOPMENT

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

MEMORANDUM

TO: JEFFREY D. NUTTING, TOWN ADMINISTRATOR
FROM: BRYAN W. TABERNER, AICP, DIRECTOR
RE: PROPOSED AMENDMENTS TO SIGN BYLAW
CC: JAMIE HELLEN, DEPUTY TOWN ADMINISTRATOR
MARK CEREL, TOWN ATTORNEY; GUS BROWN, BUILDING COMMISSIONER;
AMY LOVE, PLANNER
DATE: NOVEMBER 20, 2018

Several months ago the Department of Planning and Community Development (DPCD) and other Town staff began developing proposed amendments to the Town's Sign Bylaw, Chapter 185-20 of Franklin Town Code. The Sign Bylaw was last updated in 2012 and Town staff believed there were several small amendments needed.

The proposed changes have been discussed during four Economic Development Committee meetings, a Design Review Committee meeting, and numerous times by Town staff. In addition, DPCD researched the sign bylaws of eleven other Massachusetts communities, and received input from several Town residents while developing the draft Zoning Bylaw Amendments.

Needed updates to the Sign Bylaw required the following three Zoning Bylaw Amendments:

- Zoning Bylaw Amendment 18-822: Amendment To §185-20. Signs
- Zoning Bylaw Amendment 18-823: Amendment To Sign District Regulations
- Zoning Bylaw Amendment 18-824: Amendment To Sign District Overlay Map

The three Amendments are attached for review and consideration. Also attached is a summary of the more important changes being proposed.

DPCD believes the proposed changes sufficiently address identified problems with the Town's Sign Bylaw without negatively impacting commercial development or building reuse.

If Town Council supports the proposed Sign Bylaw update, DPCD recommends they refer Zoning By-law Amendments 18-822, 18-823 and 18-824 to the Planning Board for a Public Hearing.

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

TOWN OF FRANKLIN
ZONING BYLAW AMENDMENT 18-822:
CHANGES TO §185-20. SIGNS
A ZONING BY-LAW TO AMEND THE FRANKLIN TOWN CODE
AT CHAPTER 185, SECTION 20. SIGNS

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:

Chapter 185 of the Code of the Town of Franklin is hereby amended by the following ~~deletions~~ and additions to §185-20 Signs:

§ 185-20 Signs.

A. Purpose

The purpose of this Bylaw is to provide for the reasonable regulation and control of billboards, signs, and other advertising devices within the Town of Franklin in order to protect and enhance the appearance of the Town, as well as the health, safety, and welfare of its residents, without unduly restricting the conduct of lawful enterprise.

B. Applicability

- (1) All externally visible signs not exempt under State law or under Section F, Exemption of this Bylaw, shall be in compliance with the regulation contained within this Bylaw.
- (2) Only Temporary Signs described by this Bylaw shall be permitted. All others Temporary Signs are not permitted (see Attachment 10, Schedule of Permitted Signs per Sign District).
- (3) This bylaw establishes four separate sign districts with different regulations within each district (See Attachment 10, Schedule of Permitted Signs per Sign District). These districts are delineated on the map entitled Town of Franklin Sign Districts and created under 185-4, Districts enumerated.
 - (a) The Downtown Commercial District (hereafter DCD) consists of parcels within the Downtown Commercial and Rural Business Zoning Districts.
 - (b) The Commercial and Business Corridor District (hereafter CBCD) consists of parcels within the Commercial I, Commercial II, Business, and Limited Industrial Zoning Districts.
 - (c) The Industrial and Office Park District (hereafter IOPD) consists of parcels within the Industrial and Office Zoning Districts.
 - (d) The Residential District (hereafter RD) consists of parcels within all residential zoning districts.

- (4) Any preexisting sign that this bylaw makes nonconforming shall remain legally preexisting nonconforming until it **requires replacement. is replaced because of a change in use.** ~~When changed, the sign must conform to this bylaw.~~

C. Permit Requirements

- (1) General: The Building Commissioner shall determine sign compliance with the requirements of this bylaw including but not limited to size, shape, construction, location, lighting, materials, number, condition and method of mounting or affixing to various surfaces.
- (2) Permits.
- (a) All signs shall receive a permit from the Building Commissioner prior to installing or attaching any signs.
- (b) There shall be a fee assessed for a sign permit as set forth in Chapter 82, Franklin Town Code.
- (c) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a six month period.
- (d) The Building Commissioner may order immediate removal of any sign requiring a permit which has been erected without first obtaining such permit.
- (e) All signs within the CBCD, DCD, IOPD or RD are required by this bylaw to obtain approval from the Design Review Commission prior to the issuance of a sign permit from the Building Commissioner. Procedures for obtaining Design Review Commission approval are defined in §185-31(2), Design review.
- (3) Illumination
- (a) Signs may be externally illuminated provided that there shall be no glare cast onto adjacent residential properties or in a manner to disrupt the movement of pedestrian or vehicular traffic.
- (b) Signs may be internally illuminated in all sign districts other than the DCD and RD, provided that the background is dark in color and the letters are light in color, or there is an opaque shield between the light source and the sign panel that only allows the lettering area to be illuminated. Canopies or Awnings may also be internally illuminated. There shall be no glare or direct light reaching any adjacent residential properties or in a manner to disrupt the movement of pedestrian or vehicular traffic from an internally illuminated sign, canopy or awning.
- (4) Dimensional Requirements
- (a) General
- [1] The size of a sign consisting of individual letters or symbols attached to or painted on any type of surface, is the rectangular area that encloses all of the individual letters or symbols. This also includes Canopies and Awnings that have letters or logos as part **of**

