



FRANKLIN TOWN COUNCIL

Agenda & Meeting Packet

December 12, 2018

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 shown 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 14, 2018

4. PROCLAMATIONS/RECOGNITIONS- *None*

5. APPOINTMENTS

- a. Board of Health, Ciera Maffei
- b. Zoning Board of Appeals, Phillip Brunelli
- c. Zoning Board of Appeals, Associate, Christopher Stickney

6. HEARINGS- *None*

7. LICENSE TRANSACTIONS

- a. Shaws Supermarkets- Change of Manager

8. PRESENTATIONS/DISCUSSIONS

- a. Benjamin Franklin Classical Charter School
- b. Risk Assessment

9. SUBCOMMITTEE REPORTS

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

10. 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)**)
- b. Resolution 18-71: Town Council Meeting Schedule for 2019 (**Motion to Approve Resolution 18-71 - Majority Vote (5)**)
- c. Bylaw Amendment 18-826: Chapter 170, Vehicles and Traffic - **2nd Reading (Motion to adopt Bylaw Amendment 18-826 Majority Roll Call Vote (5))**

- 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))**

11. TOWN ADMINISTRATOR'S REPORT

12. FUTURE AGENDA ITEMS

13. COUNCIL COMMENTS

- 14. 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.

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.

- 15. 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.

16. ADJOURN

**FRANKLIN TOWN COUNCIL
MINUTES OF MEETING
November 14, 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 Kelly called the meeting to order at 7:00 PM with a moment of silence and the Pledge of Allegiance.

ANNOUNCEMENTS: Chairman Kelly 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.

COUNCIL REORGANIZATION: ► Chairman Kelly stated that as is customary per the Town Council Charter, a reorganization of the Town Council will be done.

► Nominations were accepted for Town Council Chairman. **Nomination of Mercer by Jones. SECOND by Dellorco. No Discussion. VOTE: Yes-9, No-0, Absent-0.**

► Nominations were accepted for Town Council Vice Chairman. **Nomination of Kelly by Dellorco. SECOND by Hamblen. No Discussion. VOTE: Yes-9, No-0, Absent-0.**

► Nominations were accepted for Town Council Clerk. **Nomination of Jones by Earls. SECOND by Hamblen. No Discussion. VOTE: Yes-9, No-0, Absent-0.**

CITIZEN COMMENTS: ► Mr. Dale Lippert, 8 Beth Road, addressed the Town Council regarding drainage problems. He handed out informational materials including a newspaper article about this problem. He stated the house was built in 1963; he purchased it in 1966. He has had problems with water in the basement since then. He stated that in 2015 he received a letter from the DPW stating they were no longer going to take care of and fund the drainage station there and that the homeowner would be responsible for the equipment and the bill. This was flabbergasting as the DPW had maintained it since it was installed in 1971. Mr. Lippert stated the DPW said he never gave them an easement; Mr. Lippert said he was never asked. However, he had provided a written note allowing the DPW to go on his land. The DPW stated that was not enough. Mr. Lippert stated if it was not, then the Town had been trespassing on his land since the equipment had been installed. He stated the DPW said there were no plans for the pumping station; he showed the Town Council the original plans. He reviewed other statements made by the DPW that were inaccurate. He does not know why the DPW indicates there are no records of some of the events that occurred regarding the pumping of water from his property over the years. He provided photographs from 1967 to current showing water at different times. He reviewed the current problem from recent storms. He has 4 ft. of water and the basement floor lifted 6 in. Every time it rains now, they get numerous inches of water. He has had two contractors look at it; neither want to touch it. He has had an engineer look at it who said it is safe to live in the house as the foundation is still good. There is mold there. He and his wife believe the Town is responsible for this. This house should never have been built there. He stated the farmer who was the previous owner of the land told the Town to not allow a house to be built there as it had been a well area to feed farm animals. Mr. Lippert stated he thinks the Town knew they were responsible because they engineered, built, and maintained the drainage project. They still maintain it and just purchased new pumps and generator for it. However, the system does not work; it is inadequate. Mr. Lippert stated he does not know where to go from here.

► Mr. Richard McNeill, 73 Alpine Place, stated that parking on Alpine Place was supposed to be discussed tonight, but it is not on the agenda. ► Mr. Nutting stated it is on the agenda under Legislation for Action, item f. ► Mr. McNeill commended the Town for the repairs on Alpine Place.

APPROVAL OF MINUTES: October 10, 2018 and October 17, 2018. ► **MOTION to Approve** the October 10, 2018 meeting minutes by **Dellorco**. **SECOND** by **Padula**. **No Discussion**. ► **VOTE: Yes-9, No-0, Absent-0**. ► **MOTION to Approve** the October 17, 2018 meeting minutes by **Dellorco**. **SECOND** by **Padula**. **No Discussion**. ► **VOTE: Yes-9, No-0, Absent-0**.

PROCLAMATIONS/RECOGNITIONS: None.

APPOINTMENTS: ► **Design Review, Ralph Niemi.** ► Mr. Jones read the appointment. ► **MOTION to Ratify** the appointment by the Town Administrator of Ralph Niemi to serve as a member of the Design Review Commission with an expiration of June 30, 2019, by **Padula**. **SECOND** by **Dellorco**.

Discussion: ► Mr. Niemi said thank you and he is looking forward to serving on the Design Review Commission. ► **VOTE: Yes-9, No-0, Absent-0.**

► **Design Review, Melissa DeVito.** ► Mr. Jones read the appointment. ► **MOTION to Ratify** the appointment by the Town Administrator of Melissa DeVito to serve as a member of the Design Review Commission with an expiration of June 30, 2019, by **Dellorco**. **SECOND** by **Padula**. **Discussion:** ► Ms. DeVito said thank you and she is looking forward to serving on the Design Review Commission.

► **VOTE: Yes-9, No-0, Absent-0.**

HEARINGS: None.

LICENSE TRANSACTIONS: None.

PRESENTATIONS/DISCUSSIONS: Update on West Street Parking. ► Police Chief Lynch provided an update with statistics on the parking situation on West Street. Every Monday and Wednesday from September 10, 2018 to October 10, 2018, members of the 11 to 7 shift recorded the license plate numbers and exact parking locations of vehicles parked on West, East, Church, Walnut, Nason, and Union Streets. He provided numerous statistics including that the total number of vehicles had declined. He stated that neighborhood vehicles represented about 30 percent of the vehicles parking overnight, and most of the vehicles had left by 7 AM. They issued 41 parking citations from September 10 through November 10, 2018. He stated that he believed there was no interference from parked vehicles for trash pickup on Wednesdays. He noted the parking control officer came back from maternity leave on October 1, 2018. ► Ms. Joanne Rossetti, 59 West Street, stated a few weeks ago she called the police as cars on the street were not being ticketed and she was told by the dispatcher that the police were too busy and they were not able to ticket the cars like they are supposed to. She is still mad at that response. ► Mr. John Derry, 67 West Street, asked Police Chief Lynch why there is only a part-time meter person because there are more cars at night parking when they are not supposed to be parking. Also, on the corner of East Street there is always a car parked there and it could create an accident. This town is big enough to have a full-time parking person. He asked what the purpose of the lines put in on the street was. He stated there are parking problems on Church and Nason Streets. ► Police Chief Lynch stated the lines were put in so the people could not park wherever they wanted to park and they could not squeeze three cars where only two cars should be. Also, the lines were installed so there would be places to put the trash barrels if people were to park in the spaces in front of someone's house. If someone is not within the lines, they could be tagged for that. He reminded everyone that the restrictions were only from 8 to 2 PM. So, if someone is parking there after 2 PM on the weekends, they are not in violation. He stated that long before he became the Police Chief, the Town went from a full time to a part time parking control officer; it was obviously due to budget cuts. ► Mr. Derry stated that it is mostly students that park there at night and they know they are not going to be tagged until 7 AM. Why are people not getting tagged on the weekends and at night? ► Police Chief Lynch stated it is not restricted at those times; they are not violating the law. He noted that someone can park as long as it is not within 20 ft. of the corner. ► Mr. Derry stated the person parks right on the corner and he has called the police department three or four times and gets told they will look into the situation; nothing has been done. The parking on the corner is not acceptable. ► Mr. John Davidson, 25 Church Avenue, stated it has been noted that there are less cars parking there now. However, the Dean parking lot across from Church Avenue is not full. Is that a reduction of the Dean

student count? That seems to be why we are not seeing as much parking on the street as last year at this time, but there is still an issue of out-of-town cars. He said that Pam Young produced another Excel spreadsheet of which cars were there day-by-day. Just yesterday, a girl parked there with a New Hampshire plate and walked to one of the Dean buildings on West Central Street. He stated he was told the college was going to change the parking rules. Something is not clicking somewhere. ► Ms. Pam Young, 59 West Street, confirmed with Police Chief Lynch that a person cannot smoke marijuana in a public place. She stated that as the students cannot smoke on campus, they park their cars on the street at night and numerous times during the night smoke marijuana inside their cars or outside their cars. They should not be parking on our streets. They have parking at the college. The students sit on her lawn; they sit on her porch at 2 or 3 in the morning. She stated that if you tell them to move, they do, but they come back and do it again. She thinks that we need to get together with Dean again. As Town leaders, why are we allowing the students to choose where they park; they should be parking in the Dean parking lots.

► Ms. Anita Milham, 25 Church Avenue, stated the new lines that were put in place do not allow enough space to put out the trash barrels and get them picked up. She reviewed a few times that her barrels were not picked up due to a student parking too close. As well, she stated she is surprised to hear the police say there has not been police activity as she has called more than once. She had a student who moved her barrels off the street and onto her lawn where they are not going to get picked up; then the student argued with her about it. She called the police. It continues to be a problem with the Dean College students in their neighborhoods. ► Police Chief Lynch said he is aware of that phone call, but he is not getting a plethora of phone calls. He has gone by every Wednesday at 7 AM or at 4-5 PM and he sees no cars down there. ► Ms. Milham stated she sees cars there all day and they are there much beyond two hours and no one is ticketing these cars. ► Mr. James McLaughlin, 27 Church Avenue, said it is known as a party corner. He stated that on the weekends no one can come down and work on your house such as a plumber or electrician as there is no place to park. It is a neighborhood. Why can't there be neighborhood parking? A person cannot have company on the weekends; you are a third-rate citizen in your own neighborhood. The lines on the street are actually a magnet to park there. The parking situation has not changed down there at all. The summertime is beautiful. When the Dean students are there, it is not good. ► Mr. Andrew Moriarty, 32 West Street, stated the parking has been alleviated somewhat with the two-hour parking limit. However, they would benefit more if it were extended past 2 PM. He explained that from the edge of his driveway to the parking lines, he has very little room to put his trash barrels. Now the students know the schedule and they come back in the afternoon. He also noted that one student told him it cost \$500 per semester to park in the Dean lot and they would rather park on the street than pay the fee. He suggested reconnecting with Dean and finding out why the Dean lot is never full, but the students park on the streets. The street parking hours should be extended or make it neighborhood parking only. ► Mr. Dellorco stated he agrees and does not think Dean does anything for the Town as far as parking. He suggested getting back in touch with Dean. However, he thinks the Town should go to residential parking or extend the hours to deter the students. Something has to be done to make this better. ► Mr. Jones stated these were baby steps toward a progressive approach to fix this problem. We have noticed there has been some improvement. He likes the idea of extending the hours. He asked Police Chief Lynch what a reasonable time would be. ► Police Chief Lynch suggested they need to get the real feel from the residents as to what they want to do. He thinks they may want resident parking. ► Mr. Nutting stated they can take another look at it, but the Police Chief's statistics said it looks like there is less issue. He said they can look at some tweaks, but he does not really see the concerns. Maybe the DPW can check some of the lines and maybe get some more statistics. He noted that half the cars parking down there are Franklin residents. He asked if people are not able to park when they get home. He stated they can fix the line issue causing the problem with putting out the trash barrels. ► Mr. Dellorco stated the town engineer must address that on an individual basis. If someone is having issues with their trash, please get in touch with the town administrator or town engineer. ► Mr. Jones thinks that if it is the case that Dean is charging \$500 per semester to park in the Dean lot, then this will require a discussion with Dean as to why it is so much. ► Mr. Padula thanked everyone for all the hard work and time they have put into dealing with this issue such as the detailed report that was produced. He agreed that they should talk to Dean, tweak the hours, and fix the lines for the trash barrels. ► Mr. Kelly stated he owns three houses on that street. He is down the street four times day. He stated the conversation about having a resident only permit is not

going to work. Neither is extending the hours. There is a parking clerk that works 19 hours per week. The Town cannot afford to give this position any more time. There are 46 police officers in Town; there should be 57. They are busy. He explained it is more important that the police take care of crimes and emergencies before parking issues. He stated even if the hours were extended, the Dean kids will learn that no one is ticketing after 2 PM anyway, so they will park there. He discussed if it went to residents parking only and if a way to police that was found. He stated that for instance, say a resident has some relative stay overnight, they will get ticketed. Everyone will be mad and call the police again. He agreed they need to work with Dean. He noted the street is not owned by the residents; it is owned by the Town of Franklin. He lives on Crescent Street and has to deal with people parking in front of his house. He does not want to sugar coat this and say they will change the hours because with the budget constraints, he does not think that will work. He wants to find a permanent solution that works; he does not have a solution. He stated they need a meeting with Dean and then another meeting with Dean and a citizens meeting. Dean is making the problem, let them be in the room to figure out a solution. He noted this is a college campus that pays no taxes to the Town of Franklin. ► Ms. Pellegrini stated she does not agree with the response of the police being too busy. She thinks the residents only stickers could work and it is something we should try. As far as visitors, residents should have extra passes to put on those cars. She does not think the Dean students should take advantage of those spaces. Dean gives out tickets left and right; in fact, she got a ticket for parking in a Dean lot during a meeting and she had to pay \$30. The Town should be giving out tickets to the Dean students when they should not be parking there. She does not think the extended hours will work. Resident only stickers is all that will work. ► Chairman Mercer summarized the issue. He stated this should be tweaked and they should get together with Dean. ► Mr. Nutting stated he gets the message.

