

TOWN COUNCIL MEETING

Monday, March 04, 2024 at 6:00 PM

Town Hall - Chapin Hall - 41 South Main Street, Randolph, MA
02368

AGENDA

This is a hybrid meeting. The public is invited to attend this meeting in person or remotely, by telephone or computer access. This meeting is being posted pursuant to the state statute authorizing temporary remote participation as described here: <https://www.randolphma.gov/DocumentCenter/View/1864/remotemeetings23>

Join Zoom Meeting: <https://us02web.zoom.us/j/86495385600>

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Or Dial: +1 301 715 8592 Webinar ID: 864 9538 5600

Please note that this Town Council Meeting will be video and audio recorded and will be broadcast, including over local cable and the internet. Any person, upon entering a council meeting or hearing for any purpose, including the purpose of participating, viewing, listening or testifying, grants permission to the Town Council to record and televise or otherwise publish their presence and testimony. Public comments shall only be provided in person and shall not be provided remotely.

A. Call to Order - Roll Call - Pledge of Allegiance

B. Moment of Silent Prayer

C. Approval of Minutes

- [1.](#) Meeting Minutes of Town Council Meeting April 11, 2022
- [2.](#) Meeting Minutes of Town Council Meeting February 26, 2024

D. Announcements from the President

E. Presentations

- [1.](#) Digital Equity Plan

F. Public Hearings

- [1.](#) 6:15 PM: Council Order 2024-008: Debt Authorization Order - Lyons Elementary School Additional Funds

G. Public Comments/Discussions

H. Appointments

I. Motions, Orders, and Resolutions

J. Town Manager's Report

K. Old/Unfinished Business

L. New Business

1. Council Order 2024-010: Randolph Public Schools FY24 Capital Improvement Projects
2. Council Order 2024-011: Local Acceptance of M.G.L. Ch. 60, Section 15B Regarding Tax Title Collection Revolving Funds
3. Council Order 2024-012: Approvals and Authorizations Concerning Application by the Town of Randolph for Financial Assistance State Revolving Fund Lead Service Line Survey Grant Program

M. Correspondence

N. Committee Reports

O. Open Council Comments

P. Adjournment

Notification of Upcoming Meeting Dates

March 18

April 1 and 29

May 13

June 10 and 24

July 15 and 29

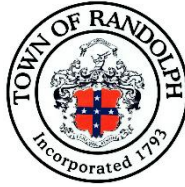
August 12 and 26

September 9 and 30

October 7 and 28

November 4 and 25

December 9



Joint Meeting of the Town Council and the School Committee

DRAFT Meeting Minutes

Monday, April 11, 2022, 6:00 p.m. via Zoom

The public is invited to attend this meeting remotely only, via phone or computer. In order to maintain safe social distancing guidelines, no physical presence will be allowed at this time. The Town website will be updated on the day of the meeting with the phone and computer access instructions.

Call to Order – Roll Call – Pledge of Allegiance: Council President W. Alexopoulos called the meeting to order.

Roll Call – Council Members Present: Christos Alexopoulos, William Alexopoulos, James Burgess, Richard Brewer, Natacha Clerger, Kenrick Clifton, Jesse Gordon and Katrina Huff-Larmond

Pledge of Allegiance: Pledge of Allegiance led by Councillor Gordon.

Moment of Silent Prayer: Moment of Silent Prayer held.

Public Comments

1. Sandy Cohe, 63 Bittersweet Lane: There has been signage around Town relating to filmmaking and I'm wondering if anyone can enlighten me on whether or not the Town is being used for upcoming films that will be released and if the Town collects any revenue. Town Manager Howard: We collect revenue if Town facilities are being used, or if any parking spaces are being rented.
2. Joe Burke, 54 Hills Street: 1. Is the transfer of funds from the Community Programs department going to result in losing staff? Town Manager Howard: No.

Motions, Orders, and Resolutions

1. 2022-017 Approving Borrowing for Street Paving, Construction and Maintenance in FY22

Council President Alexopolos read Council Order 2022-017. Town Manager Howard introduced this Council Order and provided additional information regarding the purpose of this Council Order.

Councillor Burgess asked questions concerning accepted and unaccepted streets within the Town. Additional discussion was held concerning the need for sidewalks on certain streets and how that determination will be made for future road re-paving.

Councillor Gordon asked questions concerning the total amount of funds being allotted towards road repairs and the source of those funds.

This Council Order requires being on two meetings and a public hearing before it is acted on so it will be advertised and continued to the Town Council meeting on April 25, 2024.

2. 2022-018 Capital Plan for FY23

Council President Alexopolos read Council Order 2022-018. Town Manager Howard introduced this Council Order and provided additional information regarding each of the projects being requested.

Councillor Gordon asked questions about the functionality of the Litter Collection Vehicle being requested by the Department of Public Works and how this borrowing affects the Town's bond rating.

Councillor C. Alexopulos asked about the type of Commercial Enforcement Vehicle that is being requested by the Police Department and its functionality.

Councillor Burgess asked about the Town vehicles no longer in use and what is done with them when they have been replaced. Town Manager Howard explained that some of the vehicles are kept for pieces for future repairs of other vehicles, and some go out to auction. Town Attorney Griffin provided additional context regarding this process.

Councillor Clifton asked about the upgrades being done to the ice arena. Town Manager Howard: The short answer is yes, I think these upgrades will get us through the next few years.

This Council Order requires being on two meetings and a public hearing before it is acted on so it will be advertised and continued to a future Town Council meeting.

3. 2022-019 Amendments to the Traffic Rules and Regulations of the Town of Randolph

Council President Alexopolos read Council Order 2022-019. Town Manager Howard introduced this Council Order and provided additional information regarding the purpose of this Council Order.

A discussion of the Council was held concerning the location of the flashing stop sign and guard rail at the intersection of Cross and Grove Streets.

This Council Order requires being on two meetings and a public hearing before it is acted on so it has been advertised and continued to a future Town Council meeting.

4. 2022-020 Transfer of Randolph Community Programs Salary Budget To Expenses Budget

Council President Alexopolos read Council Order 2022-020. Town Manager Howard introduced this Council Order and provided additional information regarding the purpose of this Council Order.

Motion to approve Council Order 2022-020 made by Councillor Gordon, seconded by Councillor Brewer.

Roll Call Vote: 8-0-0 (Absent: Egan)

Motion passes.

Town Manager's Report

1. Town Manager Howard recommends Mr. Tom Fisher to serve as a member of the Community Preservation Committee. He has been a very active community member over the years in various ways.

Motion to ratify the appointment of Tomy Fisher to the Community Preservation Committee made by Councillor Burgess, seconded by Councillor C. Alexopoulos.

Roll Call Vote: 8-0-0 (Absent: Egan)

2. There was a recent Spelling Bee that took place recently, funded by a donation of the Paul Foundation. It was so much fun, all age groups participated, and I'm sure this will be the first of many.
3. Medical Waste Collection is taking place Saturday, April 30 from 9 AM to 12 PM at Town Hall.
4. The Annual Town Clean-up is back this year. It's taking place on April 23, 2022 at 9:00 AM. You can register on the Town's main page and all needed items will be provided.
5. Yard waste clean-up sessions are coming up. The first one is Saturday April 16, 2022. Please make sure you have your yard waste outside by 7:00 AM.
6. Unidirectional flushing started back up a month ago. Please look at the website for information on whether or not your street will be impacted.
7. Councillor Burgess raised a question concerning a policy or procedure for resident quality of life issues, concerns or complaints and whom they should contact for resolution.
8. Councillor Huff-Larmond asked about the potential opportunity to involve the youth in filmmakers coming into Town and renting Town space.

Committee Reports

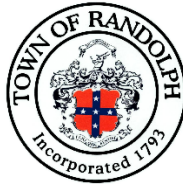
1. Human Services/Seniors/Recreation Subcommittee: Councillor Gordon provided an update. The next meeting will be Wednesday, April 27, 2022, at 5:30 PM.

Open Council Comments

1. Councillor Gordon: I'd like to commend the Town for the Annual cleanup which I've attended for several years. On April 23, 2024, we're doing a Blue Hills Reservation trail maintenance and cleaning up the trails in the area. We will be meeting at the Donovan School at 9:00 AM.
2. Councillor Clifton: Congratulations to a Donovan teacher for her remarkable accomplishment on winning the award as Milken Teacher of the Year. I'm also very happy that through the collaboration of the school department and the Town, we were able to obtain the funds for the School-Based Health Center.
3. Councillor Brewer: This week is the last chance to enter into the Library's Poetry contest. Submit your work by April 15 online at the Turner Free Library website. There are lots of programs available for kids during school vacation week. You can register for these programs by also going online.
4. Councillor Huff-Larmond: Congratulations to those involved in the Spelling Bee and to the winners! It was an amazing event with a great turnout. Congresswoman Pressley was here visiting Town recently and I just want to again thank her for her assistance in getting us to the funds to build the School-Based Health Center.
5. Councillor C. Alexopoulos: I had the privilege of attending the 14th recruit for the Randolph Police Department. Three new officers are joining the department and I wish them the best of luck and I hope that they have a long successful career.

Adjournment:

Motion to adjourn made by Councillor Clerger, seconded by Councillor Huff-Larmond.
 Roll Call Vote: 8-0-0 (Absent: Egan)
 Meeting adjourned at 8:15 PM



Randolph Town Council

DRAFT Meeting Minutes

Meeting Date: Monday, February 26, 2024, at 6:00 p.m.

This is a hybrid meeting. The Public is invited to attend this meeting in person or remotely, by telephone or computer access.

Call to Order: Council President Alexopoulos called the meeting to order.

Roll Call – Council Members Present: William Alexopoulos (In-Person), Richard Brewer (In-Person), James F. Burgess, Jr., Jesse Gordon (In-Person), Kevin O’Connell (In-Person), Brandon Thompson (In-Person).

Pledge of Allegiance: Pledge of Allegiance led by Councillor Burgess.

Moment of Silent Prayer: Moment of Silent Prayer held in remembrance of Kenneth R. “Ken” Simmons who passed away on February 22, 2024. Ken was a proud graduate of Randolph’s Stetson High School and can be remembered through the cable access shows he hosted called “Beneath the Elms and “Travels with Chloe” showcasing his love for storytelling and community engagement.

Councillor Huff-Larmond entered the meeting, in person, at 6:03 PM.

Approval of Meeting Minutes:

- 1. Meeting Minutes of Town Council Meeting March 28, 2022**
- 2. Meeting Minutes of Town Council Meeting August 21, 2023**
- 3. Meeting Minutes of Town Council Meeting February 5, 2024**

Motion to collect the minutes of Town Council Meetings: March 28, 2022, August 21, 2023, and February 5, 2024 made by Councillor Burgess, seconded by Council Vice President Brewer.

Roll Call Vote: 7-0-0 (Absent: C. Alexopoulos and Egan)

Motion passes.

Motion to approve the minutes of Town Council Meetings: March 28, 2022, August 21, 2023, and February 5, 2024 made by Councillor Burgess, seconded by Council Vice President Brewer.

Roll Call Vote: 7-0-0 (Absent: C. Alexopoulos and Egan)

Motion passes.

Councillor C. Alexopoulos entered the meeting, in person, at 6:07 PM.

Public Comments:

There were no public comments.

New Business:

1. Council Order 2024-008: Debt Authorization Order - Lyons School Additional Funds

Town Council Clerk read Council Order 2024-008. Town Manager Howard introduced the Council Order and provided additional information regarding the purpose of the Council Order.

Council President Alexopoulos: This Council Order requires two meetings and a public hearing so this will be continued to the next Council Meeting on March 4, 2024.

2. Council Order 2024-009: Requesting for the Town Council to Amend the Town of Randolph General Ordinances to Add a New Section 56-2 Concerning Annual Reporting

The Town Council Clerk read the Council Order.

Council President Alexopoulos: This is tedious, cumbersome, and time-consuming. At any given point, our Town Accountant/Finance Director can give us this information and she has already stated she will continue to give this information quarterly. Town Manager Howard: In speaking with several department heads, you will rarely find out the reason why you did not receive a particular grant. A lot of the information being requested here would be difficult because we can't provide what we don't have. In some cases, it is onerous how much time and effort it would take to obtain additional information from some of the grant administrators. The Town Accountant/Finance Director has certainly stated she can provide this information regarding grant information such as key information how much we get, and how the funds were spent.

Councillor Gordon: The whole idea is for this information to be easily accessible by the public. We need to know the list of the grants we do receive and then secondly be able to make recommendations on which additional grants to apply for and make suggestions. Town Manager Howard: The information sent by the Town Accountant/Finance Director, and information provided in the quarterly updates can be posted on the website as well. Additionally, a public records request can be made for this information.

Councillor Huff-Larmond: It sounds like Councillor Gordon just wants transparency. If the Town Accountant/Finance Director will already be giving us this information then how could we make that information more transparent?

Councillor Gordon: Yes, I agree the more information we provide the better. In the Council Order, I list the terms earmarks, loan forgiveness, and other sources. So I've expanded my focus from just grants to other things in addition to grants. It's not so easy to find what grants Randolph received last year.

Councillor Burgess: This is tedious and cumbersome. Councillor Huff-Larmond: Are you satisfied with the response of the Town Manager? Councillor Gordon: I think the information the Town Accountant/Finance Director provided and putting that on the website is a huge step forward.

Motion to not take action on Council Order 2024-009 made by Councillor Burgess, seconded by Councillor C. Alexopoulos.

Roll Call Vote: 5-3-0 (Nays: Gordon, Huff-Larmond, O'Connell; Absent: Egan)

Motion passes.

3. Resolution 2024-001: Resolution Concerning the Randolph Youth Cleanup Corps

Councillor Gordon presented Resolution 2024-001 and provided additional information regarding the purpose of this Resolution. This proposal expands on lower-level employees, such as a temporary employee, so we can have a summer cleanup of litter.

Councillor Burgess: We already do this. You're proposing an education peace which the DPW Public Works (DPW) is not prepared to do. We already have a summer youth program and they are getting paid for their work.

Councillor Huff-Larmond: I'm wondering how we can incorporate your ideas into the program I already have in place with the Town Manager. What is the education piece? Having black and brown kids picking up trash is unacceptable to me, but having kids employed is acceptable. If we could merge your proposed program with what already exists, I think that would be great.

Council President Alexopolous: We have the Summer DPW program, the Youth Works program, the Summer Internship program, and the Summer Recreation program where the youth are hired to work as camp councilors. So there are lots of already existing programs in place.

Town Manager Howard: We work with the young people in the youthwork program who essentially get to choose what areas of interest they would like to work in. We have the DPW summer program with the youth not just helping to clean the Town but learning the tricks of the trade, and then the summer internship at Town Hall in which the youth learn about the different department functions.

Councillor Gordon: I understand there are already several programs to do some of this work but the Conservation Commission has made it clear that there are not enough resources to keep the conservation areas cleaner. The existing resources simply can't keep up.

Councillor Burgess: The Conservation Commission has never had the budget to clean their properties. What you are proposing to us is a hierarchy chart that is already being done by Councillor Huff-Larmond with the existing staff and this is redundant. If you're asking for more money to hire more people, then do that.

Councillor Huff-Larmond: Would you be open to working with me to make the Randolph Youth Internship Program bigger and better? Councillor Gordon: Absolutely.

Councillor O'Connell: If more funding is what you are seeking for the Conservation Commission then your attention needs to be redirected to that.

Motion to not take action on Resolution 2024-001 made by Councillor Burgess, seconded by Councillor C. Alexopoulos.