~~or attached to~~ them. In addition, any area of material or color forming an integral part of the background of the display or which is used to differentiate the display from the backdrop shall be included in the total sign area calculation.

- [2] Only one side is counted in computing the area of a double-faced sign; however, not having a double-faced sign shall not allow the applicant to add additional square footage to the maximum square footage area allowed within the specific district that the sign is displayed.

(b) Freestanding Signs

- [1] The height of a freestanding sign is the vertical distance from the average finished grade of adjoining ground to the top of the highest attached component of the sign.

- [2] All freestanding signs shall be placed, based upon the Building Commissioner's determination in consultation with the Police Chief, at least ten feet from the ~~curb or edge of pavement when no curb is present~~ road right-of-way. Within the DCD, if in the Building Commissioner and the Police Chief determination that a freestanding sign can be installed closer to the ~~curb~~ road right-of-way, they can, at their option, authorize the sign to be installed no less than a distance of five feet from the ~~curb~~ road right-of-way. Criteria to be considered with regard to freestanding sign location include but are not limited to whether the sign blocks the view of oncoming vehicles or pedestrians, the width of the right-of-way and any conditions that may block the view of the sign.

- [3] Freestanding signs in the DCD, CBCD, IOPD may have a manually changeable reader board with no more than three lines of text. Reader boards shall be the color of the sign or white, with black, red, blue or white block letters and numbers. Reader boards shall be included in calculating the freestanding sign maximum square footage area.

- [4] Freestanding signs shall be supported with two uprights. No freestanding signs shall be wider than the distance between the uprights.

- [5] Freestanding signs are ~~encouraged~~ required to be landscaped with selected flora, no more than two feet above the average finished grade of adjoining ground. This requirement may be waived if the landscaping is determined to be a safety hazard based upon the Building Commissioner determination in consultation with the Police Chief. The criteria to be considered with regard to freestanding sign landscaping shall include but are not limited to whether the landscaping blocks the view of oncoming vehicles or pedestrians.

- [6] Properties having multiple establishments shall only be permitted one freestanding sign unless otherwise specified in Attachment 10 Schedule of Permitted Signs per Sign District.

(c) Other

[1] Properties within the IOPD **and CBCD** that are directly abutting or facing a residentially zoned district, shall have all signs reduced in size by 50%.

[2] No sign shall overhang a public way without prior written approval from the Town Administrator and proof of insurance as determined by the Town Administrator.

D. Temporary signs

(1) The following are requirements for temporary signs within the Town of Franklin unless otherwise regulated by this bylaw (See Attachment 10, Schedule of Permitted Signs per Sign District).

(a) Any new **business establishment** is permitted to display a temporary sign, **upon Building Commissioner review and approval, for up to 30 days** provided they have filed a complete application **for the permanent sign(s)** to the Design Review Commission. **Temporary signs can be displayed for up to 30 days after the Design Review Commission approval of the permanent sign(s).**

(b) Temporary signs shall be attached to the structure where the business is located.

(c) Temporary signs shall be no more than six sq.ft. in area, **unless otherwise specified in Attachment 10 Schedule of Permitted Signs per Sign District.**

(d) No temporary sign shall be internally or externally illuminated.

(e) No temporary signs shall be allowed within the Town right-of-way or on Town property unless prescribed by this Bylaw.

(f) All temporary signs shall be constructed with suitable materials to withstand the weather for the time period during which they are displayed. Any temporary sign that shows wear or tear shall be ordered removed by the Building Commissioner.

(g) No temporary sign shall be allowed that obstructs visibility, interferes with public access, or is otherwise determined to be a safety hazard by the Building Commissioner in consultation with the Police Chief.

(2) The following is a list of temporary signs with special permitting requirements and/or time frames for their display within the Town of Franklin.

(a) Real estate for sale or lease signs shall be no larger than five square feet in size for residential properties and twenty square feet for all other properties. These signs cannot be displayed until the building or property is available for sale or lease and shall be removed within a week of the sale or lease. These signs do not have to be attached to a building.

(b) **Non-profit event signs.** Signs pertaining to non-profit events shall be permitted to be displayed at locations designated by the Town.

