



FRANKLIN TOWN COUNCIL

Agenda & Meeting Packet

March 5, 2025

Meeting will be held at the **Municipal Building**

2nd floor, Council Chambers

355 East Central Street

7:00 PM

A NOTE TO RESIDENTS: All citizens are welcome to attend public meetings in person. **To view the live meeting remotely, citizens** are encouraged to watch the live stream on the [Franklin Town Hall TV YouTube channel](#) or the live broadcast on Comcast Channel 9 and Verizon Channel 29. Meetings are also archived by Franklin TV on the [Franklin Town Hall TV YouTube channel](#) and shown on repeat on Comcast Channel 9 and Verizon Channel 29 for those who miss the live meeting. **To listen to the meeting remotely** citizens may call-in using this number: 1-929-205-6099. This will not permit participation in the meeting. **To participate in the meeting remotely** citizens are able to join a [Zoom Webinar](#) using the information provided below.

- Zoom Webinar ID # 860 2156 6300
- Zoom Webinar Link [HERE \(https://us02web.zoom.us/j/86021566300\)](https://us02web.zoom.us/j/86021566300)
- **Any participants who wish to speak** during the webinar must enter their **full name and email address** when joining the webinar.
- All participants will be automatically muted upon joining the webinar. In order to speak, participants - who have entered full name and email address - will need to select the "Raise Hand" function to request to be unmuted.
- All speakers will be required to state their full name and street address before commenting.

1. ANNOUNCEMENTS FROM THE CHAIR

- a. *This meeting is being recorded by Franklin TV and shown on Comcast channel 9 and Verizon Channel 29. This meeting may be recorded by others.*
- b. *Chair to identify members participating remotely.*
- c. *Upcoming Town Sponsored Community Events.*

2. CITIZEN COMMENTS

- a. *Citizens are welcome to express their views for up to three minutes on a matter that is not on the agenda. In compliance with G.L. Chapter 30A, Section 20 et seq, the Open Meeting Law, the Council cannot engage in a dialogue or comment on a matter raised during Citizen Comments. The Town Council may ask the Town Administrator to review the matter. Nothing herein shall prevent the Town Administrator from correcting a misstatement of fact.*

3. APPROVAL OF MINUTES - None Scheduled

4. PROCLAMATIONS / RECOGNITIONS

- a. Police Department - Swearing In of New Patrol Officers
 - i. Steven Dejoie
- b. Proclamation & Performance: Franklin Fine & Performing Arts Students

5. APPOINTMENTS

- a. [Cultural District Committee - Peter Rochat](#)

6. PUBLIC HEARINGS - 7:00 PM - *None Scheduled*
7. LICENSE TRANSACTIONS - *None Scheduled*
8. PRESENTATIONS / DISCUSSION
 - a. [Other Post-Employment Benefits \(OPEB\) Actuarial Update](#) - Dan Sherman
 - b. [FY26 Budget Preview](#) - Jamie Hellen, Town Administrator
9. LEGISLATION FOR ACTION
 - a. [Zoning Bylaw Amendment 25-927: A Zoning Bylaw to Amend Chapter 185, Section 3 of The Code Of The Town of Franklin, Definitions \(Shared-Use Commercial Kitchen\)](#) - Referral to the Planning Board
(Motion to Refer Zoning Bylaw Amendment 25-927 to the Planning Board - Majority Vote)
 - b. [Zoning Bylaw Amendment 25-928: A Zoning Bylaw to Amend Chapter 185, Attachment 3, Use Regulation Schedule, Part II Principal Uses \(Shared-Use Commercial Kitchen\)](#) - Referral to the Planning Board
(Motion to Refer Zoning Bylaw Amendment 25-928 to the Planning Board - Majority Vote)
 - c. [Resolution 25-12: Receipts Reserved for Appropriation from Parking Fund](#)
(Motion to Approve Resolution 25-12 - Majority Vote)
 - d. [Resolution 25-13: Authorization to Grant Easement to Commonwealth of Massachusetts Dept. of Conservation and Recreation to Enable Construction of Rail Trail Extension](#)
(Motion to Approve Resolution 25-13 - 2/3 Majority Vote)
 - e. [Resolution 25-14: Acceptance of Gifts - Senior Center \(\\$250\)](#)
(Motion to Approve Resolution 25-14 - Majority Vote)
10. TOWN ADMINISTRATORS REPORT
11. SUBCOMMITTEE & AD HOC COMMITTEE REPORTS
 - a. [Town Administrator Evaluation Ad Hoc Subcommittee Report](#)
 - b. Capital Budget Subcommittee
 - c. Economic Development Subcommittee
 - d. Joint Budget Subcommittee
 - e. Police Station Building Committee
 - f. GATRA Advisory Board
12. FUTURE AGENDA ITEMS
13. COUNCIL COMMENTS
14. EXECUTIVE SESSION - *None Scheduled*
15. ADJOURN

Note: Two-Thirds Vote: requires 6 votes

Majority Vote: requires majority of members present and voting

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

February 28, 2025

To: Town Council
From: Jamie Hellen, Town Administrator
Amy Frigulietti, Deputy Town Administrator

RE: Appointment: Cultural District Committee - Peter Rochat

We are recommending the appointment of Peter Rochat as a member of the Cultural District Committee. Please note that while Committee terms are for three years, Peter will be completing the term of a member who resigned mid-term, and therefore this term will expire on June 30, 2026. His volunteer form is included in the packet.

Please let us know if you have any questions.



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You!

Date Submitted: February 11, 2025

Name: Peter Rochat

Home Address: 50 Cottage Street
FRANKLIN, MA 02038

Mailing Address: 50 Cottage Street
FRANKLIN, MA 02038

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Current Occupation/Employer: Retail Store Owner / Pete's Nerd Emporium

Narrative: I am nearly always within the Cultural District due to my work, so I have quite a lot of time available to help with cultural district projects.

I was a founder member of the District, and have been an observer in the meeting for the past year, so I am fairly familiar with it's processes, needs, and aspirations; that I wholly support.

I have over 20 years of experience in cultural event planning, outreach, and community building, with over 6 years of that being within Franklin's Cultural District.

Board(s) / Committee(s): ___ CULTURAL DISTRICT COMMITTEE

APPOINTMENTS



Cultural District Committee

Peter Rochat
50 Cottage Street
Franklin, MA 02038

The Town Administrator has recommended the appointment of Peter Rochat to serve as a Member of the Cultural District Committee with a term to expire on June 30, 2026.

MOTION to ratify the appointment by the Town Administrator of Peter Rochat to serve as a Member of the Cultural District Committee.

DATED: _____, 2025

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

**POST RETIREMENT BENEFITS ACTUARIAL VALUATION
OF
THE TOWN OF FRANKLIN**

June 30, 2024 Actuarial Valuation Report

GASB 74 & 75

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Introduction

This report presents the Governmental Accounting Standards Statements 74 & 75 based on the findings of an actuarial valuation as of July 1, 2023, of the Franklin OPEB Plan. Liabilities were rolled forward assuming all actuarial assumptions were realized.

The actuarial valuation is based on:

- Plan Provisions as of July 1, 2023.
- Employee data provided by the Town as of July 1, 2023
- Asset provided by the Town as of June 30, 2024
- Actuarial assumptions approved by the Sherman Actuarial Services and the Town

The valuation and forecast do not account for any subsequent changes in the plan.

GASB Statements No. 74 and No. 75

Effective for periods beginning after June 15, 2015, the Governmental Accounting Standards Board (GASB) requires the disclosure of Other Post Employment Benefits (OPEB) related liabilities for public employer financial statements in accordance with Statements 74 and 75. These statements, which amend GASB Statements No. 43 and No. 45, must be adhered to by any public employee retirement system that follows Generally Accepted Accounting Principles (GAAP).

