



FRANKLIN TOWN COUNCIL

Agenda & Meeting Packet

October 2, 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

4. PROCLAMATIONS/RECOGNITIONS

- a. VFW Check Presentation

5. APPOINTMENTS

- a. Town Clerk, Election Worker Appointments: Dawn Sprague & Gail Potter
- b. Franklin Cultural Council: Jon C. Mitchell

6. HEARINGS

7. LICENSE TRANSACTIONS- *None Scheduled*

8. PRESENTATIONS/DISCUSSIONS

9. SUBCOMMITTEE REPORTS

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

10. LEGISLATION FOR ACTION

- a. Resolution 19-64: Appropriation of Cable Funds in Support of PEG Service and Programming per M.G.L Ch.44, §53F3/4 (**Motion to Approve Resolution 19-64: Majority Vote (5)**)
- b. Resolution 19-65: Ratification of AFSCME Local 1298 Custodians Contract (**Motion to Approve Resolution 19-65: Majority Vote (5)**)
- c. Resolution 19-66: Salary Schedule Full-Time Elected Official (**Motion to Approve Resolution 19-66: Majority Vote (5)**)

11. TOWN ADMINISTRATOR'S REPORT

12. FUTURE AGENDA ITEMS

13. COUNCIL COMMENTS

14. EXECUTIVE SESSION

a. Collective Bargaining

- i. *I request a motion that the Board vote to convene in Executive Session for the purpose of discussing strategy with respect to collective bargaining, because an open meeting may have a detrimental effect on the bargaining position of the Board.*

15. ADJOURN

Note:

Two-Thirds Vote: requires 6 votes

Majority Vote: requires majority of members present and voting



APPOINTMENTS:

Election Workers

The Town Clerk has submitted the following names to be appointed as Election Workers with a term to expire on June 30, 2020.

Dawn Sprague
480 Summer Street
Franklin, MA 02038

Gail Potter
47 Quince Landing
Franklin, MA 02038

MOTION to ratify the appointment by the Town Administrator of the preceding Election Workers as requested by the Town Clerk.

DATED: _____, 2019 **VOTED:** _____

UNANIMOUS: _____

A TRUE RECORD ATTEST: **YES:** _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

Teresa M. Burr, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

August 12, 2019

Re: Election Workers

Hi,

We just moved here to Franklin and I am semi-retired. I would be very interested in working at the Election Day or any other part-time employment opportunities.

Thank you for your consideration!

Dawn Sprague
480 Summer Street
Franklin MA 02038

TOWN OF FRANKLIN
TOWN CLERK
2019 AUG 12 A 10:28
RECEIVED

Gail P. Potter
47 Quince Landing
Franklin, MA 02038

TOWN OF FRANKLIN
TOWN CLERK
2019 JUL 25 P 12:37
RECEIVED

July 22, 2019

Ms. Teresa M. Burr, Town Clerk
Town of Franklin
355 East Central Street
Franklin, MA 02038

Dear Ms. Burr:

Judy Hynes gave me your name and suggested I write to you. As a resident of Franklin and registered voter I am interested in being considered for the position as a poll worker for future elections. Please let me know if there is additional information you may need. I can be reached by the telephone or e-mail address above.

Thank you for your consideration.

Sincerely,


Gail Potter



APPOINTMENTS

Franklin Cultural Council

Jon C. Mitchell
16 Highwood Drive
Franklin MA, 02038

The Franklin Cultural Council has recommended the appointment of Jon C. Mitchell to serve as a member of the Franklin Cultural Council with a term expiring on June 30, 2022.

MOTION to ratify the appointment by the Town Administrator of Jon C. Mitchell to serve as a member of the Franklin Cultural Council.

