



## TOWN ADMINISTRATOR EVALUATION AD HOC COMMITTEE

### Agenda & Meeting Packet

February 14, 2024

Meeting will be held at the **Municipal Building**  
2nd floor, Council Chambers  
355 East Central Street  
**4:30 PM**

**A NOTE TO RESIDENTS:** All citizens are welcome to attend public board and committee meetings in person. Meetings are also live-streamed (and archived) by Franklin TV on the [Franklin Town Hall TV YouTube channel](#). Meetings are also shown live and on repeat on Comcast Channel 9 and Verizon Channel 29. In an effort to maximize citizen engagement opportunities, citizens can participate remotely via phone OR Zoom.

Link to access meeting via Zoom for the February 14, 2024 Town Council meeting:

- Zoom Link [HERE](#) -- Then click "Open Zoom".
- Or copy and paste this URL into your browser: <https://us02web.zoom.us/j/83071610553>
- Call-In Phone Number: Call 1-929-205-6099 and enter **Meeting ID # 830 7161 0553** --Then press #
- **REQUIRED: Your full name and address must be included in your Zoom Identification in order to be let into the meeting.**
- You will automatically be muted upon "entering" the meeting. In order to speak, you will need to "raise your hand" on the Zoom platform and request to be unmuted.

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### 1. CALL TO ORDER

### 2. TOWN ADMINISTRATOR EVALUATION DISCUSSION & RECOMMENDATION

- a. Chair Memo & Evaluation
- b. Goals Memo & Goals list September 2023
- c. Contract Language

### 3. ADJOURN

February 14, 2024

To: Town Council TA Evaluation Subcommittee  
Cc: Jamie Hellen, Town Administrator  
From: Brian Chandler, Chair, TA Evaluation Subcommittee

**Re: 2024 Administrator Annual Review**

As part of the contract the Council signed with the Administrator, we are required to do an annual review and provide a written summary statement of that review. Our contract with Jamie states:

“SECTION 6 - PERFORMANCE EVALUATION

1. The Council shall establish mutually agreed upon goals for the Town Council and Hellen to achieve during any two year legislative session. Said goals may be added to or deleted from as the Council and Hellen determine from time to time.
2. The Council shall review and evaluate Hellen’s progress toward meeting the Council’s goals on an annual basis. Said annual review and evaluation shall be in accordance with the goals developed jointly between the Council and Hellen. The Council shall establish an Ad Hoc Subcommittee of Town Council membership to perform said annual review and evaluation. The Ad Hoc Subcommittee shall report said annual review and evaluation to the full Council. The Council shall review and provide Hellen with a written summary statement of the findings. The Council shall provide adequate opportunity for Hellen to discuss his evaluation with the Council.
3. Goals shall generally be attainable within the time limitations as specified in Section 7, within the annual operating budget and capital budgets and appropriations provided by the Council.
4. In effecting the provisions of this Section, the Council and Hellen mutually agree to abide by the provisions of applicable law.”

To fulfill our obligation of the contract, I am submitting to you a draft written summary statement that meets these criteria to be discussed this evening. I have also included the list of Town Council Goals accomplishments from our two-year session update that was distributed at the January 4th, 2023 Council meeting as a reference guide to the progress Jamie has made on our mutually agreed upon goals.

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## Written Summary Statement

### Town Council & Town Administrator Goals

The attached goals update indicates that Jamie has done an exemplary job in achieving the goals the Town Council set out in 2022-2023. Every item has received its due attention, and where applicable and with proper funding, the job has gotten done. Given the resources and tools at his disposal, he has shown the ability to be an effective project leader, a successful departmental manager and steward for the community. Much of this has been due to Jamie's commitment to excellence, responsiveness, creativity and passion. His positive attitude, spirit and work ethic have allowed us all to accomplish a great amount of work together in town.

Entering his ninth year with Franklin and fifth year as Town Administrator, we have complete confidence in Jamie's ability as Town Administrator.