These disclosures are intended to establish a reporting framework that distinguishes between:

- current financial information about plan assets and financial activities,
- actuarially determined information from a long-term perspective,
- the funded status of the plan, and
- progress being made in accumulating sufficient assets to pay benefits when due.

The statement requires the system to present two financial statements – a statement of fiduciary net position and a statement of changes in fiduciary net position. The statement of fiduciary net position presents the following items as of the end of the plan’s reporting period, as applicable:

- Assets
- Deferred outflows of resources (consumption of net assets by the employers that is applicable to a future reporting period)
- Liabilities
- Deferred inflows of resources (acquisition of net assets by the employers that is applicable to a future reporting period)
- Fiduciary net position (Assets + Deferred outflows – Liabilities – Deferred inflows)

The system is considered a single employer OPEB plan since obligations exist for employees of one employer and plan assets can be used to pay the benefits of the employees of the employer.

This report does not include all items required under GASB Statements No. 74 and No. 75. Rather, it provides all items required that are not readily available from other sources and investment reports prepared by the plan’s investment consultant.

Discount Rate

The discount rate, and all other actuarial assumptions, are those as those described in Exhibit 4. The discount rate was selected based on a projection of employer and employee contributions, benefit payments, expenses and the long term expected rate of return on trust assets.

Based on these laws and assumptions, the OPEBs plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

The Town selected 7.5% as the long term expectation of investment returns.

Net Position Restricted for OPEB

The Net Position Restricted for OPEB Plan Benefits as of June 30, 2024 is \$14,369,222. The 2024 Annual Statement of the Financial Condition contains the values for previous years and the changes in Net Position Restricted for OPEB Plan Benefits. Investments are reported at fair value.

June 30, 2023 Net Position	12,349,002
Employer Contributions	3,634,634
Employee Contributions	0
Other Payments	0
Benefit Payments	(2,805,568)
Expenses	(55,366)
Investment Income	<u>1,246,520</u>
June 30, 2024 Net Position	14,369,222

OPEB Liability as of June 30, 2024

The following presents the changes in the OPEB liability during FYE 2024.

June 30, 2023 Liability	73,516,932
Service Cost	2,692,176
Interest on Liability and Service Cost	5,603,545
Change in Plan Provisions	0
Experience (Gain) and Loss	0
Change in Assumptions	0
Benefit Payments	(3,045,413)
Other	<u>0</u>
June 30, 2024 Liability	78,767,240

Net OPEB Liability as of June 30, 2024

The following presents the net OPEB liability of the system calculated using the discount rate of 7.5%, as well as what the system's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate. The Plan Fiduciary Net Position as a percentage of the Total OPEB Liability is 18.2%.

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Total OPEB Liability	89,665,424	78,767,240	69,802,724
Plan Fiduciary Net Position	<u>14,369,222</u>	<u>14,369,222</u>	<u>14,369,222</u>
Net OPEB Liability	75,296,202	64,398,018	55,433,502
Water			
OPEB Liability	900,108	769,829	662,665
Plan Fiduciary Net Position	<u>368,999</u>	<u>368,999</u>	<u>368,999</u>
Net OPEB Liability	531,109	400,830	293,666
Sewer			
OPEB Liability	499,191	426,939	367,507
Plan Fiduciary Net Position	<u>155,911</u>	<u>155,911</u>	<u>155,911</u>
Net OPEB Liability	343,280	271,028	211,596

Stormwater

OPEB Liability	187,365	160,246	137,939
Plan Fiduciary Net Position	<u>28,600</u>	<u>28,600</u>	<u>28,600</u>
Net OPEB Liability	158,765	131,646	109,339

Solid Waste

OPEB Liability	71,274	60,958	52,472
Plan Fiduciary Net Position	<u>10,879</u>	<u>10,879</u>	<u>10,879</u>
Net OPEB Liability	60,395	50,079	41,593

The following presents the net OPEB liability of the system calculated using the current trend rates, as well as what the system's net OPEB liability would be if it were calculated using trend rates 1-percentage-point lower for all years or 1-percentage-point higher than the current rates.

	1% Decrease	Current Trend	1% Increase
Total OPEB Liability	67,153,382	73,516,932	93,555,758
Plan Fiduciary Net Position	<u>12,349,002</u>	<u>12,349,002</u>	<u>12,349,002</u>
Net OPEB Liability	54,804,380	61,167,930	81,206,756

Water

OPEB Liability	629,369	769,829	944,989
Plan Fiduciary Net Position	<u>368,999</u>	<u>368,999</u>	<u>368,999</u>
Net OPEB Liability	260,370	400,830	575,990

Sewer

OPEB Liability	349,041	426,939	524,081
Plan Fiduciary Net Position	<u>155,911</u>	<u>155,911</u>	<u>155,911</u>
Net OPEB Liability	193,130	271,028	368,170

Stormwater

OPEB Liability	131,008	160,246	196,707
Plan Fiduciary Net Position	<u>28,600</u>	<u>28,600</u>	<u>28,600</u>
Net OPEB Liability	102,408	131,646	168,107

Solid Waste

OPEB Liability	49,836	60,958	74,828
Plan Fiduciary Net Position	<u>10,879</u>	<u>10,879</u>	<u>10,879</u>
Net OPEB Liability	38,957	50,079	63,949

OPEB Expense for FYE 2024

Service Cost	2,692,176
Interest	5,603,545
Difference in Experience - Amortization	(5,081,932)
Change in Assumptions - Amortization	(329,940)
Changes in Plan Provisions	0
Employee Contributions	0
Projected Earnings	(954,664)
Administration Expense	55,366
Other Changes in Fiduciary Net Position	0
Asset (Gain) / Loss Amortization	<u>(41,185)</u>
Total Expense	1,943,365

Schedules of Required Supplementary Information

	<u>2024</u>
Total OPEB Liability – Beginning	73,516,932
Total OPEB Liability – Ending (a)	78,767,240
Plan Fiduciary Net Position – Beginning	12,349,002
Plan Fiduciary Net Position – Ending (b)	14,369,222
Net OPEB Liability – Ending (a) – (b)	64,398,018
Plan Fiduciary Net Positions as a percentage of the Total OPEB Liability	18.2%
Covered-employee payroll	79,584,553
Net OPEB Liability as a percentage of Covered-employee Payroll	80.9%

Schedule of Net Position Restricted for OPEB Plan Benefits Amortization Recognition

Below is the schedule of amortization adjustments to the OPEB Expense for the coming years. A positive number indicates that the actual return was less than the expected return and will be added to the OPEB Expense.