Roll Call Vote: 7-1-0 (Nays: Gordon; Absent: Egan)

Motion passes

Correspondence:

1. Hey ("Health Empowered Youth") Randolph! is hosting an Action Retreat to learn more about the Coalition, review data collected, and identify strategies for addressing substance misuse. The Retreat takes place on Wednesday, February 28, 2024, from 9:00 AM to 1:00 PM at the Randolph Elk's Lodge, 21 School Street, Randolph, MA 02368.

2. Understanding your Real Estate Tax Bill Presentation by the Town Assessor and Treasurer Collector - Wednesday, February 28, 2024, at 5:30 PM, Randolph Town Hall, Chapin Hall, 2nd Floor, Randolph, MA 02368

3. Early Voting Information for the Presidential Primary Election on March 5th, 2024. All registered voters in Randolph are eligible to vote early at Randolph Town Hall!

4. Randolph Community Partnership, Inc. presents its 2024 Red Carpet Gala on Thursday, from 6 PM to 10 PM at the Granite Links, 100 Quarry Hills Drive, Quincy, MA 02169. Tickets can be purchased online by clicking here: [Red Carpet Gala Tickets](#)

5. Registration for Randolph Recreation’s Summer Programs have started. Information nights are available at the Randolph Intergenerational Community Center on February 28, March 20, and April 10, 2024 all at 7:00 PM. Questions? Email Robyn Rinehart at RRinehart@randolph-ma.gov

Subcommittee Reports:

Recreation/Seniors/Human Services Subcommittee: Councillor C. Alexopoulos provided an update concerning this Subcommittee. We met recently and spoke briefly about some of the upcoming plans.

Council Comments:

Councillor Huff-Larmond: 1. Randolph Youth Council had a cooking class to celebrate Black History Month. Thank you to Chef Keze. Our next project will be doing some substance misuse programming. More information to come. 2. I was able to make it to the Lunar New Year event at the St. Bernadette Church and it was great. 3. On March 23, 2024, at 2:00 PM there is a college prep course sponsored by Spring of Water Assembly Church at the Randolph Intergenerational Community Center. Last year my kid was preparing for college and we found it extremely helpful. 4. The Haitian Community meeting scheduled for April 3, 2024, has been canceled and we will hear more about that in the future. 4. Randolph Women’s Club 6th Annual International Women’s Day luncheon will be held on Sunday, March 10, 2024, at 2:00 PM at the Elk’s Lodge. I’m readlly excited to attend and I hope you can too. 5. NAACP is having an annual phenomenal women’s event in Avon. 6. I was in the Brockton community today showing my support for the students at Brockton High School.

Councillor O’Connell: Motivation Church is hosting a Palm Saturday Community Day Even at the Randolph Intergeneration Community Center. You can sign up in advance by going to the Motivation Church website or social media pages.

Councillor Thompson: Today is Iowa Jima Remberence Day. Kevin Cook of Veteran’s Services was at the State House today to speak at the ceremony. 2. Congratulations to Sharon Parrington-Write and Liz LaRosee who received the National Digital Inclusion Alliance Trailblazer Award on behalf of the Town of Randolph.

Councillor Gordon: To elaborate on the recent Human Services/Seniors/Recreation Subcommittee meeting- we discussed primarily an outline for how the Conservation Commission should care for Conservation Areas including guidelines that indicate appropriate walkways through wetlands, signage, and more. 2. I filed a petition to the Town of Avon regarding the repeated blasting done at TL Edwards and the damage it has done to Randolph residents’ homes but it was rejected by the Selectboard due to there not being a funding means to address this issue. I’m looking for input from the people of Randolph to figure out where we should go next.

Councillor C. Alexopoulos: I was also able to attend the Lunar New Year celebration and it was a great time.

Adjournment:

Motion to adjourn made by Councillor Burgess, seconded by Councillor C. Alexopoulos.
Roll Call Vote: 8-0-0 (Absent: Egan)
Meeting adjourned at 7:07 PM.

Town Council Meeting Town of Randolph Digital Equity Plan

March 4, 2024



This project was funded by the Massachusetts Broadband Institute at the MassTech Collaborative under the Municipal Digital Equity Planning Program. Funding was provided by Massachusetts ARPA State Fiscal Recovery Funds.



AGENDA

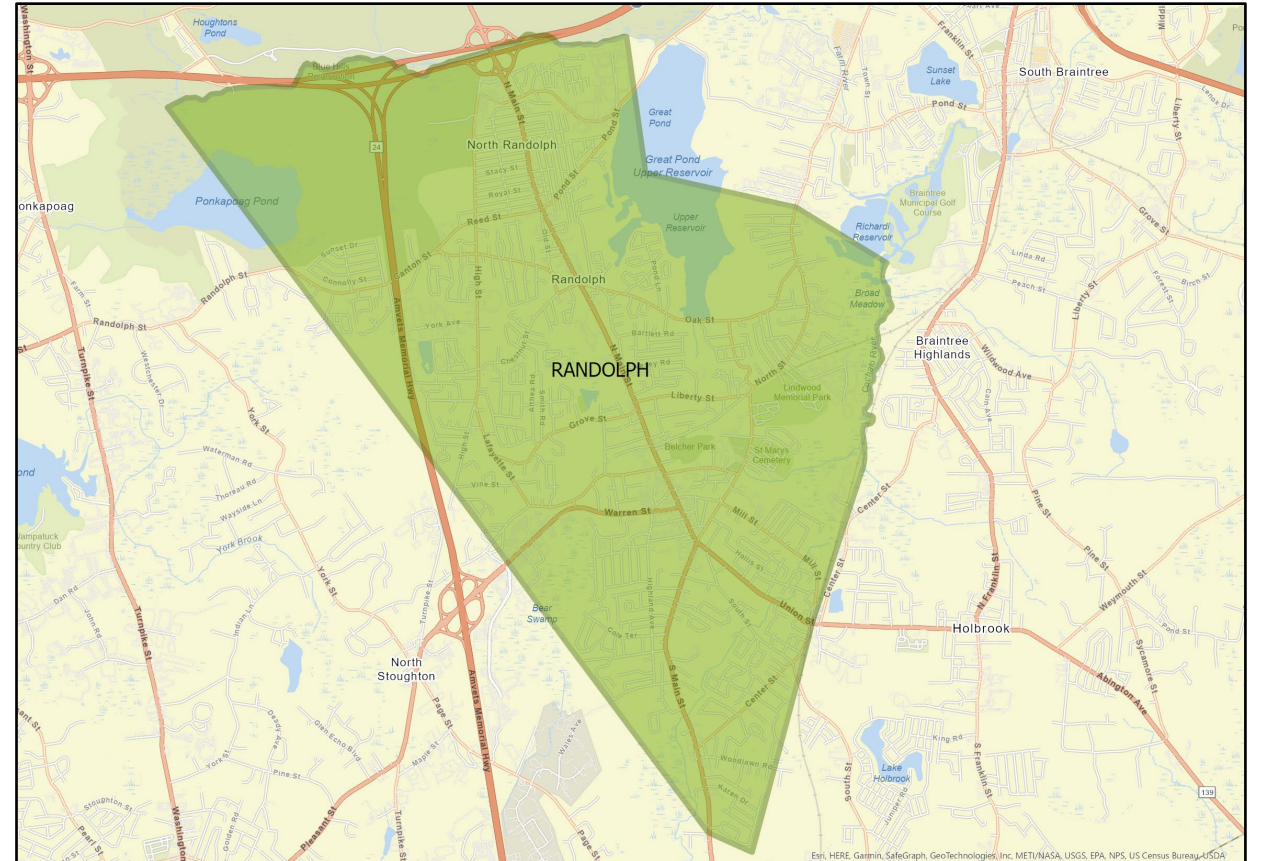
1. INTRODUCTIONS
2. DIGITAL EQUITY PLAN OVERVIEW
3. COMMUNITY NEEDS
4. GOALS & RECOMMENDED ACTIONS
5. NEXT STEPS

DIGITAL EQUITY PLAN

With funding from Mass Broadband Institute (MBI), the Town of Randolph contracted VHB to prepare a **Digital Equity Plan** for the Randolph community.

The intent of the Project is to achieve the following:

1. **Guide the Town's decision-making and investments** related to services and infrastructure that will increase access, adoption, and usage of the internet throughout the community
2. **Prepare the Town to apply for funding** from existing or forthcoming state and federal programs to support investment in digital equity



ADVISORY COMMITTEE

- Elizabeth LaRosee, Director of Library, Recreation, and Community Programs
- Bill Clark, IT Director
- Lt. Christine Morse, Randolph Police Department
- Sharon Parrington-Wright, Library Director, Turner Free Library
- Dr. Amy Hartley-Matteson, Assistant Superintendent, Randolph Public Schools

CONSULTANT TEAM



Luke Mitchell, VHB

Project Manager



Julia Mintz, VHB

Deputy Project Manager



Jennifer Nelson, VHB

Project Planner



Curtis Ostrodka, VHB

Technical Advisor



Steven Anderson, VHB

Technical Advisor



DIGITAL EQUITY

A condition in which all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy.

Digital divide is the **issue**.
Digital inclusion is **the work**.
Digital equity is **the goal**.

PROCESS

RESEARCH

Foundational Research ✓
Kick-Off Meeting: **March 23rd** ✓
Stakeholder Sessions ✓

DIALOGUE

Public Meeting #1: **May 25th** ✓
Pop-up #1: **June 10th** ✓
Pop-up #2: **September 23rd** ✓
Public Meeting #2: **December 6th**

SYNTHESIS

Prepare Final Digital Equity Plan ✓
Presentation of Digital Equity Plan

Public Engagement

- Total engagement of approximately 200 residents
- Provision of translation and interpretation services
- Stakeholder Interviews:
 - Turner Free Library
 - Randolph Community Partnership
 - Randolph Public Schools
 - US Haitian Chamber of Commerce
 - Elder Affairs
- Tabling Events:
 - Randolph Day
 - Randolph Social Services Fair
- Public Meetings
- MBI Statewide Public Survey



Randolph Day Tabling Event

Digital Equity Measurements*

Internet Access

8% of households do not have a broadband internet subscription.

14% of public survey respondents reported their household internet did not work well enough to meet their household needs.

Device Access

5% of households do not have a computer.

Regarding which devices MBI statewide survey respondents use most to connect to the internet, **77% use a cellphone**, 65% use a laptop computer, 54% use a tablet, and 35% use a desktop computer.

Digital Literacy

93% of respondents reported they are concerned about cybersecurity.

23% of respondents who reported it is hard to pay their monthly internet bill also reported they had not heard about the ACP.

Internet Access

- A federal program, resulting from COVID-19, that aims to provide wireless internet for low-income households.
- Over 900 Randolph households are still without an internet subscription. There is potential to grow public awareness regarding subsidy programs such as the ACP.
- 52% of survey respondents reported paying more than \$50/month for their internet subscription.

Affordable Connectivity Program Enrollment (Sept. 2023)	Randolph	Norfolk County
Net New Enrollments Alternative Verification Process	(18)	(220)
Net New Enrollments Verified by School	-	-
Net New Enrollments Lifeline	24	(34)
Net New Enrollments National Verifier Application	(38)	100
Net New Enrollments total	(32)	(154)
Total Alternative Verification Process	5	366
Total Verified by School	-	1
Total Lifeline	542	3,929
Total National Verifier Application	2,069	15,220
Total Subscribers	2,616 (22% of total households)	19,516 (7% of total households)

22% of Randolph's households are enrolled in the ACP – 3X that of Norfolk County.

Source: Universal Service Administrative Co.: ACP Enrollment and Claims Tracker

Device Access

- While a high percentage of Randolph's residents report having at least one computer, there is a gap in computer access for over 500 households.
- The Turner Free Library is a digital equity hub, providing publicly accessible Wi-Fi, computers, laptops, Apple iPads, and mobile hotspots.
- There are touch boards in all Randolph Public Schools (RPS) classrooms, with Chromebooks and iPads assigned for student use.



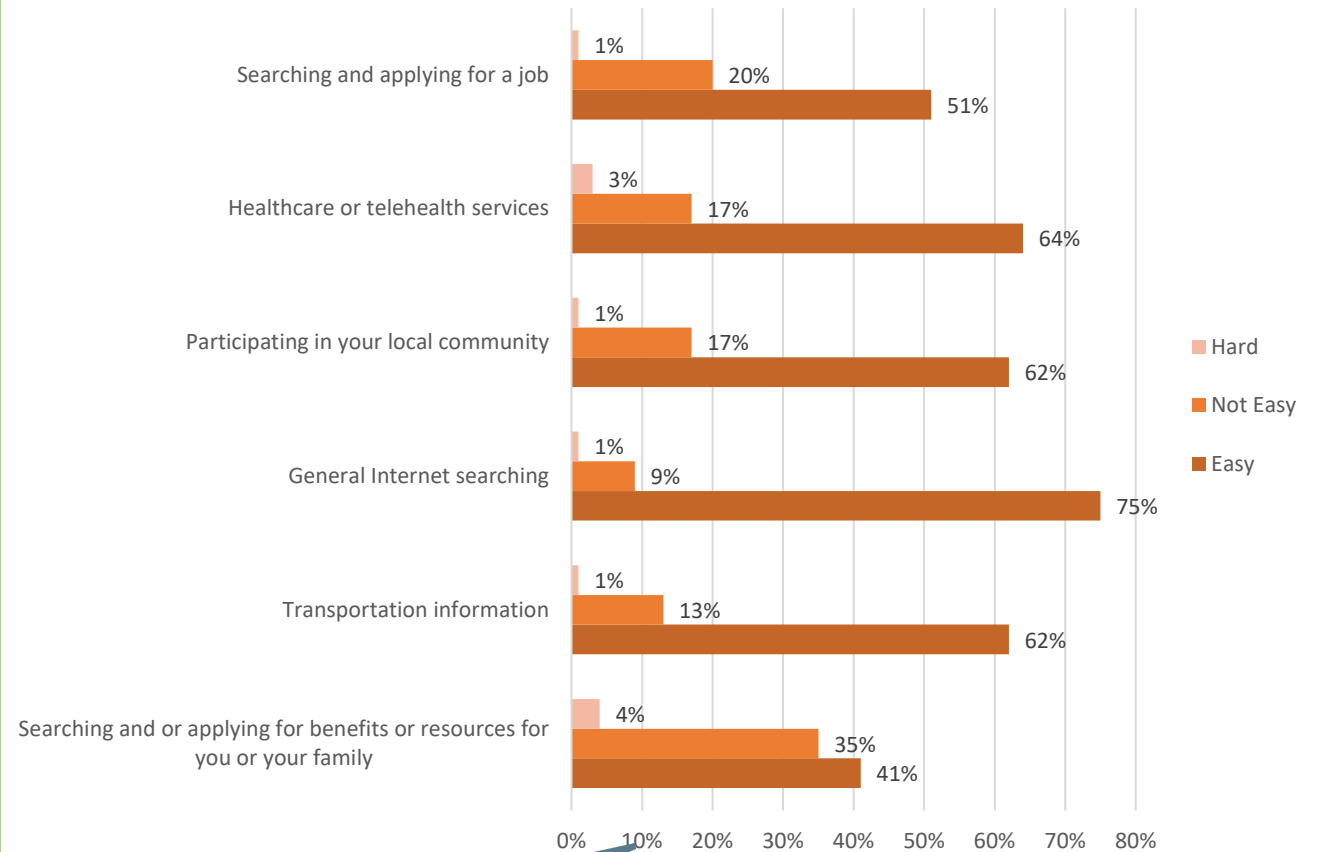
Turner Free Library

Digital Literacy

- There is a need for digital literacy training opportunities for different proficiency levels and language speakers, focusing on typical web-based applications and devices and how to utilize them effectively.
- The Library provides digital literacy training in the form of individual technical assistance on a walk-in basis and computer classes targeting various proficiency levels.
- Randolph Community Partnership incorporates digital literacy training into their curriculum, with a focus on employment (e.g., device use, office etiquette, common software platforms).