All Signs must comply with Town display requirements and shall be permitted through the Building Commissioners Department. These will be allocated based upon the following criteria:

- (1) ~~Town~~ **Municipal** business
- (2) School business
- (3) ~~Town~~ **Municipal** or school related non-profit Business.
- (4) All other non-profit business

~~(3) — Political signs shall not be subject to a time limit. Political signs shall otherwise comply with the requirements for temporary signs contained in section D.(1)(e) through (g).~~

E. Prohibited Signs

- (1) Any signs having a part that moves or flashes, or signs of the traveling light or animated type, and all beacons and flashing devices, whether a part of, attached to or separate from a sign, are prohibited.
- (2) No liquid crystal display or light emitting diode signs are permitted within the Town of Franklin other than gas station signs displaying one price and no more than sixteen square feet in size.
- (3) Roof signs, billboard signs, inflatable signs or banners are prohibited.
- (4) No flags shall be allowed with the exception of those permitted in Subsection F(3).

F. Exemptions

- (1) Any sign permitted by the Building Commissioner as necessary for public safety or the public health.
- (2) Directional signs and directory signs bearing only property numbers, names of occupants or premises or other identification of premises, not exceeding one square feet in area and having no commercial connotations.
- (3) Flags and insignia of the United States government or the Commonwealth of Massachusetts, and historical date plaques or markers approved by the Historical Commission.
- (4) Legal notices, identification, informational or directional signs erected or required by government bodies.
- (5) **Political Signs are exempt, except they are subject to the dimensional requirements in Attachment 10 of this Zoning Bylaw, Schedule of Permitted Signs per Sign District.**

G. Sign Maintenance

All signs shall be structurally sound and free from all hazards caused or resulting from decay or the failure of structural members, fixtures, lighting or appurtenances. All signs shall be maintained in readable and clean condition and the site of the sign shall be maintained free of weeds, debris and rubbish.

Owner's of signs that are determined to be a safety hazard by the Building Commissioner in consultation with the Police Chief shall be directed to correct

the condition by the Building Commissioner. Failure to comply with the Building Commissioner's request will constitute an enforcement action.

H. Sign approvals.

- (1) Design Review Commission Sign Approvals
 - (a) All new signs and sign modifications must be reviewed and approved by the Design Review Commission prior to issuance of a Building Permit.
- (2) Application Submittal Requirements. Applicants must submit the following information concurrently, to be considered a complete application for review of Signs; incomplete applications may result in refusal of application.
 - (a) One, original, Form Q, Design Review Application with Questions A-F completed.
 - (b) Nine, color copies of the proposed sign rendering.
 - (c) Nine copies of the plan showing sign as required in §185-31.2C(1)(c)[5].
 - (d) Picture(s) of existing sign(s) if applicable.
- (3) Drawing Requirements.
 - (a) Color rendering of the proposed sign which includes but is not limited to the following detailed information:
 - [1] Type of sign (i.e. wall, pylon, etc.)
 - [2] Size/dimensions
 - [3] Style of lettering
 - [4] Colors being used (specific name of color)
 - [5] Materials
 - [6] Lighting (illuminated, nonilluminated)
 - [7] Style of lighting being used (internally illuminated, externally illuminated) and provide details of lighting fixtures.
 - (b) A plan showing the proposed location of existing signs or proposed signs and any proposed landscaping, if applicable to sign area.
- (4) Review Criteria.
 - (a) Signs shall be reviewed by the Design Review Commission according to the criteria set forth in the *Design Review Commission Design Review Guidelines, Part IV Sign Guidelines*, ~~(and Attachment 10, of this Zoning Bylaw)~~, **Schedule of Permitted Signs per Sign District.**

I. Enforcement

- (1) The Enforcement Agent for this bylaw shall be the Building Commissioner or his designee and the Franklin Police Department.
- (2) The Building Commissioner may order the cessation, repair, alteration, correction or removal of any sign that is not in compliance with the provisions of this bylaw.

(3) Any sign may be inspected periodically by the Building Commissioner for compliance with this bylaw and other requirements of law. Any sign which has been ordered removed by Building Commissioner, or is abandoned or discontinued, shall be removed by the sign owner or the owner of the property on which the sign is located within 30 days of written notice from the Building Commissioner. Violation of any provision of this by-law or any lawful order of the Building Commissioner shall be subject to the following fines. Each day that violation continues shall constitute a separate offense.

- (1) First Offense: \$50.00.
- (2) Second Offense: \$100.00.
- (3) Third and Subsequent Offense: \$200.00.

J. Appeals. Any Applicant may appeal a Design Review Commission decision to the Zoning Board of Appeals (ZBA) within 10 days of the decision, by filing the appeal in writing to the ZBA Administrative Secretary specifying the grounds for such appeal. Any Applicant may appeal the Building Commissioner’s order of removal to the Zoning Board of Appeals within 10 days of the issuance of written notice, by filing the appeal in writing to the ZBA Administrative Secretary specifying the grounds for such appeal. Refer to Section 185-45 **Zoning Administration and Enforcement** for more information regarding the ZBA.