### Additional Points

Additionally, we want to also highlight some other aspects of his job performance not on our list of goals that should be noted because they depict his effectiveness and success:

1. Jamie continues to provide exemplary customer service and effective responsiveness to the Town Council, town stakeholders, businesses and residents;
2. Jamie has conducted a recruitment and retention model for staff that has resulted in an excellent staff morale and culture within all levels of staffing across all departments. A key staff hires in the last year have been Deputy Town Administrator, Amy Friguietti, following after the temporary hire of Special Assistant to the Town Administrator, Julie Jacobson;
3. Jamie continues to provide creative solutions to unique problems, including incredibly challenging financial decisions to be made with the Franklin Public School District;
4. His wealth of knowledge on all-things local government never ceases to amaze us at how he knows about all aspects of local government. He has no speciality and this is a key factor to his success;
5. His consistent and effective collaboration with the state and federal legislative delegation. In 2024, Jamie was nominated and appointed to the Vice-President of the Massachusetts Municipal Association and assumed President in 2025, which reflects on his performance and status of Franklin being highly well respected as a voice in statewide policy.

## 2022-2023 Town Council and Town Administration Goals

Last updated: September 13, 2023

The following are a list of goals approved by the Town Council for the 2022-2023 session.

### Fiscal

- Approve annual operating budget for FY23 and FY24.
  - Status: Complete.
- Approve annual capital budget for FY22 and FY23.
  - Status: Complete.
- Review annual financial audit and OPEB actuarial.
  - Status: Complete.
- Manage federal stimulus revenues and expenditures through December 31, 2024.
  - Status: Executing the strategic plan. Awarded more than \$6.5 million toward roads, water main and stormwater infrastructure improvements, employee compensation, and hired a second mental health clinician for the Police Department.
  - Federal government extended usage of funds to December 31, 2026.
- Review & approve biennial Town Finance Policies.
  - Status: Complete.
- EPA Stormwater program implementation.
  - Status: Complete.
- Support the Community Preservation Master Plan development.
  - Status: Complete. 200 acres of open space, Red Brick Schoolhouse exterior renovation, preservation of Town Clerk records, supplemental funding for Franklin Ridge housing investments and much more.
- Support collective bargaining 2022-2025.
  - Status: Complete.
- Implement recommendations in the Compensation and Classification study of nonunion employees.
  - Status: Complete. Finance Committee “Deep Dive” on January 11, 2023 and have implemented the plan.
- Discuss the role and committee charge of the Joint Budget Subcommittee with the Finance Committee and School Committee.
  - Status: Complete.

### Economic & Community Development (To the EDC)

- Facilitate the “Franklin For All” Downtown Franklin and Franklin Crossing zoning diagnostics study and implement the studies’ recommendations.
  - The EDC will serve as members of the The “EDC+ Steering Committee” with two members of the Planning Board and one member of the ZBA.
  - Status: Completed study and process August 2022. Enacted a handful of recommendations from the plan, including inclusionary zoning, ADU’s, GRV reform and more.
- Revise the public downtown parking lots bylaw.

- Status: Complete.
- Review sidewalk snow removal bylaw.
  - Status: Bylaw and Map approved at the September 6, 2023 EDC meeting. Town Council discussion at the October 11th meeting.
- Implement housing production plan recommendations.
  - Status: Several zoning accomplishments have been completed this session, including inclusionary zoning, accessory dwelling units, enhancements to GRV and have researched and are preparing additional zoning changes.
- Consider policy development on the redevelopment of North Grove Economic Development Area (aka Nu style).
  - Status: Complete. Urban Land Institute conducted a complete study of the potential of the parcels and presented them to EDC. \$100,000 in Town ARPA funds have been dedicated to this project. Mr. Taberner also was awarded a \$500,000 grant from the EPA. \$600,000 has been awarded to the remediation of the site which will take several years.
- Facilitate a branding & marketing analysis.
  - Status: Complete. A four year process has been outlined and \$100,000 in state and local funds have been awarded to help complete Phase 1 of the process.
- Support the process toward a new town Master Plan beginning in 2023.
  - Status: Complete.
- Research changes to the home occupation business bylaw.
  - Status: Staff have contracted with a consultant to draft a model home occupation bylaw.
- Review the marijuana overlay district.
  - Status: Complete.
- Support a process to update the Open Space Plan, which expires in 2023.
  - Status: Town Council vote on September 20, 2023.
- Review the cell phone tower overlay district and consider a 5G local permitting bylaw.
  - Status: Town Attorney has provided guidance that will be discussed at an October EDC meeting.
- Further “lot line cleanups” project.
  - Status: All multi-parcel lot line cleanups are complete.