Investment Return

<u>FYE</u>	<u>(Gain) / Loss</u>	<u>Period</u>	<u>Increase (Decrease) arising from (Gains) or Losses</u>				
			<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
2024	(291,855)	5	(58,371)	(58,371)	(58,371)	(58,371)	(58,371)
2023	135,905	5	27,181	27,181	27,181	27,181	
2022	1,203,871	5	240,774	240,774	240,775		
2021	(1,572,987)	5	(314,597)	(314,599)			
2020	319,132	5	63,828				

Experience

<u>FYE</u>	<u>(Gain) / Loss</u>	<u>Period</u>	<u>Increase (Decrease) arising from (Gains) or Losses</u>					
			<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
2023	(18,507,183)	6.19	(2,989,852)	(2,989,852)	(2,989,852)	(2,989,852)	(2,989,852)	(568,071)
2021	(6,170,129)	6.68	(923,672)	(923,672)	(923,672)	(628,097)		
2019	(7,641,391)	6.54	(1,168,408)	(630,943)				

Assumptions

<u>FYE</u>	<u>(Gain) / Loss</u>	<u>Period</u>	<u>Increase (Decrease) arising from (Gains) or Losses</u>	
			<u>2024</u>	<u>2025</u>
2019	(2,157,806)	6.54	(329,940)	(178,166)

Reconciliation of Net OPEB Liability for 2024

NOL Beginning of Year	61,167,930
OPEB Expense	1,943,365
Employer Contributions	(3,874,479)
Deferred Outflow Changes	(331,783)
Deferred Inflow Changes	5,492,985
Revenue	<u>0</u>
NOL End of Year	64,398,018

EXHIBITS

EXHIBIT 1 – MEDICAL PREMIUM

Monthly Premiums effective July 1, 2023

Health benefits are available to employees and retirees through a number of plans. The following are gross monthly rates per subscriber for plans in which current Town employees and/or retirees are enrolled:

Harvard Pilgrim HMO (individual)	\$1,067.78
Harvard Pilgrim HMO (family)	\$2,728.76
Harvard Pilgrim High Deductible (individual)	\$ 859.30
Harvard Pilgrim High Deductible (family)	\$2,196.04
Harvard Pilgrim PPO (individual)	\$1,319.68
Harvard Pilgrim PPO (family)	\$3,675.36
Harvard Pilgrim Medicare (individual)	\$290.00

Post 1990 retirees contribute towards their coverage in the amount of 32% of stated premiums, with the PPO plan and surviving spouses, which is paid at 50% by the Town. Pre-1990 retirees contribute 15% and 32%.

EXHIBIT 2 – MEMBERSHIP DATA

As of July 1, 2023

Number of Participants included in valuation

	School	Town	DPW	Total
Actives	778	225	54	1,057
Retired & Spouses	323	370	21	714
Total	1,101	595	75	1,771

EXHIBIT 3 – SUMMARY OF PLAN PROVISIONS:

Retirement Medical Insurance: All retirees not in the Blue Care Elect PPO plan pay a 32% share of their post-retirement medical costs. Retirees in the Medex plan pay 32% and surviving spouses pay a 50% cost share.

Life Insurance: The Town of Franklin contributes \$2.15 per month for each retiree receiving \$5,000 basic life insurance. Retirees that opt for life insurance pay \$2.15 per month for coverage.

Spousal Coverage: Current and future retirees may elect to include their spouses as part of their post-retirement benefits. There is lifetime spousal coverage for medical insurance.

Administrative Costs: The Town pays administrative costs for each member of the plan as part of the monthly premium.

Section 18 Coverage: The Town has elected to adopt Section 18 under Chapter 32B of the General Laws of Massachusetts, which requires that an employee or retiree must participate in the Medicare program as the primary payer once one reaches age 65 and is Medicare eligible.

Retirement Eligibility: Age 55 with 10 years of service, or 20 years of service. For a Group 1 employee hired on or after April 2, 2012, attainment of age 60 and completion of ten years of service

Ordinary Disability Eligibility: 10 years of service and under age 55.

Termination Eligibility: 10 years of service.

EXHIBIT 4 – ACTUARIAL METHODS AND ASSUMPTIONS:

All Groups

TOWN OF FRANKLIN, ALL GROUPS

<i>Interest:</i>	Full Prefunding: 7.50% per year, net of investment expenses				
<i>Actuarial Cost Method:</i>	Entry Age Normal. Benefits are attributed ratably to service from date of hire until full eligibility date. Full eligibility date is assumed to be first eligibility for retiree medical benefits.				
<i>Healthcare Cost Trend Rate:</i>	<table> <thead> <tr> <th><u>Year</u></th> <th><u>Inflation Rate</u></th> </tr> </thead> <tbody> <tr> <td>2023 & after</td> <td>4.5%</td> </tr> </tbody> </table>	<u>Year</u>	<u>Inflation Rate</u>	2023 & after	4.5%
<u>Year</u>	<u>Inflation Rate</u>				
2023 & after	4.5%				
<i>Participation:</i>	95% of future retiree teachers and are assumed to participate in the retiree medical plan, 70% of future non-teacher retirees are expected to participate in the retiree medical plan and 75% of future retirees are expected to elect life insurance.				
<i>Marital Status:</i>	80% of male employees and 60% of female employees are assumed to have a covered spouse at retirement. Wives are assumed to be three years younger than their husbands.				
<i>Pre-Age 65 Retirees:</i>	<p>Current retirees who are under age 65 are assumed to remain in their current medical plan until age 65.</p> <p>Current active employees who are assumed to retire prior to age 65 are valued with a weighted-average premium. This weighted-average premium is based on the medical plan coverage of current retirees under age 65.</p>				
<i>Post-Age 65 Retirees:</i>	Current retirees over age 65 remain in their current medical plan until death for purposes of measuring their contributions. It is assumed that future retirees are Medicare eligible. It is furthermore assumed that all current retirees under 65 will participate in the Medex plan in the same proportion as current retirees over 65. Per capita costs were developed from the Town				

developed monthly costs. Amounts to be received in the future for the Medicare Part D Retiree Drug Subsidy are not reflected in the valuation.

Termination Benefit:

95% of current active teachers and 70% of current active non-teachers over age 50 with at least 10 years of service are expected to elect medical coverage starting at age 65.

Medical Plan Costs:

The estimated gross per capita incurred claim costs for all non-Teacher retirees and beneficiaries for 2023-24 at age 64 and 65 are \$20,205 and \$2,892, respectively. The estimated gross per capita incurred claim costs for all Teacher retirees and beneficiaries for 2023-24 at age 64 and 65 are \$18,172 and \$2,841, respectively. Medicare eligible retirees' per capita claims costs at age 65 is \$2,730. It is assumed that future retirees participate in the same manner as current retirees. Employee cost sharing is based on current rates. Future cost sharing is based on the weighted average of the current cost sharing of retirees and beneficiaries.

TOWN OF FRANKLIN, NON-TEACHERS

SEPARATIONS FROM ACTIVE SERVICE: The below tables represent values of the assumed annual rates of withdrawal, disability, death and service retirement:

Group 1 and 2

Age	Disability	Service Retirement				Years of Service	Rates of Withdrawal
		Male	Female	Male Post 2012 Hire	Female Post 2012 Hire		
25	0.0001					0	0.2800
30	0.0002					5	0.1020
35	0.0003					10	0.0650
40	0.0007					15	0.0417
45	0.0010					20	0.0400
50	0.0013	0.0360	0.1019			25	0.0400
55	0.0016	0.0477	0.0469			30+	0.0000
60	0.0018	0.1057	0.0774	0.0477	0.0469		
62	0.0019	0.1473	0.1168	0.0632	0.0509		
65	0.0016	0.2615	0.1939	0.1057	0.0774		
69	0.0014	0.2500	0.2000	0.2136	0.1708		

Group 4

Age	Disability	Service Retirements		Years of Service	Rates of Withdrawal
		Pre 2012	Post 2012		
25	0.0005			0 - 1	0.150
30	0.0010			2 - 3	0.125
35	0.0020			4 - 5	0.100
40	0.0025			6 - 7	0.075
45	0.0040		.0443	8 - 9	0.050
50	0.0076		.0382	10 - 19	0.060
55	0.0076		.1110	20+	0.000
60	0.0065		.1871		
62	0.0065		.2176		
65	0.0000		1.0000		

Mortality: It is assumed that mortality for is represented by the various SOA Pub-2010 Public Retirement Plans Mortality Tables specific to the Group, Pre-retirement versus Post, Disabled and Beneficiaries, with Scale MP-2019 improvements until 2025.