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: _____, 2019

VOTED:
UNANIMOUS _____

A True Record Attest:

YES _____ **NO** _____

ABSTAIN _____

Teresa M. Burr
Town Clerk

ABSENT _____

Glenn Jones, Clerk

Town of Franklin



TOWN OF FRANKLIN
TOWN CLERK

2018 DEC 12 A 9:39

RECEIVED

Planning Board

**The following notice will be published in the Milford Daily Newspaper on
Monday, December 24, 2018 and again on Monday, December 31, 2018**

In accordance with the provisions of M.G.L. Chapter 40A, Section 5, notice is hereby given that the Planning Board will hold a Public Hearing on January 7, 2019 at 7:10 PM and the Town Council will hold a Public Hearing on January 9, 2019 at 7:10 PM in the Town Council Chambers of the Municipal Building, 355 East Central Street, to consider amending the Code of the Town of Franklin as follows:

TOWN OF FRANKLIN ZONING BY-LAW AMENDMENTS

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT: The Code of the Town of Franklin is hereby amended by making the following amendments:

- Zoning Bylaw Amendment 18-822: Changes to 185-20. Signs
- Zoning Bylaw Amendment 18-823: Changes to Sign District Regulations
- Zoning Bylaw Amendment 18-824: Changes to Sign District Overlay Map

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

The zoning changes, regulations and overlay map of said amendments may be reviewed in the Department of Planning and Community Development during normal business hours (Monday, Tuesday and Thursday - 8:00 AM to 4:00 PM, Wednesday - 8:00 AM to 6:00 PM, and Friday - 8:00 AM to 1:00 P.M).

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

Anthony Padula, Chairman
Franklin Planning Board

Thomas Mercer, Chairman
Franklin Town Council

FRANKLIN PLANNING & COMMUNITY DEVELOPMENT

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

MEMORANDUM

TO: JEFFREY D. NUTTING, TOWN ADMINISTRATOR
FROM: BRYAN W. TABERNER, AICP, DIRECTOR
RE: PROPOSED AMENDMENTS TO SIGN BYLAW
CC: JAMIE HELLEN, DEPUTY TOWN ADMINISTRATOR
MARK CEREL, TOWN ATTORNEY; GUS BROWN, BUILDING COMMISSIONER;
AMY LOVE, PLANNER
DATE: NOVEMBER 20, 2018

Several months ago the Department of Planning and Community Development (DPCD) and other Town staff began developing proposed amendments to the Town's Sign Bylaw, Chapter 185-20 of Franklin Town Code. The Sign Bylaw was last updated in 2012 and Town staff believed there were several small amendments needed.

The proposed changes have been discussed during four Economic Development Committee meetings, a Design Review Committee meeting, and numerous times by Town staff. In addition, DPCD researched the sign bylaws of eleven other Massachusetts communities, and received input from several Town residents while developing the draft Zoning Bylaw Amendments.

Needed updates to the Sign Bylaw required the following three Zoning Bylaw Amendments:

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The three Amendments are attached for review and consideration. Also attached is a summary of the more important changes being proposed.

DPCD believes the proposed changes sufficiently address identified problems with the Town's Sign Bylaw without negatively impacting commercial development or building reuse.

If Town Council supports the proposed Sign Bylaw update, DPCD recommends they refer Zoning By-law Amendments 18-822, 18-823 and 18-824 to the Planning Board for a Public Hearing.

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

Sponsor: *Administration*

TOWN OF FRANKLIN
ZONING BYLAW AMENDMENT 18-823:
CHANGES TO SIGN DISTRICT REGULATIONS
A ZONING BY-LAW TO AMEND THE FRANKLIN TOWN CODE
AT CHAPTER 185, ATTACHMENT 10: SCHEDULE
OF PERMITTED SIGNS PER SIGN DISTRICT

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:

Chapter 185 of the Code of the Town of Franklin is hereby amended by the following **deletions** and **additions** to §185, Attachment 10: Schedule of Permitted Signs Per Sign District:

Attachment 10
Schedule of Permitted Signs per Sign District

Type Sign	Downtown Commercial District	Commercial Business Corridor District	Industrial - Office Park District	Residential District
Wall Signs				
First Floor Storefront Facing Street	No more than 24 Sq.Ft. or 10% of Front Façade ¹	No more than 48 Sq.Ft. or 2 Sq.Ft. per Linear Ft of Frontage ¹	No more than 60 Sq.Ft.	No more than 15 Sq.Ft. for a business with a Special Permit or Variance
				No more than 10 Sq.Ft. for Home Occupation or Professional Office
				All others no more than 3 Sq.Ft.
First Floor Storefront Facing Street Corner	No more than 36 Sq.Ft. or 15% of 1 Facade Divided into 2 ¹ .	No more than 64 Sq.Ft. divided into 2 Signs.	No more than 90 Sq.Ft. Divided into 2 Signs.	No more than 23 Sq.Ft. divided into 2 Signs for a business, with Special Permit or Variance.
				All others not permitted
Upper Floors Facing Street	Not Permitted	No more than 6 Sq.Ft.	Not Permitted	Not Permitted
Freestanding Signs				
Single or Multiple Entity	No more than 40 Sq.Ft. and No More Than 14 Ft. High	No more than 60 Sq.Ft. and No More Than 20 Ft. High	No more than 60 Sq.Ft. and No More Than 25 Ft. High	No more than 20 Sq.Ft. and No more than 6 Ft. high for a business with Special Permit or Variance All Others Not Permitted
<u>Single establishment</u>	<u>One sign no more than 30 Sq.Ft. and no more than 14 Ft. High</u>	<u>One sign no more than 50 Sq.Ft. and no more than 20 Ft. High</u>	<u>One sign no more than 50 Sq.Ft. and no more than 25 Ft. High</u>	<u>One sign no more than 20 Sq.Ft. and no more than 6 Ft. high for an establishment with Special Permit or Variance</u> All Others Not Permitted
<u>Single establishment with access from two roadways</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 15 Sq.Ft. and no more than 7 Ft. High</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 20 Sq.Ft. and no more than 10 Ft. High</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 20 Sq.Ft. and no more than 10 Ft. High</u>	<u>Second freestanding sign not permitted</u>
<u>Multiple establishments on same property</u>	<u>One shared sign no more than 40 Sq.Ft. and no more than 14 Ft. High</u>	<u>One shared sign, 50 Sq.Ft. for first establishment and 10 Sq.Ft. for each additional establishment, not to exceed a total of 80 Sq.Ft., and no more than 20 Ft. High.^{3,4}</u>	<u>One shared sign no more than 60 Sq.Ft. and no more than 25 Ft. High</u>	<u>One shared sign no more than 20 Sq.Ft. and no more than 6 Ft. high for establishments with Special Permit or Variance</u>
<u>Multiple establishments on same property with access from two roadways</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 15 Sq.Ft. and no more than 7 Ft. High</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 20 Sq.Ft. and no more than 10 Ft. High</u>	<u>One additional freestanding sign permitted near secondary access drive, no more than 20 Sq.Ft. and no more than 10 Ft. High</u>	<u>Second freestanding sign not permitted</u>

Type Sign	Downtown Commercial District	Commercial Business Corridor District	Industrial - Office Park District	Residential District
Window Signs				
First Floor Facing Street	No more than 6 Sq.Ft. or 10% of Window Surface ¹	No more than 6 Sq.Ft. or 10% of Window Surface ¹	No more than 6 Sq.Ft. or 10% of Window Surface ¹	Not Permitted
Upper Floors Facing Street	No more than 4 Sq.Ft. or 10% of Window Surface ¹	No more than 20% of Window Surface	No more than 20% of Window Surface	Not Permitted
Door Sign	No more than 2 Sq.Ft.	No more than 2 Sq.Ft.	No more than 2 Sq.Ft.	No more than 2 Sq.Ft.
Reader Boards				
Attached to Freestanding Sign	Manual with no more than 3 Lines of Text	Manual with no more than 3 Lines of Text	Manual with no more than 3 Lines of Text	Not Permitted
Awning or Canopy Signs				
First Floor	No more than 10 Sq.Ft. of Signage	No more than 10 Sq.Ft. of Signage	No more than 10 Sq.Ft. of Signage	No more than 10 Sq.Ft. of Signage
Upper Floors	Not Permitted	Not Permitted	Not Permitted	Not Permitted
Off-Site Signs				
Freestanding or Wall	Not Permitted	Not Permitted	Not Permitted	Not Permitted
Temporary Signs				
Non-Profits and Charities	Check for Availability of Town Displays	Check for Availability of Town Displays	Check for Availability of Town Displays	Check for Availability of Town Displays
Project Construction Signage	No more than 80 Sq.Ft. or 1 Sq.Ft. per Linear Ft of Frontage¹	No more than 80 Sq.Ft. or 1 Sq.Ft. per Linear Ft of Frontage¹	No more than 80 Sq.Ft. or 1 Sq.Ft. per Linear Ft of Frontage¹	No more than 16 Sq.Ft. of Signage
All Other Temporary Signs	See §185-20.(D)	See §185-20.(D)	See §185-20.(D)	See §185-20.(D)
Public Use and Safety Signs				
All Sign Types	Permitted	Permitted	Permitted	Permitted
Political Signs				
Freestanding or Wall	No more than 32 Sq.Ft.	No more than 32 Sq.Ft.	No more than 32 Sq.Ft.	No more than 32 Sq.Ft.
Signs Expressing a Political Opinion	No more than 16 Sq.Ft.	No more than 16 Sq.Ft.	No more than 16 Sq.Ft.	No more than 16 Sq.Ft.
Signs Promoting a Candidate or Issue	No more than 16 Sq.Ft.— Displayed for no more than 7 Days— After Vote	No more than 16 Sq.Ft.— Displayed for no more than 7 Days— After Vote	No more than 16 Sq.Ft.— Displayed for no more than 7 Days— After Vote	No more than 16 Sq.Ft.— Displayed for no more than 7 Days— After Vote

¹ Whichever is Smaller

² The Rural Business Zoning District has the same sign regulations as the Downtown Commercial Sign District.

