

**Council Order: 2024-022**

**Introduced By: Town Manager Brian Howard  
April 29, 2024**

**FY24 Budget Transfer  
Transfer of ARPA Revenue Loss Funds**

To see if the Randolph Town Council will vote to transfer \$90,000 from the ARPA Coronavirus State and Local Fiscal Recovery Funds Revenue Loss to increase the FY24 Legal expense budget by \$50,000 and to fund an independent Human Resources Review and Audit for \$40,000.

**Explanation:**

**Legal Expenses:** The Town has had a significant number of labor and employment matters this year that have required work by outside labor counsel, including conducting investigations, participating in hearings, and assisting with arbitration. Primarily as the result of these labor and employment matters, the legal expense budget is not currently sufficient to cover outside counsel costs through the end of this fiscal year. This transfer should cover all outside counsel costs through the end of FY 2024.

**Human Resources Review and Audit:** The Town seeks to retain a consultant to assist with various HR functions in the absence of having a full-time Human Resources Director. The primary purpose of the project is to update and, in some cases, develop current job descriptions for all positions for the Town of Randolph with the exception of school department employees. There are approximately 100 positions with job descriptions that need significant review. The majority of the existing job descriptions are out of date and not in compliance with various employment laws that are in place today. The project includes a kick-off meeting with department heads (tentatively planned for May 8th) to explain the process, developing a questionnaire for employees to complete, review of the questionnaires and existing job descriptions, drafting of new job descriptions, and final edits to complete each new description.

Other HR work will include development of template documents such as job offer letters, onboarding materials, and exit interview materials, for each class of employee, reviewing existing HR documents and recommending updates, assistance in developing an intranet with forms and documents needed by employees and supervisors, creating employment document templates for supervisors/Department Heads and other related work.