Please rank the level of difficulty for what you use the internet for.



Source: MBI Statewide Digital Equity Survey

Difficulty areas: job-searching, accessing telehealth, understanding community resources

Goal 1:

Identify a core team of digital equity champions,

pursue **increased funding** and **become a leader** in digital equity.



- *Establish a team of digital equity proponents*
- *Leverage advisors to advance the digital equity plan*
- *Become a regional leader in digital equity solutions*

Goal 2:

Expand community outreach and strengthen **partnerships**.



- *Improve public outreach methods*
- *Ensure outreach is accessible on all devices*
- *Socialize Randolph's digital equity goals*
- *Track community sentiment*
- *Strengthen network of local partners*
- *Maintain relationships with mission-driven non-profits*

Goal 3:

Promote access

to **affordable devices** and **broadband internet**.



- *Expand the library's device loan program*
- *Enhance "digital inclusion hubs" at library and RCP*
- *Provide devices to families of students, as needed*
- *Support local/regional device donation programs*
- *Promote public subsidies for devices, internet, and training programs*
- *Develop a broad public Wi-Fi network*
- *Connect with MBI and MAPC on the Apartment Wi-Fi Program*

Goal 4:

Strengthen digital literacy throughout the community.



- *Expand digital literacy courses with a focus on employment*
- *Establish a local digital navigation training squad*
- *Provide mobile digital literacy resources*
- *Support immigrant-owned business owners*

Goal 5:

Provide targeted support

for **vulnerable segments of the community**, including **students, adults seeking jobs, and seniors**.



- *Expand and promote the library's "device advice" program*
- *Enhance programming at the Randolph Community Partnership*
- *Protect the community from common online risks*
- *Train residents on tracking medical records*
- *Strengthen digital literacy training for students*
- *Monitor the use of technology in classrooms*

Goal 6:

Track the local broadband market

to **advocate for consumers** and **promote job opportunities** locally.



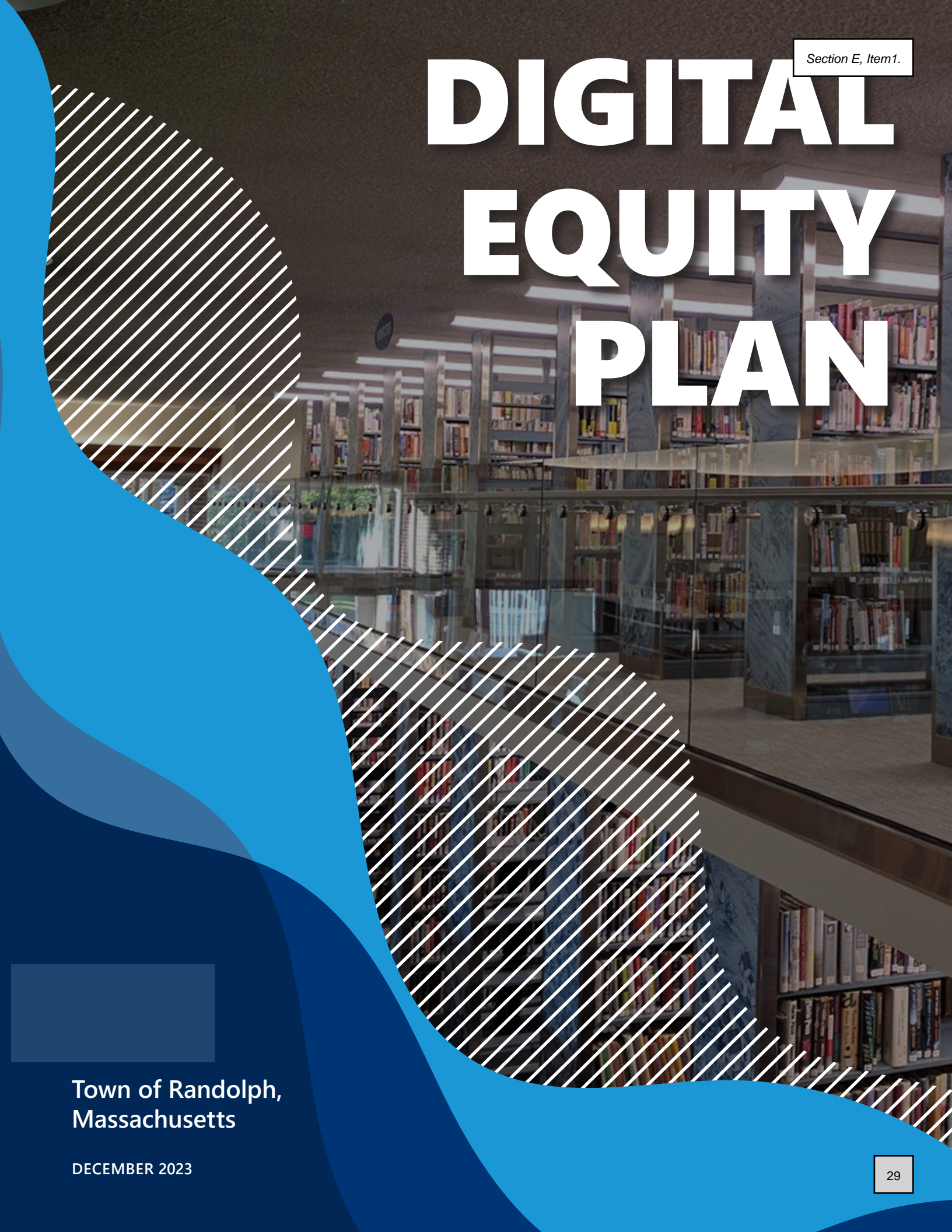
- *Track the major internet service providers*
- *Identify and promote broadband service affordability standards*
- *Maintain a map of all conduit and fiber/cable networks*
- *Consider alternatives to major ISPs*
- *Promote job opportunities in the broadband economy*

NEXT STEPS:

Implementation

- MBI Municipal Digital Equity Implementation Program
- Local Digital Equity Coalition

DIGITAL EQUITY PLAN



Town of Randolph,
Massachusetts

DECEMBER 2023

PREPARED FOR



PREPARED BY



Acknowledgements

The Randolph Digital Equity Plan would not have been possible without the support from the Massachusetts Broadband Institute (MBI) and Massachusetts Technology Collaborative (MassTech). This project was funded by MBI at the MassTech Collaborative under the Municipal Digital Equity Planning Program. Funding was provided by Massachusetts American Rescue Plan Act (ARPA) State Fiscal Recovery Funds.

The contributions of the Digital Equity Steering Committee and project stakeholders join the comments of residents and stakeholders who participated in meetings and surveys throughout the Digital Equity planning process.

DIGITAL EQUITY STEERING COMMITTEE

- Elizabeth LaRosee, Director of Library, Recreation, and Community Programs, Town of Randolph
- Bill Clark, IT Director, Town of Randolph
- Lt. Christine Morse, Randolph Police Department
- Sharon Parrington-Wright, Library Director, Turner Free Library
- Dr. Amy Hartley-Matteson, Assistant Superintendent, Randolph Public Schools

DIGITAL EQUITY STAKEHOLDERS

- Dr. Amy Hartley-Matteson, Assistant Superintendent, Randolph Public Schools
- Laura Sullivan, Interim Director of Technology, Randolph Public Schools
- Kelley Breen, Assistant Principal, Elizabeth Lyons School
- Sharon Parrington-Wright, Library Director, Turner Free Library
- Susan Hearn, Executive Director, Randolph Community Partnership, Inc.
- Dr. Hans Patrick Domercant, President/CEO, U.S. Haitian Chamber of Commerce, Inc.
- Anthony Fleurival, Advisory Board Member, U.S. Haitian Chamber of Commerce, Inc.

CONSULTANT TEAM

- Luke Mitchell, Project Manager, VHB
- Julia Mintz, Deputy Project Manager, VHB
- Lata Sujanani, Vice President, Client Services, Linguistic Systems, Inc. (LSI)

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01

Introduction



As a society with technology integrated as an essential part of life, we must examine the impacts of technology on how we learn, work, socialize, and manage personal affairs. Randolph’s severe digital divide, a partition between community members who have access to broadband and technology and those who do not, profoundly impacts residents’ ability to have equitable participation in their society, democracy, and economy.

Municipalities need equitable access to resources in times marked by rapidly changing political, economic, and technological conditions, especially for marginalized populations who need them most. This access requires digital equity, wherein all individuals and families can leverage reliable and accessible broadband technologies to service a wide variety of needs, including those related to education, health, financial well-being, and employment.

Without digital equity, there cannot be broader social equity. People of all ages must be able to access online resources to navigate life. This need is increasingly true concerning overlapping concerns like education, health care, employment, personal finances, and political engagement. This imperative has only become more urgent over time, particularly in light of the COVID-19 pandemic, which magnified the essential role of broadband and technology in our lives and the detrimental impacts on communities that cannot fully access and use them.

The Town of Randolph embarked on an approximately six-month-long planning process to prepare a Digital Equity Plan under the facilitation of MBI and consultation of Vanasse Hangen Brustlin, Inc. (VHB). This Plan reflects a wide breadth of collaboration and community input regarding the digital divide in Randolph and proposes a shared vision for advancing digital inclusion in the Town. This Plan positions the Town to apply for existing and future state and federal funding and guides decision-making and investments related to services and infrastructure that will increase access, adoption, and internet usage throughout the community.

02

Digital Equity Vision



Residents, business owners, educators, students, and community stakeholders of all ages and backgrounds shared their vision for bridging the digital divide in Randolph. The Town envisions a future emphasizing community resources and support networks, including digital literacy training opportunities and universal broadband and device access. Randolph will be a leader in Digital Equity Planning for the Commonwealth and embrace innovative approaches that enable opportunities for all residents, visitors, businesses, and institutions.

Vision Statement

Centering digital equity in the planning process, the Digital Equity Plan will reflect a wide breadth of collaboration and community input regarding the digital divide in Randolph. The Town will support access to programming and services that allow all individuals and communities to access the internet and connected devices needed for full participation in Randolph’s society, democracy, and economy. The needs of Randolph’s immigrant populations will be of paramount importance, and resources will be made available in multiple languages. Through community dialogue, residents and stakeholders of the Town have reflected and explored a vision for the future.

The Town will support...

Broadband Access – The Town will monitor broadband infrastructure and ensure that affordable, reliable, and high-speed broadband plans are available for all residents and business owners.

Digital Literacy – The Town will provide a continuum of digital literacy training programs to foster residents’ ability to fully utilize the functions of online resources and web-based devices with a focus on employment.

Device Access – The Town will support residents’ access to well-functioning and up-to-date computers and the capacity to maintain and replace these devices if needed.

03

What is Digital Equity?



The Internet is a necessity in modern life for the exchange of commerce and information, access to government services and telehealth, social connectivity, and participation in school and employment. For equal opportunity to participate in our society and democracy, individuals, households, organizations, and businesses need fast and reliable broadband connectivity, as well as the skills and appropriate devices required to utilize the Internet. A divide exists in Randolph between those who can consistently afford and access these resources and those who cannot, exacerbating inequalities and creating challenges in everyday life.

The Issue: The Digital Divide

Digital equity planning addresses inequities in access to broadband internet, technology, and supportive resources, also known as the digital divide. The National Digital Inclusion Alliance (NDIA) defines the digital divide as “the gap between those who have affordable access, skills, and support to effectively engage online and those who do not.”¹ This gap disproportionately impacts marginalized groups, including households with low incomes, older adults, minority households, people with disabilities, and people in rural areas, all of whom are less likely to have broadband service at home.²

According to the U.S. Census, approximately 16 million households nationwide are without an internet subscription, 12 million are without internet access, and eight million are without a computer.³ Several factors can limit reliable access to internet service with the speed and capacity to accomplish everyday tasks, including the quality and affordability of services provided by internet service providers (ISPs) companies offering subscription internet services. Subscribers can face confusion and unaffordability paying for bundles, including services or equipment they don’t need (e.g., internet, television, home phone services).

Even with reliable internet service, users must have consistent access to a web-enabled device and the knowledge and skills necessary to participate online safely and effectively. The affordability, modernity of hardware and software, and appropriateness to the user's needs can restrict device access. The availability of training opportunities and resources, fear or shame associated with learning new skills, and privacy concerns can all limit digital literacy.

The Work: Digital Inclusion

Municipalities can address their digital divide by investing in and pursuing digital inclusion initiatives. Digital inclusion refers to the "activities necessary to ensure that all individuals and communities, including the most disadvantaged, have access to and use of Information and Communication Technologies (ICTs)."⁴ ICTs, an extension of information technologies (IT), refers to the hardware, software, and systems that comprise our unified communications systems. The NDIA has identified five elements as integral to ensuring all individuals and households can effectively utilize these technologies.

1. Affordable, robust broadband internet service;
2. Internet-enabled devices that meet the needs of the user;
3. Access to digital literacy training;
4. Quality technical support; and
5. Applications and online content designed to enable and encourage self-sufficiency, participation, and collaboration.

Digital Inclusion requires communities to intentionally address historical, institutional, and structural barriers to access and use technology.

The Goal: Digital Equity

The goal of addressing the digital divide through digital inclusion initiatives is to support digital equity for all individuals and groups within a community. Digital equity is "a condition in which all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy, facilitating lifelong learning and access to essential services."⁵ This plan focuses on three pillars of digital equity work, including broadband internet access, device access, and digital literacy. Communities can support digital equity by increasing subscribership to internet service, addressing infrastructural issues, expanding the availability of digital literacy training opportunities, and facilitating access to appropriate devices.



Turner Free Library, Randolph, Massachusetts, Photo Credit: Town of Randolph

Several types of devices can access the internet and serve as tools for work, school, and social connection, including cellular phones, tablets, and computers, each with benefits and drawbacks for the user. Cellular phones are one of the most portable web-based devices, offering multiple connection options and long battery life, but they cannot replace the functions of a computer. Tablets provide accessibility benefits and long battery life but cannot make calls without a cellular data plan. Laptops and desktop computers are necessary for many jobs and applications and have ample storage. However, computers have a shorter battery life and are the least affordable of these three devices.

04

Our Process



The Town of Randolph has a severe digital divide, with barriers to broadband internet and device access for individuals, households, and businesses. Recognizing the need to bridge this divide, the Town, guided by the Digital Equity Steering Committee, prepared this Digital Equity Plan in collaboration with community members and local and regional stakeholders. This Plan builds upon existing programs and services at the local, state, and federal levels, identifying potential synergies and local digital equity champions.

Digital Equity Steering Committee

The Digital Equity Steering Committee (the Committee) is a team of municipal staff with a stake in providing information and technology resources to the Randolph community. The Committee includes representatives from Town administration, IT services, the Randolph Police Department, the Turner Free Library, and Randolph Public Schools (RPS). In collaboration with the contracted consultant, the Committee provided guidance and oversight on developing this Plan, facilitated public engagement opportunities, and liaised with the community.

Public Engagement

The Digital Equity planning process included several community and stakeholder touchpoints, allowing the Town to disseminate information to the public regarding ongoing planning activities and solicit crucial inputs that informed the development of goals and recommendations. This Plan relies heavily on feedback collected through the following engagement activities.

Stakeholder Interviews: The Team facilitated several group interviews with digital equity stakeholders focused on key challenges and opportunities related to their work, including the following groups.

1. The Turner Free Library
2. Randolph Community Partnership (RCP)
3. Randolph Public Schools
4. The U.S. Haitian Chamber of Commerce (USHCOC)
5. Elder Affairs

The Town engaged with the Randolph Housing Authority during the digital equity planning process regarding ongoing challenges and opportunities, including the Metropolitan Area Planning Council Apartment Wi-Fi program.



