

Council Order: 2023-054

**Introduced by: Town Manager Brian Howard
October 16, 2023**

Transfer of ARPA Revenue Loss Funds

To see if the Randolph Town Council will vote to transfer \$16,000 from the ARPA Coronavirus State and Local Fiscal Recovery Funds Revenue Loss to fund a payroll review to be conducted by the Collins Center and \$306,000 to the FY24 Fire Department Salary budget.

Explanation:

Payroll Review: The review will consist of an assessment of the payroll function to identify potential areas of improvement in procedure, documentation, and processing. In addition, the assessment will involve a review of any existing formal and informal practices, documentation and data entry with the goals of eliminating redundancy and increasing efficiency and accuracy.

FY24 Fire Department Budget: The funds transferred will be used to pay for one-time and stipend-related costs of the fire contract between the town and the union. The department is down a number of positions due to retirements, injuries and FMLA. I expect that additional funds will be needed later in the year.