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.** ► Chairman Mercer stated nothing to report at this time. He stated he is inclined to leave the subcommittees intact going forward for this year. However, he will step away from this subcommittee and Mr. Kelly will take over the Chair of this subcommittee. If anyone is not happy with the committees they are on, let him know. He noted the rules and regulations regarding Town Council members attending subcommittee meetings that they are not on. He stated the Town Attorney drafted a statement to be read at each subcommittee meeting indicating why other Town Council members could not speak at that meeting.

LEGISLATION FOR ACTION:

- a. **Resolution 18-43: Appropriation of Developer Mitigation Funds for Dean Ave. Roadway Improvements (Motion to Approve Resolution 18-43 - Majority Vote (5)).** ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 18-43: Appropriation of Developer Mitigation Funds for Dean Ave. Roadway Improvements by Kelly. SECOND by Padula. Discussion:** ► Mr. Nutting stated that as part of the negotiations for the apartment complex the developer will provide \$700,000 toward the cost of the water main on Dean Avenue as well as reconstruction of the road and sidewalk and some other improvements. He reviewed the exact location of these improvements. ► Mr. Dellorco confirmed this included the re-pavement to be done after the construction. ► Mr. Nutting, in response to Mr. Padula's question, stated it would be straight granite. ► Mr. Maglio reviewed the sidewalk construction and materials. ► **VOTE: Yes-9, No-0, Absent-0.**
- b. **Resolution 18-63: Grant of Utility Easements: Town Owned Land on Easterly Side of Grove Street (Motion to Approve Resolution 18-63 – 2/3 Majority Vote (6)).** ► **MOTION to Waive the reading by Padula. SECOND by Dellorco. No Discussion.** ► **VOTE: Yes-9, No-0, Absent-0.** ► **MOTION to Approve Resolution 18-63: Grant of Utility Easements: Town Owned Land on Easterly Side of Grove Street by Kelly. SECOND by Dellorco. Discussion:** ► Mr. Nutting stated the Charter School is building a school off Grove Street. They need utilities to go with that building. Some of it crosses Town of Franklin properties. The water superintendent went out there to ensure that where the poles

would be placed would not interfere with the Town's wells or water lines. She is okay with this plan to run utilities across the Town property to get to the school. ► **VOTE: Yes-9, No-0, Absent-0.**

- c. Resolution 18-64: Authorization for the Town of Franklin to Participate with other Governmental Units in the Joint Negotiation and Purchase of Health Insurance (Motion to Approve Resolution 18-64 - Majority Vote (5)).* ► Mr. Jones read the resolution. ► **MOTION to Approve Resolution 18-64: Authorization for the Town of Franklin to Participate with other Governmental Units in the Joint Negotiation and Purchase of Health Insurance by Padula. SECOND by Dellorco. Discussion.** ► Mr. Nutting stated the Town is a member of MECC; we pay 47 percent of the assessment. We own about 65 percent of the Charles River Pollution Control District which means that whatever bills they have we pay that percentage. The Town of Franklin has about 1,200 employees/retirees that we purchase health insurance for. The other two groups have a much smaller number of employees/retirees. By jumping onto the Town's health insurance, they get the benefit of savings with no risk to the Town of Franklin. This is a win/win for everyone. ► **VOTE: Yes-9, No-0, Absent-0.**
- d. Zoning Bylaw Amendment 18-820: Zoning Map Changes on or near King Street, Summer Street, Lawrence Drive, and Uncas Ave - 2nd Reading (Motion to adopt Zoning Bylaw Amendment 18-820 – 2/3 Majority Roll Call Vote (6)).* ► **MOTION to Waive the reading by Padula. SECOND by Kelly. No Discussion.** ► **VOTE: Yes-9, No-0, Absent-0.** ► **MOTION to Adopt Zoning Bylaw Amendment 18-820: Zoning Map Changes on or near King Street, Summer Street, Lawrence Drive, and Uncas Ave by Kelly. SECOND by Padula. Discussion:** ► Mr. Nutting stated this is a continuation of lot line changes. It has been through the public hearing process, recommended by the EDC, and amended slightly by the recommendation of Mr. Kelly. Mr. Nutting recommended approval. ► **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.**
- e. Zoning Bylaw Amendment 18-821: Zoning Map Changes on or near Plain Street, Pond Street, and Palomino Drive - Referral to the Planning Board (Motion to Refer Zoning Bylaw Amendment 18-821 to the Planning Board - Majority Vote (5)).* ► **MOTION to Waive the reading by Dellorco. SECOND by Kelly. No Discussion.** ► **VOTE: Yes-9, No-0, Absent-0.** ► **MOTION to Refer Zoning Bylaw Amendment 18-821: Zoning Map Changes on or near Plain Street, Pond Street, and Palomino Drive to the Planning Board by Kelly. SECOND by Dellorco. Discussion:** ► Mr. Nutting stated this is for the lot line clean up. There was one citizen who came in expressing concerns. She might come forward at a future date as this is only a referral. We met with her today and let her know she could come forward and express her concerns. ► Mr. Kelly asked why Canter and Derby Lanes, which are part of a subdivision, would be divided into two different zones. ► Mr. Nutting stated they were cleaning up lot lines, not rezoning the district. Those are the only ones with split zones in them. ► Mr. Kelly and Mr. Nutting reviewed the concerns. ► Mr. Nutting stated it was going to be referred to the Planning Board at this point. ► Mr. Padula asked Mr. Nutting to explain the citizen's concern that he had mentioned. ► Mr. Nutting stated she was concerned about future building, but he noted it was in the Mine Brook wetlands. ► **VOTE: Yes-9, No-0, Absent-0.**
- f. Bylaw Amendment 18-826: Chapter 170, Vehicles and Traffic - 1st Reading (Motion to move Bylaw Amendment 18-826 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 18-826: Chapter 170, Vehicles and Traffic to a 2nd Reading by Kelly. SECOND by Padula. Discussion:** ► Mr. Nutting stated the entire neighborhood was reconstructed and a sidewalk was put in on one side. The Police and Fire Departments were concerned that parking needed to be restricted on one side of Alpine from about the corner back to Alpine Row for public safety. They are recommending it be on the side of the railroad tracks. The parking map should be changed to show that. ► Mr. Padula confirmed there would be signage indicating no parking on this side. ► Mr. Richard McNeill, 73 Alpine Place, stated the workers did a great job. However, it has created parking distress on both sides of the street. It is like a maze. He addressed Mr. Nutting and

confirmed signs would be put up indicating no parking on one side. He stated that on the corner of Alpine Place and Alpine Row, there is a sign in that section indicating parking is not allowed on the odd side; however, there are continually cars being parked there. He does not know if the Police Chief Lynch can enforce that with not enough staff. He stated that it makes it very difficult to go around the corner there. ► Mr. Nutting stated it is just an enforcement issue as it is already no parking; we can send someone down. ► Ms. Ruth Garcia, 71 Alpine Place, stated they made the sidewalk a lot wider and nobody asked us our opinion of that. She understands they had to make it wider to accommodate a wheelchair. She noted it is already done, but in a neighborhood that old, it was not designed for that size sidewalk. Would there have been a way to modify that requirement just to fit into the neighborhood? ► Chairman Mercer stated with ADA regulations, it is very restrictive. ► Mr. Maglio, Town Engineer, stated the sidewalk put in has a minimum width by state regulations. ► Ms. Garcia noted there were several problems when the sidewalk was being installed. She noted that her bottom step was left as a trip-step because the sidewalk was built up so high. She complained and they came back and made it even with her step; it looks weird, but at least someone cannot trip. She wants it to go on record that it was not very well planned out. She noted that the neighbors also have a problem with their step. She asked if the Town would be able to put a street light there as it is so dark? There used to be a light on the telephone pole there, but it is now gone. ► Mr. Nutting stated that when they get street light requests from citizens, they send the police department out to investigate and they come back with a recommendation. We will ask them to go out in the next couple of weeks in your neighborhood and if it justifies a light, one will be installed. ► Ms. Garcia asked if there would be a way to put in a speed bump at the curve as it is a very dangerous area. She also asked if a stop sign could be put in. ► Mr. Nutting stated he will have the safety officer take a look at the curve area. ► Mr. Maglio stated he thinks the stop sign issue was looked at a couple of years ago. ► Ms. Garcia explained a recent situation where an 18-wheeler food delivery truck could not get through on the street. She asked why it was even allowed on the street. Is there any way to prevent those types of vehicles on the street? ► Chairman Mercer stated it is a public way. ► Ms. Garcia stated the road and sidewalk, other than the width, are nice and she thanked everyone. ► Mr. Jones discussed the similar situation when new sidewalks were installed in his neighborhood. ► Mr. Dellorco thinks the parking on one side will help. ► **VOTE: Yes-9, No-0, Absent-0.**

- g. *Bylaw Amendment 18-827: Amendment to the Water System Map – 1st Reading (Motion to move Bylaw Amendment 18-827 to a 2nd reading - Majority Vote (5)).*** ► Mr. Jones read the bylaw amendment. ► **MOTION to Move** Bylaw Amendment 18-827: Amendment to the Water System Map to a 2nd Reading by **Kelly**. **SECOND** by **Dellorco**. **Discussion:** ► Mr. Nutting stated this was done with another homeowner. Now another citizen has come along to extend the water line. There is no reason not to approve it. The town engineer has looked it over and the homeowner is here as well. ► Mr. Jones asked for the elevation of the street. ► Mr. Maglio stated it was a high elevation. He stated this was looked at. This approach is best as each homeowner will have a booster pump in their own house. ► Mr. Kelly recommended the homeowner tell his neighbors to put a stub at every house as they will have to keep opening and closing the road each time to do this. ► Mr. Maglio stated he has spoken to some of the other homeowners up there. ► Ms. Hamblen confirmed the extension to the other home works. ► Mr. Casey asked if this project would be done before the winter comes. ► Mr. Nutting stated there has to be a second reading so he does not know what the weather will be. ► **VOTE: Yes-9, No-0, Absent-0.**

TOWN ADMINISTRATOR’S REPORT: ► Mr. Hellen thanked everyone involved in the amazing Veterans Day event last Sunday; there was incredible turnout. He noted that although the Recycling Center will be closed for the rest of the week, it will be open for yard waste and leaves this weekend regular hours; more details coming. The LED streetlight project is going well; it is about one-quarter done and is on schedule. It should be completed by the end of the year. If there are any calls about brightness, he is keeping a list so they can be adjusted at the end. He wished everyone a Happy Thanksgiving.

FUTURE AGENDA ITEMS: ► Ms. Pellegrini asked if someone from the Charter School could let us know the progress.

COUNCIL COMMENTS: ► Ms. Hamblen thanked all the veterans and volunteers who came out on Sunday; it was a great celebration. She thanked the DPW, police, fire, and National Grid for coming over to Daniels Street regarding a tree that came down and the power lines in the street. She said people can volunteer to put up the Downtown decorations on Saturday and Sunday to beautify the Town. ► Mr. Casey stated the Veterans Day celebration was fantastic. He thanked Teresa Burr and all the election workers for their great work on last week's election. There was a huge turnout with no complaints about long lines. ► Mr. Dellorco stated the Veterans Day celebration was great. He stated he has been getting some complaints about leaf pickup. ► Mr. Nutting stated there is only one day of pickup and it is difficult to guess the right week when leaves are off the trees but no snow yet. He stated the second pickup date was eliminated as it was underutilized. ► Mr. Dellorco suggested another survey on leaf pickup be done. ► Mr. Earls stated the Veterans event on Sunday was great and wished everyone a Happy Thanksgiving. He stated he was appointed to the Massachusetts School Counselors Association as the district four representative for southeastern Mass. They will be organizing many events and outreach. He looks forward to meeting with Governor Baker on a monthly basis. ► Ms. Pellegrini noted the police officers are wearing beards. ► Police Chief Lynch stated this is the second year this has been done. No-Shave November is for the Home Base initiative. The officers donate \$100 and they are allowed to break the shaving rules. The money goes to the Home Base initiative to help veterans with PTSD or brain/head related injuries. They may also do this in December for a Franklin family in need. Two months is all that he is going to allow. ► Ms. Pellegrini offered her condolences to former Town Council member Andrew Bissanti whose mother passed away. She stated that regarding Mr. Lippert, she does not know the correct procedure. ► Mr. Nutting stated he will talk to the Town Attorney. He stated the Town does not believe they have any responsibility. ► Chairman Mercer stated this is something for the Town Administration to take care of. ► Ms. Pellegrini thanked Dale Kurtz for a wonderful Veterans Day event. ► Mr. Padula said the Veterans Day event was very well done. It all went so smoothly; it was fantastic. He wished everyone a Happy Thanksgiving. ► Mr. Jones thanked the Town Council members for their support in allowing him to be the Clerk again. He stated the Veterans Day event was great; so much honor was put toward the veterans. He thanked everyone who put so much hard work and effort into it. He reminded everyone about the Harlem Wizards basketball event at Tri-County on Friday, November 16, for the Franklin Education Foundation's third annual fundraiser. In the past they have raised over \$350,000 which has been distributed to the Franklin public schools in the form of special grants. It is a great event. ► Mr. Kelly stated Dale Kurtz did a great job on the Veterans Day event. He gave condolences to Andrew Bissanti and his family for the loss of his mother. He thanked all the Town Council members and the community for letting him serve as the Town Council chairman for the past several years. He appreciates Mr. Mercer taking the helm and that he can serve in the vice-chairman capacity. Happy Thanksgiving to everyone. ► Chairman Mercer offered his condolences to the Bissanti family. With Mr. Lippert's situation, he asked the Administration get together and have a discussion with Mr. Lippert and then report back to the Town Council. The Veterans' Memorial Walkway presentation was unbelievable. He thanked Dale Kurtz for his hard work. He thanked Mr. Kelly for his leadership on the Town Council over the past few years. He looks forward to continuing the work of the Town Council. Happy Thanksgiving to all.

