



Master Plan Committee
Agenda
March 6, 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 March 6, 2024 Subcommittee Meeting:

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

Or copy and paste this URL into your browser:

<https://us02web.zoom.us/j/88609107278>

Call-In Phone Number: Call 1-929-205-6099 & enter Meeting ID: 88609107278 then press #

**Town of Franklin - Master Plan Committee Agenda
March 6, 2024**

1. Subcommittee Updates
2. Meeting Minutes December 13, 2023 & February 7, 2024
3. Planning for Workshop Meeting on March 23, 2024

Master Plan Update Committee 2023

Meeting Minutes

February 7, 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 9 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; Meghann Hagen; Bruce Hunchard; Erin Gallagher;*

Committee Members Absent: *Eric Steltzer; Jennifer Williams;*

Others in Attendance: *Bryan Taberner, DPCD Director; Maxwell Morrongiello; Amy Love, Town Planner*

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

Subcommittee Updates

Vice Chair Frongillo provided an update to say that the CSFC subcommittee had attended the GATRA public hearing and gathered input from it, followed by a tour of the Senior Center. He added that they will be inviting the Town Engineer, Mike Maglio, to their next meeting to talk about circulation, and Facilities Director Mike D'Angelo will be at the subcommittee meeting after that. Member Lang provided updates to the Land Use & Zoning subcommittee, saying they worked with the Department of Planning and Community Development in reviewing current circumstances, followed by comparative reviews of other towns in how they have developed their downtowns recently. Member Hagan provided a recap of OSRP & NCHR's open house at the Library on February 3, and added that they may repeat the event on February 24 or in March wherein they would also plan a walking tour of the SNETT. The Committee then coordinated making sure they everyone was okay with having the February 24 SNETT Trail event happen at the same time as Land Use & Zoning's Farmers Market event.

Maxwell Morrongiello then asked if there would be a possible opportunity to perform feedback gathering outside of the polls for the March 5 election, to which Chair Jones said he would make note of looking into it. Member Carlucci updated the Committee on Sustainability subcommittee's public outreach session scheduled for February 15 at 8:30 at the Senior Center, and again on March 2 from 9:30-12:00 at the Library. Member Elmore said that the Housing and Economic Development subcommittee is looking at outreach opportunities as well as reviewing goals from the 2013 Master Plan to determine if they are still relevant.

Meeting Minutes

Member Hunchard motioned to approve the January 10 and January 24 Master Plan Committee Meeting Minutes. Seconded by Clerk Hamblen. The Committee voted unanimously in favor of approving both sets of minutes.

Planning for Public Outreach Meeting

Town Planner Love briefed the Committee to say that the Planning Department had met with the Consultants about what they want the subcommittees to be doing with public outreach. The subcommittees were asked to each put together a slide to be combined together for the public hearing presentation on February 14. Chair Jones asked that the agenda and information about the public hearing presentation also be circulated on social media and online mailing list for the public to more easily come across. Town Planner Love said they could add it to the Town Blog. Member Gallagher asked if it could be clarified what the Consultants are looking for in subcommittees' mission statements. Town Planner Love answered that it was more important to focus on what the subcommittee's element is. Member Lang asked what types of goals and questions each subcommittee should be asking to provide a structure to their public hearings. Vice Chair Frongillo weighed in with his response that having three key driving questions might be the best approach if each subcommittee can form appropriate key questions that would distinguish this Master Plan's objectives from those of the 2013 Master Plan. The Committee Members agreed that a three-question structure would be how each subcommittee's public hearings will work. Member Elmore asked if, in addition to the questions, it might be important to provide public hearing attendees with a sense of context/headwinds.

The Committee then discussed when an ideal timeframe to attract the public for the public event on Saturday, March 23 might be. Member Elmore said that Dean College might be able to find room to host the event, but it would depend on the time as Dean has other events happening on the same day. The Committee then agreed upon a timeframe of 11:00am to 3:00pm, while Member Elmore said he would work on finding an appropriate room to host the event.

Next Meetings (Main Committee)

Public Outreach 1: February 14, 2024 at 6:30PM in Town Council Chambers

Open House: March 23, 2024 from 11:00AM-2:00PM or 3:00PM at Dean College, room TBD

Next Meetings (subcommittees)

Open Space & Recreation, Natural, Cultural, and Historic Resources: February 12, 2024 at 6:00PM

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

Land Use and Zoning: February 24, 2024 at 7:00PM

Housing & Economic Development: February 15, 2024 at 5:00PM

Sustainability: TBD

Additional Comments

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 7:17 PM.

Master Plan Update Committee 2023

Meeting Minutes

December 13, 2023, 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 8 and Verizon Channel 28.

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; Erin Gallagher; Eric Steltzer; Jennifer Williams; Meghann Hagen; Bruce Hunchard;*

Committee Members Absent:

Others in Attendance: *Amy Love, Town Planner; Jill Slankas, Barrett Planning Group LLC; Jeff Maxtutis, BETA Group, Inc.; Emily Farmer, BETA Group, Inc.;*

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

Existing Conditions & Inventory Draft Report

Town Planner Love updated the Committee on recent comments incorporated to the Report, both from the Committee Members and from various department heads throughout the Town. She added that further corrections and evaluations of the report still need to be done, but a final version will be completed after the New Year.

