



Master Plan Committee
Agenda
February 7, 2024

Meeting will be held at the Municipal Building
3rd Floor Training Room
355 East Central Street
6:30 PM

A NOTE TO RESIDENTS: All citizens are welcome to attend public board and committee meetings in person. The meetings will also be live-streamed by Franklin TV and shown on Comcast Channel 9 and Verizon Channel 29. Recordings of meetings are available on Franklin TV's "Franklin Town Hall TV" YouTube channel. Additionally, in an effort to maximize citizen engagement opportunities, citizens will be able to continue to participate remotely via phone OR Zoom.

Link to access the Feb. 7, 2024 Subcommittee Meeting:

Meeting Link [HERE](#) -- Then click "Open Zoom"

Or copy and paste this URL into your browser:

<https://us02web.zoom.us/j/84116841828>

Call-In Phone Number: Call 1-929-205-6099 & enter Meeting ID: 84116841828 then press #

**Town of Franklin - Master Plan Committee Agenda
February 7, 2024**

1. Subcommittee Updates
2. Meeting Minutes January 10 & January 24
3. Planning for Public Outreach Meeting

Master Plan Update Committee 2023

Meeting Minutes

January 10, 2024, 6:30 PM

Third Floor Training Room

355 East Central Street

This meeting was available to be attended in person by all citizens. The meeting was also live-streamed by Franklin TV and shown on Comcast Channel 11 and Verizon Channel 29.

Recordings have been made available on Franklin TV's "Franklin Town Hall TV" YouTube channel. Additionally, citizens were able to participate remotely via phone and Zoom.

Committee Members in Attendance: *Chair Glenn Jones; Vice Chair Cobi Frongillo; Clerk Melanie Hamblen; Kenneth Elmore; Joe Halligan; Ginelle Lang; Gino Carlucci; Rick Power; Eric Steltzer; Meghann Hagen; Bruce Hunchard; Jennifer Williams;*

Committee Members Absent: *Erin Gallagher;*

Others in Attendance: *Amy Love, Town Planner; Maxwell Morrongiello*

Chair Glenn Jones called the meeting to order at 6:30 PM.

Meeting Minutes

Clerk Hamblen motioned to approve the minutes for the November 8 and November 29, 2023 Master Plan Meetings. Seconded by Member Halligan. The Committee voted unanimously in favor of approving both sets of minutes.

Subcommittee Updates

Member Elmore updated the Committee on when the next Housing and Economic Development subcommittee meetings will be. Vice Chair Frongillo provided an update on the CSFC subcommittee's meeting just prior to the main Committee meeting, and said that they are preparing to schedule a public hearing in collaboration with GATRA on January 25 at the Senior Center. Member Lang updated the Committee on the Land Use & Zoning subcommittee planning the dates for their future meetings. Member Hagen updated to say that the OSRP & NCHR subcommittee was confirming a date for its first public hearing at the Library on February 3 or February 17. Member Carlucci updated the Committee on the Sustainability subcommittee planning to schedule its future meetings and public hearings when he returns to Franklin. The Committee discussed how to schedule and provide notice of upcoming subcommittee meetings.

Survey Results

Town Planner Love presented to the Committee the results of the survey, starting by saying that over 700 responses were received. Comments and responses indicated a desire from respondents to see more activity in the downtown area. Other trends showed an interest in maintaining current facilities and open space. The largest source of survey respondents was

from participants seeing a Facebook post about it, to which Member Elmore commented that such a figure may hint at the demography of the survey sample being skewed away from being representative.

Mr. Maxwell Morrongiello from 127 Central Park Terrace commented that the survey results could be weighted in such a way that the Committee could better see what survey participants from potentially undercounted groups responded with. The Committee then reviewed the demographic information of the survey results, and Mr. Mondale asked if they might possibly reopen the survey and try to focus on making it available to potentially underrepresented groups, to which Chair Jones said that public hearings would likely be the way that the Committee gathers additional information going forward. The Committee Members then discussed the survey results and whether or not they could be considered reflective of the Town. The Committee Members discussed the option of keeping the survey open, but decided against doing so. Mr. Mondale asked what could be done to reach out to those community leaders/representatives or cultural events to find people who might have been overlooked, adding that he believed residents of Central park Terrace may not have been accurately represented in the survey, so having a hearing there might be helpful. He also offered to help the Committee in work relating to several software programs if they needed it, which Chair Jones thanked him for his engagement with the Committee. Chair Jones asked the Committee if they wanted to take time to review the survey results more in depth. Clerk Hamblen answered that she believed it would be good for the subcommittees to review the survey and provide their collective input there. The Committee agreed to wait until the Consultants had transferred the data from the survey results into Excel spreadsheets that each subcommittee could more easily work with. Vice Chair Frongillo commented his opinion that the Committee should be careful not to invest too heavily in the results of the survey because of the sample size and the issues he viewed with the results it showed.

