

Council Order: 2023-014

**Introduced by: Town Manager Brian Howard
March 27, 2023**

Transfer of ARPA Revenue Loss Funds

To see if the Randolph Town Council will vote to transfer \$149,270 from the ARPA Coronavirus State and Local Fiscal Recovery Funds Revenue Loss to the various FY23 General Fund Operating Budgets, as shown below:

Department	Salary	Expense	Total
Street Lights		\$ 19,200	\$ 19,200
Legal		\$ 45,000	\$ 45,000
Town Council	\$ 17,100		\$ 17,100
Town Clerk		\$ 5,000	\$ 5,000
System Administration (Software) - Code Enforcement		\$ 17,970	\$ 17,970
System Administration (Software/Hardware) - Technology for Hybrid Meetings.		\$ 45,000	\$ 45,000
TOTAL			\$ 149,270

Departmental Descriptions

Street Lights: \$19,200 - When the Town Council approves a prior fiscal year bill, it is paid from the current budget. This transfer will allow us to replenish the \$10,531.67 from Council Order 2023-013 and to have the necessary funds to pay this account until the end of the fiscal year.

Legal: \$45,000 - We have experienced multiple personnel matters over the past three months that have required outside counsel. In addition, we continue to negotiate with our three largest unions. Finally, some additional work has been needed on TLA – Holbrook. These funds should allow us to finish the year without needing an additional transfer.

Town Council: \$17,100 - The Town Council Clerk was budgeted as a part-time position. When the Town was getting limited responses to the advertisement, it was determined that we needed to make it a full-time position. These transfers are to fund the position until the end of the Fiscal Year.

Town Clerk: \$5,000 - The Town Clerk's copier/scanner is nearing the end of its useful life. It is 10 years old, and has made close to 250,000 copies to date. The copier has been repaired several times over the last year (especially with heavy use during election season) and each

time the tech makes repairs, it is harder and harder for him to get replacement parts as the copier is now obsolete.

System Administration (Software): \$17,970 - These funds will be used to purchase the Code Enforcement Module from Permit Eyes (Circle Technologies). We currently use the software for the Building Department and the Board of Health. These funds will be used for the initial purchase and installation of the software and the yearly service and hosting fee. This software will allow for the issuance, tracking, and payment of any code violations. This is currently done manually. Last year code enforcement had approximately 1,000 issues to track. The department receives requests by phone, email, See Click Fix, in person at the counter, and from other Town Departments.

System Administration (Software/Hardware): \$120,000 - These funds will be used for the purchase of equipment to enhance our technology for the introduction of full hybrid meetings for all boards going forward. We need additional monitors, laptops, internet access points, wiring, microphones, and more to ensure we can adapt to expected changes in the open meeting law. This is for Chapin Hall, the Washington Room, and Lincoln Room.