

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

December 29, 2023

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

Re: Resolution 24-01: Adoption of 2024-2025 Town Council and Town Administration Work Plan

Please see the attached DRAFT work plan for the upcoming 2024-2025 Council session. This list has been compiled by the town departments and reflects projects that have been financed and/or started and that fall within the capacity of the current town staffing structure. As you can see, the theme of the next two years is to finish what has been started, as well as projects that are currently awaiting legal approval, such as the Master Plan and Open Space Plan.

Please let us know if you have any questions!

2024-2025 Town Council and Town Administration Work Plan

Last updated: January 3, 2024

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.
- Review annual financial audit and OPEB actuarial.
- Conduct a market analysis on Chapter 82 fees for service.
- Authorize and manage final allotments of ARPA federal stimulus funds.
- Approve annual capital budget for FY24 and FY25.
- Approve annual operating budget for FY25 and FY26.
- Evaluate and discuss the need for an override through the Joint Budget Subcommittee.
- Commence collective bargaining prior to contract expiration (Summer 2025).
- Reevaluate and approve revised borrowing legislation for school and town facilities.

Economic Development (To the EDC)

- Comply with the MBTA Communities law, including evaluating the potential of rezoning around Forge Park MBTA station.
- Monitor statewide Housing Bond Bill & housing legislation relative to ADU's.
- Support and codify a grease trap bylaw with the Board of Health and Sewer Department.
- Discuss a 40R Bylaw.
- Prioritize and/or implement recommendations from the Housing Production Plan and townwide Master Plan (pending approval of the Master Plan by the Planning Board).
- Execute Phase 1 of the branding & marketing analysis, including a refresh of the town and school websites.
- Continue to research and discuss a home occupation business bylaw.
- Research zoning relative to shared kitchen spaces.
- Review and approve the Franklin Crossing Neighborhood zoning district (C-1).
- Collaborate with FPS, local, regional and statewide stakeholders to prepare for and market Franklin when the World Cup arrives in 2026 in Foxborough.

Public Works

- Support and educate the community on the Beaver Street Interceptor project.
- Develop a strategy to prioritize town infrastructure investments, including roads, sidewalks, stormwater, sewer, water and recycling.
- Evaluate the need for a stormwater rate increase to meet the federal mandate.
- Approve a new 5-year Water Main replacement plan.
- Complete the state land swap and design the Recycling Center.
- Implement the Water Tank Analysis Master Plan.
- Apply for the next phase of Complete Streets grant funding.
- Continue to fund and accept public ways.

Facilities

- Support the staff in completing the backlog of funded or partially designed projects, including:
 - Municipal Building renovation.
 - Hire an Owner's Project Manager (OPM) to lead the Police Station Building project.
 - Restore the Cupola in the Franklin Historic Museum and hire an architect to reevaluate the Museum floor plan to create more flexible exhibit spaces.
 - Replace High School visitor bleachers and soundsystem.
 - Design and build the Senior Center Pavilion (also install sign lighting).
 - Update the design of the Remington-Jefferson renovation.
 - Support the King Street Memorial Park rehabilitation.
- Collaborate with the School Department on a Comprehensive Facilities Assessment.
- Evaluate the reuse of the Davis-Thayer School by issuing a preliminary Expression of Interest and finalizing the property appraisal.
- Work with Habitat for Humanity to execute the Purchase & Sale and Renovation of the Old South Church on Washington Street.
- Apply for the next round of Green Communities grant funding.

General Government

- Promote and educate on the new sidewalk snow removal bylaw.
- Evaluate and discuss a Flag Policy.
- Accept Municipal Disability Commission statute.
- Execute Cannabis Control Commission's unfunded mandates to comply with new permitting regulations and equity requirements for private cannabis companies.
- 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.
- Research and evaluate a revised Family Leave policy.
- Fund and lead a townwide Polco/NRC/ICMA scientific "Citizen Satisfaction Survey" to evaluate and help prioritize policy development and strategic planning goals.
- Fund and Master Plan Maple Hill and Schmidt Farm parcels.
- Prioritize Open Space and Recreation Plan implementation goals (once approved).
- Review and approve a Public Art Display Policy.
- Establish a 250th Town Anniversary Committee.
- Collaborate with Dean College to establish and build stronger relationships and support collaboration on shared initiatives.
- Develop a strategy for the use of opioid settlement funds.

Administrative (Presentations/Discussions)

- Establish an Ad Hoc subcommittee to review Town Council biennial Rules of Procedure.
- Establish an Ad Hoc subcommittee to evaluate the Town Administrator annually.
- Presentation update on the Franklin Ridge project.
- Presentation on homelessness in Massachusetts.