Photo 1: Randolph Day Pop-Up Event

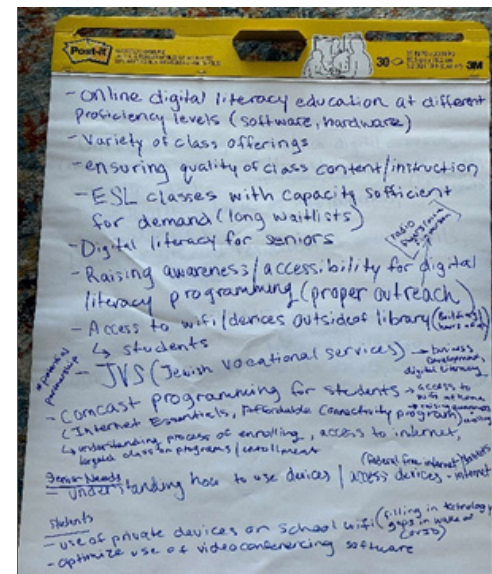


Photo 2: Public Meeting #1 Group Discussion

Pop-Up Events: The Team attended two pop-up events, participating in pre-planned Town events. These events included Randolph Day and the Randolph Social Services Fair. The objectives of these pop-ups were to inform the community about the Digital Equity Plan and solicit input from residents regarding digital equity issues and opportunities. VHB engaged with dozens of residents at each of these events.

Public Meetings: The Team facilitated two public meetings at strategic points throughout the planning process to disseminate information on ongoing planning efforts and solicit public feedback. Both meetings allowed attendees to participate in person, with a virtual,

hybrid structure for the second meeting. The public meetings were interactive, including a brief presentation from the Team followed by group discussions. The first meeting was attended by seven town residents. The second was attended by three residents.

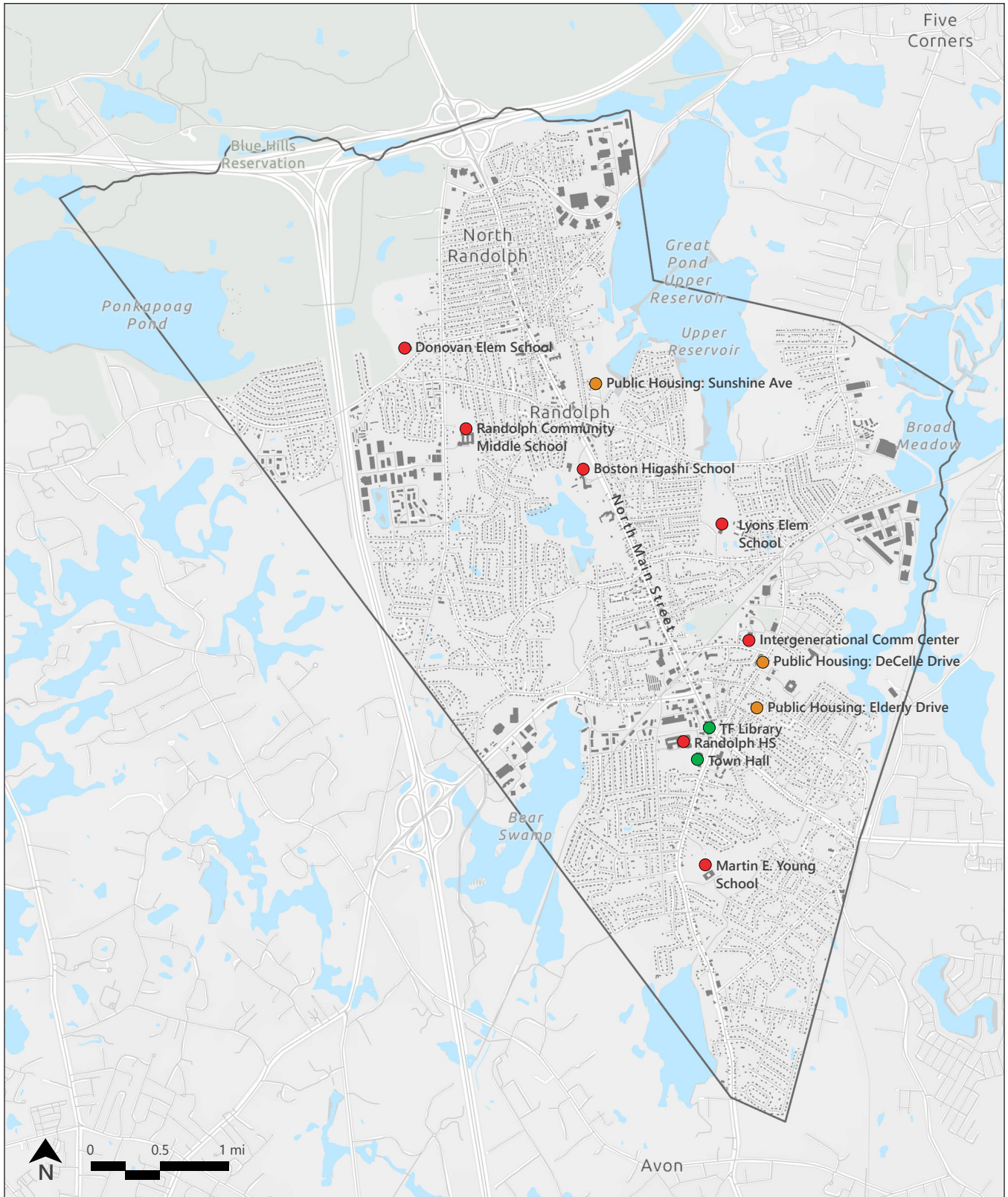
During Public Meeting #1, participants provided feedback on issues they have experienced regarding broadband internet access, access to devices, and digital literacy, as well as opportunities to improve access to these resources in the Town. Participants also provided guidance on focus areas for the Plan's Vision, which informed the development of the Plan's Vision Statement (see Vision Statement).

Statewide Digital Equity Survey: MBI launched a Statewide Digital Equity Survey to understand better Massachusetts residents' needs regarding internet access and digital equity. As of September 6, 2023, Randolph participants comprised a sample group of 69 responses, all Town residents, all aged 18 years and over.

05

Community Needs

Randolph is a vibrant community with local and regional organizations working to expand broadband internet access and digital capacity among residents, businesses, and institutions. However, connectivity varies across these groups due to various factors, including unaffordable device and service costs, gaps in digital literacy training accessibility, lack of synergy between existing resources and programs, and more. While most households in Randolph have access to computers and internet subscriptions, some communities face barriers to access.



Community Institutions
Town of Randolph

Vulnerable Populations

Demographic trends in a community can impact local internet service demand and technology support needs. Understanding Randolph's demographic profile and vulnerable populations is critical in planning for digital equity in the Town. Randolph has a diverse population of racial and ethnic backgrounds, language speakers, and age groups. Approximately 70% of the Town's residents are people of color, just over one-third of the Town's residents immigrated to the United States from another country, and 46% speak a language other than English at home.⁶ Gaps in broadband access exist nationwide across demographic groups based on factors such as race, age, income, and education.⁷ The following sections highlight portions of the Town's population with specific vulnerabilities regarding internet and technology access and use.

Immigrant Population

Randolph's population is more racially diverse than that of Norfolk County and the State, with large populations of Vietnamese and Haitian-American immigrants. The percentage of Randolph's population reporting as foreign-born has generally been double that of the county and state over the past decade, reaching a peak in 2020 at 36% of the total population.⁸ Public meeting attendees noted a need within the Town for digital literacy training and expanded advocacy for Randolph's immigrant population in areas such as device usage, navigation of common software platforms, and skills related to employment. According to the Digital Equity Steering Committee, many residents are more knowledgeable at using handheld devices than desktop or laptop computers.

The USHCOC is a local champion for Haitian immigrants, providing resources and a network supporting skills development in entrepreneurship and technology usage. The USHCOC supports a large Haitian community in Randolph, and works to promote and empower local Haitian American businesses by providing platforms for business owners to showcase their services to communities in Massachusetts and beyond. According to the USHCOC, access to broadband and devices varies among Randolph's Haitian-American business owners, as well as digital literacy in critical areas, including developing online marketing, IT systems development, and establishing internet access. The USHCOC offers programming to support knowledge and skills development in marketing, accounting, bookkeeping, IT management, and addressing common small business challenges.

RCP, an adult education organization open to Massachusetts residents, provides classes to help students develop and achieve their professional goals, including ESOL and High School Equivalency (HSE) classes. Digital literacy training is incorporated into RCP's curriculum with a focus on skill areas valued in the workplace, including device use (e.g.,

smartphones, laptops, touch screen functions) and office etiquette (e.g., constructing emails).

Multilingual Population

A significant portion of Randolph's population is multilingual, with approximately 50% of the Town's population speaking English only.⁹ According to the Digital Equity Steering Committee, prevalent languages spoken in Randolph include English, Vietnamese, Haitian Creole, Spanish, and Chinese. According to the Digital Equity Steering Committee, language barriers can exacerbate challenges in accessing digital literacy training, internet service enrollment, and participation in education, business development, and government services and programs. Throughout the digital equity planning process, local institutions and organizations, including the Turner Free Library and RPS, noted their use of technology to address language barriers in these areas. For example, the Turner Free Library offers tablets for English Speakers of Other Languages (ESOL), containing apps, books, games, videos, and other resources for adult English language learners. The Town can also use technology to address language barriers in public outreach.

Senior Population

Randolph has a growing population of residents over 65 years of age, increasing at a rate of 3%, faster than the County and the State over the past decade.¹⁰ According to the Digital Equity Steering Committee, Randolph's older generation is returning to the workforce with minimal digital literacy skills. Public meeting attendees reported a need to improve digital literacy among seniors, expand internet and device access, and improve understanding among seniors of existing local, State, and federal programs subsidizing technology resources.

Older adults can face cybersecurity vulnerabilities, requiring digital literacy to avoid scams and fraudulent attacks. Cybersecurity is a state of protection against the criminal or unauthorized use of data, achieved through protective software and individual precautions. Cybersecurity is critical for all age groups, businesses, and municipal operations. 45% of MBI statewide survey respondents in Randolph indicated they are "Very concerned" about internet safety, and 80% indicated they are most concerned that their data could be stolen or used without their consent. However, digital literacy can vary across age groups regarding how to avoid and protect against cyber threats, particularly for older adults.

Internet and device access are also crucial for seniors to access telemedicine and other online services. Telemedicine, the provision of healthcare remotely using ICTs, offers a convenient means of accessing healthcare services for patients of all ages and older adults

with mobility or transportation limitations, making accessing healthcare providers' offices difficult. Residents of all ages currently experience challenges concerning healthcare access in the Town. There is a need for expanded advocacy and equity in accessing healthcare, particularly with the increasing use of web-based platforms for communicating with providers. Barriers to healthcare access impact vulnerable populations, including residents, without reliable access to appropriate devices and internet services or knowledge of how to access these resources.

Broadband Access

A high percentage of Randolph's households currently subscribe to internet service. According to the U.S. Census, 92% of Randolph's households in 2021 reported having a broadband internet subscription, slightly lower than that of the County (93%) and higher than that of the State (90%).¹¹ This percentage follows a steady increase in local subscribership over the previous five years from 81% in 2017, following County and State trends. During this period, the most significant rise in Randolph's subscribership was from 2019 (87%) to 2020 (92%). This increase coincides with the onset of the COVID-19 pandemic in 2020, when, nationwide, people relied on web-based platforms for employment, education, social interaction, and access to critical services and information. Randolph's subscribership leveled off following this increase, with only a .4% increase between 2020 and 2021. In addition to internet service, 75% of MBI statewide survey respondents in Randolph indicated their home internet service is bundled with other services, including telephone or TV.

Planning for ubiquitous broadband access in communities requires interaction with several levels of connection, references to which are often used synonymously.

Broadband is a transmission system granting users access to the Internet. Broadband refers to a high-capacity transmission technique using a wide range of frequencies, cable lines, phone lines, or optical fiber, enabling a large amount of information to be communicated simultaneously.

The Internet is a communications network transmitted to users by broadband. The Internet refers to a global computer network providing information and communication facilities consisting of interconnected networks using standardized communication protocols.

Wi-Fi provides users with a wireless broadband connection. Wireless fidelity, or Wi-Fi,

refers to a wireless network connection between devices, broadband, and other devices.

ISPs provide subscribers with services for accessing, utilizing, and participating in the Internet. While the majority of Randolph's households subscribe to internet service, over 900 households are still without an internet subscription. This divide represents challenges in the availability and affordability of internet service in Randolph. The average minimum monthly internet cost in Norfolk County is \$34.79, higher than the bordering counties of Suffolk County (\$33.80) and Middlesex County (\$33.52).¹² Over 50% of MBI statewide survey respondents in Randolph indicated they pay over \$100, up to \$300, for their internet every month, not counting the costs of other services in their bundle. In addition to residents, there are businesses and institutions in the Town without internet access and subscribers without high-speed and reliable connectivity. 14% of MBI statewide survey respondents in Randolph indicated that their internet service is "Not good enough to meet [their] household needs." The following groups also face challenges with internet connectivity issues in the Town.

- » **Faith-Based Institutions:** Institutions, including the Motivation Church and First Congregational Church, have reported connectivity challenges that hinder administrative activities and virtual public participation. Faith-based organizations are vital nodes in the Town for community gathering and outreach.
- » **Schools:** RPS provides Wi-Fi for students, faculty, and staff in facilities district-wide. However, faculty and administrators have reported connectivity issues in certain facilities due to the age and structure of the buildings. Like schools nationwide, RPS has been responding to the impacts of the COVID-19 pandemic on the learning environment. The District transitioned classes to a hybrid structure in response to the pandemic and now incorporates in-person and virtual learning. However, while students have access to the District's Wi-Fi in the classroom, their technology use at home is limited by the availability and quality of their household internet service.
- » **Businesses:** In 2022, Randolph had an estimated 935 businesses and approximately 8,913 employees.¹³ The largest employer in town is Boston Higashi School, with 250 employees. Internet access is critical for businesses to conduct operations and administrative activities and provide customers with Wi-Fi. Connectivity varies among Randolph's businesses, notably smaller businesses.

The Turner Free Library is a publicly available internet access point in the community. The Library provides a free open Wi-Fi network with indoor and outdoor wireless access points and was recently awarded an E-Rate Program Grant to increase Wi-Fi accessibility in and

around the Crawford Square Downtown District. However, these services are only available during operational hours. Community members have noted a need for publicly available facilities with 24/7 Wi-Fi access. The Town is reviewing a proposal for a municipal infrastructure system to implement a 24-hour access mesh network. This system has the potential to establish universal Wi-Fi access in the Town, helping to bridge the Town's gap in internet accessibility.

There is potential to improve public awareness of existing programs supporting broadband access in Randolph, including how to enroll. 19% of Randolph's households are currently enrolled in the Affordable Connectivity Program (ACP), a Federal Communications Commission (FCC) Benefit Program providing a discount of up to \$30 per month toward internet service for eligible households. Eligible households can also receive a one-time discount of up to \$100 to purchase a laptop, desktop computer, or tablet from participating providers if they contribute more than \$10 and less than \$50 toward the purchase price.