Chair Jones, Member Steltzer, and Member Lang commented that certain data relating to Economic Development, Sustainability Credits for Solar work, and Land Use appeared to be outdated or lacking in current information. Member Halligan and Member Carlucci also inquired about the sources of information for certain data relating to new construction of Housing and Open Space availability. Clerk Hamblen asked about getting up to date information from the Agricultural Committee for the StoryMap, and Vice Chair Frongillo said that the Housing and Economic Development Committee's comments did not appear to have been incorporated into the Report yet. Town Planner Love told the Committee Members that they could still send in their feedback past the deadline as the Consultants would be still revising the Report.

Vice Chair Frongillo asked if there would be a dialogue and response back to the Committee Members' comments, or if their feedback would be final, to which Town Planner Love said the comments they send now would be final as they are incorporated into the final document over the next month. Ms. Slankas responded that a final Inventory Assessment would be getting sent back to the Committee along with a question/comment response matrix, so that each Committee Member could see how their remaining questions and comments are being addressed by the Consultants. Mr. Maxtutis added that the Consultants do not collect/survey

new data, but rather collect what preexisting data they can find, so if they cannot find data that the Committee Members are looking for then they will not have it in their documents.

Chair Jones then asked to confirm that January 24, 2024 would be the date that the final version of the Inventory Assessment Report would be ready, which Town Planner Love and the Consultants confirmed. The Consultants then thanked the Committee for their input before exiting the meeting.

Subcommittee Updates

Vice Chair Frongillo said the CSFC subcommittee did not meet earlier in the day, but they have scheduled and planned their next 4 to 6 meetings. Member Elmore said that the Housing and Economic Development subcommittee reviewed the draft Inventory Assessment Report, and have planned out their 2024 meetings. Vice Chair Frongillo said that the CSFC Bike Tour that had happened recently and had been recorded by Franklin TV was going to be edited into episodes to be available for curious viewers. Member Lang updated the Committee to say that the Land Use and Zoning subcommittee would be trying to meet with the Planning Department later in the week, and then scheduling their meetings for January to preferably be on Mondays. Member Carlucci provided an update on the Sustainability subcommittee to say that they have begun their outreach program and be at the Winter Farmers Market on Saturday December 16. Member Hagen provided an update on the OSRP & NCHR subcommittee to say that they have started planning their public outreach, one event for Open Space and Recreation (in an Open Space to be determined, but on February 19), the other for Natural Cultural and Historic Resources (possibly at the Library on February 10). Vice Chair Frongillo said he would be happy to schedule a meeting at the SNETT Trail for the Franklin-Bellingham Rail-Trail Committee and host the Open Space meeting for February 19. Chair Jones encouraged subcommittee Chairs to relay any ideas about holding meetings at special locations to relay those ideas to Town Planner Love and Chair Jones so that they can be planned out at an appropriate amount of time ahead.

Tabling and Outreach for Survey

Chair Jones asked Town Planner Love of any updates to the survey, to which she answered that about 465 responses to date, so they are hoping to receive a few hundred more and are promoting it more. Town Planner Love also mentioned that the Planning Department can lend supplies for tabling and displaying information to the subcommittees who are performing outreach if they request it. Chair Jones said he would be taking a break from work in February and planned on visiting the Senior Center during that time to meet with seniors, and he added that this time he would be bringing surveys with him for the seniors and other Committee Members are welcome to join along.

Town Planner Love then provided an update to Mr. Stephen Sherlock's recommendations for the survey matrix, saying that he seemed pretty happy with the changes made since the previous meeting. Chair Jones asked the Committee Members to continue promoting the survey on all platforms and mediums that each of the uses. Vice Chair Frongillo asked if the deadline for submitting surveys by could be made more noteworthy so more people notice it

and feel encouraged to participate. Member Gallagher suggested changing the Master Plan website to make a banner or logo for the survey that would be easily accessible to the public as a way of effectively gather more responses.

Chair Jones then provided an update on the idea of using a Maptionnaire survey, saying that the Town Administration had decided against acquiring the software because of the cost and lack of responses from other departments saying they would not need it.

Member Hagen asked about what the subcommittees should be preparing for in January in regards to outreach that they might not have begun on yet. Chair Jones answered that subcommittees have made their way through their goals and objectives, then they can move forward with gathering public input on them. Vice Chair Frongillo asked if there is a loose deadline for subcommittees completing their goals and objectives, which Chair Jones answered it would be ideal for them to be completed before they hold the first public hearing for the Master Plan in February. It was then decided that February 21 would be the deadline for draft goals and objectives of each subcommittee to be sent in by.

Member Lang asked if, because the Town would not be allowing the Committee itself to create a Maptionnaire survey, if they could ask the Consultants to create and manage such a system instead. Chair Jones responded that it was not in the Consultants' contract with the Town to create such a program, and Town Planner Love said it might not be in their budget along with the Consultant's capabilities and resources if they did want to alter the contract. Member Williams remarked that she strongly believes it would be helpful and forward thinking. Chair Jones said in response that he and the members of the Committee who are on the Town Council might be able to talk with the rest of the Council about pitching the program to Town Administration for frequent use beyond a single survey/project. Clerk Hamblen expressed her agreement with Members Lang and Williams in believing that the Maptionnaire type of survey software would be very useful to the Committee's work.

Next Meetings (Main Committee)

January 10, 2024 at 6:30PM

Next Meetings (subcommittees)

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

Community Service, Facilities & Circulation: January 10, 2024 at 5:15PM

Land Use and Zoning: TBD

Housing & Economic Development: TBD

Sustainability: December 16, 2023 at the Winter Farmers Market

Additional Comments

Adjourn Meeting

Member Halligan motioned to adjourn the meeting. Seconded by Clerk Hamblen. There was a unanimous vote in favor of adjourning. Meeting adjourned at 7:40 PM.