EXECUTIVE SESSION: *None.*

ADJOURN: MOTION to Adjourn by Jones. SECOND by Dellorco. No Discussion. ► VOTE: Yes-9, No-0, Absent-0. Meeting adjourned at 8:58 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

Town of Franklin

Town Administrator
Tel: (508) 520-4949

Fax: (508) 520-4903



355 East Central Street
Franklin, Massachusetts 02038-1352

Date: December 7, 2018

To: Town Council, Board of Health

From: Jamie Hellen

Re: Vacancy of an Elected Official

The Town recently received notice of a resignation from the Board of Health.

Per the Town Charter section 3-3-1, any vacancy of an elected official "shall be filled by the Town Council jointly with the remaining members of the respective board until the next regular town election."

The remaining Board of Health members will attend the Council meeting and are required to open a public meeting to consider the Town Administrator's nomination to the Board of Health.

The term that is being filled expires in the next election, November 5, 2019. Any citizen can take out nomination papers and run for this seat when the Town Clerk comes out with the annual election calendar, which is typically the first Monday of August 2019.



APPOINTMENTS

Joint Council- Board of Health Filling of Board of Health Vacancy

WHEREAS, a vacancy presently exists on the Board of Health as a result of the resignation of Philip Brunelli, effective December 3, 2018, and

WHEREAS, the Franklin Home Rule Charter Article Three, Section 3 Vacancies, Sub Section 3-3-1 provides for a vacancy on an elected board to be filled by the Town Council jointly with the remaining members of the respective board, and

WHEREAS, the Town Council and remaining member of the Board of Health have held a duly posted joint public meeting for said purpose,

NOW THEREFORE, BE IT VOTED that Ciera Maffei of 30 Southgate Road fill the vacancy on the Board of Health created by the resignation of Phillip Brunelli until the next regular Town election as provided in Article Three, Section 3 Vacancies, Subsection 3-3-1 of the Franklin Home Rule Charter.

DATED: _____, 2018

VOTED: BOARD OF HEALTH

VOTED: TOWN COUNCIL

UNANIMOUS _____

UNANIMOUS _____

YES _____ NO _____

YES _____ NO _____

ABSTAIN _____

ABSTAIN _____

ABSENT _____

ABSENT _____

**Donald Raneri Jr., Chair
Board of Health**

**Glenn Jones, Clerk
Franklin Town Council**

A True Record Attest:

**Teresa M. Burr
Town Clerk**

To Whom It May Concern:

My name is Ciera Maffei and I am writing to express my interest in joining the Franklin Board of Health. I am a pediatric nurse practitioner with six years of experience providing primary care to children and adolescents. After living in Cambridge, Cape Cod, and Nashville TN, my family relocated to Franklin in 2016, and we've thoroughly enjoyed exploring the town. Now, I seek to engage in efforts to improve and expand upon the community.

I have a passion for preventative health and evidence-based practices. Ensuring safe housing, food safety, and disease prevention/control are key functions of the Franklin Health Department. As a clinician, community member, and a mother, I view these functions as paramount: they constitute a foundation upon which the community, and its inhabitants, can thrive.

If offered the opportunity to serve on the Board of Health, I would strive to align Franklin policies with those at the state and federal levels, and to support innovation and initiatives aimed at improving community health and well-being within our town. I work well as a member of a multidisciplinary team and would look forward to collaboration with fellow community members.

In short, I respectfully request your consideration for appointment to the Board of Health. Please don't hesitate to contact me if you have any questions.

Sincerely,

Ciera Maffei
30 Southgate Road, Franklin MA 02038

Ciera Maffei, MS, CPNP, RN, CLC

30 Southgate Road, Franklin MA |

Education

Boston College, Chestnut Hill, MA

May 2012

- Master of Science in Nursing, pediatric primary care specialty

Tufts University, Medford, MA

May 2007

- Bachelor of Science in Electrical Engineering, 2nd major: Biomedical Engineering

Professional Experience

Pediatric Nurse Practitioner, Alan Bulotsky & Associates, Brockton, MA

August 2016—present

- Provide evidence-based primary healthcare to a diverse patient population ranging from birth to 21 years of age
- Integrate clinical expertise, evidence-based practice guidelines, and strong communication skills to assess, formulate diagnoses, and execute family-centered care plans for sick and well patients
- Collaborate with families and multidisciplinary teams to deliver culturally-competent care with a focus on health promotion as well as disease prevention and control.

Pediatric Nurse Practitioner, Cape Cod Pediatrics, Forestdale, MA

June 2012—August 2015

- Provided primary health care for sick and well patients ages 0 to 23
- Applied scientific expertise to translate key concepts for patients and their families on clinical topics including anatomy, growth & development, pathophysiology, and pharmacology

Medical Writer, Ora, Andover, MA

July 2007—July 2010

- Interfaced with clinicians and scientists for successful completion of scientific abstracts, peer-reviewed journal articles, and medical trade journal articles
- Performed clinical research staff responsibilities including documenting medical histories, scribing for investigators, and assisting with various clinical tests in a variety of ophthalmic clinical trials

Academic Experience

Affiliated Faculty, Union Institute & University, Cincinnati, OH

December 2013—2017

- Taught online courses in medical terminology, maternal and child health, and human anatomy & physiology as part of curriculum for Bachelor's program in *Maternal Child Health: Human Lactation*
- Incorporated clinical knowledge base to augment students' understanding of practical applications of course content
- Enhanced course design to facilitate the application of key concepts to maternal and child health field

Licensure

- *Registered Nurse*, Massachusetts and Tennessee
- *Certified Nurse Practitioner*, Massachusetts
- *Controlled Substance Registration*, Massachusetts

Certifications

- *Certified Pediatric Nurse Practitioner-Primary Care*, Pediatric Nurse Certification Board
- *Certified Lactation Counselor*, Academy of Lactation Policy and Practice
- *Protecting Human Research Participants*, National Institutes of Health
- *Basic Life Support for Healthcare Provider*, American Heart Association

Professional Affiliations

- Massachusetts Coalition of Nurse Practitioners
- National Association of Pediatric Nurse Practitioners

December 3, 2018

Teresa Burr
Town Clerk
Municipal Building
355 East Central Street
Franklin, MA 02038

Dear Teresa,

Please be advised that I am resigning my position as a member of the Franklin Board of Health effective Today, December 3, 2018.

Regards,



Philip Brunelli

CC: Board of Health
Town Administrator



APPOINTMENTS

Zoning Board of Appeals

Philip Brunelli
26 James Street

The Zoning Board of Appeals has recommended the appointment of Philip Brunelli from an associate Member to full serve as a member of the Zoning Board of Appeals with an expiration of June 30, 2021.

MOTION to ratify the appointment by the Town Administrator of Philip Brunelli to serve as a full member of the Zoning Board of Appeals.

DATED: _____, 2018

VOTED:

UNANIMOUS _____

A True Record Attest:

YES _____ **NO** _____

Teresa M. Burr
Town Clerk

ABSTAIN _____

ABSENT _____

Glenn Jones, Clerk
Franklin Town Council



APPOINTMENTS

Zoning Board of Appeals

Christopher Stickney
18 High Street

The Zoning Board of Appeals has recommended the appointment of Christopher Stickney to serve as an associate member of the Zoning Board of Appeals with an expiration of June 30, 2021.

MOTION to ratify the appointment by the Town Administrator of Christopher Stickney to serve as a member of the Zoning Board of Appeals.

DATED: _____, 2018

VOTED:

UNANIMOUS _____

A True Record Attest:

YES _____ **NO** _____

Teresa M. Burr
Town Clerk

ABSTAIN _____

ABSENT _____

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: September 25, 2018

Name: Christopher B Stickney

Home Address: 18 High Street
Franklin, MA 02038

Mailing Address: 18 High Street
Franklin, MA 02038

Phone Number(s): ()

Email Address:

Current Occupation/Employer: Real Estate Appraiser / Colliers International

Narrative: I have between 10 - 15 hours a week available.

My professional experience as a Certified General Appraiser requires that I research, review, analyze, and report various pieces of information through verbal and narrative reporting for my clients. My typical appraisal scope of work includes review of existing zoning ordinances for conformity, while proposed developments often warrant further research including design and approval analysis.

Board(s) / Committee(s): Design Review Commission
 Zoning Board of Appeal

Christopher B. Stickney

18 High Street, Franklin, MA 02038

Contact

Key Skills

Effective Communication
Critical Thinking

Microsoft Office Suite Proficiency
Employee/Peer Development

Adaptability and Accountability
Detail Oriented

Work Experience

Colliers International Valuation & Advisory Services

January 2016 – Present

Valuation Specialist – Boston, MA

- Perform detailed analysis as part of assignment completion including: public record searches, zoning ordinance analysis, and plat of survey/site plan/map review for compliance
- Compile detailed market analysis through discussions with market participants to understand the current and future performance of the area in question
- Complete all aspects of research, comparative analysis, and narration of commercial appraisal consulting and reports
- Fostering communication with clients, business partners, and municipal departments
- Business development through creation and distribution of market snap shots and networking through conferences, seminars, and professional organizations

Joseph J. Blake & Associates

October 2013 – January 2016

Associate – Boston, MA

- Completed all aspects of commercial appraisal assignments including site inspections, field work, analysis of comparables, and report narration
- Assisted in on-boarding of new associates including guidance on new assignments
- Beta tested new appraisal software ahead of companywide implementation, escalated issues uncovered to increase software proficiency and end-user ease-of-use

Petersen LaChance Regan Pino, LLC

April 2013 – October 2013

Real Estate Associate – Boston, MA

- Completed site inspections for subject and comparable properties
- Performed detailed research and confirmation on pertinent data for completion of a commercial appraisal assignments
- Contributed to the comparative analysis to form an opinion of market value

Target Corporation

June 2005 – June 2012

Store Manager - Abington, MA

September 2010 – June 2012

- Managed multiple cross-functional teams consisting of 6 mid-level managers and 130+ employees
- Completed long term planning and project management; payroll and overall expense management
- Successfully completed all projects (transitions, inventory, store remodel) on time or ahead of schedule
- Recognized as a "Developer of Talent" by senior leadership at the national sales meeting

Assistant Store Manager - Hardlines - Abington, MA

October 2008 – September 2010

- Managed cross-functional team consisting of 5 first line managers and 40+ employees
- Exceeded project goals through empowerment and diligent follow up of team
- Recognized as a High Potential performer; utilized as a district resource in multiple Massachusetts locations to assist in development of peers

Assistant Store Manager - Logistics - Millbury, MA

October 2006 – October 2008

- Managed cross-functional team consisting of 5 first line managers and 40+ employees
- Leveraged distribution partners to front load high velocity items to maintain consistent in-stocks to achieve sales goals
- Improved Just-In-Time replenishment to reduce storage of unproductive merchandise, bringing stock levels down from 92% to 82% of warehouse capacity

Education

2010 - 2014

Masters in Business Administration
University of Phoenix, Online

1999 - 2004

Bachelors of Science
Springfield College, Springfield MA



License Transactions:

Applicant: Shaw's Supermarkets, Inc.

The applicant is seeking a Change of Manager on their alcoholic beverages license to John F. Miller

All Departments have signed off on this application.

MOTION to approve the request by Shaw's Supermarkets, Inc. for a Change of Manager to John F. Miller

DATED: _____, 2018

VOTED:

UNANIMOUS _____

YES _____ **NO** _____

ABSTAIN _____

ABSENT _____

A True Record Attest:

Teresa M. Burr
Town Clerk

Glenn Jones, Clerk
Franklin Town Council



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

Franklin

City /Town

00033-PK-0430

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

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

APPLICANT INFORMATION

Name of Licensee DBA

Street Address

Manager

Granted under Special Legislation? Yes No

If Yes, Chapter

of the Acts of (year)

Type (i.e. restaurant, package store) Class (Annual or Seasonal) Category (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES Complete description of the licensed premises

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA: Date Time

Advertised Yes No Date Published Publication

Abutters Notified: Yes No Date of Notice

Date APPROVED by LLA Decision of the LLA

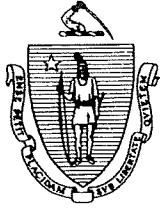
Additional remarks or conditions (E.g. Days and hours)

For Transfers ONLY:
Seller License Number: Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director

Glenn Jones, Clerk
Franklin Town Council



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

Print Form

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

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

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.paybill.com/mass/abcc/retail/>

(PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

New Albertsons L.P.

