

**Council Order: 2023-002**

**Introduced by: Town Manager Brian Howard  
January 9, 2023**

**Transfer of ARPA Revenue Loss Funds**

To see if the Randolph Town Council will vote to transfer \$2,216,200 from the ARPA Coronavirus State and Local Fiscal Recovery Funds Revenue Loss to the various FY23 General Fund Operating Budgets, FY23 Enterprise Budget and Capital item as shown below:

Department	Salary	Expense	Total
Police	\$ 600,000	\$ 185,400	\$ 785,400
			\$ -
Vehicle Fuel		\$ 99,500	\$ 99,500
			\$ -
DPW Highway	\$ 71,800	\$ 61,500	\$ 133,300
			\$ -
Operations		\$ 116,000	\$ 116,000
			\$ -
Refuse Collection		\$ 350,000	\$ 350,000
			\$ -
Utilities		\$ 400,000	\$ 400,000
			\$ -
Treasurer/Collector		\$ 125,000	\$ 125,000
			\$ -
Legal		\$ 25,000	\$ 25,000
			\$ -
Library	\$ 15,000		\$ 15,000
			\$ -
Community Programs		\$ 12,000	\$ 12,000
			\$ -
TOTAL			\$ 2,061,200
Department	Salary	Expense	Total
Water		\$ 120,000	\$ 120,000
TOTAL			\$ 120,000
Department	Capital		Total
Police	Cruiser		\$ 35,000
TOTAL			\$ 35,000

**Departmental Descriptions:**

**Utilities: \$400,000** The current budget for utilities is almost 60% expended with only five months being paid. With the rising utility costs and seven months remaining in the payment

cycle, a transfer of \$400,000 would bring the percentage currently used to 34%. This is where it should be at this point in the year. (Janine Smith)

**Treasurer/Collector Expenses: \$125,000** This is solely related to the Treasurer's cash book project. The cash book, which should be maintained on a daily basis, had not been for almost all of FY22. This led to the inability to reconcile bank statements each month and we ultimately could not compare the Treasurer's tracking of cash to the Accountant's tracking of cash. This is a huge breakdown in process and internal control. The Town brought CLA on as consultants to bring this work up to date through June and to transition the work, as well as train the Town's new Treasurer/Collector on the process for July and moving forward. (Janine Smith)

**Community Programs - Community Pool: \$12,000** The exhaust fan turned off after a breaker tripped over a weekend. After two days with no exhaust fan, the humidity caused mold issues at the pool. The \$12,000 would cover mold remediation, ceiling tiles, electrical work, a remote humidity sensor, and flooring for the changing rooms on the pool deck. (Liz LaRosee)

**Turner Free Library: \$15,000** Two full-time librarians have been on maternity leave and one full-time librarian has been on FMLA this Fall. Three full-time staff, out of office at the same time, necessitated the need to hire two temporary professional librarians to cover programming as well as building supervision. (Liz LaRosee)

**DPW - Expenses: \$61,500** CDL Classes and Certification is \$21,500. This would cover the cost for four new hires in the DPW to achieve this necessary license, as required by union contract, but also to meet the needs of the department. Holiday Lights are \$40,000. These funds will be used to meet the requests by the Town Council to increase the holiday displays around town. (Chris Pellitteri)

**DPW - Water (Blue Drop): \$120,000** This will pay for the current water dispenser for the year (\$60,000). The first year of the water dispenser was covered by a state grant. In addition, we are looking to add a second location in North Randolph (\$60,000). (Brian Howard)

**DPW - Salaries: \$71,800** The DPW has requested a supplement to the overtime budget for the remainder of FY23 of \$25,000. The main drivers of the overtime budget are continuing weekend service calls for traffic accidents and weather related issues. For example, the staffing needed a few weeks ago due to the severe rain and wind storm that caused damage around town (particularly to the Deer Park area). Finally, \$46,800 in retirement costs for employees Hoey and Doyle. (Chris Pellitteri)

**Operations - Expenses: \$116,000** The breakdown is as follows: \$65,000 for ACP Cleaning Services at Town Hall and Stetson Hall. ACP was previously being paid for from CARES Act funding. ACP has done an excellent job for the Town. \$19,500 for the replacement of the roof at Turner Lane. At this time, the roof leaks have had a minimal impact for the food pantry. However, it has caused damage on the second floor. We need to repair the roof first and then develop a plan for further repairs on the second floor. \$31,500 for HVAC engineering, consultation and design services, and the development of bid documents for the HVAC system at the Town Hall. The current HVAC system is 25 years old and in dire need of replacement. (Brian Howard)

**Vehicle Fuel - Expenses: \$99,500** This figure is based on the state fuel contract between the Town of Randolph and fuel vendor Global Montello and is based on us using our contracted fuel amounts. The town will be paying a higher fuel cost for the remainder of the fiscal year. Chief Cassford has reviewed the fuel usage for the same timeframe last fiscal year from all departments. He expects the town fuel budget will need an estimated additional \$99,500.00 to make it through to the end of the year. Barring any unforeseen issues this amount should be sufficient. (Chief Cassford)