³ For properties with multiple establishments where one establishment is a gasoline station, 1 additional freestanding sign is allowed for the purpose of displaying the brand and the price of gasoline.

⁴ For large commercial developments with more than 25,000 Sq.Ft. of floor space and multiple establishments, a freestanding sign greater than 80 Sq.Ft., but no greater than 120 Sq.Ft. may be allowed by Planning Board special permit.

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: _____, 2019

VOTED:

UNANIMOUS _____

A True Record Attest:

YES _____ **NO** _____

Teresa M. Burr
Town Clerk

ABSTAIN _____

ABSENT _____

Glenn Jones, Clerk

Town of Franklin



TOWN OF FRANKLIN
TOWN CLERK

2018 DEC 12 A 9:39

RECEIVED

Planning Board

**The following notice will be published in the Milford Daily Newspaper on
Monday, December 24, 2018 and again on Monday, December 31, 2018**

In accordance with the provisions of M.G.L. Chapter 40A, Section 5, notice is hereby given that the Planning Board will hold a Public Hearing on January 7, 2019 at 7:10 PM and the Town Council will hold a Public Hearing on January 9, 2019 at 7:10 PM in the Town Council Chambers of the Municipal Building, 355 East Central Street, to consider amending the Code of the Town of Franklin as follows:

TOWN OF FRANKLIN ZONING BY-LAW AMENDMENTS

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT: The Code of the Town of Franklin is hereby amended by making the following amendments:

- Zoning Bylaw Amendment 18-822: Changes to 185-20. Signs
- Zoning Bylaw Amendment 18-823: Changes to Sign District Regulations
- Zoning Bylaw Amendment 18-824: Changes to Sign District Overlay Map

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

The zoning changes, regulations and overlay map of said amendments may be reviewed in the Department of Planning and Community Development during normal business hours (Monday, Tuesday and Thursday - 8:00 AM to 4:00 PM, Wednesday - 8:00 AM to 6:00 PM, and Friday - 8:00 AM to 1:00 P.M).

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

Anthony Padula, Chairman
Franklin Planning Board

Thomas Mercer, Chairman
Franklin Town Council

FRANKLIN PLANNING & COMMUNITY DEVELOPMENT

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

MEMORANDUM

TO: JEFFREY D. NUTTING, TOWN ADMINISTRATOR
FROM: BRYAN W. TABERNER, AICP, DIRECTOR
RE: PROPOSED AMENDMENTS TO SIGN BYLAW
CC: JAMIE HELLEN, DEPUTY TOWN ADMINISTRATOR
MARK CEREL, TOWN ATTORNEY; GUS BROWN, BUILDING COMMISSIONER;
AMY LOVE, PLANNER
DATE: NOVEMBER 20, 2018

Several months ago the Department of Planning and Community Development (DPCD) and other Town staff began developing proposed amendments to the Town's Sign Bylaw, Chapter 185-20 of Franklin Town Code. The Sign Bylaw was last updated in 2012 and Town staff believed there were several small amendments needed.

The proposed changes have been discussed during four Economic Development Committee meetings, a Design Review Committee meeting, and numerous times by Town staff. In addition, DPCD researched the sign bylaws of eleven other Massachusetts communities, and received input from several Town residents while developing the draft Zoning Bylaw Amendments.

Needed updates to the Sign Bylaw required the following three Zoning Bylaw Amendments:

- Zoning Bylaw Amendment 18-822: Amendment To §185-20. Signs
- Zoning Bylaw Amendment 18-823: Amendment To Sign District Regulations
- Zoning Bylaw Amendment 18-824: Amendment To Sign District Overlay Map

The three Amendments are attached for review and consideration. Also attached is a summary of the more important changes being proposed.

DPCD believes the proposed changes sufficiently address identified problems with the Town's Sign Bylaw without negatively impacting commercial development or building reuse.

If Town Council supports the proposed Sign Bylaw update, DPCD recommends they refer Zoning By-law Amendments 18-822, 18-823 and 18-824 to the Planning Board for a Public Hearing.