SCHEDULE A - ACTUARIAL ASSUMPTIONS AND METHODS

TOWN OF FRANKLIN, TEACHERS

SEPARATIONS FROM ACTIVE SERVICE: Representative values of the assumed annual rates of withdrawal and vesting, disability, death and service retirement are as follows:

Age	Disability	Years of Service	Rates of Withdrawal
25	0.0002	0	0.150
30	0.0003	1	0.120
35	0.0006	2	0.100
40	0.0010	3	0.090
45	0.0015	4	0.080
50	0.0019	5	0.076
55	0.0024	10	0.054
60	0.0028	15	0.033
62	0.0030	20	0.020
65	0.0030	25	0.010
69		30+	0.000

Age	Male Service Retirement		Female Service Retirement	
	<20	20+	<20	20+
50	0.00	0.01	0.00	0.01
55	0.02	0.03	0.02	0.04
60	0.12	0.20	0.12	0.16
61	0.15	0.30	0.15	0.20
62	0.18	0.35	0.18	0.25
63	0.15	0.35	0.15	0.25
64	0.25	0.30	0.25	0.30
65	0.40	0.50	0.40	0.40
66	0.40	0.30	0.40	0.30
67	0.40	0.30	0.40	0.25
68	0.40	0.30	0.40	0.35
69	0.40	0.40	0.40	0.35
70	1.00	1.00	1.00	1.00

Teachers electing the increased benefit under Chapter 114 of the Acts of 2000 were assumed to have higher rates of retirement from ages 54 to 62 if their service was greater than 30 years. These rates are the same for males and females. The rate at age 54 is 0.035. The rate increases to 0.06 at age 55, 0.18 at age 56 and 0.30 at age 57. The rate for ages 58, 59 and 62 is 0.40. The rate for ages 60 and 61 is 0.35.

Mortality: It is assumed that both pre-retirement mortality and beneficiary mortality is represented by the RP-2014 White Collar Mortality with Scale MP-2016, fully generational.

CERTIFICATION:

This report fairly represents the actuarial position of the Franklin OPEB Plan as of June 30, 2024, in accordance with generally accepted actuarial principles applied consistently with the preceding valuation. In our opinion, the actuarial assumptions used to compute actuarial accrued liability and normal cost are reasonably related to plan experience and to reasonable expectations, and represents our best estimate of anticipated plan experience.

The funded status measure is appropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's benefit obligations. The funded status measure is appropriate for assessing the need for or the amount of future contributions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. Due to the limited scope of our assignment, we did not perform an analysis of the potential range of such future measurements.

The report was prepared under the supervision of Daniel Sherman, an Associate of the Society of Actuaries and a Member of the American Academy of Actuaries, who takes responsibility for the overall appropriateness of the analysis, assumptions and results. Daniel Sherman is deemed to meet the General Qualification Standard and the basic education and experience requirement in the OPEB area. Based on over thirty years of performing valuations of similar complexity, Mr. Sherman is qualified by experience. Daniel Sherman has met the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Sherman Actuarial Services, LLC



Daniel W. Sherman, ASA, MAAA

November, 2024

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

February 28, 2025

To: Town Council
From: Jamie Hellen, Town Administrator
Amy Frigulietti, Deputy Town Administrator

Re: FY26 Budget Preview

At the March 5th Town Council meeting we will be presenting a preview of the FY26 Budget. Presentations and related materials will be distributed at the meeting and also posted on our Town website.

Please let us know if you have any questions.

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

February 28, 2025

To: Town Council
From: Jamie Hellen, Town Administrator
Amy Frigulietti, Deputy Town Administrator

Re: Zoning Bylaw Amendments 25-927 & 25-928: Shared-Use Commercial Kitchens - Referrals to the Planning Board

We are asking the Town Council to refer Bylaw Amendments 25-927 and 25-928 to the Planning Board. Both bylaw amendments are related to shared-use commercial kitchens; 25-927 proposes to define the use and 25-928 proposes to add the use to the use regulation schedule.

On February 26th the EDC voted unanimously to move both bylaw amendments to the Town Council for discussion.

For more information please see the February 4, 2025 dated memo and both proposed bylaw amendments which have been included in the agenda packet for the March 5, 2025 Town Council meeting.

If you have any questions, please feel free to let us know.

FRANKLIN PLANNING & COMMUNITY DEVELOPMENT

355 EAST CENTRAL STREET, ROOM 120
FRANKLIN, MA 02038-1352
TELEPHONE: 508-520-4907
FAX: 508-520-4906

MEMORANDUM

TO: JAMIE HELLEN, TOWN ADMINISTRATOR
FROM: BRYAN W. TABERNER, AICP, DIRECTOR
RE: RECOMMENDED ZONING BYLAW AMENDMENTS, SHARED-USE COMMERCIAL KITCHEN
CC: AMY FRIGULIETTI, DEPUTY TOWN ADMINISTRATOR; MARK CEREL, TOWN ATTORNEY;
GUS BROWN, ZONING ENFORCEMENT OFFICER; AMY LOVE, TOWN PLANNER
DATE: FEBRUARY 4, 2025

As requested the Department of Planning & Community Development (DPCD) has developed draft Zoning Bylaw Amendments related to shared-use commercial kitchens. Two amendments were needed, one to define the use, and another to add the use to the use regulation schedule.

These Zoning Bylaw amendments do not address residential kitchens and home occupation issues. They relate to commercial operations in non-residential zoning districts only.

There are a variety of shared-use commercial kitchen types, including, but not limited to the following: Commissary Kitchens, Co-working Kitchens, Incubator Kitchens (or Culinary Incubators), and Ghost kitchens, also known as dark kitchens, virtual restaurants, or delivery-only restaurants. Regardless of the type of shared-use kitchen, they are all commercially-licensed spaces used primarily for preparing, cooking, and producing food for off premises consumption.

Shared-use commercial kitchens can accommodate a variety of specialized culinary businesses including small food processing/manufacturing companies, catering companies, food truck operators, concession stand operators, delivery-only restaurants, and meal prep services.

Recommended Zoning Bylaw Amendments. The following Zoning Bylaw amendments are attached for consideration:

Zoning Bylaw Amendment 25-9X1, Changes to §185-3. Definitions, Shared-use Commercial Kitchen, adds a definition for Shared-use Commercial Kitchen to the Town's Zoning Bylaw. The Amendment's wording is generic enough to include a variety of different type shared use commercial kitchens.

Zoning Bylaw Amendment 25-9X2, Changes to §185 Attachment 3. Shared-use Commercial Kitchen, adds the Shared-use Commercial Kitchen use to the Use Regulation Schedule.

If the Economic Development Committee supports the attached Zoning Bylaw Amendments, I request the Amendments be sent to the full Town Council for further consideration. Please let me know if you have questions or require additional information.



SPONSOR: *Town Administration*

TOWN OF FRANKLIN
ZONING BY-LAW AMENDMENT 25-927:
CHANGES TO §185-3. DEFINITIONS

SHARED-USE COMMERCIAL KITCHEN DEFINITION

A ZONING BY-LAW TO AMEND CHAPTER 185 SECTION 3
OF THE CODE OF THE TOWN OF FRANKLIN

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:
Chapter 185 of the Code of the Town of Franklin is hereby amended at section §185-3 Definitions by **adding** the following text:

SHARED-USE COMMERCIAL KITCHEN - A commercially-licensed space primarily for preparing, cooking, and producing food for off premises consumption, for use by chefs, bakers, caterers, food trucks, and other culinary professionals. In addition to providing shared kitchen space, commissary kitchens may provide additional services, like culinary education and incubator programs, demonstration space, and business development support.