EPAY CONFIRMATION NUMBER

312001

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00033-PK-0430

LICENSEE NAME

Shaw's Supermarkets, Inc.

ADDRESS

255 E. Central St.

CITY/TOWN

Franklin

STATE

MA

ZIP CODE

02038

TRANSACTION TYPE (Please check all relevant transactions):

- Alteration of Licensed Premises
- Cordials/Liqueurs Permit
- New Officer/Director
- Transfer of License
- Change Corporate Name
- Issuance of Stock
- New Stockholder
- Transfer of Stock
- Change of License Type
- Management/Operating Agreement
- Pledge of Stock
- Wine & Malt to All Alcohol
- Change of Location
- More than (3) \$15
- Pledge of License
- 6-Day to 7-Day License
- Change of Manager
- New License
- Seasonal to Annual
- Other

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
 239 CAUSEWAY STREET
 BOSTON, MA 02241-3396**



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

AMENDMENT APPLICATION FOR A CHANGE OF MANAGER

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)	Shaw's Supermarkets, Inc. D/B/A/ Shaw's #3581		
ABCC License Number	00033-PK-0430	City/Town of Licensee	Franklin

2. APPLICATION CONTACT			
The application contact is required and is the person who will be contacted with any questions regarding this application.			
First Name:	William	Middle:	
		Last Name:	Wagner
Title:	Employee	Primary Phone:	623-869-4326
Email:	nasc.tax@safeway.com		

3. BUSINESS CONTACT			
Please complete this section ONLY if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.			
Entity Name:	Shaw's Supermarkets, Inc.		
Primary Phone:	623-869-4326	Fax Number:	623-869-1445
Alternative Phone:	623-869-3563	Email:	nasc.tax@safeway.com

Business Address (Corporate Headquarters)			
Street Number:	250	Street Name:	Parkcenter Blvd.
City/Town:	Boise	State:	ID
Zip Code:	83706	Country:	USA

Mailing Address			
<input type="checkbox"/> Check here if your Mailing Address is the same as your Business Address			
Street Number:	PO Box 29096	Street Name:	MS# 6531
City/Town:	Phoenix	State:	AZ
Zip Code:	85038-9096	Country:	USA

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? Yes No

Have you ever been convicted of a state, federal, or military crime? Yes No
If yes, attach an affidavit that lists your convictions with an explanation for each

Have you ever been Manager of Record of a license to sell alcoholic beverages? Yes No

If yes, please list the licenses for which you are the current or proposed manager:

Do you have direct, indirect, or financial interest in this license? Yes No

If yes, percentage of interest

If yes, please indicate type of Interest (check all that apply):

Officer Sole Proprietor
 Stockholder LLC Manager
 LLC Member Director
 Partner Landlord
 Contractual Revenue Sharing
 Management Agreement Other

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
10/30/2018 - Present	Store Director	Shaw's Supermarkets, Inc.	255 E Central St., Franklin, MA 02038	508-520-6880
1/1/2007 - 10/29/2011	Store Director	Shaw's Supermarkets, Inc.	641 Belmont Street Brockton MA 02301	508-588-7746

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

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

ADDITIONAL SPACE

The following space is for any additional information you wish to supply or to clarify an answer you supplied in the application.

If referencing the application, please be sure to include the number of the question to which you are referring.

APPLICANT'S STATEMENT

I, Tiffany Corcoran the: sole proprietor; partner; corporate principal; LLC/LLP member
Authorized Signatory

of Shaw's Supermarkets, Inc., hereby submit this application for Change of Manager / Contact update
Name of the Entity/Corporation Transaction(s) you are applying for

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

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

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: Tiffany Corcoran

Date: 11/6/2018

Title: Tax Supervisor

SHAW'S SUPERMARKETS, INC.

ASSISTANT SECRETARY'S CERTIFICATE

November 6, 2018

I, Laura A. Donald, hereby certify (each statement herein being true on and as of the date hereof) that I am the duly elected Group Vice President, Corporate Law & Assistant Secretary of Shaw's Supermarkets, Inc., a Massachusetts corporation (the "Company") and am authorized to execute this Certificate on behalf of the Company.

Solely in my capacity as Assistant Secretary of the Company and not in any individual capacity, I certify and attest that in the month of October, 2018 John Miller was approved as store director of record for Shaw's store #3581 in Franklin, Massachusetts and currently remains manager.

IN WITNESS, WHEREOF, I have hereunto set my hand on behalf of the Company on the date first written above.

Shaw's Supermarkets, Inc.,
a Massachusetts corporation

By: Laura A. Donald
Laura A. Donald
Group Vice President, Corporate Law
& Assistant Secretary

**CERTIFICATE OF AUTHORITY AND
LIMITED POWER OF ATTORNEY**


I, Robert A. Gordon, Executive Vice President, General Counsel & Secretary of Shaw's Supermarkets, Inc., a Massachusetts corporation ("Company"), by authority granted to me under a standing resolution duly adopted by the Board of Directors on April 19, 2017, hereby delegate authority and grant a limited power of attorney to the persons listed in **Exhibit A (as such Exhibit A may be updated from time to time)** for and on behalf of Shaw's Supermarkets, Inc. to execute the following:

- **Licenses, permits, WIC contracts, lottery contracts, tax and fee returns, sales/use returns, fuel returns, property renditions, applications for fictitious business names.**

Notwithstanding this Certificate of Authority and Limited Power of Attorney, the persons listed in **Exhibit A (as such Exhibit A may be updated from time to time)** remain subject to, and must comply with, any applicable approval and procedural requirements set forth in the Company's policies on legal review, approval and signing of agreements, as such policy may be amended from time to time.

This Certificate of Authority and Limited Power of Attorney shall continue in effect for the individuals named in **Exhibit A (as such Exhibit A may be updated from time to time)** for so long as such individuals remain in their present positions (or any more senior positions of authority) and maintain responsibility for the tasks or functions described herein, unless earlier modified or rescinded in writing.

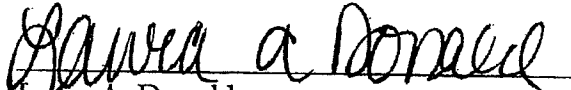
Dated: 3-13-18



Robert A. Gordon
Executive Vice President, General Counsel &
Secretary

I, Laura A. Donald, hereby certify that I am the Group Vice President, Corporate Law & Assistant Secretary of the Company; that the approval adopted by the Board of Directors of the Company on April 19, 2017 is still, on this day, in full force and effect; that Robert A. Gordon is Executive Vice President, General Counsel & Secretary of the Company; and that Robert A. Gordon has full right and authority to execute the above Certificate of Authority and Limited Power of Attorney.

Dated: 3-13-18



Laura A. Donald

Group Vice President, Corporate Law
& Assistant Secretary

Exhibit A

Certificate of Authority and Limited Power of Attorney
(Shaw's Supermarkets, Inc. - NASC Documents.)

<u>Name</u>	<u>Title</u>
Steve Barna	Manager Tax
Jana Bohlman	Director Tax
William Carter	Manager Tax
Tiffany Corcoran	Supervisor Tax
Don Johnson	Sr. Director Financial Reporting
Devin Whyte	Manager Tax
Jeff Wilson	Supervisor Tax



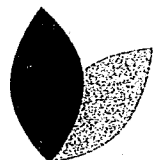
December 3, 2018

I, John Miller, have worked at Shaw's Supermarket for 39 years. I am currently a Store Director and have been recently transferred to the Shaw's Franklin location. This will be the first location in Shaw's that I will be working in that sells alcohol. I will be responsible for ensuring all employees are trained on all state and Shaw's liquor policies.

John Miller

Store Director

Shaw's Supermarket 255 East Central Street Franklin MA 02038



Congratulations!

You have successfully completed the ServSafe® Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Executive Vice President, National Restaurant Association Solutions



ServSafe
National Restaurant Association

ID # 16472424
CARD # 17186052

ServSafe Alcohol® CERTIFICATE

JOHN MILLER

NAME
12/2/2018

DATE OF EXAMINATION
Card expires three years from the date of examination. Local laws apply.

17110801 v.1711

Sherman Brown
Executive Vice President, National Restaurant Association Solutions

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.

NOTE: You can access your score and certification information anytime at ServSafe.com.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at ServiceCenter@restaurant.org or 800.765.2122, ext. 6703.

NATIONAL
RESTAURANT
ASSOCIATION

233 South Wacker Drive
Suite 3600
Chicago, IL 60606-6383
1-800.SERVSAFE
312.715.1010 In the Chicago area
ServSafe.com

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Town of Franklin

Town Administrator
Tel: (508) 520-4949



Fax: (508) 520-4903

355 East Central Street
Franklin, Massachusetts 02038-1352

Date: December 7, 2018

To: Town Council

From: Jamie Hellen 

Re: Risk Assessment

For several years, the Town's auditors suggested the Town conduct an organization wide risk assessment. This past year, the Council authorized funding for us to conduct an independent, townwide assessment of risk in a variety of industry standard categories.

Attached is the Executive Summary of this report and the author, Terenzio Volpicelli, is here this evening to do a short presentation on the findings, the items the Town should improve, what steps the Town is taking to remediate those findings and answer any questions.

The full report is online on the Town's Budget page:

<https://www.franklinma.gov/town-budget>

The good news is that the risk assessment shows the Town doing great things and has no major structural issues. The main theme throughout is the auditor has suggested we should document our policies and procedures better and update them more periodically as well.



TOWN OF FRANKLIN, MA

Financial Risk Assessment

Office of the Comptroller

December 2018

TABLE OF CONTENTS

Overview	1
Summary of Financial Risks Identified	7
The Control Environment.....	11
Technology.....	13
Shared Financial Services:	
SCR – Cash Receipts	19
SCD – Cash Disbursements	24
SPR – Payroll and Personnel	29
PT – Property and Excise Taxes.....	35
Dedicated Services – Significant Departments:	
TA – Town Administrator	39
FA – Facilities.....	41
PO – Police Department.....	44
FI – Fire Department	47
BI – Building and Inspections	51
ED – Schools.....	54
PW – Public Works	63
RE – Recreation	67
Dedicated Services – Other Departments:	
TC – Town Clerk	70
LI – Library.....	71
BH – Health Department.....	71
SR – Council on Aging.....	72
VS – Veterans’ Services	72
AH – Affordable Housing Trust	72
Insurance and Bonding	73
Acknowledgments.....	74

OVERVIEW

This financial risk assessment for the Town of Franklin, Massachusetts (the “Town”) was performed in August 2018 under the direction of the Town Comptroller. The purpose of this financial risk assessment is to assist in the evaluation of the adequacy of the Town’s internal controls over financial reporting.

The key accounting cycles identified by the Town at the onset of this project included cash receipts, cash expenditures, payroll and personnel, treasury operations and capital asset management. The effects of technology on these key accounting cycles must be evaluated in any risk assessment process. These key accounting cycles are consistent throughout the Commonwealth for municipalities the size of the Town.

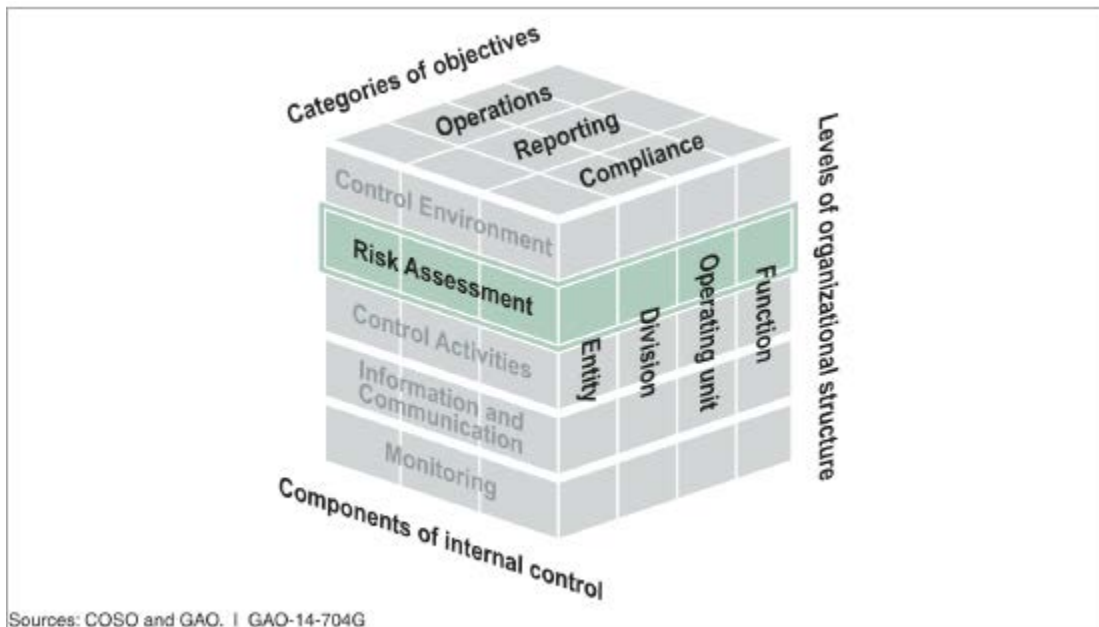
Green Book/COSO Internal Control Frameworks

The Comptroller General of the United States issues *Standards for Internal Control in the Federal Government*, which provides the overall framework for establishing and maintaining an effective internal control system. This publication is commonly known as the “Green Book.”