## DPW

- Design beaver street interceptor & file SRF application for the project.
  - Status: Complete.
- Manage federal ARPA funds.
  - Status: See Finance Goals above.
- Support the Grove Street construction and MassWorks grant implementation.
  - Status: Complete.
- Implement MS4 permit stormwater program implementation.
  - Status: Complete.
- Continue Implementing the 5-year Water Main plan.
  - Status: Complete.
- Complete Streets grant implementation and otherwise expand walking and biking trails.
  - Status: Franklin received its first grant of \$89,700 this past summer. Project is being completed Fall 2023-Spring 2024 with the Grove Street project.

- Develop a maintenance plan for town trails.
  - **Status: Complete.** Establishing a plan for civic involvement through the Open Space and Recreation Plan. The OSRP will also look at the development of “Friends” grassroots groups in neighborhoods as stewards of the many town open spaces. The DPW cannot do it all without additional staff. “Friends” groups are a model used by the State Park system.
- Complete trail work on the SNETT relative to the finalizing the land swap with the state DCR.
  - **Status: Complete.**
- Begin the process to develop a solid waste master plan in 2023.
  - **Status: In progress.** Awaiting land transfer to begin the solid waste master plan.
- Develop Water Tank Analysis Master Plan.
  - **Status: Complete.**
- Discuss a Sidewalk Master Plan.
  - Consider exercising borrowing authority to construct sidewalks on Washington Street and Beaver Street.
  - **Status: The 5-year Pavement Management Plan is complete. The Sidewalk plan has been included in the assessment and will be available Fall/Winter 2023.**
- Discuss finance for current infrastructure assets: roads, parking lots, sidewalks maintenance.
  - **Status: Complete.**
- Study the potential for a Quiet Zone on the Franklin commuter rail line.
  - **Status: In progress.** Through a grant from Representative Roy, the Town has finally found a consultant available to do the Quiet Zone study. We expect completion by the end of 2023.

### Facilities

- Restore the cupola in the Franklin Historic Museum.
  - **Status: CPA funds awarded for \$75,000 to restore. Project in 2024.**
- Rehabilitate the Red Brick Schoolhouse.
  - **Status: Complete.**
- Establish a working group committee for a new Police Station.
  - **Status: Complete.**
- Consider a committee for the reuse of the Davis-Thayer School.
  - **Status: Complete.**

### General Government

- Continue to manage the COVID-19 pandemic.
  - **Status: Complete.**
- Continue to accept public ways.
  - **Status: In progress.** Accepted Joseph Circle, Susan’s Way & Lawrence Drive. Farrington Street and Red Gate Lane will be next Fall/Winter 2023.
- Continue to implement “Green Community” goals through the state approved Energy Reduction Plan. As part of the Green Community goals in 2022-2023, the Town will work with the state to investigate how a Net Zero emissions plan could be incorporated.
  - **Status: In progress.** Green Communities presentation given August 2022. Green Communities grants totaling \$180,902.

- Begin Decommission process on Spring Street as part of Franklin State Forest and SNETT improvements 2023.
  - Status: Research report completed by Julie Jacobson. Town Administration to work with the state DCR on concepts and viability. September 20th Town Council update.
- Review a revision to the demolition delay bylaw.
  - Status: Research report completed by Julie Jacobson. The Historical Commission has discussed this at their meetings and are expected to issue a recommendation back to the Town Administration at their convenience.
- ICMA citizen satisfaction survey (pending Town Administrator membership to ICMA). 2023-2024.
  - Status: The Town Administrator *finally* became an ICMA member after four years of the pandemic! The TA will research costs to conduct a scientific citizens satisfaction survey generated by the National Research Council (NRC) through the ICMA that would help chart town policy and investments for the future.

### Presentations/Discussions

- Human Resources department and town benefits presentation.
  - Status: Complete.
- Department of Public Works budget presentation.
  - Status: Complete.
- Town Charter review presentation by Town Administrator and Town Attorney.
  - Status: Tentatively scheduled for October 18th Town Council meeting.
- Franklin Historic District presentation.
  - Status: Complete.
- Charles River Pollution Control District presentation.
  - Status: Complete.
- Metacomet Public Health Alliance presentation.
  - Status: Complete.
- Discussion on the future of the Old South Church on Washington Street.
  - Status: Complete. Habitat for Humanity will purchase the building to rehabilitate into a single family home for a family of four. They have five years to complete the project.
- Discussion on uses at the Maple Hill property.
  - Status: Complete.
- Recreation Department presentation.
  - Status: Complete.

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