The foregoing Zoning By-law Amendment shall take effect in accordance with the Franklin Home Rule Charter and Massachusetts General Law Chapter 40A, Section 5.

DATED: _____, 2025

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: ____ **ABSENT:** ____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council



SPONSOR: *Town Administration*

**TOWN OF FRANKLIN
ZONING BY-LAW AMENDMENT 25-928**

**A ZONING BY-LAW TO AMEND THE FRANKLIN TOWN CODE AT
CHAPTER 185, ATTACHMENT 3, USE REGULATIONS SCHEDULE PART II:
PRINCIPAL USES. SHARED-USE COMMERCIAL KITCHEN**

BE IT ENACTED BY THE FRANKLIN TOWN COUNCIL THAT:

Chapter 185 of the Code of the Town of Franklin is hereby amended by the following **additions** to §185, Attachment 3, Use Regulation Schedule Part II, Principal Uses:

185 Attachment 3
USE REGULATION SCHEDULE
PART II

Symbols in the Use Regulations Schedule shall mean the following:

- Y = A permitted use.
- N = An excluded or prohibited use.
- BA = A use authorized under special permit from the Board of Appeals.
- PB = A use authorized under special permit from the Planning Board.
- P/SP = Permitted as of right. A special permit from the Board of Appeals is required if the proposed project results in an increase in estimated water consumption of more than 15,000 gallons per day.

Principal Uses	District														
	RRI RVI	RRII RVII	SFRIII	SFRIV	GRV	NC	RB	CI	CII	DC	B	I	LI	O	MBI
2. Commercial															
2.1 Adult entertainment establishment	N	N	N	N	N	N	N	N	N	N	N	N ²	N	N	N
2.2 Animal kennel, hospital	BA	BA	BA	BA	BA	BA	N	BA	BA	N	BA	BA	BA	BA	N
2.21 Animal day care, training	BA	BA	BA	BA	BA	BA	N	BA	BA	N	BA	BA	BA	BA	N
2.22 Animal grooming	BA	BA	BA	BA	BA	BA	N	Y	BA	Y	BA	BA	BA	BA	N
2.3 Office, excluding office parks:															
a. Bank or credit union	N	N	PB	PB	PB	N	Y	Y	Y	Y	Y	Y	Y	Y	N
b. Medical or dental	PB	PB	PB	PB	PB	N	P/SP	P/SP	P/SP	P/SP	P/SP	P/SP	P/SP	P/SP	P/SP
c. Professional	PB	PB	PB	PB	PB	N	P/SP	P/SP	P/SP	P/SP	P/SP	P/SP	P/SP	P/SP	P/SP
d. Clerical, or administrative	N	N	N	PB	PB	N	Y ⁶	Y	Y	Y	Y	Y	Y	Y	Y
2.4 Funeral home, undertaking	N	N	N	N	P/SP	N	P/SP	P/SP	P/SP	P/SP	N	N	N	N	N
2.5 Hotel, motel	N	N	N	N	N	N	PB	PB	Y	PB	PB	PB	PB	PB	N
2.6 Motor vehicle, boat, farm implement sales; rental and leasing:															
a. With repair service	N	N	N	N	N	N	N	PB	N	N	N	N	N	N	N
b. Without repair service	N	N	N	N	N	N	N	PB	N	PB	N	N	N	N	N
c. Other	N	N	N	N	N	N	N	PB	N	N	N	N	N	N	N
2.7 Motor vehicle service, repair:															
a. Auto body, painting, soldering, welding	N	N	N	N	N	N	N	PB	N	N	PB	N	N	N	N
b. Filling or service station	N	N	N	N	N	N	N	PB	PB	N	PB	PB	N	N	N
c. Other	N	N	N	N	N	N	N	PB	PB	N	PB	PB	N	N	N
2.8 Parking															
a. Parking facility	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
b. Off-street parking	N	N	N	N	N	N	N	N	N	PB	N	N	N	N	N
2.9 Restaurant, bar	N	N	N	N	N	N	N	P/SP ³	P/SP	P/SP ³	P/SP	PB	N ⁴	PB	Y ⁸

185 Attachment 3
USE REGULATION SCHEDULE
PART II (Continued)

Principal Uses	District														
	RRI RVI	RRII RVII	SFRIII	SFRIV	GRV	NC	RB	CI	CII	DC	B	I	LI	O	MBI
2.10 Shopping center	N	N	N	N	N	N	N	PB	PB	N	PB	N	N	N	N
2.11 Storage facility	N	N	N	N	N	N	N	N	N	N	N	PB	N	N	N
2.12 Tattoo parlor/body-piercing studio	N	N	N	N	N	N	N	N	N	N	N	PB	N	N	N
2.13 Tourist home	PB	PB	P/SP	P/SP	P/SP	N	P/SP	P/SP	N	P/SP	N	N	N	N	N
2.14 Office park	N	N	N	N	PB	N	PB	PB	N	PB	PB	N	Y	PB	
2.15 Other retail sales, services															
a. General	N	N	N	N	N	N	P/SP	P/SP	P/SP	P/SP	N ⁴	N ⁴	N ⁴	Y ⁸	
b. Personal	N	N	N	N	P/SP ⁵	N ⁴	P/SP	P/SP	P/SP	P/SP	N ⁴	N ⁴	N ⁴	Y ⁸	
c. Other	N	N	N	N	N	N	P/SP	P/SP	P/SP	P/SP	N ⁴	N ⁴	N ⁴	Y ⁸	
2.16 Vehicular service establishment	N	N	N	N	N	N	PB	PB	PB	PB	N	N	N	N	N
2.17 Trade center	N	N	N	N	N	N	N	N	N	N	N	N	P/SP	PB	N
2.18 Catering	PB	PB	PB	PB	PB	N	PB	PB	PB	PB	Y	Y	N	N ⁴	
2.19 Function Hall	PB	N	PB	PB	PB	N	PB	PB	PB	PB	Y	Y	N	N ⁴	
2.20 Psychic services/fortune-telling	N	N	N	N	PB	N	N	N	N	N	PB	N	N	N	N
2.21 Bed-and-breakfast	PB	PB	P/SP	P/SP	P/SP	N	P/SP	P/SP	P/SP	P/SP	N	N	N	N	N
2.22 Country Store	N	N	N	N	Y	PB	Y	Y	N	Y	N	N	N	N	N
2.23 Non-Medical Marijuana Facility	N	N	N	N	N	N	N	N	N	N	N	PB ⁷	N	N	N
2.24 Business Incubator and Co-working Space	N	N	N	N	PB	PB	Y	Y	Y	Y	Y	Y	Y	Y	Y
2.25 Artisanal and Craft Maker Space	N	N	N	N	PB	PB	Y	Y	Y	Y	N	Y	Y	Y	Y
2.26 Art Gallery	N	N	N	N	PB	Y	Y	Y	Y	Y	N	N	Y	Y	Y
2.26 Shared-Use Commercial Kitchen	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y

NOTES:

1. If any part of a principal use is considered a VSE (see § 185-3, Definitions), the requirements for VSE must be met.
2. Except as permitted by a special permit within the Adult Use Overlay District as described in § 185-47.
3. Except BA if involving live or mechanical entertainment.
4. Only allowed as an accessory use to an otherwise permitted use as detailed in Use Regulations Schedule, Part VII, Accessory Uses.
5. Establishments are limited to a maximum gross building footprint of 2,800 square feet.
6. Not allowed on sidewalk level in multilevel development.
7. Non-Medical Marijuana Facilities may be permitted by Planning Board special permit in portions of the Industrial Zone which are in the Marijuana Use Overlay District, see §185-49.
8. Allowed as part of a commercial mixed-use development. Stand alone restaurants and retail establishments are not allowed.