The Green Book sets forth an internal control framework based on seventeen control principles. The seventeen control principles are organized into five components of internal control:

1. The Control Environment
2. **Risk Assessment**
3. Control Activities
4. Information and Communication
5. Monitoring

The second component of internal control is Risk Assessment, which is the process in which the Town’s management assesses the risks it faces as it seeks to achieve its goals and objectives. The Town’s management must assess risk it faces from both internal and external sources.



The Green Book is substantially similar to the internal control framework most commonly used in private industry – COSO. In fact, the Green Book was rewritten in 2014 to more closely resemble the COSO internal control framework with a number of modifications that are intended to make the COSO internal control framework more suitable to federal, state and local governments.

Risk assessment is the process by which:

1. Management identifies risk and defines risk tolerances based on clearly defined business objectives;
2. Management identifies, analyzes and responds to risks related to achieving its business objectives;
3. Management considers the risk of fraud when performing item 2 above; and
4. Management identifies, analyzes and responds to changes in its operations that may affect its previous risk assessments.

In terms of this financial risk assessment, the Town has a clearly defined business objective – the delivery of municipal services to its residents in a timely, ethical and effective manner while complying with all applicable state and federal laws and regulations. Deviations from these objectives are areas of increased risk.

Financial risks are assessed using a “bottoms up” approach. While individual departments operate under the supervision and direction of the Town Administrator and Town Council and/or other elected committee, each department has its own unique manner of business operation. Accordingly, this financial risk assessment is performed at the department level.

Inherently, fraud risks in municipalities generally surround the following areas:

- Cash theft
- Unrecorded revenue receipts
- Check tampering
- Payroll fraud:
 - Falsification of hours
 - Ghost employees
- Fraudulent disbursements:
 - Billing schemes
 - Fictitious vendors
- Bid rigging
- Bribery, corruption and abuse of power

Finally, financial risk assessment is an ongoing process that is greatly affected by changes in the Town’s operations. The following changes are examples of what would prompt the reevaluation of financial risks:

- New accounting system
- New point of sale system
- Frequent changes in leadership (particularly in Town Administration, Treasury and Comptroller’s offices)
- Effect of new legislation or regulation

Quantitative and Qualitative Risk Assessment

The first step in any financial risk assessment process is to identify the most significant account balances and/or transaction types within an organization. In the case of the Town, a quantitative risk assessment was performed using revenues reported in the Town’s MUNIS accounting system for fiscal years 2018 (preliminary), 2017, 2016 and 2015. The purpose of the quantitative risk assessment was to identify significant revenue transactions by department as well as observe multi-year trends in the reported revenues. The following departments were compiled as a result of the quantitative risk assessment:

Department	Significant Sources of Revenue	Significance of	Significance of Payments for		Is the Dept. Significant?
		Revenues	Payroll	Vendors	
Collector	Property and excise taxes	High	Low	Low	Yes
Administrator	Cell tower rentals Alcoholic beverage licenses Comcast/Verizon PEG	High	Low	Moderate	Yes
Comptroller	None	Low	Low	Low	No
Assessor	Property and excise taxes Fees	High	Low	Low	Yes
Treasurer	Fees Intergovernmental receipts Investment income	Moderate	Low	Low	Yes
Clerk	Licenses Fees	Moderate	Low	Low	No
Conservation	Fees	Low	Low	Low	No
Planning	Fees	Low	Low	Low	No
Zoning Board	Fees	Low	Low	Low	No
Human Resources	None	Low	Low	Low	No
Technology	None	Low	Moderate	Moderate	Yes
Facilities	None	Low	High	High	Yes
Police	Details Fees Grants	Moderate	High	High	Yes
Fire	Ambulance charges Permits Fees	High	High	High	Yes
Buildings and Inspections	Permits Fees	High	Low	Low	Yes
Animal Control	Fees	Low	Low	Low	No
Public Works	Permits Fees Recycling center Chapter 90 grants	High	High	High	Yes
Board of Health	Permits Fees	Low	Low	Low	No
Library	Rentals Fees Fines Grants	Low	Moderate	Moderate	No

(continued)

Department	Significant Sources of Revenue	Significance of	Significance of Payments for		Is the Dept. Significant?
		Revenues	Payroll	Vendors	
Recreation	Fees Rentals	Moderate	Moderate	Moderate	Yes
Council on Aging	Fees State grants	Moderate	Low	Low	No
Veterans' Services	Donations Grants	Low	Low	Low	No
Historical Commission	None	Low	Low	Low	No
Schools	School lunch After school program fees Athletic fees Bus transportation fees Federal and state grants	High	High	High	Yes
Water Enterprise	User fees	High	High	High	Yes
Sewer Enterprise	User fees	High	High	High	Yes
Solid Waste Enterprise	User fees	High	High	High	Yes

(concluded)

It is important to note that the classification of a department's significance in the table above is solely based on financial transactions and processes. Departments such as the Town Clerk or Council on Aging are significant to the Town's overall mission to provide municipal services to its residents; however, the financial operations of these departments are not significant to the Town as a whole and there were no qualitative risks identified that would change this assessment.

The results of this initial quantitative risk assessment confirmed the Town's initial assessment of its key accounting cycles with the exception of the capital asset management process. The Town outsources its capital asset management to an independent third party, who is provided detailed accounting records each year to identify capital asset additions (\$15,000 capitalization threshold). Additionally, this firm works with individual departments to identify asset disposals made each year. As specialists in this field who have serviced the Town for many years, the use of these specialists reduces the risk associated with capital asset management to an acceptable level.

Secondly, a qualitative risk assessment was then performed to identify unusual characteristics of a department's financial operations that would expose itself to a greater degree of risk. For some departments, there are inherent risks associated with their operations, particularly those that have cash transactions and are not located in the Town Municipal Building. Other departments will have specific risks such as presence of prior audit findings. The following qualitative risk factors were considered for all Town departments:

- High degree of complexity in federal grant compliance
- Significant related-party transactions not in the ordinary course of business
- Complexity of procurement processes
- Reliance on outside contractors/consultants
- Unrealistic budgetary goals
- A history of fraud, abuse of power, corruption and/or misappropriation of assets
- Domination of management by a single individual or small group without compensating controls such as an effective oversight body
- Lack of suitable skills to manage day-to-day department operations, including its finances
- High turnover in management level employees
- Management's reputation within the community

- History of significant audit findings, violations of law and regulations
- Affect department has on other key processes

As a result of the qualitative risk assessment, the Comptroller, Procurement and Human Resources were deemed to be significant based on the affect these departments have on accounting and payroll processes. None of these departments generate revenues and their annual expenditures are not very significant. However, these departments are involved in many aspects of the Town's shared financial operations.

Interviews and Observations

Interviews and observations were performed for the significant Town departments as well as a number of other departments during the period commencing July 31, 2018 and concluding on August 16, 2018. In total, forty-four (44) Town employees were interviewed and where necessary key operating procedures and internal controls observed in practice. Interviews focused the key accounting processes applicable for the significant Town departments. Processes were detailed and served as the basis upon which the financial risk assessment was performed.

In addition to interviews and observations at all significant departments, interviews and observations were also performed for the following departments:

- Town Clerk
- Library
- Council on Aging
- Veterans' Services
- Board of Health
- Affordable Housing Trust

Financial Risk Assessment Threshold Definitions

In connection with this financial risk assessment, the degree to which financial risks are present need to be assessed using the following thresholds:

HIGH	The threat of error, noncompliance, abuse of power, fraud or other deficiency in operation and/or internal control may have a material affect on the Town's underlying accounting records. Remediations for these risks should be prioritized.
MODERATE	The threat of error, noncompliance, abuse of power, fraud or other deficiency in operation and/or internal control could be significant and may arise to the level of material. Remediations for these risks should be addressed but are not critical at this time.
LOW	The threat of error, noncompliance, abuse of power, fraud or other deficiency in operation and/or internal control is not material to the Town's underlying accounting records.

A number of factors are considered in applying a financial risk assessment threshold on a given process including the nature of the vulnerability, internal and external threat sources and the existence and effectiveness of existing internal controls. Additionally, qualitative assessments such as the effect a financial risk will have on the public's confidence in the Town and its leadership, the possibility of an

interruption of public service and the unauthorized disclosure of sensitive data factor into these applications.

Summary of Gaps in Internal Control Observed in the Financial Risk Assessment

Refer to the next section of this report.

Post Assessment

Financial risk assessment is a continual process. The recommendations identified in the table above and described more fully elsewhere in this report should be evaluated by the Town's executive management and implemented after making a number of considerations. The Town intends to perform periodic updates to this financial risk assessment when circumstances arise and require update such as a change in accounting systems.

SUMMARY OF FINANCIAL RISKS IDENTIFIED

The goal of this and any financial risk assessment is to reduce the level of financial risk to an acceptable level. Recommended control enhancements must be evaluated by the Town’s executive leadership giving consideration to, among other things, cost versus benefit, sensitivity of the data involved, Massachusetts General Laws and voter preferences.

The following summarizes gaps in internal control and areas that Town may consider in improving internal controls to address these gaps and either mitigate or eliminate the identified financial risks. Fuller details are provided in the body of the report.

HIGH Risk Areas

Identifier	Risk Area	Risk Reduced to Acceptable Level	Remediation to Consider
IT2	In the event of a disaster, the Town is unable to restore information systems in a timely manner.	Partially	Formalizing a disaster recovery plan.

Town Action(s): A disaster recovery program is being compiled and is expected to be completed on or before March 1, 2019.

SCD4	Disbursements are not compliant with Massachusetts procurement laws and regulations.	Partially	Formalizing a Town-wide procurement manual together with standardized forms to evidence compliance with Massachusetts procurement laws.
-------------	--	-----------	---

Town Action(s): A revised procurement policy with standardized forms to document compliance with Massachusetts procurement laws is in draft and is expected to be completed on or before March 1, 2019.

MODERATE Risk Areas

Identifier	Risk Area	Risk Reduced to Acceptable Level	Remediation to Consider
IT3	In the event of a disaster, the Town is unable to restore power to operate key computer systems.	Partially	Installing a backup power generator at the Town Municipal Building.

Town Action(s): A backup power generator for the Town Municipal Building will be included in the next capital plan. Procurement and installation of this device is expected on of before June 30, 2019.

IT5	Town employees fall victim to phishing/ransom attack.	Partially	Formalizing a computer use policy; providing additional end user training; and conducting phishing simulations through a third-party security firm.
------------	--	------------------	--

Town Action(s): A Town-wide computer security training program will begin in calendar year 2019. Internal phishing simulations have been performed to assist in tailoring these trainings. Additionally, the Town is codifying its policies and procedures on Internet, email and social media use.

IT8	Terminated employees continue to have access to Town data.	Partially	Enabling technology that removes emails from terminated employees' smartphones.
------------	--	-----------	---

Town Action(s): The Town is implementing a "exit checklist" for all terminations that includes actions by payroll, human resources and technology.

SCR9	Absence of written turnover policies and procedures.	Partially	Formalizing and communicating a Town-wide turnover policy.
-------------	--	-----------	--

Town Action(s): The Town is updating an old turnover policy and expects to have this completed on or before December 1, 2018. The Town's turnover policy will be distributed to all departments.

SCD5	Contracts with outside parties are not properly reviewed and/or authorized.	Partially	Transmitting contracts to vendors in restricted pdf format versus in Word files, which are easily modified.
-------------	---	-----------	---

Town Action(s): The Chief Procurement Officer has begun transmitting contracts as protected pdf's.

SPR2	Changes to employee pay rates in MUNIS are made without authorization.	Partially	Running audit reports in MUNIS that identify changes in pay rates with each pay run, which are reviewed by Human Resources for validity.
-------------	--	-----------	--

Town Action(s): The Town is evaluating the existing audit reports within MUNIS and may consider developing a custom report to facilitate this internal audit function.

SPR8 ED8	Payroll warrant is not properly reviewed and approved.	Partially	Requiring the review and approval of school payroll warrants by the School Business Administrator.
---------------------	--	-----------	--

Town Action(s): The School Business Administrator is now approving school payroll warrants.

SPR11	Town employees are unaware of Town personnel policies.	Partially	Updating its employee handbook, which has become outdated, and adopting a Town-wide code of conduct.
--------------	--	-----------	--

Town Action(s): Human Resources is compiling a revised, comprehensive personnel policies manual that includes the Town's most recent harassment policy and code of conduct and expects to complete this before March 1, 2019.

FI1	Not all ambulance services are billed.	Partially	Formalizing the policies and procedures for the entire ambulance billing cycle.
------------	--	-----------	---

Town Action(s): The Fire Department is compiling its ambulance policies and procedures and expects to have this complete on or before March 1, 2019.

FI4	Ambulance receivables are not reviewed for collectability.	No	Formalizing an ambulance receivables review process, which includes a policy on the write-off of ambulance receivables.
------------	--	----	---

Town Action(s): The Fire Department is compiling its ambulance policies and procedures and expects to have this complete on or before March 1, 2019.

ED3	School disbursements are made for unauthorized vendor transactions.	Partially	Requiring the Superintendent to review and signoff vendor warrants.
------------	---	-----------	---

Town Action(s): The Superintendent is now approving all vendor warrants.

