

The Mandatory Duties (as written in the Town Charter):

- (a) attend all meetings of the Council except when excused and have the right to speak but not to vote;
- (b) keep the Council fully informed regarding Town and departmental operations, fiscal affairs, general problems and administrative actions and submit appropriate periodic reports;
- (c) keep the Council fully informed as to the long-range needs of the Town, the practices and governmental trends of other communities and the laws and regulations of the Commonwealth and make such recommendations to the Council as deemed necessary and appropriate;
- (d) prepare, assemble and present to the Council the annual Town operating and capital budgets and cooperate with the Finance Committee in all financial matters;
- (e) serve as general ombudsman for the Town;
- (f) maintain an inventory of all town real and personal property;
- (g) be responsible for all aspects of the personnel system;
- (h) serve as chief procurement officer;
- (i) be responsible for the maintenance of all buildings and property owned or leased by the Town, except that under the jurisdiction of the School Committee; and
- (j) perform such other duties as may be required by this Charter, bylaw or order of the Council.

Additional Essential Duties:

- Manages and coordinates the execution of all Town Council meeting agendas, policy decisions and communicates all correspondence with the nine member Town Council;
- Supervises the administration of all departments, offices, boards, committees, commissions and agencies of the Town, except as otherwise provided by the Charter or law;
- Develops an annual Town budget, including the Franklin Public Schools, and works with the Town Council to meet the process requirements in time for the annual budget

hearings and tax bill preparation. It is worth noting that the final operating budget for FPS is proposed by the Town Administrator, approved by the Town Council and then expended at the discretion of the [Franklin School Committee](#);

- Serves as Personnel Director for the Town, oversees and enforces all personnel decisions, policies, and works with Labor Counsel and the Human Resources Director on all job postings, interviews, contractual grievances, and disciplinary issues.
- Provides customer service to residents and stakeholders through in person meetings, an open door policy, personalizes and replies to every email and attends many public celebrations such holidays, community meetings, Downtown Partnership quarterly meetings and many other ribbon cuttings or meetings, as requested by the community;
- Serves as the media contact and Public Information Officer (Public Safety Officers have their own discretion to reply to the media during public safety events);
- Lead negotiator for all collective bargaining with municipal unions and participates as a member of the bargaining team for the teachers union contract negotiations;
- Appoints all non-elected Town board and committee members to be ratified by the Town Council;
- Coordinates and attends all Finance Committee meetings;
- Administers all licensing under Section 82 Fee Schedule for the Town, with the exception being the Town Council is the Town's Liquor Licensing Authority under MGL;
- Prepares, attends and provides staff support to over a dozen Town committee meetings, including, but not limited to, the 24-28 annual Town Council meetings and meetings of its subcommittees, including the [Economic Development Committee](#), [Capital Budget Committee](#), and the [Joint Budget Subcommittee](#); the [Davis-Thayer Reuse Committee](#); the [Police Station Building Committee](#); the [Community Preservation Committee](#); the Ad Hoc Subcommittee on Stormwater, and the Ad Hoc Subcommittee on Town Administrator Evaluation;
- Serves on several regional committees and boards as required by statute, regulation or governing agreement:
 - Chair of the Board, [Metacomet Emergency Communications Center](#) (MECC);

- Administrator, [Metacomet Public Health Alliance](#);
 - Board Member, [495/Metrowest Partnership](#);
 - Board Member, [MBTA Executive Committee](#);
 - Board Member, [Massachusetts Strategic Health Group](#); and
 - Leads the town and school employee Insurance Advisory Committee (IAC). The TA negotiates employee health care and benefits for all town and school employees.
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- Reports to the Town Council a summary of the operations of Town departments, offices, and agencies subject to his/her direction and supervision;
 - Lead negotiator for all land and property transactions;
 - Negotiates the town's two cable provider contracts, solar agreements, cannabis agreements, town electricity, gas and propane rates, and implements all state laws and regulations applicable to these unique legal areas.
 - Provides direct support to Franklin's legislative and congressional representatives, including assisting visits to the town, policy communication and grant and budgetary priorities; Serves as a direct liaison to the Town from Beacon Hill and Capital Hill. Additionally, the Administrator is the direct line of contact for the state Executive Branch;
 - Manages Risk Management, Property & Casualty and Workman's Compensation insurance programs and policies;
 - Reviews, monitors and signs all payroll and expenditure warrants, reviews and signs all contracts. Manages all grants;
 - Creates and submits to the Town Council an Annual Town report;
 - Develops and updates annually a five-year Capital Improvement Plan (CIP) for presentation to the Town Council and Budget Committee;
 - Keeps the Town Council and residents fully advised concerning the financial condition and future needs of the Town and makes appropriate recommendations to the Town Council;
 - Stays current with changes in state and federal regulations that could affect Town ordinances, policies, and budget;