The foregoing Zoning By-law amendment shall take effect in accordance with the Franklin Home Rule Charter and Massachusetts General Law Chapter 40A, Section 5.

DATED: _____, 2025

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: ____ **ABSENT:** ____

RECUSED: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

February 28, 2025

To: Town Council
From: Jamie Hellen, Town Administrator
Amy Frigulietti, Deputy Town Administrator

Re: Resolution 25-12: Receipts Reserved for Appropriation from Parking Fund

We are asking the Town Council to approve Resolution 25-12, to appropriate \$10,000 from Receipts Reserved to the Appropriation Parking Fund to pay for costs related to the maintenance and operation of three Town owned parking kiosks located at two municipal parking lots.

Please let us know if you have any questions.



TOWN OF FRANKLIN
RESOLUTION 25-12

APPROPRIATION: Receipts Reserved for Appropriation from Parking Fund

TOTAL REQUESTED: \$ 10,000

PURPOSE:

To appropriate from Receipts Reserved for Appropriation Parking Fund \$10,000 for the maintenance and operational costs, including banking fees, management and other associated fees of parking payment kiosks at two municipal parking lots.

MOTION:

Be It Moved and Voted by the Town Council that the sum of Ten Thousand (\$10,000) Dollars be appropriated from Receipts Reserved to Appropriation Parking Fund for the payments of the expenses stated above.

This Resolution shall become effective according to the provisions of the Town of Franklin Home Rule Charter.

DATED: _____, 2025

VOTED:

UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

Nancy Danello, CMC
Town Clerk

Glenn Jones, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

February 28, 2025

To: Town Council
From: Jamie Hellen, Town Administrator
Amy Frigulietti, Deputy Town Administrator

Re: Resolutions 25-13: Authorization to Grant Easement to Commonwealth of Massachusetts Dept of Conservation and Recreation to Enable Construction of Rail Trail Extension

We are asking the Town Council to approve Resolution 25-13. If approved, this resolution will authorize the Town to grant an easement to the state Department of Conservation and Recreation (DCR) to enable construction of an extension of the SNETT Rail Trail, and authorize the Town Administrator to execute a Memorandum of Agreement (MOA) with the state for \$1 million in money that the state will commit to constricting some parts of the trail as well as any other related agreements or documents.

The Town is currently working through the Surface Transportation Board at the federal level for approval of the legal agreement. The Town is also actively doing the required assessments. These will take 1-2 years to go through the entire process and we still will need federal approval. The good news is the Town did receive interim approval two weeks ago and got the green light to do the required assessments.

If you have any questions, please feel free to let us know.



TOWN OF FRANKLIN

RESOLUTION 25-13

**AUTHORIZATION TO GRANT EASEMENT TO
COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CONSERVATION AND RECREATION
TO ENABLE CONSTRUCTION OF RAIL TRAIL
EXTENSION**

WHEREAS, By Resolution 24-74, the Franklin Town Council authorized the acquisition by purchase of nineteen point five one (19.51) acres of unimproved land located at Grove Street to Union Railroad line, Franklin shown in Franklin Assessors Maps: Map 287 Parcel 073 and Map 295 Parcel 014, from CSX Transportation, Inc. to permit extension of the existing SNETT Rail Trail for public recreation and appropriated funds for said purchase, and

WHEREAS, The Commonwealth of Massachusetts, acting by and through its Department of Conservation and Recreation (hereinafter: "DCR"), is willing to construct said rail trail extension, provided that Town of Franklin grants an easement to DCR, said easement to be subject to and in compliance with the terms and conditions contained in the purchase and sale agreement executed by Town of Franklin on November 21, 2024 and accepted by CSX Transportation, Inc. on January 16, 2025,

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Franklin grant to the Commonwealth of Massachusetts Department of Conservation and Recreation (hereinafter: "DCR") an easement over, under and through the above-described nineteen point five one (19.51) acre parcel of land subject to and in compliance with the terms and conditions contained in the purchase and sale agreement executed by Town of Franklin on November 21, 2024 and accepted by CSX on January 16, 2025, for the sole purpose of enabling DCR to construct an extension of the existing SNETT Rail Trail, for public recreation, and that the Town Administrator, in consultation with the Town Attorney, is hereby authorized to execute said grant of easement on behalf of the Town of Franklin, in such legal form and containing such terms and conditions as the Town Administrator determines to be in the Town's interest and to execute any agreement(s), memoranda, or other documents and to take any other action necessary to consummate said transaction.

This resolution shall become effective according to the provisions of the Town of Franklin Home Rule Charter.

DATED: _____, 2025

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

Nancy Danello, CMC
Town Clerk

RECUSED: _____

Glenn Jones, Clerk
Franklin Town Council

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

February 28, 2025

To: Town Council
From: Jamie Hellen, Town Administrator
Amy Frigulietti, Deputy Town Administrator

Re: Resolution 25-14: Gift Acceptance - Senior Center

The Senior Center has received a generous donation in the total amount of \$250.

The donation to the Senior Center will be used at the discretion of the Senior Center to provide services and programs to senior citizens in the Franklin community.

We extend our sincere appreciation for this donation. Thank you for your continued and generous support.

Donation Summary:

- **Senior Center - \$250**
 - Catherine Koch

DONATION TOTAL: \$250



**TOWN OF FRANKLIN
RESOLUTION 25-14**

Acceptance of Gift – Senior Center

WHEREAS, The Franklin Senior Center has received a generous donation in the total amount of \$250 to be used at the discretion of the Department as follows:

SENIOR CENTER - \$250

- Donation to be applied at the discretion of the Senior Center, through the Council on Aging Gift Fund, to provide services and programs to senior citizens in the Franklin community.

Donor information is included in the March 5, 2025 Town Council meeting agenda packet.

NOW THEREFORE, BE IT RESOLVED THAT:

The Town Council of the Town of Franklin on behalf of the Senior Center gratefully accepts this generous donation to be used at the discretion of the Department for the purposes noted above.

This resolution shall become effective according to the provisions of the Town of Franklin Home Rule Charter.

DATED: _____, 2025

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

**Nancy Danello, CMC
Town Clerk**

**Glenn Jones, Clerk
Franklin Town Council**

February 27, 2025

To: Town Council TA Evaluation Subcommittee (Councilor Melanie Hamblen, Councilor Brian Chandler)
Cc: Jamie Hellen, Town Administrator
From: Ted Cormier-Leger, 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.

SECTION 7 - HOURS OF WORK

1. Hellen's work week shall ordinarily consist of a five (5) day week, Monday through Friday, plus whatever evening and/or weekend hours may be necessary from time to time in order to properly respond to the demands of the position. It is understood that Hellen shall also attend and participate in all Council meetings and other meetings at which his attendance is necessary for the orderly conduct of Franklin's business and operations.
2. It is recognized that Hellen must devote a great deal of time outside of the normal business hours, and to that end, Hellen, will be allowed to take time off as he shall deem appropriate during said normal office hours provided that the business of Franklin is not adversely affected by the taking of said time off.

To fulfill the Town Council's obligation of the contract, I am submitting to you a draft "written summary statement" that meets these contract criteria and language to be discussed this evening. I have also included the Town Council Goals Update from our two-year session update that was distributed (and revised) at the December 17th, 2024 Council meeting as a reference guide to the progress Jamie has

made on our mutually agreed upon goals. I would note that the Town Council did revise the Goals on December 17, 2024 to reflect the staff's concerns that many goals are not financially feasible. The Council agreed and amended the goals accordingly and the attached sheet reflects those changes.