DATED: _____, 2019

VOTED: _____

UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

Teresa M. Burr, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You

Date Submitted: May 14, 2019

Name: Jon C Mitchell

Home Address: 16 Highwood Drive
Franklin

Mailing Address: 16 Highwood Drive
Franklin

Phone Number(s):

Email Address:

Current Occupation/Employer: Retired conductor, music educator

Narrative: I have time to do this now since I am not working (at least not full time). Currently I am writing two books and doing some guest conducting here and there. Though somewhat professionally active, I retired four years ago and have Professor Emeritus status from University of Massachusetts Boston. I believe that my education and experience (43 years in the music education profession--36 at the college level--10 professional CDs, 6 1/2 books, etc.) would help serve the community. I recently received the CODA (College Orchestra Directors Association) Lifetime Achievement Award, though certainly know that my lifetime isn't over yet.

Board(s) / Committee(s): CULTURAL DISTRICT COMMITTEE
 Franklin Cultural Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

September 26, 2019

To: Town Council

From: Jamie Hellen, Town Administrator

Re: Resolution 19-64: Appropriation of Cable Funds - PEG Grant

The Massachusetts Department of Revenue requires the Town Council to vote to appropriate PEG funds received from Comcast and Verizon to an established revolving account.

Please find attached resolution to appropriate \$9,377.42 in PEG funds received for the Second Quarter from Verizon to the Cable Access Corporation.

Please feel free to call with any questions.



TOWN OF FRANKLIN

RESOLUTION NO.: 19-64

APPROPRIATION: Cable Funds in Support of PEG Service and Programming per MGL Ch. 44, §53F3/4

TOTAL REQUESTED: \$9,377.42

PURPOSE: To appropriate \$9,377.42 from the PEG Access and Cable Related Fund created under MGL Ch. 44, §53F3/4, representing the amount received in the previous quarter, to be paid to Franklin Cable Access Corp. to operate the cable access studio and otherwise fund its operations.

MOTION

Be it Moved and Voted by the Town Council that the sum of \$9,377.42 be appropriated from the PEG Access and Cable Related Fund created under MGL Ch. 44, §53F3/4, to be paid to Franklin Cable Access Corp. to operate the cable access studio and otherwise fund its operations.

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:** _____

RECUSED: _____

Teresa M. Burr, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

TOWN OF FRANKLIN

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

Turnover Number:

Department:
ADMINISTRATION
123

Date: September 24, 2019

FROM WHOM	DESCRIPTION	CODE	AMOUNT	TOTAL
	One Day Alcoholic Licenses	1AL123		
	One Day Beer/Wine Licenses	1BR123		
	Alcoholic Beverage Licenses	ALC123		
	Amusement Licenses	AMU123		
	Auctioneer Licenses	AUC123		
	Cable TV Franchise Fee	CAB123		
	Class II 2nd Hand Car Licenses	CAR123		
	Cable TV License	CBL123		
	Copy Fee Admin	CPY123		
	Common Victual Licenses	CVC123		
	Departmental Fees	DEP123		
	Permits - Administration	PER123		
	Rentals - Administration	REN123		
	Taxi Cab Licenses Amusement	TXI123		
	Daniels Assoc Populatic St Deposits	DAN123		
	Town Common - Gift	COM123		
	Assistance Account Gift	AST123		
	Cable Gift Revenues	123CBL		
	Recreation Improvements - Gift	REC123		
	Populatic St Improvements - Gift	POP123		
	Insurance Recovery	INS123		
	Transportation - Gift	TRN123		
	Welcome Sign - Gift	WEL123		
	Otherwise Unclassified Revenue - Other	UNC980		
	Downtown Manager - Gift Revenue	DTN177		
Second Quarter fees	Verizon Cable TV	VERCBL	1	\$ 9,377.42
TOTAL				\$ 9,377.42

To the Town Accountant:

The above is a detailed list of moneys collected by me, amounting in the aggregate to:

Nine Thousand Three Hundred Seventy Seven Dollars and Fourty Two Cents

for the period ending September 24, 2019
Town Treasurer, whose receipt I hold therefor.

which I have paid to the

Signature *Alecia Alleyne*
Alecia Alleyne, Administrative Assistant

PEG Grant Report 2nd Quarter 2019

Town of Franklin

Verizon - fBA

Massachusetts

PEG Fee Rate:

0.500%

	April	May	June	Quarter Total
Monthly Recurring Cable Service Charges (e.g. Basic, Enhanced Basic, Premium and Equipment Rental)	\$526,606.40	\$532,158.02	\$532,634.50	\$1,591,398.92
Usage Based Charges (e.g. PayPer View, Installation)	\$23,062.45	\$18,486.78	\$19,699.23	\$61,248.46
Advertising	\$59,392.51	\$27,186.14	\$35,551.85	\$122,130.50
Home Shopping	\$1,461.12	\$827.18	\$773.79	\$3,062.09
Late Payment	\$0.00	\$0.00	\$0.00	\$0.00
Other Misc. (Leased Access & Other Misc.)	\$4,851.86	\$2,433.19	\$4,312.67	\$11,597.72
License Fee Billed	(\$1.17)	(\$0.70)	(\$0.14)	(\$2.01)
PEG Fee Billed	\$31,416.19	\$31,343.20	\$31,484.14	\$94,243.53
Less:				
Bad Debt	(\$2,093.25)	(\$3,077.57)	(\$3,024.86)	(\$8,195.68)
Total Receipts Subject to PEG Fee Calculation	\$644,696.10	\$609,356.22	\$621,431.18	\$1,875,483.50

Adjustment	\$0.00	\$0.00	\$0.00	\$0.00
PEG Grant	\$3,223.48	\$3,046.78	\$3,107.16	\$9,377.42

Verizon New England Inc. is hereby requesting that this information be treated as confidential and proprietary business information in accordance with the terms of the Cable Television Final License granted to Verizon New England Inc. This information is not otherwise readily ascertainable or publicly available by proper means by other persons from another source in the same configuration as provided herein, would cause substantial harm to competitive position of Verizon in the highly competitive video marketplace if disclosed, is intended to be proprietary confidential business information and is treated by Verizon as such.

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

September 26, 2019

To: Town Council

From: Jamie Hellen, Town Administrator

Re: Resolution 19-65: Ratification of AFSCME Local 1298 Custodians Contract

Pending discussion in Executive Session, I am asking the Town Council to Consider resolution 19-65, which will ratify the provisions of the AFSCME Municipal Employees Local 1298 Custodians Memorandum of Agreement. The provisions of the agreements shall be in effect from July 1, 2019 to June 30, 2022.

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



TOWN OF FRANKLIN

RESOLUTION 19-65

Ratification of AFSCME Local 1298 Custodians Contract

BE IT RESOLVED BY THE TOWN OF FRANKLIN acting by and through the Town Council:

Hereby ratifies the provisions of the AFSCME Municipal Employees Local 1298, Custodians, Memorandum of Agreement dated September 24, 2019, which has been ratified by the Custodians. The provisions of the Agreements shall be in effect from July 1, 2019 to June 30, 2022 and shall become part of the existing contract.

This Resolution shall become effective according to the rules and regulations of the Town of Franklin Home Rule Charter.

DATED: _____, 2019

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

Teresa M. Burr, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

September 26, 2019

To: Town Council

From: Jamie Hellen, Town Administrator

Re: Resolution 19-66: Salary Schedule Full-Time Elected Official

I am asking the Town Council to consider Resolution 19-66, which will adjust the current salary of the Franklin Town Clerk to reflect a 1% COLA raise, commensurate with all non union staff. The FY20 salary will be \$84,840 annually.

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



TOWN OF FRANKLIN

RESOLUTION 19-66

**SALARY SCHEDULE
FULL-TIME ELECTED OFFICIAL**

A Resolution Amending Appendix A, Chapter 4-14 of the Code of the Town of Franklin, entitled "Salary Schedule - Full-Time Elected Official".

BE IT RESOLVED BY THE FRANKLIN TOWN COUNCIL THAT:

Appendix A Salary Schedule - Full- Time Elected Official, Chapter 4-14 of the Code of the Town of Franklin is amended as follows:

**APPENDIX A
SALARY SCHEDULE - FULL -TIME ELECTED OFFICIAL**

OFFICE	INCUMBENT SALARY	
Town Clerk	\$84,000	<u>\$84,840</u>

This resolution is effective for the fiscal year beginning July 1, 2019.

DATED: _____ , 2019

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

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

**Glenn Jones, Clerk
Franklin Town Council**