The Committee then commenced the drawing of gift cards available for participants in the survey to win via raffle. The \$100 gift card to The Shed restaurant and the \$100 gift card to Bellagio Nail Bar & Lashes were each awarded to people randomly selected from the list of survey participants.

Chair Jones then expressed his acknowledgement of each of the Committee Members' responses to the survey results. He then reiterated what Member Lang said in that it is but a single element of the data collection for the Master Plan process. He added that the process requires accepting that not everything the Committee might want to include can be done, so they will have to choose what they are willing to forego. Chair Jones also emphasized having to make sure the goals and objectives of the Master Plan are feasible to be achieved over a period of ten years. Chair Jones also said that he has chosen a date that the Committee will ultimately submit its Master Plan to the Planning Board and Town Council, which will be on September 9 and September 18, 2024 respectively, but he is confident that the Committee will come up with a great master plan in the end.

Next Meetings (Main Committee)

January 24, 2024 at 6:30PM

Public Hearing 1: February 14, 2024 at 6:30PM

Next Meetings (subcommittees)

Open Space & Recreation, Natural, Cultural, and Historic Resources: TBD

Community Service, Facilities & Circulation: January 24, 2024 at 5:15PM

Land Use and Zoning: TBD

Housing & Economic Development: January 18, 2024 at 5:00PM

Sustainability: January 23, 2024 at 7:00PM

Additional Comments

Town Planner Love provided an update to the Committee on the public hearing they had planned for February 7, telling them that the final inventory assessment report will be ready by then. The Committee and Town Planner Love then agreed that February 14 would be a better date for the hearing.

Chair Jones mentioned that the Consultants, BETA Group and Barrett Consulting, are still looking for photographs to be sent in from the Committee Members. He also thanked Town Planner Love for her work helping the Committee.

Adjourn Meeting

Member Hunchard motioned to adjourn the meeting. Seconded by Clerk Hamblen. There was a unanimous vote in favor of adjourning. Meeting adjourned at 7:30 PM.

Master Plan Update Committee 2023

Meeting Minutes

January 24, 2024, 6:30 PM

Third Floor Training Room

355 East Central Street

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Committee Members in Attendance: *Chair Glenn Jones; Vice Chair Cobi Frongillo; Clerk Melanie Hamblen; Kenneth Elmore; Joe Halligan; Ginelle Lang; Gino Carlucci; Rick Power; Eric Steltzer; Meghann Hagen; Bruce Hunchard; Jennifer Williams;*

Committee Members Absent: *Erin Gallagher;*

Others in Attendance: *Bryan Taberner, DPCD Director; Maxwell Morrongiello; Amy Love, Town Planner; Jill Slankas, Barrett Planning Group LLC; Emily Farmer, BETA Group, Inc.; Lily Kramer, Barrett Planning Group LLC;*

Chair Glenn Jones called the meeting to order at 6:30 PM.

Subcommittee Updates

Vice Chair Frongillo provided the CSFC subcommittee's update that they would be present at GATRA's public hearing at the Senior Center on January 25 at 2:30-4:00pm, where they would be available to answer questions and do a walk-around with Senior Center staff to have a discussion with them and collect input. Member Elmore updated Committee on the Housing and Economic Development subcommittee is trying to bring together individuals from different organizations and departments to gather information from them in regard to forming the subcommittee's Goals and Assessments. Member Carlucci discussed how the Sustainability subcommittee continued reviewing survey results and planning their outreach events, saying that they have had a session at the Farmers Market back in December and are planning a session at the Senior Center for February 15 and March 9 during office hours. Member Hagen provided an update of the OSRP and NCHR subcommittee confirming public hearing times, possibly on Saturdays depending on if weekend hearings are allowed, and if so then they would start on February 3 at the Library. Director Taberner weighed in to say that having the weekend events would have to be called something other than public hearings to avoid any issues that could be present. Member Hagen also said that comments have been received back for the Open Space and Recreation Plan that will be shared at their next subcommittee meeting. Member Lang provided an update for the Land Use and Zoning subcommittee is planning to work with the Planning Department on their goals and outreach plan at their next meeting January 29.