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 2024-25 at the midway point. 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 throughout the year and his tenure - and now the past decade since he was hired in December of 2015.

Entering his tenth year with Franklin and seventh 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. He has shown consistent and effective collaboration with the state and federal legislative delegation;
2. Jamie continues to provide creative solutions to unique problems, including incredibly challenging financial decisions to be made with the Franklin Public School District. He and his staff worked tirelessly on the town override in 2024. Regardless of the failure of the override, Jamie provided critical work to put the town and schools in the best possible position for the FY25 Budget;
3. Jamie has represented the community very well and given Franklin a statewide presence that reflects our organization's success and the respect cities and towns have for Franklin. In 2024, Jamie was appointed as the Vice-President of the Massachusetts Municipal Association (MMA). In January of 2025, he was elected President of the MMA;
4. The list of Goals reflect other successes this year that were not on the goals. One especially complicated project was the application to purchase the SNETT Trail and negotiating an opportunity to purchase the rights to this rail strip. Working with federal, state and local partners, in addition to a private railroad company is a unique challenge and Jamie has put the community in a position to have an incredible asset for generations of Franklinites!

EXHIBIT 1

2024-2025 Town Council and Town Administration Goals

December 31, 2024 Mid-Session Update UPDATED

The following are a list of proposed goals (not in any particular order) by the Town Council and Town Administrator for the 2024-2025 session.

Finance

- Review & approve biennial Town Finance Policies.
 - Complete.
- Review annual financial audit and OPEB actuarial.
 - Complete.
- Conduct a market analysis on Chapter 82 fees for service.
 - Complete.
- Authorize and manage final allotments of ARPA federal stimulus funds.
 - Complete.
- Approve annual capital budget for FY24 and FY25.
 - Completed FY24; January and February 2025 for the FY25 plan review.
- Approve annual operating budget for FY25 and FY26.
 - Completed FY25; FY26 budget deliberations have already begun with three budget meetings Fall 2024 and more listening sessions into 2025.
- Evaluate and discuss the need for an override through the Joint Budget Subcommittee.
 - Complete. JBSC is meeting to monitor budget conditions in FY26.
- Commence collective bargaining prior to contract expiration (Summer 2025).
 - In process. Negotiations have started for all unions.
- Reevaluate and approve revised borrowing legislation for school and town facilities.
 - Complete.

Economic Development (To the EDC)

- Comply with the MBTA Communities law, including evaluating the potential of rezoning around Forge Park MBTA station.
 - Complete. Staff are awaiting formal certification from the state, as well as the pending decision before the Massachusetts Supreme Judicial Court.
- Monitor statewide Housing Bond Bill & housing legislation relative to ADU's.
 - In process. The EDC had a short overview of the Affordable Homes Act and passed an ADU bylaw to comply with state law. We expect this to be fully complete in early 2025. The Administration **drafted a letter to the Executive Branch** to formally request that the \$3 million **Franklin Ridge Housing Bond Bill Appropriation in An Act Relative to the Affordable Homes Act** be included in any upcoming authorization by the state.
- Support and codify a grease trap bylaw with the Board of Health and Sewer Department.
 - Complete.
- Discuss a 40R Bylaw.

- In process. The concept has been discussed at several EDC meetings.
- Prioritize and/or implement recommendations from the Housing Production Plan, Franklin For All Study and townwide Master Plan (pending approval of the Master Plan by the Planning Board).
 - In process. The Town Master Plan Committee is wrapping up its work expected to be considered for final approval in the early part of 2025. The EDC will then prioritize the next set of projects.
- Execute Phase 1 of the branding & marketing analysis, including a refresh of the town and school websites, new Town logo design along with brand guidelines and templates, and a cleanup of the Town seal.
 - In process. A new town logo is officially approved and the Town Seal is NOT being replaced. The school website is currently live. The new Town website will go live on January 21, 2025!
- Continue to research and discuss a home occupation business bylaw.
 - No formal action yet.
- Research zoning relative to shared kitchen spaces.
 - No formal action yet.
- Review and approve the Franklin Crossing Neighborhood zoning district (C-1).
 - No formal action yet.
- Collaborate with FPS, local, regional and statewide stakeholders to prepare for and market Franklin for the World Cup when it arrives in 2026 in Foxborough.
 - In process. Staff are forming an internal World Cup Welcoming and Ambassador Committee and are working with the state and local stakeholders. More to come this Spring!

Public Works

- Support and educate the community on the Beaver Street Interceptor project.
 - In process. DPW has held various meetings prior to construction, developed a project specific web page, and continues to update website, facebook and our interactive map weekly with the progress and areas of disturbance. The project is on time and on budget. 2025 will be a big year for this project!
- Develop a strategy to prioritize town infrastructure investments, including roads, sidewalks, stormwater, sewer, water and recycling.
 - DPW gave a comprehensive presentation on the costs of public works. The Council will have a strategy session on how to finance public infrastructure in January 2025 and throughout the budget process.
- Develop a sidewalk master plan leading to a Pedestrian Master Plan through the Franklin Greenway project.
 - Staff have completed a condition and maintenance audit of all town sidewalks. The Town Council and staff recognize that further progress on this goal will be unattainable due to the lack of sufficient, reoccurring revenue streams and/or staff bandwidth to achieve this goal.
- Evaluate the need for a stormwater rate increase to meet the federal mandate.
 - Complete (for this year). The town is currently analyzing the most recent DRAFT of the proposed 'new' MS4 Permit to evaluate financing options in 2026.
- Approve a new 5-year Water Main replacement plan.

- Staff have completed a five-year water main plan that is ready to implement in the 2025-2030 calendar years. The Town Council and staff recognize that further progress on this goal will be unattainable due to the lack of sufficient, reoccurring revenue streams and/or staff bandwidth to achieve this goal.
- Complete the state land swap and design the Recycling Center.
 - After 14 years, the land swap has been completed and recorded at the Registry of Deeds! Staff are exploring financing options, including a state grant through Jeff Roy to cap the landfill and lay the groundwork for a recycling center.
- Implement the Water Tank Analysis Master Plan.
 - Staff have completed the Water Storage Tanks Master Plan. The Town Council and staff recognize that further progress on this goal will be unattainable due to the lack of sufficient, reoccurring revenue streams and/or staff bandwidth to achieve this goal. The staff will continue to apply for SRF funding for the replacement of the Hillside Tanks but due to emerging contaminants (i.e. PFAS & Lead) tank replacement projects are not being funded via SRF.
- Apply for the next phase of Complete Streets grant funding.
 - Ongoing. Our current plan is to apply for funding to use for the Washington St. sidewalk extension which is currently under design.
- Continue to fund and accept public ways.
 - Ongoing. Most recently accepted streets are Bogans Way, Farrington St, Oak Tree Lane, and Maple Tree Lane.

Facilities

- Support the staff in completing the backlog of funded or partially designed projects, including:
 - Municipal Building renovation.
 - 75% complete! Several small projects and a punch list remain.
 - Hire an Owner's Project Manager (OPM) to lead the Police Station Building project.
 - Complete. OPM and Architect have been hired. They will begin the public engagement process in Spring 2025.
 - Restore the Cupola in the Franklin Historic Museum and hire an architect to reevaluate the Museum floor plan to create more flexible exhibit spaces.
 - In process. The project has been put out to bid, which is due January 2nd. We expect a contract in place to do the work in February and slated to begin the rehab in Spring when the weather clears.
 - Replace High School visitor bleachers and soundsystem.
 - In process. A project contract was recently awarded and was funded through town ARPA funds. The best case scenario is for June graduation!
 - Design and build the Senior Center Pavilion (also install sign lighting).
 - Complete. A ribbon cutting will be scheduled in Spring 2025!
 - The sign will require some additional work than expected, but it will stay on our radar.
 - Update the design of the Remington-Jefferson renovation.
 - Requesting a capital request in FY25 for the OPM and Architect.
 - Support the King Street Memorial Park rehabilitation.