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

TOWN OF FRANKLIN
ZONING BY-LAW AMENDMENT 18-824
CHANGES TO SIGN DISTRICT OVERLAY MAP
A ZONING BY-LAW TO AMEND THE FRANKLIN TOWN CODE AT
CHAPTER 185, SECTION 4 DISTRICTS ENUMERATED

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:

Chapter 185 of the Code of the Town of Franklin is hereby amended by deleting the current Sign District Map created by adoption of Zoning Bylaw Amendment 12-671, and replacing with the following:

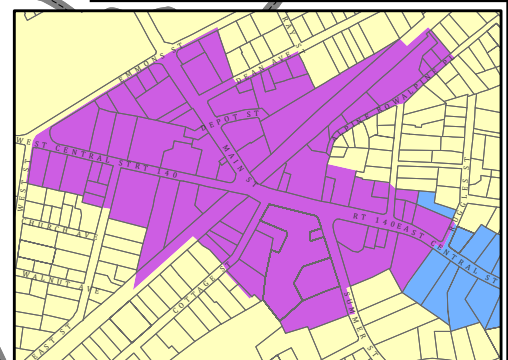
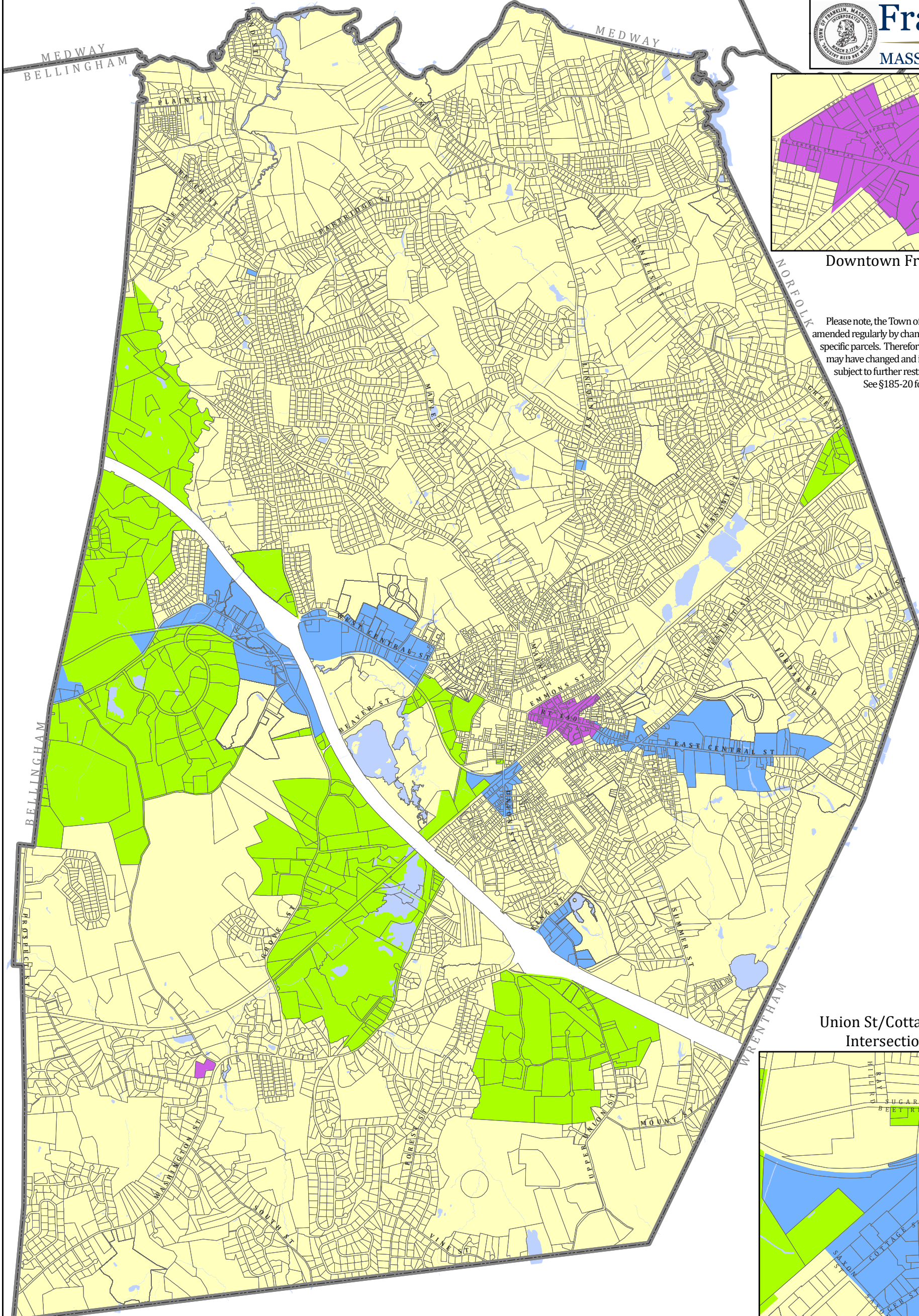
SIGN Districts

- Commercial and Business Corridor District
- Downtown Commercial District
- Industrial & Office Park District
- Residential District
- Parcel Line
- Water
- Municipal Boundary