RE4	Sensitive personal data of recreational services may become compromised.	Partially	Evaluating the PCI compliance features of the online registration and payment system; destroying all sensitive financial data provided by registrants seeking “scholarship.”
------------	--	-----------	--

Town Action(s): Scholarship applications and relative financial information is now stored in a secure location and the Department has added these measures to its policies and procedures.

LOW Risk Areas

Identifier	Risk Area	Risk Reduced to Acceptable Level	Remediation to Consider
IT6	Unauthorized parties gain access to computer data rooms.	Partially	Removing all signage that identifies computer rooms.

Town Action(s): Identification of these rooms is necessary for public safety (primarily fire) and maintenance purposes. The Town will continue to evaluate this low risk item.

SPR6	Deductions for payroll withholdings are correct.	Partially	Confirming withholding rates with the Norfolk County Retirement System for all new hires transferring creditable service from another qualifying Massachusetts pension system to ensure withholding rates are correct.
-------------	--	-----------	--

Town Action(s): The Town will follow-up with the NCRS on retirement withholding rates for employees with a greater risk of having an incorrect pension withholding rate.

FA1	Town-purchased supplies are used for unauthorized purposes.	Partially	Evaluating mechanical parts inventory for obsolescence and developing an inventory tracking system for mechanical parts and supplies inventory.
------------	---	-----------	---

Town Action(s): A complete inventory of mechanical parts and supplies will take place before the close of fiscal year 2019. Excess and obsolete parts will be disposed of in accordance with applicable general and environmental laws and regulations.

PO1	Not all outside details are billed accurately to outside contractors.	Yes	Implementing an off-the-shelf accounting system like QuickBooks to manage outside police details billings and collections.
------------	---	-----	--

Town Action(s): The Town will evaluate the use of an accounting package. Additionally, another employee is being trained for backup purposes.

PO3	Cash collections at Police Department are not adequately safeguarded.	Partially	Making more frequent turnover of collections to the Town Treasurer. See also SCR10.
------------	---	-----------	---

Town Action(s): The Police Department has begun making more timely turnovers to the Town Treasurer. The Town's turnover policy will be distributed to all departments.

TC1	The Town Clerk is an elected position.	No	Appointing its Town Clerk.
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THE CONTROL ENVIROMENT

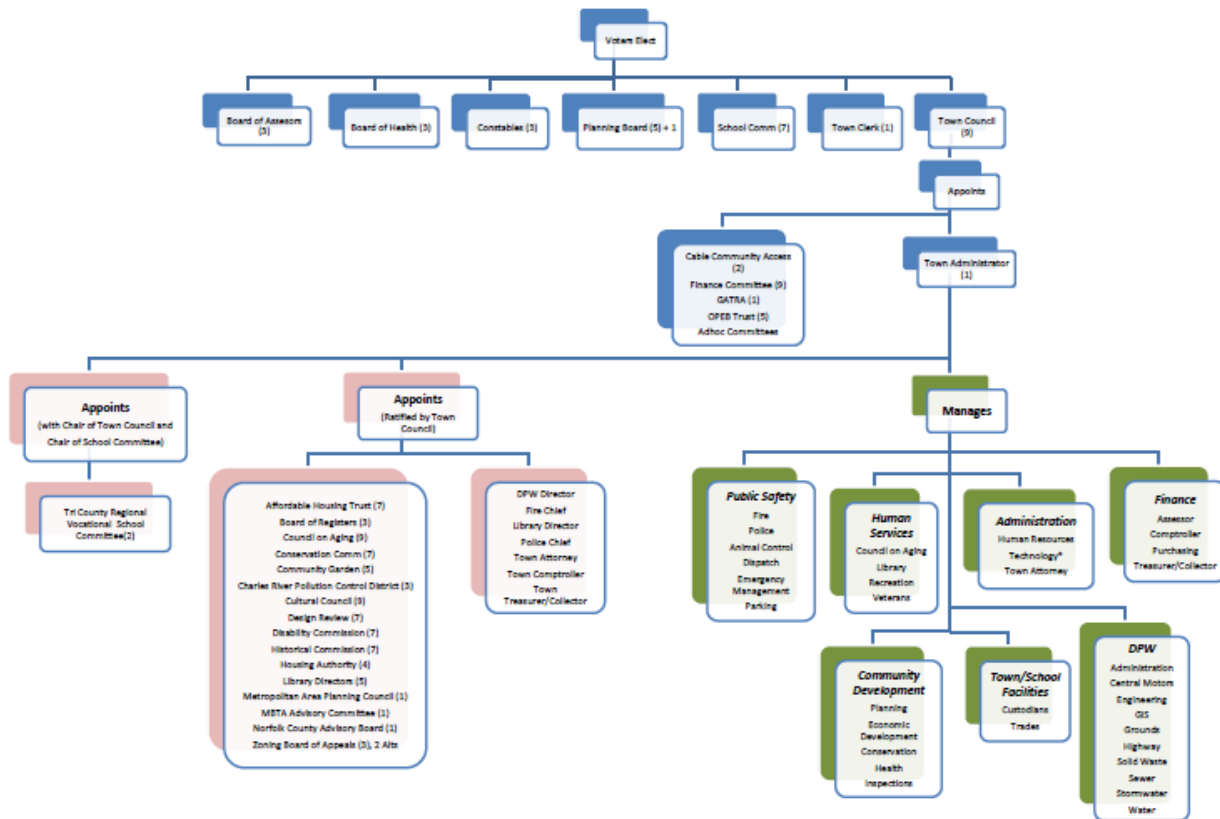
The process of risk assessment should be performed after having evaluated an organization’s control environment. The control environment is best described as the “tone from the top.” Well run and governed organizations share many common traits, not the least of which is a commitment to excellence and ethical business practices, which is delivered in a “top down” manner.

For the Town, this means that the Town Council, School Committee, Office of the Superintendent of Schools and Office of the Town Administrator demonstrate a commitment to integrity and ethical values in their day-to-day operations. It is expected that this commitment becomes contagious within the organization. To evidence this commitment, the Town’s personnel policies manual includes a fraud policy, which has been approved by the Town Council.

The Town Council takes an active role in internal controls. Most notably is the months-long capital and operating budget process, for which the Council has established a budget committee and the entire Council is responsible for the approval of the operating and capital budget.

The Town conducts its day-to-day operations using a clearly defined organizational chart.

Town of Franklin
Organization Chart



Clear communication between the Town Administrator and the individual department heads serves as a key element in the Town's control environment. Seasonally, the Town Administrator's office meets with department heads, their deputies and division leaders to enhance communication and staff collaboration. These meetings are held in the training room at the Town Municipal Building.

Clearly defined job responsibilities assist in holding Town personnel accountable to achieve the Town's objectives. Upon hire or promotion, department heads (who by definition direct their departments) are given job responsibilities. These job responsibilities are developed by the outgoing department head and vetted by the Town's Human Resources department.

Clear roles and responsibilities and regular evaluation of Town personnel also serve as key components on the Town's control environment. Each department head has a set of annual goals – two goals are established by the Town Administrator's office; three goals are established internally by the department heads. Departmental goals are generally focused on improving customer service. The Department heads are required to detail the steps they intend to implement to meet these goals. Furthermore, these goals are reviewed mid-year and at the end of the review year.

To further enhance the communication and interaction between "town" and "school" functions, the Town Municipal Building is organized in such a way that both organizations are housed in the same facility and similar functions are adjacent to each other. For instance, the Town Administrator's office is located adjacent to the School Superintendent's office and the Comptroller's office is adjacent to the School Business Administrator's office. By organizing itself in this manner, more open lines of communications are fostered between the two groups, which for many Massachusetts communities operate as if there were a concrete wall separating each other.

Town of Franklin

Town Administrator
Tel: (508) 520-4949



Fax: (508) 520-4903

355 East Central Street
Franklin, Massachusetts 02038-1352

Date: December 6, 2018

To: Town Council

From: Jamie Hellen 

Re: PEG Grant

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

Please find attached a resolution to appropriate \$200,846.06 PEG Funds received for Third quarter from Comcast and Verizon to the Cable Access Corporation.

Please feel free to call with any questions.



TOWN OF FRANKLIN

RESOLUTION NO.: 18-70

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

TOTAL REQUESTED: \$200,846.06

PURPOSE: To appropriate \$200,846.06 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 \$200,846.06 be appropriated from the PEG Access and Cable Related Fund creates 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: _____, 2018

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: ____ **NO:** ____

ABSTAIN: ____ **ABSENT:** ____

Teresa M. Burr
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

TOWN OF FRANKLIN

Check #

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

Turnover Number:

Department:
ADMINISTRATION
123

Date: November 20, 2018

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	VERCBL		\$ -
	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		\$ -
Third Quarter fees	Comcast Cable TV	VERCBL		\$ 84,716.87
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ 84,716.87

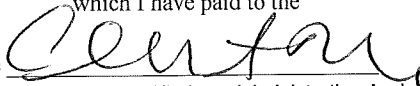
To the Town Accountant:

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

Eighty Four Thousand Seven Hundred Sixteen Dollars and Eighty Seven Cents

for the period ending November 20, 2018

Town Treasurer, whose receipt I hold therefor.

which I have paid to the
 Signature 
 Chrissy Whelton, Administrative Assistant



System Name: Comcast of Massachusetts II, Inc.
 Email: Patrick_Moore@cable.comcast.com
 Phone: 610-665-2575

Vendor ID:	150328
Contract Name:	Franklin MA
Statement Period:	Jul - Sep, 2018
Payment Amount:	\$84,716.87
Statement Number:	523633
CUID:	MA0152
System ID:	8773-1000-0160

FRANKLIN TOWN OF MA
 355 EAST CENTRAL STREET

 FRANKLIN, MA, 02038

This statement represents your payment for the period listed above.

Revenue Category	Amount
Expanded Basic Video Service	\$456,737.68
Limited Basic Video Service	\$255,621.92
Digital Video Service	\$408,953.29
Pay	\$266,958.50
PPV / VOD	\$68,800.84
Digital Video Equipment	\$78,494.32
Video Installation / Activation	\$7,851.28
Franchise Fees	\$84,165.04
PEG Fees	\$9,542.67
State Assessment	\$2,861.87
Guide	\$124.18
Other	\$7,416.46
Late Fees	\$3,166.86
Write-offs / Recoveries	(\$4,965.53)
Ad Sales	\$83,142.91
Home Shopping Commissions	\$6,449.57
Total	\$1,735,321.85

Franchise Fee \$84,716.87

To the best of my knowledge and belief, the above is a true and correct statement for the accounting of the gross revenues received by this corporation for the period.

CM

 Chad Mackey
 Sr. Analyst

TOWN OF FRANKLIN

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

Turnover Number:

Department:
ADMINISTRATION

Date: November 20, 2018

123

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		\$ -
Third Quarter fees	Verizon Cable TV	VERCBL		\$ 88,129.19
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ 88,129.19

To the Town Accountant:

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

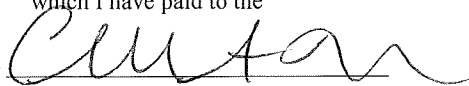
Eighty Eight Thousand One Hundred Twenty Nine Dollars and Nineteen Cents

for the period ending November 20, 2018

Town Treasurer, whose receipt I hold therefor.

which I have paid to the

Signature



Chrissy Whelton, Administrative Assistant

PEG Grant Report 3rd Quarter 2018

Town of Franklin

Verizon - fBA

Massachusetts

PEG Fee Rate:

5.00%

	July	August	September	Quarter Total
Monthly Recurring Cable Service Charges (e.g. Basic, Enhanced Basic, Premium and Equipment Rental)	\$540,894.99	\$536,934.33	\$540,385.73	\$1,618,215.05
Usage Based Charges (e.g. PayPer View, Installation)	\$21,428.67	\$21,841.44	\$23,697.95	\$66,968.06
Advertising	\$18,367.05	\$18,289.20	\$15,672.21	\$52,328.46
Home Shopping	\$2,646.55	\$841.01	\$692.00	\$4,179.56
Late Payment	\$0.00	(\$10.00)	\$0.00	(\$10.00)
Other Misc. (Leased Access & Other Misc.)	(\$11.41)	(\$548.82)	\$4,112.99	\$3,552.76
License Fee Billed	\$582.27	\$577.07	\$575.83	\$1,735.17
PEG Fee Billed	\$28,154.78	\$27,739.21	\$28,180.09	\$84,074.08
Less:				
Bad Debt	(\$1,617.36)	(\$4,626.55)	(\$3,594.02)	(\$9,837.93)
Total Receipts Subject to PEG Fee Calculation	\$610,445.54	\$601,036.90	\$609,722.78	\$1,821,205.22

PEG Grant Before Adjustment	\$29,301.39	\$28,849.77	\$30,486.14	\$88,637.30
Adjustment	\$0.00	\$0.00	(\$1,016.21)	(\$1,016.21)
PEG Grant	\$29,301.39	\$28,849.77	\$29,469.93	\$87,621.09

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.