- The CPA has funded the Phase I round of work, but there is no timeline on when the work can get done given the bandwidth of the staff.
 - Collaborate with the School Department on a Comprehensive Facilities Assessment.
 - Complete. Redistricting implementation is ongoing.
 - Evaluate the reuse of the Davis-Thayer School by issuing a preliminary Expression of Interest and finalizing the property appraisal.
 - Complete. The next step is for the parcel to be evaluated by the Police Station Building Committee and/or issue an RFP for a mixed use facility.
 - Work with Habitat for Humanity to execute the Purchase & Sale and Renovation of the Old South Church on Washington Street.
 - Complete. All paperwork has been officially signed and is currently going through the Registry of Deeds. Work will begin in Spring/Summer 2025.
 - Apply for the next round of Green Communities grant funding.
 - No action.
 - Begin implementation toward becoming a Climate Leader Community (CLC) as defined by the state, including evaluating the hiring of a Sustainability Coordinator.
 - Staff propose to amend this goal from the list as there is no financing available to satisfy this goal. Proposed language is as follows:
 - “Begin implementation toward becoming a Climate Leader Community (CLC) as defined by the state, by applying for a [Municipal Energy Manager state grant](#), which is due January 25th, 2025 and awards given later in the Spring 2025.

General Government

- Promote and educate on the new sidewalk snow removal bylaw.
 - Complete.
- Evaluate and discuss a Flag Policy.
 - Complete. In addition, the Town Council approved a Town policy.
- Accept Municipal Disability Commission statute.
 - Complete.
- Execute Cannabis Control Commission’s unfunded mandates to comply with new permitting regulations and equity requirements for private cannabis companies.
 - Staff have conducted significant research and hope to have a bylaw proposal Summer 2025.
- Support School & Town Finance and HR departments’ reorganization, electronic personnel records integration, onboarding software, succession planning, MUNIS updates, and expanding LinkedIn recruiting and retention presence.
 - Complete.
- Research and evaluate a revised Family Leave policy.
 - No action to date. The Town Council and staff recognize that further progress on this goal will be unattainable due to the lack of sufficient, reoccurring revenue streams and/or staff bandwidth to achieve this goal.
- Fund and lead a townwide Polco/NRC/ICMA scientific “Citizen Satisfaction Survey” to evaluate and help prioritize policy development and strategic planning goals.

- After four years on the Town Council goals list, the National Citizen Survey is upon us! December 18th Town Council update. Expected January 2025 mailing.
- Fund and Master Plan Maple Hill and Schmidt Farm parcels.
 - Both master plans have been drafted and await a presentation to the Town Council in the Winter on next steps.
- Prioritize Open Space and Recreation Plan implementation goals (once approved).
 - The Town is still awaiting approval by the state on our plan. They have returned comments and staff will be working through the winter to accommodate their comments based on regulatory changes at the state level.
- Review and approve a Public Art Display Policy and Donation Policy.
 - No action to date.
- Establish a 250th Town Anniversary Committee.
 - Expect a Spring resolution forming an official Celebration Committee under MGL.
- Collaborate with Dean College to establish and build stronger relationships and support collaboration on shared initiatives.
 - The Chair and Administrator have met with the interim leadership until there is a formal leadership appointment.
- Develop a strategy for the use of opioid settlement funds.
 - The Deputy Town Administrator will propose a plan for using the funds concurrent with the capital plan process. Expect a formal proposal before the Finance Committee in January.

Administrative (Presentations/Discussions)

- Establish an Ad Hoc subcommittee to evaluate the Town Administrator annually.
 - January 8, 2025 Town Council update.
- Presentation update on the Franklin Ridge project.
 - January 8, 2025 Town Council project update. Construction is anticipated to begin this summer.
- Presentation on homelessness in Massachusetts.
 - Complete. Additionally, the Administration reconvened the Franklin Crisis Action Team (FCAT), led by the Deputy Town Administrator, with Town staff to triage crisis cases in town. The Team meets monthly.
- Ad Hoc Committee for Town Charter review.
 - The staff provided a presentation on how to amend a Town Charter in the fall of 2023. The Town Council and staff recognize that further progress on this goal will be unattainable due to the lack of sufficient, reoccurring revenue streams and/or staff bandwidth to achieve this goal.

Other Accomplishments

The following are other great accomplishments that were not on the official goals list:

- Authorization for financing and a purchase and sale for the SNETT Trail Corridor section between Grove Street and Unions Street. The Town Administrator and CSX will submit the required documents to the Surface Transportation Board.

- The Town successfully rezoned “the Mill Store” property to enhance a rehabilitation of that parcel for housing and restaurants (and also adjacent to the future SNETT trailhead)
- Hosted an informative discussion with the Franklin Children’s Museum.
- Adopted the HERO Act local option COLA for veterans.
- Adopted the maximum senior tax abatements allowed under Massachusetts law to assist low income seniors on their tax bills.
- Initiated zoning bylaw clean ups to help businesses Commercial-2, Business and Office districts around Exit 17 to install LED signs.
- Adopted a Friendly 40B project to help ease the affordable housing crisis with a smart growth friendly project at 444 East Central Street (aka Stobbart’s).
- Authorized the Town Administrator and the Town Council to send a letter to the legislature and Governor Healey in support of the Municipal Empowerment Act.
- Authorized an Intermunicipal Agreement with Towns of Wrentham and Norfolk for Shared Public Health Services.
- Authorized the Town Administrator to write a letter to the legislature on behalf of Franklin TV & Radio in support of Senate Bill 2771 and House Bill 4631 entitled ***An Act to Modernize Funding for Community Media Programming.***
- Coordinated various Town Departments to assist the School Department with redistricting planning.
- The implementation of MuniTrac to assist Town staff with meeting minutes.
- Collaboration and coordination in drafting the Annual Report
- Numerous Arts, Culture, and Economic Development partnerships including MA 250 programming, Sculpture Park enhancements, an MBTA/Dean College mural collaboration, and a Franklin First Gift Card revamp.
- Updated Social Media guidelines.
- Initiated staff training for the new website and branding efforts.
- Applied for and managed numerous grants and earmarks.
- Filed a home rule petition, [House 2108](#), An Act authorizing the city known as the town of Franklin to utilize alternative methods for notice of public hearings, which will exempt the Town from posting legal public hearing notices in a print newspaper publication. The town has a free email subscription service on its website to accommodate all public hearing notices. This act will save the town, and those who apply for certain applications that require public hearings, thousands of dollars in legal and expenses. The email service is free for all and more timely and accessible to the broader public than costly legal ads in the newspaper.

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.

SECTION 7 - HOURS OF WORK

1. Hellen's work week shall ordinarily consist of a five (5) day week, Monday through Friday, plus whatever evening and/or weekend hours may be necessary from time to time in order to properly respond to the demands of the position. It is understood that Hellen shall also attend and participate in all Council meetings and other meetings at which his attendance is necessary for the orderly conduct of Franklin's business and operations.
2. It is recognized that Hellen must devote a great deal of time outside of the normal business hours, and to that end, Hellen, will be allowed to take time off as he shall deem appropriate during said normal office hours provided that the business of Franklin is not adversely affected by the taking of said time off.