**Legal Expenses: \$25,000** As we continue to negotiate with our three largest unions over the course of this fiscal year, I want to ensure we have the funds available to complete the process so I am requesting additional funds for labor counsel. (Brian Howard)

**Police Salaries- Overtime: \$600,000** These funds are needed to maintain the current staffing needs to properly handle the call volume of our department as well as the unanticipated needs of OT related to major incidents. During the last two years, the losses of Officer Beal and Lt. Chaplin, the career ending injury to Officer L'Italien, the retirement of three officers, as well as extended injuries to other officers, plus the buyout disbursements to some of these officers in this fiscal year creates the need to request these funds. The shifts of each of these officers continue to need OT coverage until our new recruits graduate the academy and complete departmental field training. It takes over a year to fill a void and have a properly trained officer on the street (civil service process, academy time, and field training). In addition, other OT costs are impacted by Covid related coverage, FMLA requests, and large-scale investigations, such as the murder at Mojitos.

The Town Council has been very supportive as we attempted to hire ten new officers. However, only four recruits will graduate in February and two more in May. We expect that after the field training program the officers will be on the road by early Summer. The goal is to add additional officers, but the candidates originally slated for recent academies were unable to pass the physical fitness standards required for the academy or were not able to complete the academy. (Chief Marag)

**Police Expense - Computers: \$35,000** A number of department computers have been replaced and repairs have been needed to maintain current operations on older units. The repair costs on the older computers continue to increase and it would be far more cost effective to replace these units. In addition, when the computers are down for repair, it impacts work flow in a very busy department. (CM)

**Police Academy Tuition/Equipment: \$65,400** To support the hiring of 6 new recruits and personal equipment. The academy tuition cost is \$3,500 per recruit and \$7,400 per officer to properly equip with protective vest, duty gear, Glock pistol, patrol rifle, ammunition, and portable radios. (CM)

**Police - Repair and Maintenance for Vehicles: \$25,000** Maintaining a proper replacement and maintenance schedule is imperative. Repairs and maintenance costs are continuing to escalate this year. At the forefront of this issue is the need for officers to safely respond to calls for service in the community. When cruisers are out for repairs or have been involved in

crashes, finding a proper vehicle for patrol can be challenging. Thus, the need for properly equipped and well-maintained cruisers is critical. (CM)

**Police - Police Cruiser: \$35,000** These funds will be added to the capital request from June. This is due to a shortage of vehicles & price increases. In particular, the Chevy Equinox is no longer available. (CM)

**Police - Body Cameras: \$15,000** To support additional body cameras for new hires. The rest of the funds for the body cameras will be coming from a \$35,000 grant we received this year.

**Police - Server for the Access Control System: \$25,000** The ACS tracks all doors and alarm systems within the station. This is an important component for maintaining a secure facility and officer safety; also to monitor detainees as required by EOCPS. The server is failing and needs replacement. (CM)

**Police - Added Radio Coverage: \$20,000** Officers have been experiencing coverage issues with the police station via the radios in certain “dead areas” of town. This is not expected to be an issue once the BRECC (regional dispatch center) is up and running. In the meantime, the department is working with Braintree PD’s radio staff to find a solution until we merge. Our current radio provider, Cybercom, has assisted in troubleshooting what is causing the issue. Multiple receivers need to be added that would fix the issue as well as be compatible with the BRECC in the future. (CM)

**Refuse Collection/Mattress: \$350,000** We have seen a sharp increase in tonnage based on residents being home during the pandemic and more people using delivery services such as *Amazon*, *Instacart* and *Target*. As a result, solid waste tonnage increased by 6.47% and recycle tonnage increased by 3.3% from FY20 to FY21. In FY22, we saw a 2.63% decrease in solid waste tonnage and a 2.89% decrease in recycle tonnage; however, the tonnage for both is still above pre-pandemic averages. The main driver in additional cost is recycling. In FY22, there were nine months where the recycling cost was zero dollars (\$0.00) per ton and one month was even credited back on the invoice by \$3.66 per ton. On average, the cost for recycling in FY22 was \$5.00 per ton. As we entered FY23, the cost to recycle per ton rose sharply and without warning. Recycling cost per ton rose from an average of \$5.00 dollars per ton in FY22 and in less than 60 days, it rose up to \$117.91 per ton in FY23, which is a 184% increase. I expect that we will need an additional \$250,000 to finish the fiscal year.

In addition to the 184% increase in cost to recycle, new regulations requiring the recycling of mattresses and textiles became effective in FY23. Across Massachusetts, common household items such as mattresses, box springs and textiles are now banned from the municipal solid waste stream and must be recycled. As a result, it is anticipated that this new recycling requirement may increase costs by as much as *One Hundred Thousand dollars*, \$100,000.00, including unanticipated startup cost associated with this new program including education, advertising, printing, supplies, used mattress storage, textile storage, used mattress transportation and disposal cost for rejected or unacceptable materials, intended for recycling.

In conclusion, the curbside trash, recycle and yard waste program is expected to increase by \$250,000.00 and the new recycling requirement for mattresses and textiles will increase operating costs by an additional \$100,000. The total program costs for FY23, including the

mattress and textile program and the 184% increase in recycling costs are anticipated to exceed the existing budget by \$350,000.00. (Gerard Cody)