While ACP enrollment rates are higher in Randolph than at the County level (7% of households), there is potential to grow local subscribership to mitigate the cost burden on

Table 1 - ACP Adoption in Randolph and Norfolk County (June 2023)

	Randolph	Norfolk County
<i>Net New Enrollments Alternative Verification Process</i>	(2)	(8)
<i>Net New Enrollments Verified by School</i>	0	0
<i>Net New Enrollments Lifeline</i>	47	181
<i>Net New Enrollments National Verifier Application</i>	123	725
<i>Net New Enrollments Total</i>	168	898
<i>Total Alternative Verification Process</i>	26	593
<i>Total Verified by School</i>	0	1
<i>Total Lifeline</i>	484	3,794
<i>Total National Verifier Application</i>	1,784	13,881
Total Subscribers	2,294 (19% of total households)	18,269 (7% of total households)

those challenged with high monthly costs. The Benton Institute for Broadband and Society's ACP Enrollment Performance Tool classifies Randolph's performance as Medium (on a scale of Low to High).¹⁴ Approximately 50% of Randolph's ACP-eligible households (4,650) are currently enrolled in the program. 23% of MBI statewide survey respondents in Randolph who reported it is "Somewhat hard" or "Very hard" to pay their internet bill also selected "No" regarding whether they had previously heard about the ACP. This group of survey respondents represents a small sample of the potential in the Town to expand ACP enrollment and help address the cost burden on internet subscribers.

Device Access

Several types of devices can access the internet and serve as tools for work, school, and social connection, including cellular phones, tablets, and computers, each with benefits and drawbacks for the user. Cellular phones are one of the most portable web-based devices, offering multiple connection options and long battery life, but they cannot replace the functions of a computer. Tablets provide accessibility benefits and long battery life but cannot make calls without a cellular data plan. Laptops and desktop computers are necessary for many jobs and applications and have ample storage. However, computers have a shorter battery life and are the least affordable of these three devices.

According to the U.S. Census, 81% of Randolph's households in 2018 reported having a desktop or laptop computer, 77% reported having one or more smartphones, and 62% reported having a tablet or other portable wireless computer.¹⁵ These trends are reflected in MBI statewide survey data, as 65% of respondents reported using a laptop computer most to connect to the Internet, 35% reported using a desktop computer, 77% reported using a cellphone, and 54% used a tablet or similar device. However, while a high percentage of Randolph's residents report having at least one computer, there is a gap in computer access for over 500 households. There is potential to improve community awareness of publicly accessible devices in Randolph, existing programs supporting device access, and how to enroll.

Digital Equity Hubs

Digital equity hubs are critical public resources for residents, students, and employees to access internet services and devices outside their homes. The Turner Free Library is a hub for the Randolph community, providing publicly accessible computers, laptops, and Apple iPads. The Library also has a set of mobile hotspots, which patrons can check out, helping fill in internet access gaps for those without consistent, reliable service. A hotspot is a portable wireless access point allowing users to connect devices to the internet anywhere.

While the Library's hotspots alone do not address the Town's divide in broadband access, these devices offer Randolph residents, employees, and students reliable and free Wi-Fi access.



Photo 3: Turner Free Library

Education

Like districts nationwide, classroom technology use has become more extensive in RPS in response to the COVID-19 pandemic. There are touch boards in all RPS classrooms, with Chromebooks and iPads available for student use. RPS is a one-to-one district providing students with Chromebooks for in-classroom use. However, while Chromebooks are available for all students, students must pay a \$30 device fee. The District also restricts which grades are permitted to take Chromebooks home.

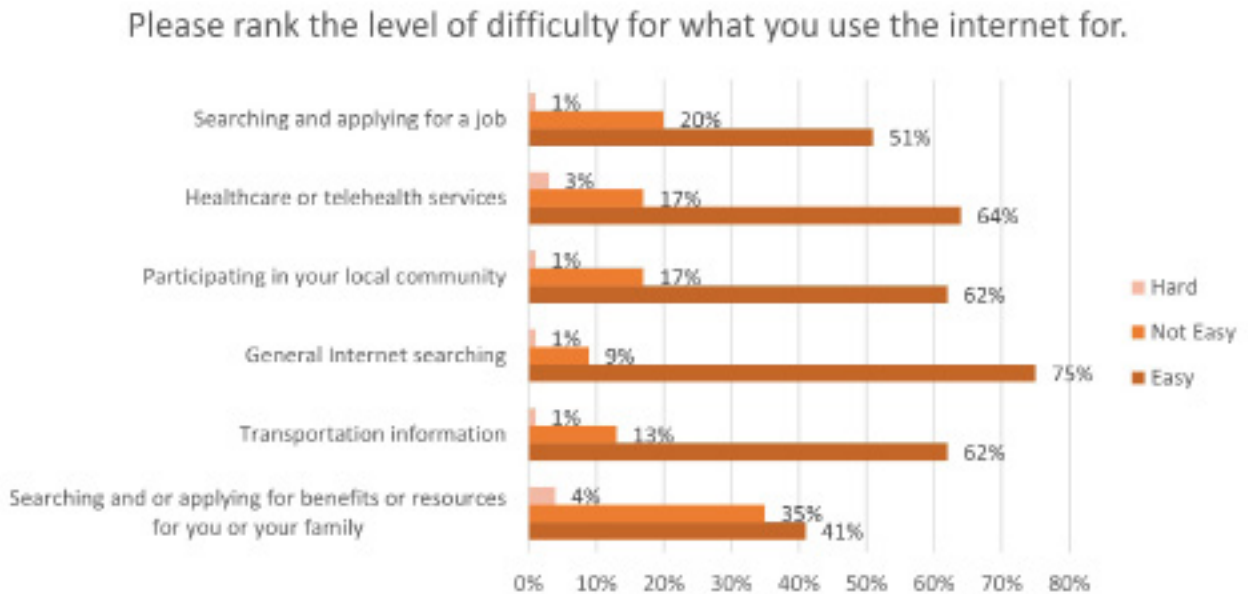
Due to this shift in technology use, the District is working to optimize device policies and their use in the learning environment and provide adequate IT management and oversight.

The Technology Department currently receives approximately 1,000 tickets per week with requests for hardware and software assistance. RPS is challenged with delivering sufficient digital literacy training for students, faculty, and staff and implementing adequate cybersecurity measures and device controls, allowing students to conduct research safely and effectively. Both students and educators noted the expanded use of laptops in the classroom and the desire to rely on technology less in the future.

Digital Literacy

Digital literacy is a critical connectivity element, empowering technology users to utilize the Internet and fully benefit from digital equity programs. Randolph community members have reported a need for more digital literacy classes and training opportunities for different proficiency levels and language speakers, focusing on typical web-based applications and devices and how to utilize them effectively. Additionally, there is a need to expand municipal outreach strategies, including virtual and non-virtual methods (e.g., email/text alerts, word-of-mouth, Town website, local TV station, mailouts, and community radio).

The following chart breaks down MBI statewide survey responses regarding the difficulty level of various internet activities.



Source: MBI Statewide Digital Equity Survey (Randolph, 09/06/2023)

Survey respondents highlighted accessing “Healthcare or telehealth services” and “Searching and applying for benefits or resources for you or your family” among the most challenging internet activities. Regarding what format of digital literacy training respondents preferred, 30% indicated they would prefer a do-it-yourself training module, 23% indicated they would prefer an in-person class, and 23% indicated they would prefer an online class. Digital literacy training opportunities in communities should include virtual and non-virtual formats to accommodate the needs of as many residents as possible.

The Turner Free Library is a critical resource in the Randolph community, providing essential technology resources, services, and information in multiple languages. While the Library’s digital literacy training opportunities are currently offered in English, Information on the Library’s website is available in five languages: English, Chinese, Haitian Creole, Spanish, and Vietnamese. The Library provides digital literacy training in the form of individual technical assistance on a walk-in basis and computer classes targeting various proficiency levels. The Library’s resources, facilities, and services are well utilized by the Randolph community, and demand often exceeds availability. The Library is limited only by capacity and is working to expand digital literacy programming and device availability.

Digital Equity Champions

Randolph has a system of digital equity champions, including leaders, instructors and technical experts working with the Turner Free Library, RPS, and the Town of Randolph. An American Connection Corps (ACC) fellow will work with the Town. The ACC is a Lead for America (LFA) program, a national non-profit organization focused on building a force of local leaders committed to serving communities nationwide. Randolph’s ACC fellow will be a resource for growing the Town’s network of digital navigators and expanding the Town’s digital literacy resources.

Randolph lacks a robust system of digital navigators to assist community members with digital literacy and device needs. The NDIA defines digital navigators as “trusted guides who assist community members in internet adoption and the use of computing devices... including ongoing assistance with affordable internet access, device acquisition, technical skills, and application support.”¹⁶

06

Future Funding

Randolph can leverage numerous state and federal funding opportunities to support digital equity initiatives and bridging the Town’s digital divide. These funding programs target critical implementation areas of digital equity planning, including workforce development, digital literacy education, device distribution, broadband adoption, infrastructure, and outreach.

Statewide Digital Equity Planning

At the State level, MBI will develop a Statewide Digital Equity Plan for Massachusetts, integrating efforts conducted under the Municipal Digital Equity Planning Program.¹⁷ Massachusetts has received funding under the State Digital Equity Planning Grant Program, one of three grant programs established by the \$2.75 billion federal Digital Equity Act (DEA). The DEA aims to “promote the achievement of digital equity, support digital inclusion activities, and build capacity for efforts by States relating to the adoption of broadband by residents of those states.”¹⁸ MBI anticipates leveraging the statewide plan as a framework for implementing DEA State Digital Equity Capacity Grant funds toward future planning efforts.

Massachusetts municipalities must understand their digital divide and identify opportunities for advancing digital inclusion to inform statewide planning efforts. This plan provides a roadmap for addressing Randolph’s digital divide, identifying implementation areas to inform prioritization and allocation of funding.

Funding Sources

The Town of Randolph can leverage the following funding programs to support the implementation of this plan.

Digital Equity Partnerships Program

MBI established the Digital Equity Partnerships Program as part of the \$50 million Broadband Innovation Fund, established following the passage of An Act Relative to Immediate COVID-19 Recovery Needs (ARPA 1.0) legislation.¹⁹ Under this program, MBI seeks 10-15 partners that can implement digital equity projects. Randolph can partner with MBI under the following program areas to implement projects identified in this plan.

Wi-Fi Access Initiative: Wi-Fi systems in affordable multi-unit buildings or in low-income neighborhoods will provide free, in unit, broadband use.

The Randolph Housing Authority can partner with MBI and the Metropolitan Area Planning Council (MAPC) to improve Wi-Fi connectivity in the Town's affordable housing developments.

Connectivity Initiative for Economic Hardship: The provision of Wi-Fi cellular hotspots to individuals lacking stable housing and unable to have a fixed broadband internet subscription will provide broadband connectivity to this vulnerable population.

The Turner Free Library can partner with MBI to expand the Turner Free Library's hotspot loan program, increasing the number of hotspots available to library patrons.

Digital Literacy Initiative: Establish and implement digital literacy training programs to ensure that target populations have the requisite skills to use devices, online resources, and digital tools to needed effect.

The Turner Free Library can partner with MBI to expand digital literacy training opportunities.

Device Distribution and Refurbishment: Secure new or used internet-connected devices to distribute to target populations.

The Turner Free Library can partner with MBI to enhance the library as a "digital inclusion hub," providing modern web-enabled devices for library patrons.

Education, Outreach, and Adoption: Support outreach and engagement activities designed to increase the success of digital equity programming, including ACP adoption, digital literacy programs, device access, and Wi-Fi or hotspot connectivity.

The Turner Free Library can partner with MBI to support public outreach regarding the Town's digital equity goals and increase ACP enrollment among the Town's population

Lead for America American Connection Corps

The Lead for America American Connection Corp (ACC) is a service membership focused on advancing economic prosperity and bridging the digital divide.²⁰ The ACC supports broadband development, digital inclusion, and civic leadership in communities through a

network of ACC Members who provide critical capacity-building services for the host organization or municipality. MBI has funding to cover host-site funding matches for up to 15 municipalities in Massachusetts.

An ACC Member will work with Randolph to support digital equity planning initiatives. This Member can advance community dialogue regarding community needs beyond the scope of this plan, continuing to identify issues and opportunities through routine surveying and discussions.

Municipal Fiber Grant Program

The Massachusetts Division of Local Services Municipal Fiber Grant Program assists municipalities with the construction and completion of municipal fiber networks.²¹ A cohesive municipal network “allows for centralized management of IT infrastructure, including an enterprise approach to network monitoring, cyber security, records management, and backup and recovery.” All municipalities that are not previous grantees of the program are eligible.

Randolph can leverage Municipal Fiber Grant Program funds toward developing a municipal wireless mesh network to provide free public internet outdoors. These funds can also support the promotion of job opportunities within Randolph’s broadband economy and workforce training opportunities.

Community Compact IT Grant Program

The Massachusetts Community Compact IT Grant Program provides grants of up to \$200,000 to support the implementation of local innovative IT projects, including one-time capital needs related to planning, design, installation, implementation, and initial training.²²

Randolph can leverage Municipal Fiber Grant Program funds toward developing a municipal wireless mesh network to provide free public internet outdoors.

Determination of Need (DoN)

The Massachusetts Department of Public Health (DPH) Determination of Need (DoN) program was established to “encourage competition with a public health focus; to promote population health; to support the development of innovative health delivery methods and population health strategies within the healthcare delivery system; and to ensure that resources will be made reasonably and equitably available to every person within the Commonwealth at the lowest reasonable aggregate cost.”²³

The Massachusetts Executive Office of Elder Affairs (EOEA) created the Massachusetts Community Health and Healthy Aging Funds initiative in partnership with the Massachusetts DPH in 2017 as a revision to the DoN program.²⁴ This program aims “to enhance the capacity of multi-sector collaboratives to authentically engage residents and work together” to remove barriers to health.”

Randolph can leverage funding through the DoN program to establish training opportunities for local consumers regarding tracking medical records.

Commonwealth Corporation (CommCorp) YouthWorks Funding

Commonwealth Corporation’s YouthWorks is a state-funded youth employment program that supports skills training for youth up to age 25 from households earning less than 200% of the federal poverty rate.²⁵

YouthWorks funding can support workforce training in Randolph for roles in the local broadband economy. YouthWorks participants can also participate in a formalized local network of digital navigators in Randolph.

Office of Secondary and Elementary Education

The U.S. Office of Elementary and Secondary Education (OESE) Title II, Part A grant program provides grants to state educational agencies and subgrants to local educational agencies to increase student achievement consistent with challenging state academic standards and improve the quality and effectiveness of teachers.²⁶ Eligible activities under Title II, Part A, include providing support and professional development for teachers.

The OESE's Title III, Part A grant program was established to improve the education of English Learner (EL) children and youth by helping them learn English and meet challenging state academic content and student academic achievement standards.²⁷

Randolph should apply for OESE Title II, Part A funds for professional development to empower teachers to adopt BLENDED teaching methods, leveraging technology while protecting students against unproductive online behavior. The Town should also apply for funds from the Office of Elementary and Secondary Education: Title III, Part A Funds to improve instruction for English Learners, including those with a disability, through enhanced curricula and programs.

Metropolitan Area Planning Council

The Metropolitan Area Planning Council's (MAPC) Apartment Wi-Fi Program works with municipalities, public housing authorities, and affordable housing developers to build Wi-Fi networks for residents. The Apartment Wi-Fi Program provides funding, project management, and procurement support to fund the construction of Wi-Fi networks, providing residents with equal or superior service to what is available from commercial ISPs at no cost to residents. Program funding covers all capital costs associated with network design, construction, equipment, and the first year of ongoing operating expenses.²⁸

Randolph should connect with representatives from MBI and/or MAPC to learn about the Apartment Wi-Fi Program and find out if there are any opportunities to leverage this program in Randolph's affordable housing apartment buildings.