PEG Grant Report 3rd Quarter 2018

Town of Franklin

Verizon - fBA

Massachusetts

PEG Fee Rate:

0.500%

	July	August	September	Quarter Total
Monthly Recurring Cable Service Charges (e.g. Basic, Enhanced Basic, Premium and Equipment Rental)	\$540,894.99	\$536,934.33	\$540,385.73	\$1,618,215.05
Usage Based Charges (e.g. PayPer View, Installation)	\$21,428.67	\$21,841.44	\$23,697.95	\$66,968.06
Advertising	\$18,367.05	\$18,289.20	\$15,672.21	\$52,328.46
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Less:				
Bad Debt	(\$1,617.36)	(\$4,626.55)	(\$3,594.02)	(\$9,837.93)
Total Receipts Subject to PEG Fee Calculation	\$610,445.54	\$601,036.90	\$609,722.78	\$1,821,205.22

PEG Grant Before Adjustment	\$29,301.39	\$28,849.77	\$30,486.14	\$88,637.30
Adjustment	\$0.00	\$0.00	(\$2,540.51)	(\$2,540.51)
PEG Grant	\$0.00	\$0.00	\$508.10	\$508.10

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

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

Turnover Number:

Department:
ADMINISTRATION
123

Date: November 27, 2018

FROM WHOM	DESCRIPTION	CODE	AMOUNT	TOTAL
	One Day Alcoholic Licenses	IAL123		\$ -
	One Day Beer/Wine Licenses	IBR123		\$ -
	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		\$ -
Annual Installment (1 of 5)	Verizon Cable TV	VERCBL		\$ 28,000.00
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ 28,000.00

To the Town Accountant:

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

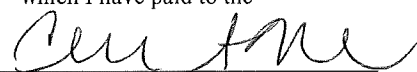
Twenty Eight Thousand Dollars and No Cents

for the period ending November 27, 2018

Town Treasurer, whose receipt I hold therefor.

which I have paid to the

Signature



Chrissy Whelton, Administrative Assistant

Miscellaneous Grant Remittance

Massachusetts

Town of Franklin

Due Date = 11/10/2018

Amount Due

\$28,000.00

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

Town Administrator
Tel: (508) 520-4949



Fax: (508) 520-4903

355 East Central Street
Franklin, Massachusetts 02038-1352

Date: December 7, 2018

To: Town Council

From: Jamie Hellen 

Re: 2019 Town Council Schedule

Attached is the proposed Town Council calendar for 2019. This calendar takes into consideration as much feedback as possible that the office received from the Council members, as well as the myriad of holidays, religious holidays, and school vacations, on the calendar.



Sponsor: Administration

**TOWN OF FRANKLIN
RESOLUTION 18-71**

2019 SCHEDULE OF TOWN COUNCIL MEETINGS

January	9	
January	30	
February	13	(FYI: February School Vacation 20th)
March	13	
March	20	
April	10	(FYI: April School Vacation April 15-20)
April	24	
May	8	
May	22 + 23	(Operating Budget Hearings)
June	5	
June	26	
July	24	
August	14	
September	4	
September	18	
October	2	
October	16	
November	13	
November	27	(Tax Rate Hearing)
December	4	
December	18	

DATED: _____, 2018

A True Record Attest:

**Teresa M. Burr
Town Clerk**

VOTED:

UNANIMOUS _____
YES _____ **NO** _____
ABSTAIN _____
ABSENT _____

**Glenn Jones, Clerk
Franklin Town Council**

Town of Franklin

Town Administrator
Tel: (508) 520-4949

Fax: (508) 520-4903



355 East Central Street
Franklin, Massachusetts 02038-1352

October 10, 2018

Dear Neighbors:

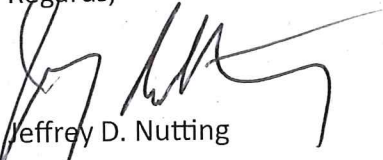
RE: Parking on Alpine Place

As you know the street was reconstructed and a new sidewalk was installed.

As a result of the work the Police and Fire departments have recommended we restrict parking on one side of the street (see enclosed map). The proposal restricts parking on the North Side and allows parking on the side with the sidewalk.

The Town Council will consider this matter at their meeting on November 14, 2018 at the municipal building at 355 East Central Street. The meeting begins at 7 PM. You are welcome to attend and be heard on the matter. Please call or email if you have any questions.

Regards,


Jeffrey D. Nutting
Town Administrator

cc: Gary McCarraher, Fire Chief
Thomas Lynch, Police Chief
Michael Maglio, Town Engineer



Sponsor: Administration

**TOWN OF FRANKLIN
BYLAW AMENDMENT 18-826
CHAPTER 170, VEHICLES AND TRAFFIC**

A BYLAW TO AMEND THE CODE OF THE TOWN OF FRANKLIN AT CHAPTER 170, VEHICLES AND TRAFFIC AT ARTICLE IV, STOPPING, STANDING AND PARKING, §170-15 PARKING PROHIBITIONS AND LIMITATIONS D. PARKING PROHIBITED.

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL that Chapter 170 of the Code of the Town of Franklin Vehicles and Traffic, Article IV, Stopping, Standing and Parking, §170-15 Parking Prohibitions and Limitations D. Parking Prohibited is hereby amended as follows:

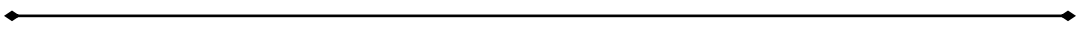
§170-15 Parking prohibitions and limitations.

No person shall stand or park any vehicle at any time:

- A. Upon streets or parts thereof where such a prohibition is posted.
- B. At bus stops, except buses, and no person shall park a bus within a business district at any place other than a bus stop when a nearby bus stop is available.
- C. At taxicab stands, except taxicabs, and no person shall park a taxicab upon any street within a business district at any place other than the taxicab stand or stands designated for the use of this taxicab or taxicabs, except while engaged or while waiting for an opportunity to use a taxicab stand designated for his use.
- D. Parking prohibited.

(1) Downtown Parking District: Boundaries are those contained on map captioned "Downtown Parking District" prepared by Town of Franklin Engineering Department ~~dated July 13, 2016~~ **and created July 13, 2016 and revised on July 31, 2018 and further revised on November 14, 2018** on file with the Town Clerk, a copy of which is appended hereto as "Attachment 1"; prohibitions and limitations on streets contained within the district are shown on said map.

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



DATED: _____, 2018

VOTED:

UNANIMOUS _____

A True Record Attest:

YES _____ NO _____








Teresa M. Burr
Town Clerk

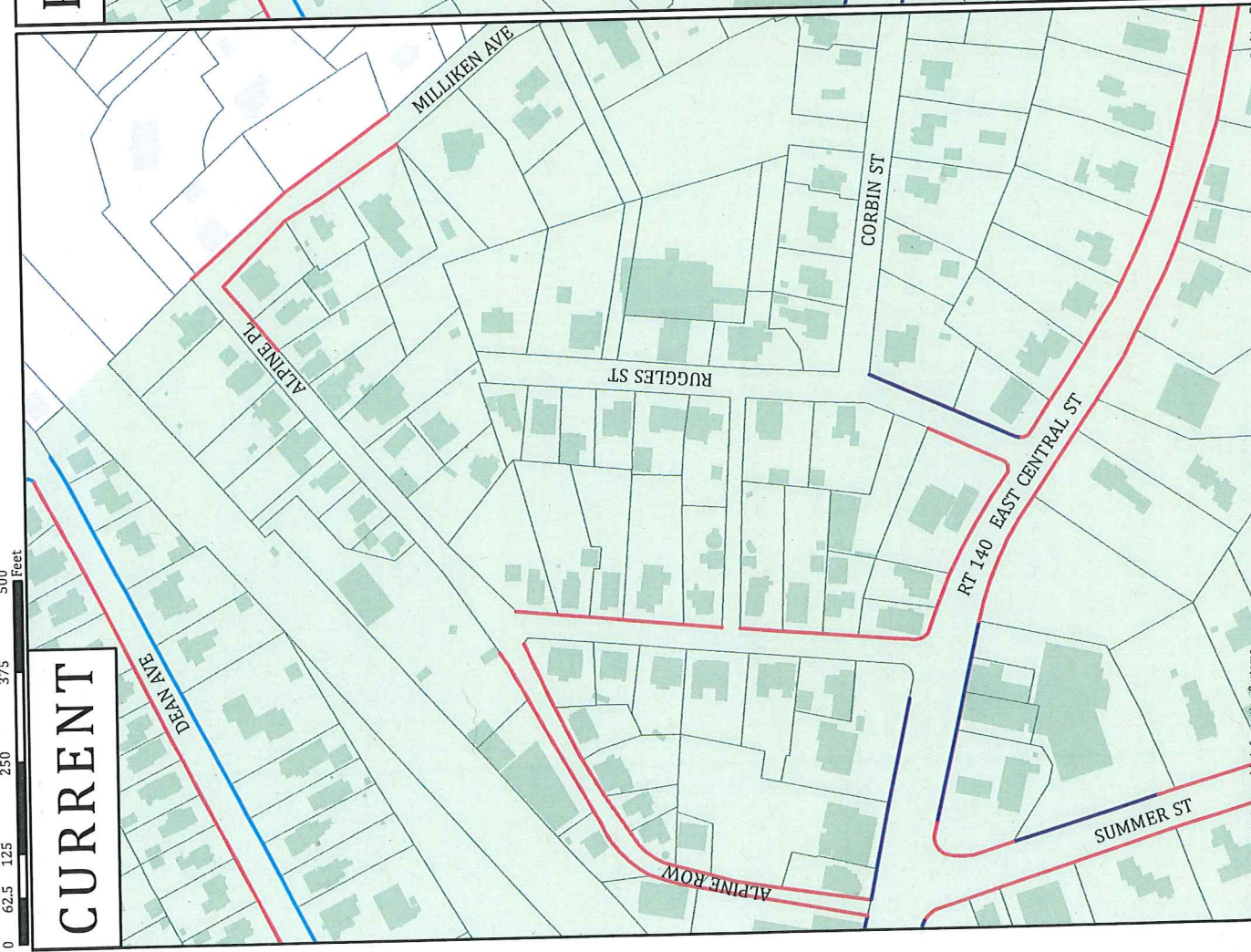
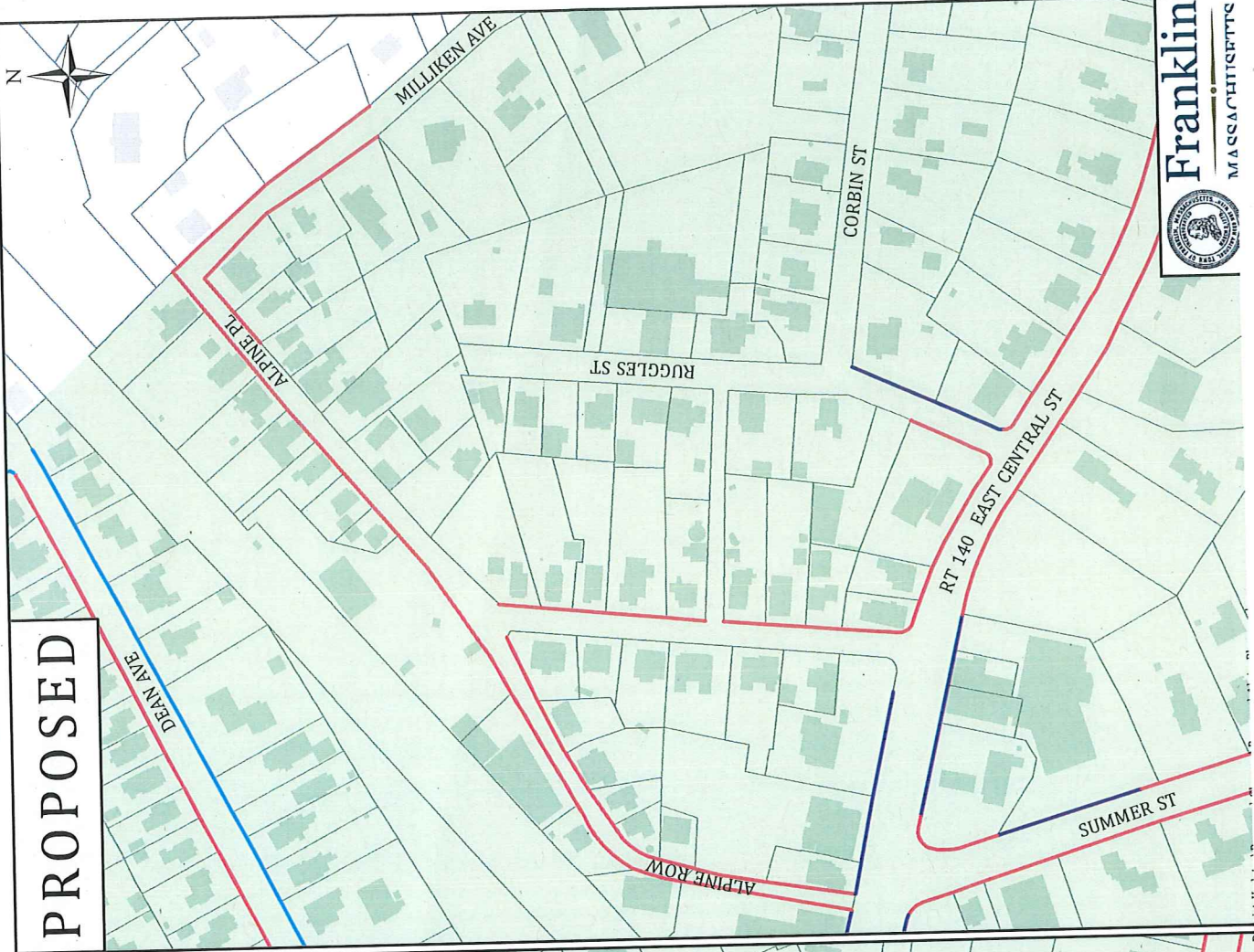
ABSTAIN _____