18-824

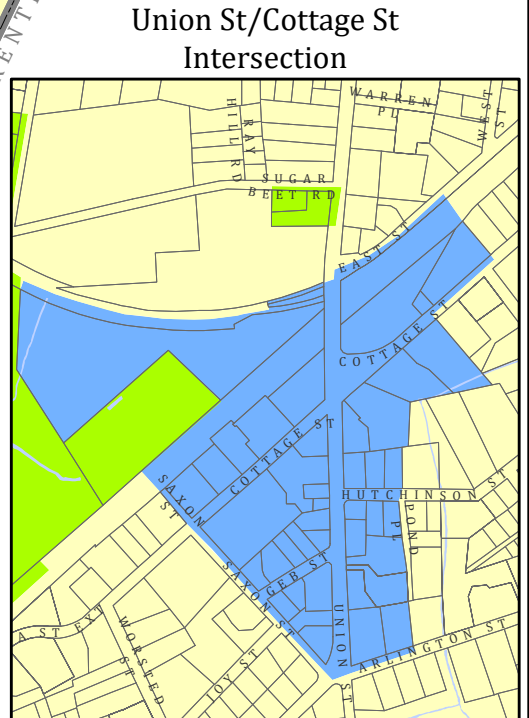
Kilometers 0 0.275 0.55

Miles 0 0.275 0.55



Downtown Franklin

Please note, the Town of Franklin's Zoning Map is amended regularly by changing the zoning district of specific parcels. Therefore the sign districts shown may have changed and individual parcels may be subject to further restrictions upon application. See §185-20 for additional information.



Union St/Cottage St Intersection

Sign District Overlay Map Adopted March 21, 2012 by Zoning Bylaw Amendment 12-671

Amended through December ____, 2018 by Zoning Bylaw Amendment 18-824

-Amendment 18-824: 12-xx-2018

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

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: _____, 2019

VOTED:

UNANIMOUS _____

A True Record Attest:

YES _____ **NO** _____

Teresa M. Burr
Town Clerk

ABSTAIN _____

ABSENT _____

Glenn Jones, Clerk

Town of Franklin



TOWN OF FRANKLIN
TOWN CLERK

2018 DEC 12 A 9:39

RECEIVED

Planning Board

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Anthony Padula, Chairman
Franklin Planning Board

Thomas Mercer, Chairman
Franklin Town Council

Town of Franklin

Town Administrator
Tel: (508) 520-4949



Fax: (508) 520-4903

355 East Central Street
Franklin, Massachusetts 02038-1352

Date: January 2, 2018
To: Town Council
From: Jamie Hellen
Re: Proposed change to the Liquor License Bylaw

Please find attached a request to change the current liquor License Bylaw to exempt an establishment which holds an Alcoholic Beverage Control Commission- issued farmers series license pursuant to GL Chapter 138 Section 19B (winery), Section 19C (brewery) or Section 19E (distillery) from the requirement to serve food.

Councilor Kelly requested that we research other Towns and Cities in the region as well as a few other States to determine if Breweries, Wineries or Distilleries have a food requirement. Please see attached for our research findings.

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



Sponsor: Administration

**TOWN OF FRANKLIN
BYLAW AMENDMENT 19-835
CHAPTER 47, ALCOHOLIC BEVERAGES**

A BYLAW TO AMEND THE CODE OF THE TOWN OF FRANKLIN AT CHAPTER 47.

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL that Chapter 47 of the Code of the Town of Franklin is amended by adding to Section 47-17 as follows:

47-17. Food requirement for restaurant liquor licenses.

Licenses issued under MGL c.138, § 12, for restaurant or innholder licenses, shall be issued only to duly licensed common victualer and innholders who have adequate and sanitary kitchen and dining room equipment and capacity for preparing, cooking, and serving suitable food for strangers, travelers and other patrons, as required by MGL c. 140. It shall be the obligation of all licensees and managers thereof to ensure continuous compliance with this requirement. All such licensees are obligated to provide food for the entire time period during which alcohol of alcoholic beverages may be purchased. The availability of snack food, such as popcorn, beef sticks, pretzels, candy and the like, shall not satisfy this requirement. The requirements contained in this section shall not apply to a theatre, performing arts center or other venue, the primary use of which is an arts or cultural facility. The requirements contained in this section shall also not apply to an establishment which holds an Alcoholic Beverage Control Commission –issued farmers series license issued pursuant to GL Chapter 138 Section 19B (winery), Section 19C(brewery) or Section 19E (distillery).

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



DATED: _____, 2019

VOTED:
UNANIMOUS _____
YES _____ **NO** _____
ABSTAIN _____
ABSENT _____

A True Record Attest:

**Teresa M. Burr
Town Clerk**

**Glenn Jones, Clerk
Franklin Town Council**

Farmers Series License Food Requirement Information

<u>Town</u>	<u>Yes/No</u>	<u>Notes</u>	<u>Brewery</u>
Hudson	No		Medusa Brewing
Charlton	No		Treeshouse Brewing
Milford	No		Craft Roots Brewing
Hopkinton	No	Customers can order food from Waterfresh Farms- next door	Start Line Brewing
Framingham	No	However both have Common Victualer License	Jack's Abbey
Norton	No		Bog Island Brewing
Woonsocket RI	No		Ravenous Brewing Company
Bridgewater	No		Black Hat Brewing
<u>State</u>			
State of Oregon	No		
State of Washington	No		
State of Colorado	No		