07

Goals and Recommendations

- 1**  **Identify a core team** of digital equity champions, **pursue increased funding**, and **become a leader in digital equity**.
- 2**  **Expand community outreach** and **strengthen partnerships**.
- 3**  **Promote access** to affordable devices and broadband internet.
- 4**  **Strengthen digital literacy** throughout the community.
- 5**  **Provide targeted support** for vulnerable segments of the community, including students, adults seeking jobs, and seniors.
- 6**  **Track the local broadband market** to advocate for consumers and **promote job opportunities** locally.

Goals and Recommendations



Identify a core team of digital equity champions, pursue increased funding, and become a leader in digital equity.

OBJECTIVE	DESCRIPTION	CHAMPION	COST	FUNDING OPPORTUNITIES	TIMING
1-1 Establish team of digital equity proponents	Establish a team of digital equity champions within the Randolph community who can meet regularly and advance the goals of the Digital Equity Plan. This group could include representatives from the Turner Free Library, Randolph Community Partnership, Randolph Public Schools, DEI Coalition, and Public Health Department.	Town of Randolph (Director of Library, Recreation, and Community Programs)	0	N/A	Short-Term
1-2 Leverage advisors to advance digital equity plan	Ensure that the Town's grant-writing advisors are informed of the Digital Equity Plan's key goals and objectives, and that they treat digital equity initiatives as a top priority	Town of Randolph (Director of Library, Recreation, and Community Programs)	0	N/A	Short-Term
1-3 Become a regional leader in digital equity solutions	Stay coordinated with regional, state, and federal stakeholders in digital equity. Track MBI's development of the statewide BEAD Plan and get involved. Apply for recognition through programs like the Digital Inclusion Trailblazers award program	Town of Randolph (Director of Library, Recreation, and Community Programs)	0	N/A	Short-Term

Goals and Recommendations

2

Expand community outreach and strengthen partnerships.

OBJECTIVE	DESCRIPTION	CHAMPION	COST	FUNDING OPPORTUNITIES	TIMING
2-1 Improve public outreach methods	Improve upon the town's process for disseminating information (physically and virtually), collecting feedback, and announcing public events. Consider local media popular among the Haitian and Vietnamese communities.	ACC Fellow	0	N/A	Short-Term
2-2 Ensure outreach is accessible on all devices	Evaluate agency and organization websites, media, and communications to ensure that they are accessible to all users, and all internet-enabled devices including cell phones and tablets. Refer to the U.S. Department of Justice Civil Rights Division's guidance on web accessibility and compliance with the Americans with Disabilities Act (ADA).	Town of Randolph (IT Director)	0	N/A	Short-Term
2-3 Socialize Randolph's digital equity goals	Prepare a one-pager identifying Randolph's digital equity goals, providing contact information for staff and distribute locally.	Town of Randolph (Director of Library, Recreation, and Community Programs), Turner Free Library (Library Director)	0	N/A	Short-Term
2-4 Track community sentiment	Continue to facilitate public dialogue to uncover issues and opportunities. The ACC Fellow will support this process by surveying the community. Moving forward, the Town should gauge public sentiment on a recurring basis.	Town of Randolph (Director of Library, Recreation, and Community Programs), ACC Fellow	\$	Lead for America – American Connection Corps	Short-Term
2-5 Strengthen network of local partners	Maintain and improve relationships with community partners dedicated to increasing digital equity throughout Randolph. This can include the library, local boards and committees, local/regional non-profits, civic organizations, business owners, and media outlets.	Town of Randolph (Director of Library, Recreation, and Community Programs), Turner Free Library (Library Director), ACC Fellow	0	N/A	Medium-Term
2-6 Maintain relationships with mission-driven non-profits	Establish and maintain strong working relationships with non-profits such as Mattapan Tech, Youthworks, Tech Goes Home, and National Partnership for New Americans. Each of these organizations can provide tailored support and help Randolph advance the Digital Equity Plan goals.	ACC Fellow	0	N/A	Short-Term

Goals and Recommendations

3

Promote access to affordable devices and broadband internet.

OBJECTIVE	DESCRIPTION	CHAMPION	COST	FUNDING OPPORTUNITIES	TIMING
3-1 Expand the library's device loan program	Expand access to devices and hotspots through an enhanced loaner program, facilitated by the library and the schools. Increase the inventory of hotspots in the library to 100 units. Promote the availability of Chromebooks at the library more broadly.	Town of Randolph (Director of Library, Recreation, and Community Programs Turner Free Library (Library Director), ACC Fellow	\$\$	Digital Equity Partnership Program	Medium-Term
3-2 Enhance "digital inclusion hubs" at library and RCP	Enhance the library and RCP's "digital inclusion hubs", where computers can be accessed in a temporary capacity by the public. They should feature modern, well-maintained laptops, copiers, scanners, printers, and fax machines, in line with community needs.	Town of Randolph (Director of Library, Recreation, and Community Programs), Turner Free Library (Library Director)	\$\$	Digital Equity Partnership Program	Medium-Term
3-3 Provide devices to families of students, as needed	Address inequities among students by continuing to provide free access to hotspots for students who request them, to make up for the scaling back of COVID-era programs.	RPS (Assistant Superintendent)	\$\$	Digital Equity Partnership Program	Short-Term
3-4 Support local/regional device donation programs	Strengthen connections with groups who facilitate device donation programs and provide free or discount refurbished devices to households who need them. The Big Brother Big Sister program could be a partner in this effort.	Town of Randolph (Director of Library, Recreation, and Community Programs), Turner Free Library (Library Director)	0	N/A	Medium-Term
3-5 Promote public subsidies for devices, internet, and training programs	Facilitate a mailing campaign to educate the community on how to apply for discounts on devices and internet access, highlighting the Affordable Connectivity Program and associated discounts. For example, host subscription drives locally.	ACC Fellow	\$\$	Digital Equity Partnership Program	Short-Term
3-6 Develop a broad public Wi-Fi network	Develop a wireless mesh network to provide free public internet outdoors in busy areas, as has already been done around the Turner Free Library. Consider building a network, for instance, around the intergenerational Community Center, Housing Authority, and JFK Elementary/Junior High School.	Town of Randolph (Director of Library, Recreation, and Community Programs & IT Director)	\$\$\$	Community Compact IT Grant Program	Medium-Term
3-7 Connect with MBI and MAPC on the Apartment Wi-Fi Program.	Reach out to representatives from Mass Broadband Initiative (MBI) and/or MAPC to learn about the Apartment Wi-Fi Program and find out if there are any opportunities to leverage this program in Randolph's affordable housing apartment buildings.	Town of Randolph (Director of Library, Recreation, and Community Programs)	\$	MAPC Apartment Wi-Fi Program	Medium-Term

Goals and Recommendations

4

Strengthen digital literacy throughout the community.

OBJECTIVE	DESCRIPTION	CHAMPION	COST	FUNDING OPPORTUNITIES	TIMING
4-1 Expand digital literacy courses	Engage additional partners and/or staff to augment the work of Mattapan Tech in teaching digital literacy courses at the Turner Free Library. There is strong demand for increased class offerings and an expanded curriculum. Survey the community to identify most pressing needs.	Town of Randolph (Director of Library, Recreation, and Community Programs), Turner Free Library (Library Director), ACC Fellow	\$\$	Digital Equity Partnership Program	Short-Term
4-2 Establish a local digital navigation training squad	Establish a digital navigation training squad (potentially engaging college students). Establish a system to coordinate, track, and optimize the team's work. Refer to the National Digital Inclusion Alliance (NDIA) Digital Navigator Model as a guide for establishing this group.	Town of Randolph (Director of Library, Recreation, and Community Programs), Turner Free Library (Library Director)	\$\$	CommCorps Youthworks	Short-Term
4-3 Provide mobile digital literacy resources	Use the Randolph Bookmobile, once it is operational, to provide mobile digital literacy training at Veteran's Homes, the Senior Center, and potentially elsewhere to reach seniors, and other communities as needed.	Town of Randolph (Director of Library, Recreation, and Community Programs), Turner Free Library (Library Director)	0	N/A	Short-Term
4-4 Support immigrant-owned business owners	Establish a plan for increasing digital literacy among immigrant business owners and provide training for online marketing, branding, accounting, and payroll tools, leveraging relationships with groups like the Haitian Chamber of Commerce, QARI, and neighborhood churches.	Town of Randolph (Director of Library, Recreation, and Community Programs), Turner Free Library (Library Director), USHCOC	0	N/A	Short-Term

Goals and Recommendations

5

Provide targeted support for vulnerable segments of the community, including students, adults seeking jobs, and seniors.

OBJECTIVE	DESCRIPTION	CHAMPION	COST	FUNDING OPPORTUNITIES	TIMING
5-1 Expand and promote the library's "device advice" program	Expand and promote the Turner Free Library's Device Advice sessions (currently offered twice a month), for those who sign up for appointments. This program is well-utilized, with many visitors returning multiple times. The program should be enhanced to include weekend and/or evening hours - and advertised more widely.	Town of Randolph (Director of Library, Recreation, and Community Programs), Turner Free Library (Library Director), ACC Fellow	0	N/A	Short-Term
5-2 Enhance programming at the Randolph Community Partnership	Increase funding, and expand services, for the Randolph Community Partnership to train students on digital literacy and add more value within the workforce. The funding should support expanded technological resources (including loaner laptops in addition to in-house laptops), more staff, and more class offerings.	Randolph Community Partnership (Executive Director)	\$\$	Digital Equity Partnership Program	Medium-Term
5-3 Protect the community from common online risks	Protect the community from common online risks, such as hackers, identity thieves, and (increasingly common) scams related to the ACP program, by providing dedicated training to seniors and other community members.	Town of Randolph (Director of Library, Recreation, and Community Programs), Lt. Christine Morse	0	N/A	Medium-Term
5-4 Train residents on tracking medical records	Mitigate consumer vulnerability regarding health care records, (in light of the recent closure of Compass and resulting loss of access).	Town of Randolph (Director of Library, Recreation, and Community Programs), Gerard Cody	\$	MA Department of Public Health Determination of Need	Medium-Term
5-5 Strengthen digital literacy training for students	Strengthen digital skills training for students in Randolph Public Schools, tracking and improving methods for identifying needs and training programs.	RPS (Assistant Superintendent, Accountability & Data Specialist)	\$\$	Digital Equity Partnership Program	Medium-Term
5-6 Monitor the use of technology in classrooms	In Randolph Public Schools, track how (and how often) technology is used by teachers in the classroom and establish standards/requirements for appropriate usage.	RPS (Assistant Superintendent, Accountability & Data Specialist)	\$\$	Office of Secondary and Elementary Education	Medium-Term

Goals and Recommendations

6

Track the local broadband market to advocate for consumers and promote job opportunities locally.

OBJECTIVE	DESCRIPTION	CHAMPION	COST	FUNDING OPPORTUNITIES	TIMING
6-1 Track the major internet service providers	Track the major ISP's (Comcast (cable), Verizon (fiber), and T-Mobile (fixed wireless)) to understand their coverage, rates, and any discount programs that they offer.	Town of Randolph (IT Director)	\$\$	N/A	Short-Term
6-2 Identify and promote broadband service affordability standards	Define broadband service affordability standards locally and track all ISP's to assess their rates. Keep in mind that many households are paying for a bundle including home security, cable television, and phone.	ACC Fellow	0	N/A	Short-Term
6-3 Maintain a map of all conduit and fiber/cable networks	Ensure that the fiber and cable networks of Comcast and Verizon are mapped and tracked by the municipality. This map should also show all popular free Wi-Fi locations.	Town of Randolph (IT Director)	\$\$	N/A	Medium-Term
6-4 Consider alternatives to major ISP's	Consider creating or joining a Community Broadband Network, such as what Quincy has done.	Town of Randolph (IT Director)	\$\$	N/A	Long-Term
6-5 Promote job opportunities in the broadband economy	Identify and promote job opportunities in tracking, developing, designing, and deploying broadband infrastructure locally. This can be supported through enhanced vocational tech education.	ACC Fellow	\$\$	Community Municipal Fiber Grant Program, CommCorps, YouthWorks Funding	Short-Term

Endnotes

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3. United States Census Bureau (2021 ACS 5-Year Estimates). B28002 Presence and Types of Internet Subscriptions in Households. Data.Census.gov. <https://data.census.gov/table/ACS-DT5Y2021.B28002?q=internet+access>.
4. See Endnote 1.
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6. U.S. Census Bureau. (n.d.). DP02 Selected Social Characteristics in the United States. ACS 5-Year Estimates Data Profiles. U.S. Department of Commerce. <https://api.census.gov/data/2021/acs/acs5/profile>.
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Council Order: 2024-008

Introduced By: Town Manager Brian Howard
February 26, 2024

**Debt Authorization Order –
Lyons Elementary School
Additional Funds**

To see if the Randolph Town Council will vote to appropriate the sum of Four Million Dollars (\$4,000,000) for the purpose of paying costs of designing, constructing, equipping and furnishing a new Lyons Elementary School to be located at or about 55 Old Street, Randolph, Massachusetts (Town Assessor's Parcel ID Number 12-B28.00 and adjacent parcels), including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children for at least 50 years, and for which the Town may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the School Committee, and expended in addition to the \$50,384,511 previously approved by the Town under Council Order 2021-042A to pay costs of the Project. To meet this appropriation, the Treasurer, with the approval of the Town Manager, is authorized to borrow said amount under M.G.L. c. 44 or pursuant to any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) eighty percent (80%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA.

Public Notices

Originally published at patriotledger.com on 02/28/2024

55 Old St

LEGAL NOTICE

PUBLIC HEARING NOTICE

Town of Randolph, MA

Council Order 2024-008

The Randolph Town Council will hold a public hearing on Monday, March 6, 2024 at 6:15 PM, which may be attended in-person at Randolph Town Hall - Chapin Hall, 2nd Floor, 41 South Main Street, Randolph, MA 02368, or remotely by Zoom or telephone, on Council Order: 2024-008 regarding the Debt Authorization Order - Lyons Elementary School Additional Funds to see if the Randolph Town Council will vote to appropriate the sum of Four Million Dollars (\$4,000,000) for the purpose of paying costs of designing, constructing, equipping and furnishing a new Lyons Elementary School to be located at or about 55 Old Street, Randolph, Massachusetts (Town Assessor's Parcel ID Number 12-B28.00 and adjacent parcels), including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children for at least 50 years, and for which the Town may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the School Committee, and expended in addition to the \$50,384,511 previously approved by the Town under Council Order 2021-042A to pay costs of the Project. To meet this appropriation, the Treasurer, with the approval of the Town Manager, is authorized to borrow said amount under M.G.L. c. 44 or pursuant to any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) eighty percent (80%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA.

Additional information on this Public Hearing may be found on the Town of Randolph Website and is also available through the Randolph Town Clerk's Office during regular business hours, at 41 South Main Street, Randolph, MA 02368. Additional details on how to attend the public hearing virtually may be found on the Randolph website calendar, on the day of the meeting.

AD#9879756

PL 02/28/2024

Council Order: 2024-010

**Introduced by: Town Manager Brian Howard
March 4, 2024**

Randolph Public Schools FY24 Capital Improvement Projects

To see if the Town of Randolph Town Council will vote to appropriate One Million Two Hundred Fifty Thousand Nine Hundred Forty Dollars (\$1,250,940) to pay costs of the following Randolph Public Schools capital improvement projects, including the payment of all costs incidental and related thereto:

Purpose	Amount	Fund
Fire Safety Improvements - Various	\$ 45,570	General
External Security Improvements - Various	\$ 110,000	General
HVAC Upgrades - Various	\$ 405,120	General
Roof and Downspout Repairs - Various	\$ 610,250	General
Playground Improvements - Various	\$ 80,000	General

and to meet this appropriation, the Treasurer, with the approval of the Town Manager, is authorized to borrow said amount under and pursuant to Chapter 44 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

RANDOLPH PUBLIC SCHOOLS CAPITAL PLAN

FY2024



VISION, PLANNING, GOALS

The Facility Departments immediate goal is to improve our current operational platforms, while expanding future capabilities; allowing the flexibility to continuously self audit, adapt and provide the best operational conditions for district students and remain financially prudent.