ABSENT _____

Glenn Jones, Clerk
Franklin Town Council

Proposed Downtown Parking District Changes

-  Merchant Permit 6am-2pm, M-F
-  2 HR 6am-10am, M-F
-  2 HR 8am-2pm, M-F
-  No Parking
-  Downtown Parking District
-  Building
-  Parcel




DOWNTOWN PARKING DISTRICT

Parking Zones On Public Ways*

- Merchant Permit 6am-2pm, M-F
- 2 HR 6am-10am, M-F
- 2 HR 8am-2pm, M-F
- No Parking

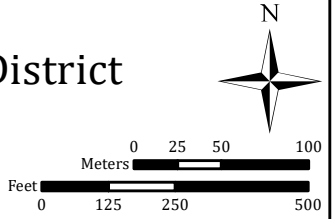
 Handicapped Parking

 Loading Zone

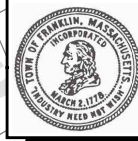
 Downtown Parking District

 Building

 Parcel



**All parking zones are subject to local bylaw §170-14, including, but not limited to, no parking within 20 feet of any intersecting way or 10 feet of a fire hydrant.*

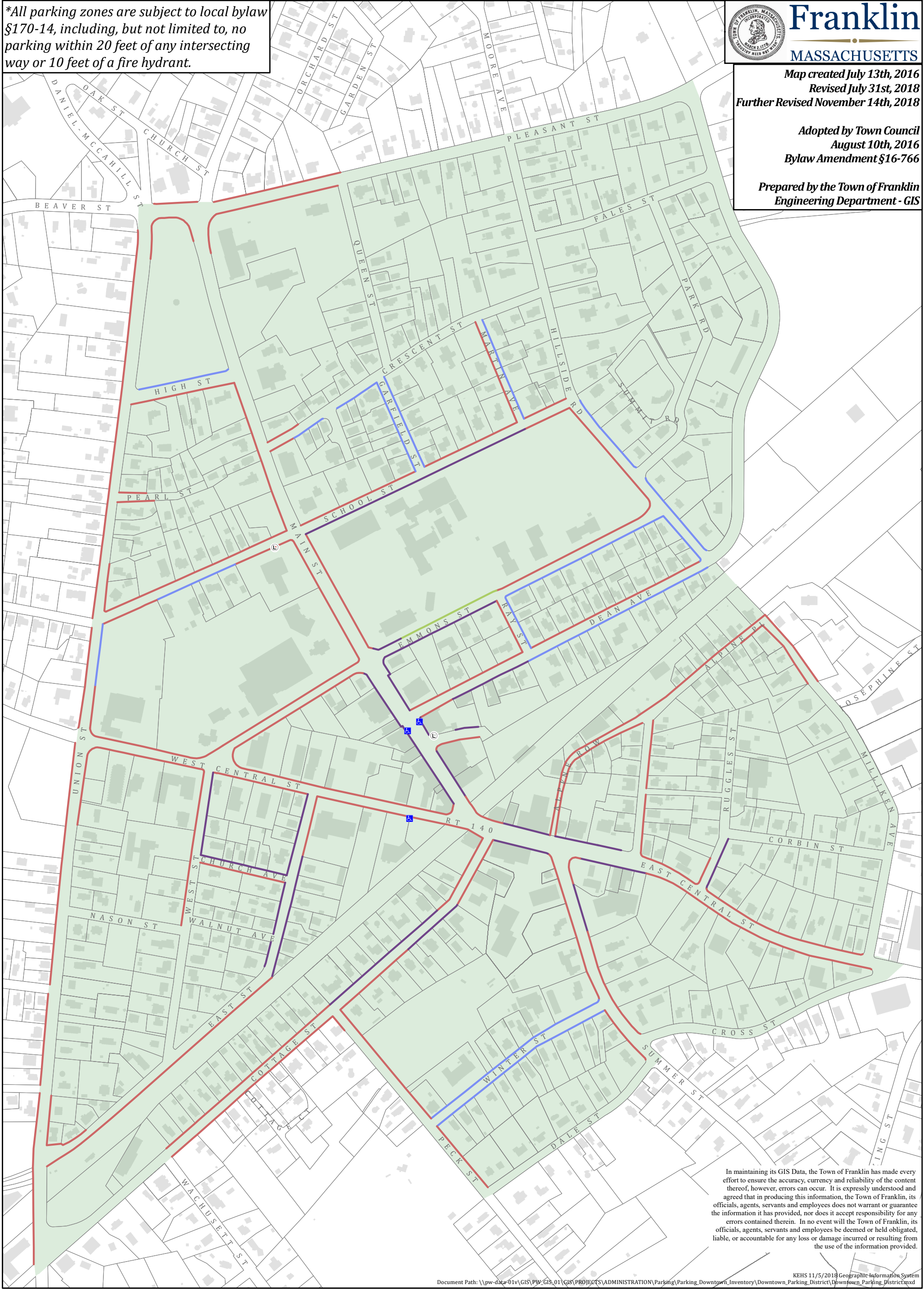


Franklin
MASSACHUSETTS

Map created July 13th, 2016
Revised July 31st, 2018
Further Revised November 14th, 2018

Adopted by Town Council
August 10th, 2016
Bylaw Amendment §16-766

Prepared by the Town of Franklin
Engineering Department - GIS



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.



TOWN OF FRANKLIN

DEPARTMENT OF PUBLIC WORKS

Franklin Municipal Building
257 Fisher Street
Franklin, MA 02038-3026

November 2, 2018

Mr. Jeffrey Nutting
Town Administrator
355 East Central Street
Franklin, MA 02038

RE: 11 Ridgeview Rd – Water System Extension

Dear Jeff,

The homeowner at 11 Ridgeview Road has submitted the attached application for a Water System Extension Permit. The application is for a single water service connection to the existing main on Long Hill Road due to problems with their existing well.

Ridgeview Road is a private road with six existing homes originally built with private wells. A water extension was recently approved for #12 this past summer.

Whereas the existing homes sit at such a high elevation, we recommend that the remaining five homes be allowed to connect to Town water with individual services and the need for separate booster pumps would be the responsibility of each individual homeowner.

We believe due to the circumstances, a water map amendment is warranted to provide a reliable source of drinking water to the existing homes on Ridgeview Road. If the Council decides to approve the extension, we recommend the following conditions be attached to the approval:

1. The applicant will need to file all required permits and pay the required fees to the DPW prior to construction/installation of their water service.
2. The applicant shall construct their proposed water service in accordance with DPW standards.

Sincerely,


Michael Maglio, PE
Town Engineer


Robert A. Cantoreggi
Director of Public Works



Sponsor: Administration

**TOWN OF FRANKLIN
BYLAW AMENDMENT 18-827
AMENDMENT TO WATER SYSTEM MAP**

A BYLAW TO AMEND THE CODE OF THE TOWN OF FRANKLIN AT CHAPTER 179, §179-9.1 WATERMAP.

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL that Chapter 179 §179-9.1. Water System Map Exhibit A (Map) be amended by adding as an eligible location the following:

§179-9.1 Water System Map.

Exhibit A:

Extending a 2" waterline from 11 Ridgeview Road for a single water service connection to the existing main on Long Hill Road.

Bylaw shall not become effective until all conditions agreed to between the developer and the DPW are satisfied.

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



DATED: _____, 2018

VOTED:
UNANIMOUS _____

A True Record Attest:

YES _____ **NO** _____

ABSTAIN _____

**Teresa M. Burr
Town Clerk**

ABSENT _____

**Glenn Jones, Clerk
Franklin Town Council**



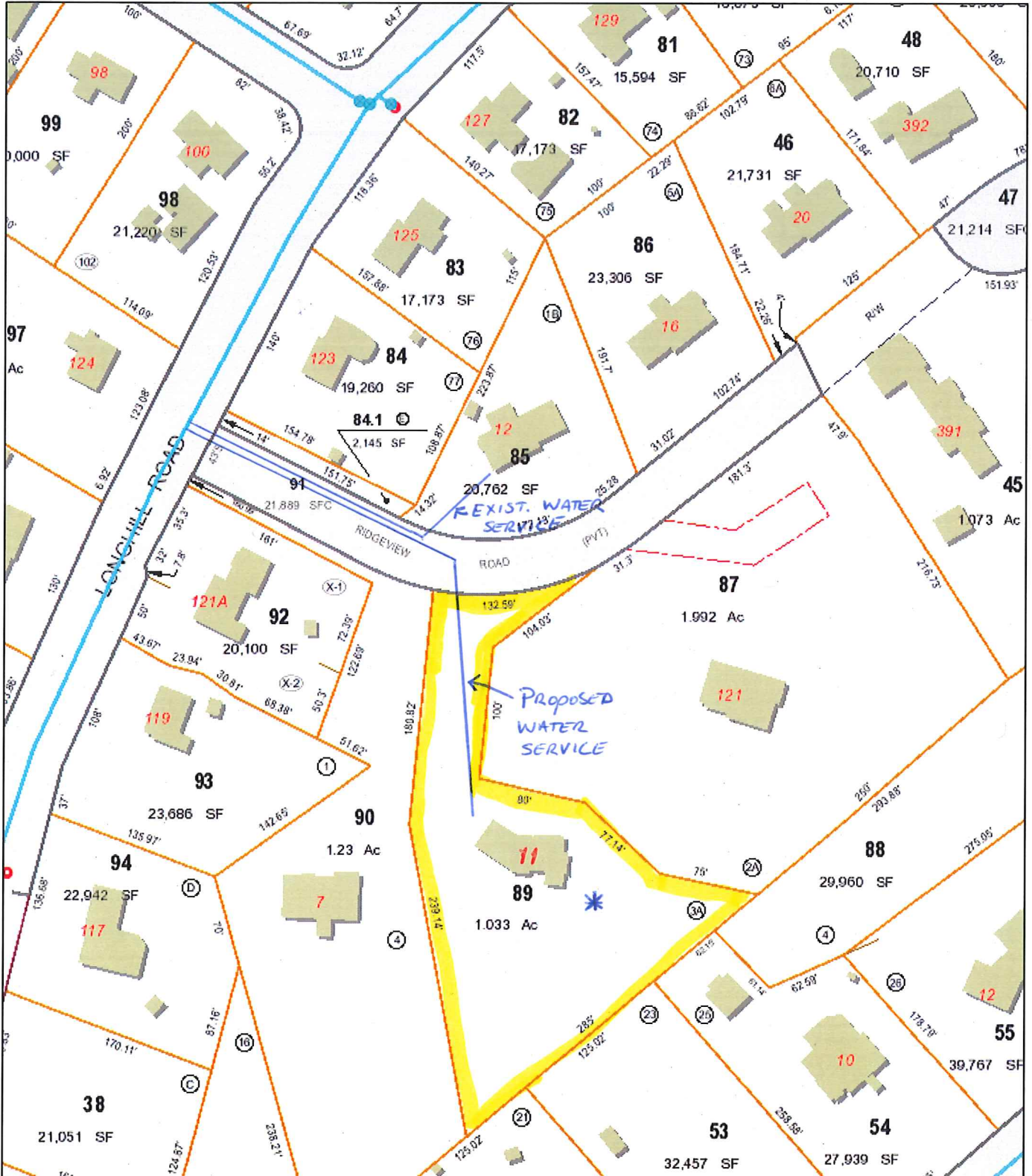
Franklin, MA



November 2, 2018

1 inch = 100 Feet

www.cai-tech.com



This information is believed to be correct but is subject to change and is not warranted.



Town of Franklin
DEPARTMENT OF PUBLIC WORKS
257 Fisher Street
Franklin, MA 02038-3026
508-553-5500

WATER SYSTEM
EXTENSION PERMIT

Location: 11 Ridgerview Road
Tax Map #: Lot #: Parcel Number*:
Owner: Carl Farber Phone: 617-272-0179
Engineer: Phone:
Description of Extension:
Water service for single family home

Number of Homes:

- new
existing 1

Estimated Residential Flow:

- new
existing

Commercial/Industrial Flow:

- new
existing

Criteria for Approval

- 1. Was the water extension shown on a Definitive Plan approved by the Planning Board prior to October 21, 1998?
2. Does extension of the existing water main allow looping of the water system that will improve water flows or pressure to existing residential development?
3. Does the proposed extension improve fire services to existing buildings as required by the fire protection or building codes?
4. Does the proposed extension provide water service to existing residences that have lost water supply due to ground water contamination?
5. Is the proposed extension a minor extension associated with pipe replacement work as part of a road reconstruction project?
6. Does the extension serve facilities and residences at an elevation of less than 390 feet (MSL)?

Owner's explanation as to why the request meets or exceeds criteria:

Well water is running dry

Owner's Engineer (signature)

Carl Farber
Owner (signature)

Conservation Commission

Comments:

- Recommends Approval
- Recommends Disapproval
- Requires a Notice of Intent to be filed prior to construction

Board of Health

Comments:

- Recommends Approval
- Recommends Disapproval

Department of Public Works

Comments:

- Recommends Approval
- Recommends Disapproval

Town Administrator

Comments:

- Recommends Approval
- Recommends Disapproval

Town Clerk

- Approved
- Denied

I hereby certify that the proposed water extension was approved by the Town Council on _____ .
See Resolution No. _____ .

Town Clerk (signature)