

Town of Franklin

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OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

September 15, 2023

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

Re: Town Council Goals Update

Please see the attached update on the 2022-2023 Goals for the Town Council and Town Administrator/staff.

Given the circumstances, I cannot believe that all of this progress was made in the last year. This session began in the wake of the COVID-19 State of Emergency and has enriched the quality of life in this community by an enormous amount in the past two years.

I hope everyone feels an immense amount of success.

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.