FIRE SAFETY

FIRE SAFETY

\$45,570 Capital FY 2024

- Equipment replacement and upgrades to existing systems district wide, these systems are in original condition.
- Upgrade to include both hardware and software.
- State of the art technology and solid-state upgrades throughout the district.
- Upgrade to all hailers, pumps, alarms and fire suppression at (RCMS, Donovan, Tower hill and RHS).
- Vendor not exceed to projected cost.
- This will improve air quality and offer a large energy savings.

EXTERNAL SECURITY

EXTERNAL SECURITY

\$110,000 Capital FY 2024

- Complete re-keying of all external door locks with physical keys.
- Key reader swipe cards where applicable
- Key-cutting machine to allow in district key making.
- “KEYTEL” software to track, monitor and generate reports on all district keys
- Eliminating old keys and potential threats to enter facilities.

This will also allow the complete implementation of the new district wide key insurance policy and key control and restricted access to all schools.

HVAC UPGRADES

HVAC UPGRADES

\$405,120 Capital FY 2024

- Upgrade the BMS systems from non-functional “Honeywell” systems to JCI controls
- Throughout the entire district upgrades and replacement of old, outdated HVAC have been an issue. They are inefficient and lack hardware upgrades.
- Equipment upgrades: air handlers, VCM, software, glycol tanks, uni-vents and compressors.
- This will demonstrate a savings in both labor and materials while extending the usable life of our equipment.

ROOFS

ROOF AND DOWNSPOUT REPAIR

\$610,250 Capital FY 2024

- All buildings district wide are at a critical stage for roofs
- Throughout the entire district gutters, leaks, downspouts.
- If not addressed this fiscal year we will experience dramatic operational impact.
- Failure to do the needed repairs will drastically affect the roof life expectancy.

PLAYGROUNDS

PLAYGROUNDS

\$80,000 Capital FY 2024

- Donovan
- Young
- RCMS

CAPITAL PRIORITY

LIST OF PRIORITY

RHS	RCMS	Donovan	JFK	Young
1. Condensation	BMS	Floor Tiles	BMS	BMS
2. Roof	Glycol	Air Damper	Flooring	Boiler RFP
3. Fan motors	Café units	Glycol Tanks	Glycol	Glycol
4. Glycol tanks			Fan	Flooring
5. BMS				

RECENTLY COMPLETED PROJECTS

RECENTLY COMPLETED

- ❖ JFK lighting upgrades
- ❖ JFK kitchen upgrades
- ❖ JFK Flooring Repairs
- ❖ RHS Science lab repairs
- ❖ RHS Recycle improvements.
- ❖ RHS painting
- ❖ RHS GYM lighting repair and upgrade
- ❖ RHS locker room installed on schedule.
- ❖ RHS roof leaks
- ❖ RHS pavement repair
- ❖ RHS new bleachers sourced.
- ❖ TOWER HILL pavement repair
- ❖ District wide grounds cleanup
- ❖ District wide alarm and door inspection
- ❖ District wide roofs inspected.
- ❖ District wide emergency generator alarms
- ❖ Lyons Temp electrical upgrade
- ❖ Lyons bathroom floor repair
- ❖ Young Servicing of doors and locks
- ❖ RCMS library HVAC repaired.
- ❖ RCMS Pest control plan implemented

- ❖ New AI phone installation

- ❖ HVAC condenser units for TH

- ❖ JFK, Donovan, RHS Gas leak detection units

- ❖ RHS front security (barrier, double entrance and steel door)

- ❖ Exterior School signs installed

- ❖ Keying of exterior doors

- ❖ Interior lighting upgrade for gym

- ❖ Access and egress for the fire safety doors at RPS

- ❖ Painting of HS front office

- ❖ Painting of HS Auditorium

- ❖ RHS Auditorium sound booth repair

- ❖ District wide spring clean up and mulching and trimming

- ❖ Updated housekeeping plan

FTE

- LIKAR Sanitation Services estimates that RPS requires an additional 7-10 FTE District wide, this takes into consideration the newest housekeeping plan.
- 63.2% of District OT can be attributed to special after hour events, programs and private functions.
- Of the remaining OT, additional FTE will not only help reduce the excess dollars but place less strain of staffing and the retention of staff.
- It is a challenge to get district staff to take OT.
- Payroll is our largest controllable expense.

Facilities is requesting approval for 2 additional full time FTE

QUESTIONS?

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Council Order: 2024-011

**Introduced by: Town Manager Brian Howard
March 4, 2024**

Local Acceptance of M.G.L. Ch. 60, Section 15B
Regarding Tax Title Collection Revolving Funds

That the Randolph Town Council hereby approves the local adoption by the Town of Randolph of Massachusetts General Laws Chapter 60, § 15B, which allows the establishment of tax title collection revolving funds by vote, by-law or ordinance, and hereby votes, upon the recommendation of the Town Manager, to establish said fund for the Treasurer/Collector beginning in fiscal year 2025.

Council Order: 2024-012

**Introduced by: Town Manager Brian Howard
March 4, 2024**

Approvals and Authorizations Concerning Application by the Town of Randolph for Financial Assistance State Revolving Fund Lead Service Line Survey Grant Program

That the Town Council of the Town of Randolph hereby approves the execution and submittal of the forms necessary for the Town to apply for the Financial Assistance State Revolving Fund Lead Service Line Survey Grant Program, including the attached Authority to File form and Certifying Statement form, in substantially the forms attached hereto, and hereby further authorizes the Randolph Town Manager to execute any documents relating to this application for the purposes of applying for and participating in this grant program, and hereby further authorizes the Town Manager to act on behalf of the Town of Randolph, as Applicant, as its agent, in filing applications for, executing agreements regarding, and performing any and all other actions necessary to secure for the Applicant any available support such as grant(s) and/or loan(s) for planning or construction of Water Pollution Abatement Projects or Drinking Water Projects as may be made available to the Applicant pursuant to the provisions of the Massachusetts Clean Waters Act (M.G.L. c.21, section 27-33E, inclusive, as amended) and the Water Pollution Abatement Revolving Loan Program (M.G.L. c.29C) for the following project: Drinking Water Lead Service Line Survey Grant.

Massachusetts Clean Water Trust
Office of the Treasurer and Receiver - General
Executive Office for Administration and Finance
Department of Environmental Protection



Application for Financial Assistance
State Revolving Fund
Planning Stage

May 2023

Department of Environmental Protection
Bureau of Water Resources
Division of Municipal Services
100 Cambridge Street Suite 900
Boston, Massachusetts 02114

Introduction

This application package includes the application form, instructions, and other information relative to supporting documentation required to be submitted as part of the application for:

- Clean Water PFAS Planning
- Clean Water Planning
- Drinking Water Lead Service Line Inventories and Replacement Plans Grant
- Drinking Water PFAS Planning
- Drinking Water Planning

Please do not submit the instructions with the application.

Applicants should note that neither the filing of an Application nor issuance by the Massachusetts Department of Environmental Protection (MassDEP) of a Project Approval Certificate (PAC) constitutes a binding commitment of the Massachusetts Clean Water Trust (Trust) or MassDEP to a make loan and/or award a grant. Binding commitments, subject to the availability of funds, will be issued by the Trust after review of the financial information contained in the application.

For Lead Service Line (LSL) Planning Grant Application Only:

Lead and Copper Rule Revisions

In 1991 the United States Environmental Protection Agency promulgated regulations known as the Lead and Copper Rule (LCR) under the authority of the 1974 Safe Drinking Water Act. The LCR helps protect public health by regulating water suppliers on how to treat and control for lead. Lead and Copper Rule Revisions (LCRRs), finalized in 2021, require all PWSs to complete a full inventory of service lines connected to its distribution system (*), whether or not they are owned or controlled by the water system by October 16, 2024. Additionally, the results of the LSL inventory must be accessible to the public. PWSs must also submit a plan to MassDEP by the 2024 deadline detailing how the PWS will prioritize, fund, and fully remove LSLs connected to its distribution system.

(*) A full service line inventory not only identifies lead service lines, but all other materials as well.

Applicant agrees to submit the complete inventory to MassDEP in a digital format using the following MassDEP’s LSL Inventory Tools:

- [Service Line Inventory Excel Workbook](#)
- [Massachusetts Lead Service Line Identification \(MA-LSLI\) Web App \(optional\)](#)
- [Lead Service Line Replacement Plan Summary Form](#)

Additional resources:

- [Instructions for using the LSL Inventory Excel Workbook](#)
- [Instructions for enrolling in the use MA-LSLI App](#)
- [Sample letter for PWSs to adapt and use when offering the App to their customers.](#)

PLEASE NOTE THAT THIS APPLICATION PACKAGE IS SUBJECT TO REVISION. IT DOES, HOWEVER, REFLECT THE MOST CURRENT INFORMATION REQUIRED BY MassDEP AND THE TRUST TO REVIEW AND APPROVE YOUR PROJECT.

General Information

Please complete all parts of this application; incomplete or incorrect applications may delay review.

1. **Use of This Application** - This application is to request loan/grant assistance and/or to request refinancing of debt obligations incurred by the local governmental unit (LGU) in the planning of water pollution abatement and drinking water projects through preparation of Integrated Water Resource Management Plans, Comprehensive Wastewater Management Plans, Project Evaluation Reports or Stormwater Management Plans. LGUs interested in receiving an SRF loan/grant, as applicable, must complete and return this application. The application consists of:
Section A - Applicant Information, Certification Statement and Project Information
Loan/Grant Application Checklist

 2. **General Eligibility** - A project must meet the eligibility criteria of the SRF program in order to be eligible for financial assistance (See 310 CMR 44.04 or 44.08)
<https://www.mass.gov/regulations/310-CMR-4400-the-clean-water-state-revolving-fund>
<https://www.mass.gov/doc/clean-water-srf-eligible-project-costs-0/download>
(See 310 CMR 45.04 or 45.08)
<https://www.mass.gov/regulations/310-CMR-4500-the-drinking-water-state-revolving-fund> <https://www.mass.gov/doc/drinking-water-srf-eligible-project-costs-0/download>
 - **LSL Inventory** - Completing a comprehensive LSL service line inventory (including not just lead, but all other materials as well), for both public and private service lines that will be made publicly available as detailed by MassDEP. LSL inventory projects locate, map, and inventory the water distribution and customer service lines to create a comprehensive LSL inventory. This project could include inspecting physical service lines, compiling paper records, initiating a consumer LSL identification program, and submitting the complete inventory to MassDEP in a digital format specified by MassDEP or in an alternate format approved by MassDEP that can be readily compiled into the MassDEP system.

 - **LSL Replacement Program** - Preparing an LSL replacement program for the PWS that complies with LCRRs. PWS' lead service line removal plans need to incorporate the MassDEP goal of protecting public health by planning to remove all lead service lines in 5 years.

To be eligible for LSL planning grant funds, PWS must begin planning activities within six months of project approval and complete all activities within two years in accordance with the Financing Agreement. MassDEP reserves the right to monitor project proposal costs and cap project costs based on the availability of funds. All federal fund grant recipients must comply with the Uniform Grant Guidance, including the procurement provisions, as outlined here:
<https://www.mass.gov/doc/additional-subsidy-as-a-grant-guidance/download>

 - **Design Phase** - costs are considered an eligible item to receive for emergency financing for PFAS remediation design. MassDEP may limit the design cost to 10% of the total estimated cost of the remedy.
3. **Submission** - Please submit a PDF file of the application (**including the loan/grant application checklist**) via email or ftp site access:
Maria.Pinaud@mass.gov
cc
Robin.McNamara@mass.gov
Gregory.D.Devine@mass.gov (for NERO & WERO projects)
Michele.Higgins@mass.gov (for CERO & SERO projects)

INFORMATION FOR SECTION A

Section A – Applicant Information Section

1. Please see DEFINITIONS FOR LOAN/GRANT APPLICATION CHECKLIST for more information on the Authorized Representative requirements.

In April of 2022 the Office of Management and Budget (OMB) required federal agencies to transition from collecting DUNS numbers to collecting Unique Entity IDs (UEI). UEIs are assigned by the Federal Government and are used to track the flow of federal funds. MassDEP and the Massachusetts Clean Water Trust recommend SRF loan and grant applicants apply for a UEI at their earliest convenience because if applicants do not have an UEI assigned, disbursements may be delayed until one is issued.

The UEI application and FAQ's can be found on the SAM.gov website, linked here:
<https://sam.gov/content/duns-uei>

2. If an individual other than the Authorized Representative will serve as the Applicant's contact person for day-to-day management of the project, provide that person's name, address, e-mail address, and telephone.
3. Provide the name and Federal Employer Identification Number (FEIN) of the engineering firm, contact person, address, e-mail address, and telephone.
4. Choose planning type.
5. Amount of financial assistance you are requesting (calculated field).

Section A - Project Information

1. PROJECT SCHEDULE AND COST – The application must contain a realistic schedule for starting and completing the planning project. Since the Trust will sell its bonds based on the proposed schedule, it is critical that this schedule be as accurate as possible. Please include month, day, and year. Indicate the total and eligible costs of the project. Eligibility must be consistent with the MassDEP Policy on Eligible Project Costs.
<https://www.mass.gov/doc/clean-water-srf-eligible-project-costs-0/download>
<https://www.mass.gov/doc/drinking-water-srf-eligible-project-costs-0/download>
2. CASH FLOW PROJECTIONS – Provide a month-by-month schedule of project expenditures.
<https://www.mass.gov/regulations/310-CMR-4400-the-clean-water-state-revolving-fund>
<https://www.mass.gov/regulations/310-CMR-4500-the-drinking-water-state-revolving-fund>

DEFINITIONS FOR LOAN/GRANT APPLICATION CHECKLIST

Part I – Applicant Information and Certification

1. **AUTHORITY TO FILE**

Local Government Unit or Local Governmental Unit - Any town, city, district, commission, agency, authority, board or other instrumentality of the commonwealth or of any of its political subdivisions, including any regional local governmental unit defined in M.G.L. c. 29C, which is responsible for the ownership or operation of a water pollution abatement project and/or drinking water project and is authorized by a bond act to finance all or any part of the cost thereof through the issue of bonds.

Authorized Representative - List the name, title, complete address, e-mail address, and telephone and fax numbers of the authorized representative. The application must contain a resolution or authorization designating by title the official (Mayor, City or Town Manager, Chairperson of the Board of Sewer Commissioners, Chairperson of the Select Board, etc.) to act as the representative of the applicant to sign for, accept, and take whatever action is necessary relative to the project. In the city form of government, the City Council will generally name the authorized representative. If the community is governed by Town Meeting, then the Town Meeting action will name the appropriate group, such as the Select Board or Board of Public Works. The appropriate governing body will then name the authorized representative. If the authority to file statement names an office, then a certified statement is required specifically identifying the individual currently holding that office. For wastewater districts, provide the requisite authorization of the governing board. In the event the authorized official is replaced while the project is still active, a revised statement naming the new incumbent and the effective date of appointment must be submitted. On occasion an authorized representative may desire to delegate to another person the authority to also act on their behalf in processing paperwork during the implementation of the project. This is accomplished by having the authorized representative submit a letter advising of this delegation.

2. **CERTIFYING AUTHORITY TO FILE**

Statement must be certified by submitting a separate certifying statement along with a copy of the resolution or authorization designating by title the official (Mayor, City or Town Manager, Chairperson of the Board of Sewer Commissioners, Chairperson of the Select Board, etc.) to act as the representative of the applicant for whatever action is necessary relative to the project. The Certifying Statement shall name the individual currently holding that title. The statement shall be signed by the town or city clerk, and an impression of the entity's official seal affixed. If the entity is not a municipality, a notary may be used.