Chair Jones then said it is one of his goals this year to keep communications smooth and clear. The Committee then clarified that February 14 will be the next Committee meeting date.

Review Final draft Inventory & Assessment Report

Chair Jones confirmed that everyone on the Committee had been able to review the report in their own time, and asked to confirm it is in fact the final version. Ms. Slankas answered that additional requested data has been incorporated into the report since the last iteration, and the Consultants are present to discuss any remaining questions from the Committee after they have reviewed the changes, at which point the Consultants will work with the Planning Department to address them. The Committee Members pointed out parts of the report that they believed should be changed, to which the Consultants either explained the reason for why such data is displayed the way it is, or said that they would make final changes to it. Discussion was also had in regards to economic opportunity areas not being up to date or being counted in the report after they had been decertified. Vice Chair Frongillo and Ms. Farmer both said that discussion of changes to parking requirements are a data point that would be saved for the recommendations phase, but a line could be added to help understand the intention of changes to parking policy in the downtown area. Chair Jones reminded the Committee that BETA and Barrett are under contract with the Town and the Town has a limited amount of budget and time to put everything together, so there may not be room for further revisions and studies.

Timeline Discussion

Ms. Slankas began a presentation which visualized the next steps forward from the Inventory & Assessment Report on to the rest of the Master Plan process. Director Taberner explained to the Committee where they are in the process and that they will be speeding things up as far as what the subcommittees and Planning Department will be doing for the larger schedule. The Draft Implementation Plan will be a months-long process and require everyone's input. Chair Jones reiterated that September 9 is the intended date of presenting the final draft to the Planning Board and September 18 to present it to the Town Council, but added that the Committee has the chance to postpone it to October. He continued by explaining that the Committee will have to establish firm deadlines to meet its goals, once it has determined which goals can be effectively pursued by the implementation of a Master Plan. Vice Chair Frongillo further clarified the process and the timeline the Committee needs the Consultants to work by. He also asked to clarify what the key issues phase entails, to which Ms. Slankas answered were things they had identified in the existing inventory and mentioned in the report as part of a narrative of issues and opportunities that determine recommendations. Ms. Farmer added that it is very useful to have the reasoning for why recommendations were made when going out for funding. Vice Chair Frongillo also asked if the Consultants help the Committee with developing goals and implementation, to which they confirmed that they do. Ms. Slankas added that there is an element of the process that remains fluid, which can include extending deadlines in the process by a month or so.

Planning for Public Outreach Meeting

Town Planner Love provided an update that the Consultants and the Planning Department are working to prepare for what they need to have for the first public outreach meeting. Director Taberner added that having a summary of the community survey would be important for showing to the public among other slides of information. At Chair Jones request for reference, Member Hagen discussed how the Conservation Commission had carried out its public hearing process for the Open Space and Recreation Plan. Member Williams asked about how feedback back-and-forth might eventually be finalized for the plan, to which Director Taberner responded that they may be showing a final draft those who are the key stakeholders in the process, including those in public service and facilities. Member Lang recommended that an open comment session be scheduled for a weekend at a public location that could be used to foster engagement from the public, especially for visual-location based feedback, to which other Committee Members expressed favor of her idea. Member Williams added that incentives for people to go to these sessions would go a long way in improving public outreach. Chair Jones noted that with so many moving parts in the process happening all at once, the subcommittees should discuss in the meeting ideas about what specifically should happen at any open house events. The Committee Members discussed organizing events and using the term “open house” for them. Member Elmore commented that when talking about the plan and the process to the public, starting with discussing the ideas from the vision statement and mission statement are very good at maintaining cohesiveness and coherency.

Next Meetings (Main Committee)

February 7, 2024 at 6:30PM

Public Hearing 1: February 14, 2024 at 6:30PM

Next Meetings (subcommittees)

Open Space & Recreation, Natural, Cultural, and Historic Resources: TBD

Community Service, Facilities & Circulation: February 7, 2024 at 5:15PM

Land Use and Zoning: January 29, 2024 at 7:00PM

Housing & Economic Development: February 1, 2024 at 5:00PM

Sustainability: TBD

Additional Comments

The Committee, while deciding on a date for a future public hearing, decided not to consider March 16 due to that being the week of Dean College’s spring break.

Adjourn Meeting

Member Hunchard motioned to adjourn the meeting. Seconded by Clerk Hamblen. There was a unanimous vote in favor of adjourning. Meeting adjourned at 7:57 PM.