

# Town of Franklin

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## OFFICE OF THE TOWN ADMINISTRATOR

December 29, 2022

**To:** Town Council  
**From:** Jamie Hellen, Town Administrator

**RE: Town Council-Town Administrator 2022-2023 Goals**

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The Council will review the collective goals between the Town Council and Town Administrator. An update is attached to reflect progress and information updates.

Please feel free to ask any questions.

## **2022-2023 Town Council and Town Administration Goals**

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: FY23 Complete. FY24 in process.
- Approve annual capital budget for FY22 and FY23.
  - Status: FY22 Complete. FY23 in process.
- 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 in roads, water main and stormwater infrastructure improvements, employee compensation, and hired a second mental health clinician for the Police Department. Staff hope to have more updates in the weeks and months ahead. 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.
- 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.
- Revise the public downtown parking lots bylaw.
  - Status: Complete. Goes into effect July 1, 2023.
- Review sidewalk snow removal bylaw.
  - Status: No progress.
- Implement housing production plan recommendations.

- Status: EDC is currently working on inclusionary zoning, MBTA communities compliance and housing density bylaws from the plan.
- Consider policy development on the redevelopment of North Grove Economic Development Area (aka Nu style).
  - Status: Substantial progress. Urban Land Institute conducted a complete study of the potential of the parcels and presented them to EDC. Bryan Taberner is actively working on a matching grant proposal application now, which will commit \$100,000 of ARPA funds toward site cleanup to make it more attractive to potential investors.
- Facilitate a branding & marketing analysis.
  - Status: State grant of \$50,000 has been awarded through a legislative appropriation by Representative Roy. Staff are working on obtaining the funds.
- Support the process toward a new town Master Plan beginning in 2023.
  - Status: Draft committee charge January 2023.
- Research changes to the home occupation business bylaw.
  - Status: No progress.
- Review the marijuana overlay district.
  - Status: No progress.
- Support a process to update the Open Space Plan, which expires in 2023.
  - Status: Conservation Commission has begun the OSRP process. Expected public sessions Winter/Spring 2023. Recommendations will fold into the Master Plan process Summer 2023. Expected EDC/Town Council draft review in late Summer/Fall 2023.
- Review the cell phone tower overlay district and consider a 5G local permitting bylaw.
  - Status: No progress.
- Further “lot line cleanups” project.
  - Status: At its January 4th meeting, the EDC will look at Lot Line Cleanup #2 of this session. They have approved one cleanup to date.

## DPW

- Design beaver street interceptor & file SRF application for the project.
  - Status: Complete. Awaiting SRF award.
- Manage federal ARPA funds.
  - Status: See Finance Goals above.
- Support the Grove Street construction and MassWorks grant implementation.
  - Status: In process. Expect the light to be installed when it arrives (10 months backordered and counting...). The redesigning of the road to Kendall Circle will begin in 2023 and conclude in 2024.
- Implement MS4 permit stormwater program implementation.
  - Status: Complete. Discussion on the credit manual in Spring 2023.
- Continue Implementing the 5-year Water Main plan.
  - Status: Complete. Far ahead of schedule due to ARPA funds.
- Complete Streets grant implementation and otherwise expand walking and biking trails.
  - Status: Franklin received its first grant of \$89,700 this past summer.
- Develop a maintenance plan for town trails.

- Status: Establishing a plan for town 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.
- Complete trail work on the SNETT relative to the finalizing the land swap with the state DCR.
  - Status: Trail work is complete. Expect to have the legal transfer of land in 2023!
- Begin the process to develop a solid waste master plan in 2023.
  - Status: Awaiting land transfer to begin.
- Develop Water Tank Analysis Master Plan.
  - Status: In progress.
- Discuss a Sidewalk Master Plan.
  - Consider exercising borrowing authority to construct sidewalks on Washington Street and Beaver Street.
  - Status: Staff will expand the Pavement Management Plan to include town owned parking lots and sidewalks to help develop a strategy and current analysis of infrastructure costs to the town.
- Discuss finance for current infrastructure assets: roads, parking lots, sidewalks maintenance.
  - Status: No progress. See Sidewalk Plan goal above. With interest rates, labor shortages, inflation and an overall expensive cost of living, infrastructure is very expensive.
- 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. TBD on when.
- Rehabilitate the Red Brick Schoolhouse.
  - Status: Phase I Exterior work almost done!
- Establish a working group committee for a new Police Station.
  - Status: Committee Charge being considered January 2023.
- Consider a committee for the reuse of the Davis-Thayer School.
  - Status: Committee Charge being considered January 2023.

### 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.
- 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: No progress.
- Review a revision to the demolition delay bylaw.
  - Status: No progress.
- ICMA citizen satisfaction survey (pending Town Administrator membership to ICMA). 2023-2024.
  - Status: The Town Administrator finally became an ICMA member after three years of the pandemic! The TA will research ideas and hopes to attend an annual conference for the first time in the Fall of 2023. A scientific citizens satisfaction survey 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: ETA: Early Summer 2023.
- Franklin Historic District presentation.
  - Status: January 4, 2023.
- Charles River Pollution Control District presentation.
  - Status: ETA: Summer 2023.
- Metacomet Public Health Alliance presentation.
  - Status: ETA: Winter 2023.
- 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.
- Discussion on uses at the Maple Hill property.
  - Status: A discussion in the Spring during the open space planning process.
- Recreation Department presentation.
  - Status: Complete.