- Prepares ordinances and/or amendments to existing ordinances to keep current;
 - Follows and executes all Town and Department policies, laws and ordinances;
 - Faithfully executes all laws, provisions of this document, the Town Administrator Employment Contract, and decisions of the Town Council;
 - Coordinates and attends all [Community Preservation Committee](#) meetings, projects and develops annual budget and project estimates;
 - Assists, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving unfair vendor, administrative and governmental practices;
 - Makes applications for state, federal and other aid grants for the benefit of the municipality;
 - Mr. Hellen is a [Credentialed Manager through the ICMA](#) which is the highest national honor for a town manager to receive;
 - Performs such other duties as may be prescribed by charter or as may be required by the Town Council, if not inconsistent with the provisions of the Town's Charter.
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Town Charter Town Administrator Language

[Franklin Home Rule Charter](#)

ARTICLE FOUR

THE TOWN ADMINISTRATOR

Section 1 – Appointment and Qualifications

4-1-1 The Town Council, by a majority vote of its full membership, shall appoint a Town Administrator who shall administer and implement the directives and policies adopted by the Town Council. The Council shall fix the Administrator's compensation within the limits of an appropriation adopted for that purpose. The salary, benefits, and terms and conditions of employment and the procedures for dismissal shall be negotiated between the Town Council and the Administrator.

4-1-2 In seeking candidates for the Administrator's post, the Town Council shall advertise in appropriate professional journals and other suitable publications as seemed necessary. The Town Administrator need not be a resident of the Town at the time of appointment but shall establish

residence within the Town within one year following appointment, unless the Town Council shall waive such residency requirement. If a resident of the Town, the successful candidate shall have held no elective town office for a period of one year prior to appointment.

4-1-3 The Administrator shall be appointed on the basis of educational, executive and administrative qualifications and experience, including at least a bachelor's degree in an appropriate field of study from an accredited four-year college or university. Professional experience shall consist of at least three (3) years of full-time compensated service in town or town administration or related administrative activity.

Section 2 – Powers and Duties

4-2-1 The Town Administrator shall be the chief executive and administrative officer of the Town and shall be responsible to the Council for the effective administration of all Town affairs placed in his charge by or under this Charter.

4-2-2 The Administrator shall not hold any other elective or appointive Town office, but may be appointed by the Council to serve on committees, both standing and ad hoc. The Administrator shall devote full-time to the duties of the office and shall not engage in any other business or occupation without the advance written authorization of the Council.

4-2-3 The Administrator shall:

- (a) attend all meetings of the Council except when excused and have the right to speak but not to vote;
- (b) keep the Council fully informed regarding Town and departmental operations, fiscal affairs, general problems and administrative actions and submit appropriate periodic reports;
- (c) keep the Council fully informed as to the long-range needs of the Town, the practices and governmental trends of other communities and the laws and regulations of the Commonwealth and make such recommendations to the Council as deemed necessary and appropriate;
- (d) prepare, assemble and present to the Council the annual Town operating and capital budgets and cooperate with the Finance Committee in all financial matters;
- (e) serve as general ombudsman for the Town;

(f) maintain an inventory of all town real and personal property; (g) be responsible for all aspects of the personnel system,

(h) serve as chief procurement officer;

(i) be responsible for the maintenance of all buildings and property owned or leased by the Town, except that under the jurisdiction of the School Committee; and

(j) perform such other duties as may be required by this Charter, bylaw or order of the Council.

4-2-4 The Administrator may, with the approval of the Council within the departments and agencies under his jurisdiction, establish, reorganize or consolidate any department, board commission or office.

4-2-5 Subject to ratification by the Town Council, the Administrator may appoint, on the basis of merit and fitness alone:

(a) a Fire Chief, a Police Chief, a Director of Public Works, a Town Comptroller, a Town Counsel, a Library Director, and 3 registrars of voters;

(b) 5 members of a board of library trustees, 9 members of a Council on Aging, 7 members of a Conservation Commission, 7 members of an Historic Commission and 3 members of a Zoning Board of Appeals, the members of which shall serve for 3-year overlapping terms within their respective board, council or commission;

(c) 5 members of a Housing Authority, 4 of whom shall serve for 5-year overlapping terms and 1 of whom shall be appointed under the authority of the Commonwealth; and

(d) members of such other boards, commissions and committees as are authorized by the General Laws, this Charter or bylaws and for whom appointment is not otherwise provided.

4-2-6 The Town Administrator may appoint a Treasurer-Collector, on the basis of merit and fitness alone, subject to the following process: (a) Interview of potential candidates and selection of final candidate or appointment will occur in consultation with, but not limited to, at least one member of the Town Council (as determined by the Chair of the Town Council), at least one member of the Finance Committee (as determined by the Chair of the Finance Committee), and the Comptroller, (b) Final appointment is subject to ratification by the Town Council.

Section 3 Removal of the Town Administrator

4-3-1 Final removal of any Town Administrator shall be effected by a majority vote of the full Town Council at an open Council meeting.

Section 4 – Acting Town Administrator

4-4-1 The Town Administrator may designate a qualified person to serve as Acting Town Administrator and to perform the duties of the office for up to 21 days on account of the temporary absence or unavailability of the Town Administrator. 4-4-2 The Town Council may designate a qualified person to serve as Acting Town Administrator and to perform the duties of the office during the period of any vacancy caused by the Administrator's absence, or unavailability for more than 21 days, or because of the illness, suspension, removal or resignation of the Town Administrator. The appointment shall be for not more than 180 days, but such appointment may be extended for 2 additional 90-day periods by vote of the Council.