Suggested forms for the Authority to File and Certifying Statement are included in **Appendix A**.

3. LOCAL APPROPRIATION

The applicant must demonstrate that sufficient funds are available to cover the total (both eligible and ineligible) project costs. This is accomplished by means of a vote of Town Meeting, City Council, Water Supply District, or other designated body, as appropriate. Local bond counsel should be consulted for exact language depending on whether the applicant uses general obligation or revenue obligation borrowing.

Important points to remember include:

- a. Note that the applicant may borrow its contribution (non-grant amount) of anticipated costs of the project from the Massachusetts Clean Water Trust in accordance with Chapter 29c, as amended, of the General Laws.
- b. The resolution must be certified.
- c. It must denote who can act on behalf of the applicant to file for and accept financing.
- d. It must specifically state what project or type of project is being authorized, such as asset management planning.

PART II – Project Information

- 1. PLAN OF STUDY – A detailed Plan of Study must be submitted with the application, outlining the scope of services for the planning work. The plan of study should be of sufficient detail to demonstrate that all MassDEP planning requirements will be met. For further guidance on this issue, contact the appropriate MassDEP Program Manager.

PART III – Supplemental Requirements

- 1. PROFESSIONAL SERVICES AGREEMENT – The application must contain draft agreements for all professional services which clearly outline the duties and responsibilities of the applicant and its contractors. The agreement will include, but not be limited to, scope of work for the various planning tasks, cost to perform the work to be paid in accordance with the provisions of eligible contracts, provisional overhead rate, and time of completion.
- 2. MODEL SUBAGREEMENT CLAUSES – The provisions within **Appendix B** are to be made a part of all professional services agreements.
- 3. DETAILED FEE BREAKDOWN – All fees shall be broken out by task (shop drawings, resident services, start-up, etc.), job category (vice president, project engineer, draftsman, etc.), and cost.
- 4. DISADVANTAGED BUSINESS ENTERPRISE – Applicants receiving assistance must make positive efforts to use disadvantaged minority and women owned businesses for professional services. Such efforts should achieve a goal of 4.2% participation for disadvantaged minority business (D/MBE) and 4.5% participation for disadvantaged women owned business (D/WBE) but, at a minimum, should allow these sources the maximum feasible opportunity to compete for sub-agreements to be performed using state trust monies. Sample forms are provided in **Appendix C**.
- 5. CHAPTER 233 - COMPLIANCE STATEMENT ON MA TAXES – A statement must be signed by the consultant engineer(s) for the project that states that the engineer(s) is in compliance with Massachusetts tax laws. A sample statement is provided in **Appendix D**.

Section A

Applicant Information and Certification Form

(Attach additional pages as necessary)

1. LOCAL GOVERNMENTAL UNIT (LGU)/PUBLIC WATER SUPPLIER (PWS)		
LGU/PWS Name: Town of Randolph		
Unique Entity ID (UEI): HDGKYJP3Q5J6	Dept. of Revenue ID No.:	FEIN
Authorized Representative: Brian Howard		Title: Town Manager
Street/P.O. Box: 41 South Main Street		
City: Randolph	State: Massachusetts	Zip: 02368
Telephone: 781-961-0940	Fax: 781-961-0945	E-Mail: bhoward@randolph-ma.gov

2. LGU CONTACT PERSON (if different from item 1)		
Name:	Title:	
Mailing Address (if different from item 1)		
Street/P.O. Box:		
City:	State:	Zip:
Telephone:	Fax:	E-Mail:

3. ENGINEER OR CONSULTANT FIRM		
Firm/Agency: BETA GROUP, INC.	FEIN	
Contact Person: Robert Mackie, PE, BCEE		
Mailing Address		
Street/P.O. Box: 315 Norwood Park South		
City: Norwood	State: Massachusetts	Zip 02062
Telephone: 781-255-1982	Fax: 781-255-1974	E-Mail: BMackie@BETA-Inc.com

4. Planning Type:	
Drinking Water Lead Service Line Inventories and Replacement Plans <input type="button" value="v"/>	
<p>Project Description: (For LSL Planning application please include all applicable PWS ID#)</p> <p>The purpose of this project is to conduct a survey of all service materials used throughout Randolph's water system and identify areas of the system that predate the 1986 SDWA ban in order to determine the lead or galvanized service lines that require replacement. The work will include reviewing GIS data, water main installation drawings, and capital and master plans, as well as record and tie cards, installation/maintenance and meter installation records, and other documentation regarding materials of the existing services within the system. This information will be digitized and provided in a PDF format. A spreadsheet will be created documenting service address information and we will use MassDEP's inventory template as well as complete mapping improvements that are needed. A GIS map will be created showing each water service, and incorporate the spreadsheet information into the GIS mapping, that can be shared publicly. A technical memorandum will be provided as well as a replacement plan for these services based upon the inventory. The LSL inventory will be submitted to DEP prior to the October 16, 2024 deadline.</p>	

5. AMOUNT OF ASSISTANCE REQUESTED \$
\$ 0

6. CERTIFICATION	
In submitting this Application to MassDEP, the Applicant certifies that it shall comply with the following Project related conditions and understands that the Applicant's non-compliance with one or more of these conditions may preclude MassDEP's issuance of a Project Approval Certificate or entry into a Project Regulatory Agreement.	
(1) The Borrower/Grantee shall comply with the (a) the Civil Rights Act of 1964, 42 USC s.2000(1) et seq., as amended, Section 13 of the Federal Water Pollution Control Act (FWPCA) of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, (b) the Equal Employment Opportunity requirements (Executive Order 11246), and all Executive Orders and regulations promulgated thereunder, and (c) the Affirmative Action and Minority/Women Business Enterprise ("M/WBE") requirements in the Regulations and the federal Disadvantaged Business (DBE) rule. The Borrower/Grantee shall ensure that any prime contracts or subcontracts for services, construction, goods, or equipment for the Project contain the DM/DWBE utilization goals of 4.2% D/MBE and 4.5% D/WBE.	
(2) Prior to receiving final payment for the Project, the Applicant shall certify to MassDEP that the Project has been completed and performed in accordance with the Project Regulatory Agreement.	
(3) The Applicant shall establish accounts for the Project which shall be maintained in accordance with generally accepted government accounting standards.	
(4) The Applicant understands that if MassDEP issues a Project Approval Certificate for this project, such action does not constitute MassDEP's sanction or approval of any changes or deviation from any applicable state regulatory or permit standards, criteria, or conditions, or from the terms or schedules of state enforcement actions or orders applicable to the Project.	
(5) The Applicant shall maintain all Project records for seven years after the issuance of final payment or until any litigation, appeal, claim, or audit that is begun before the end of the seven-year period is completed and resolved, whichever is longer.	
(6) The Applicant agrees to provide any Project information and documentation requested by MassDEP.	
(7) Any proposed change in Project-related contracts which substantially modifies the Project initially proposed shall be submitted to MassDEP for prior approval.	
(8) The Applicant's implementation of the Project, including the procurement of related contracts, shall comply with all applicable requirements of state and local laws, ordinances, by-laws, rules, and regulations.	
To the best of my knowledge and belief, data provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant. Furthermore, the applicant certifies that it possesses the legal authority to apply for the loan\grant, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application. The same resolution, motion, or similar action is directing and authorizing the person identified below as the authorized representative of the applicant to act in connection with the application and to provide such additional information as may be required.	
Name of Representative (Type) Brian Howard	Title Town Manager
Signature of Representative	Date

Section A

Project Information

1. Planning Schedule and Cost	Start (mm/dd/yyyy)	Complete (mm/dd/yyyy)	Total Cost (\$)	Eligible Cost (\$)
	04/01/2024	10/16/2024	\$ 288,335	\$ 0

2. Cash Flow Projection	Eligible Cost
Month/Year	

**State Revolving Fund Program
Loan\Grant Application Checklist**

PLANNING STAGE PROJECTS

Please use this checklist to confirm that all required forms and supplemental information have been included with the application and submit the checklist with your application.

Item	Included (check)	Previously submitted (date)	Not applicable (check)
Part I - Applicant Information and Certification			
1. Authority to File	<input checked="" type="checkbox"/>		
2. Certifying Authority to File	<input checked="" type="checkbox"/>		
3. Local Appropriation (Not Applicable for Grant)	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Part II - Project Information			
1. Plan of Study	<input checked="" type="checkbox"/>		
Part III - Supplemental Requirements			
1. Professional Services Agreements	<input checked="" type="checkbox"/>		
2. Model Sub Agreement clauses	<input checked="" type="checkbox"/>		
3. Detailed Fee Breakdown	<input checked="" type="checkbox"/>		
4. Disadvantaged Business Enterprise	<input checked="" type="checkbox"/>		
5. Chapter 233 - Statement on MA Taxes	<input checked="" type="checkbox"/>		

Appendix A
Authority to File
&
Certifying Statement

Sample FORM

AUTHORITY TO FILE

Whereas, _____, after thorough investigation,
(Applicant)

has determined that the work activity consisting of: _____

(describe project)

is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

Whereas, the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust (the Trust) of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth (Chapter 21 and Chapter 29C) are authorized to make loans and grants to municipalities for the purpose of funding planning and construction activities relative to Water Pollution Abatement Projects and Drinking Water Projects; and

Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan or grant application.

NOW, THEREFORE, BE IT RESOLVED by _____
(Governing Body)

as follows:

1. That _____ is hereby authorized on behalf
(Title of Official)

of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;

2. That the purpose of said loan(s)/grant(s), if awarded, shall be to fund planning activities.

3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

Sample FORM

CERTIFYING STATEMENT

I hereby certify that the _____ of
(Name of Governing Body)

the _____
(Corporate Name of Local Government Unit)

(hereinafter referred to as the "Applicant"), at a meeting noticed and conducted in accordance with all applicable legal requirements, duly voted to authorize

(Title of Local Government Unit Official)

to act on behalf of the Applicant, as its agent, in filing applications for, executing agreements regarding, and performing any and all other actions necessary to secure for the Applicant such as grant(s) and/or loan(s) for planning or construction of Water Pollution Abatement Projects or Drinking Water Projects as may be made available to the Applicant pursuant to the provisions of the Massachusetts Clean Waters Act (M.G.L. c.21, section 27-33E, inclusive, as amended) and the Water Pollution Abatement Revolving Loan Program (M.G.L. c.29C) for the following project:

(describe project)

I hereby certify that _____ is the present incumbent of the
(Name of Person)

position referenced above, and do hereby certify:

1. That the attached resolution is a true and correct copy of the resolution as finally adopted at a meeting of the governing body held on the ____ day of _____, 20____, and duly recorded in my office:
2. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting, and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution, including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate:
3. That if an impression of a seal has been affixed below, it constitutes the official seal of the Applicant and this certificate is hereby executed under such official seal; but if no seal has been affixed, the Applicant does not have an official seal:

IN WITNESS WHEREOF, I have hereunto set my hand this day of ____ day of _____, 20____.

Signature: _____ Title: _____
(Certifying Signatory)

Printed name: _____

AFFIX SEAL

Appendix B
Model Sub-Agreement Provisions

Professional Services Agreements -Required Provisions

All contracts between SRF beneficiaries and professional services consultants shall contain the following provisions.

- (1) The owner and the contractor agree that the following provisions apply to the eligible work to be performed under this agreement and that such provisions supersede any conflicting provisions of this agreement.
- (2) The work under this agreement is funded in part by the water pollution abatement fund. Neither the Commonwealth of Massachusetts nor the Massachusetts Department of Environmental Protection (MassDEP) nor the Clean Water Trust (the Trust) is a party to this agreement. As used in these clauses, the words "the date of execution of this agreement" means the date of execution of this agreement and any subsequent modification of the terms, compensation or scope of services pertinent to unperformed work.
- (3) The owner's rights and remedies provided in these clauses are in addition to any other rights and remedies provided by law or this agreement.
- (4) The contractor shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by the contractor under this agreement. The contractor shall without additional compensation, correct or revise any errors, omissions, or other deficiencies in his designs, drawings, specifications, reports, and other services.
- (5) The contractor shall perform such professional services as may be necessary to accomplish the work required to be performed under this agreement, in accordance with this agreement and applicable MassDEP requirements in effect on the date of execution of this agreement.
- (6) The owner's or MassDEP's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the contractor of responsibility for the technical adequacy of his work. Neither the owner's nor MassDEP's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this agreement or of any cause of action arising out of the performance of this agreement.
- (7) The contractor shall be and shall remain liable, in accordance with applicable law, for all damages to the owner or MassDEP caused by the contractor's negligent performance of any of the services furnished under this agreement, except for errors, omissions or other deficiencies to the extent solely attributable to the owner, owner-furnished data or any third party not controlled by the contractor. The contractor shall not be responsible for any time delays in the project caused by circumstances beyond the contractor's control. Where innovative processes or techniques are recommended by the engineer and are used, the engineer shall be liable only for gross negligence to the extent of such use.
- (8) The services to be performed by the contractor shall include all services required to complete the scope of work as defined and set out in the professional services agreement to which these provisions are attached in accordance with applicable regulations.
- (9) The owner may, at any time, by written order, make changes within the general scope of this agreement in the services or work to be performed. If such changes cause an increase or decrease in the contractor's cost of, or time required for, performance of any services under this agreement, whether or not changed by any order, an equitable adjustment shall be made, and this agreement shall be modified in writing accordingly. The contractor must assert any claim for adjustment under this clause in writing within 30 days from the date of receipt by the contractor of the notification of change, unless the owner grants a further period of time before the date of final payment under this agreement.

- (10) No services for which an additional compensation will be charged by the contractor shall be furnished without the written authorization of the owner.
- (11) In the event that there is a modification of MassDEP's requirements relating to the services to be performed under this agreement after the date of execution of this agreement, the increased or decreased cost of performance of the services provided for in this agreement shall be reflected in an appropriate modification of this agreement.
- (12) Either party may terminate this agreement, in whole or in part, in writing, if the other party substantially fails to fulfill its obligations under this agreement through no fault of the terminating party. However, no such termination may be effected unless the other party is given (1) not less than ten calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party before termination.
- (13) The owner may terminate this agreement, in whole or in part, in writing, for its convenience, if the termination is for good cause (such as for legal or financial reasons, major changes in the work or program requirements, initiation of a new phase) and the contractor is given (1) not less than ten calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and (2) an opportunity for consultation with the terminating party before termination.
- (14) If the owner terminates for default, an equitable adjustment in the price provided for in this agreement shall be made, but (1) no amount shall be allowed for anticipated profit on services not performed or other work, and (2) any payment due to the contractor at the time of termination may be adjusted to the extent of any additional costs the owner incurs because of the contractor's default.

If the contractor terminates for default or if the owner terminates for convenience, the equitable adjustment shall include a reasonable profit for services or other work performed. The equitable adjustment for any termination shall provide for payment to the contractor for services rendered and expenses incurred before the termination, in addition to termination settlement costs the contractor reasonably incurs relating to commitments which had become firm before the termination.

- (15) Upon receipt of a termination action under paragraphs (13) or (14), the contractor shall (1) promptly discontinue all services affected (unless the notice directs otherwise), and (2) deliver or otherwise make available to the owner all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as the contractor may have accumulated in performing this agreement, whether completed or in process.
- (16) Upon termination under paragraph (13) or (14), the owner may take over the work and prosecute the same to completion by agreement with another party or otherwise. Any work the owner takes over for completion will be completed at the owner's risk, and the owner will hold harmless the contractor from all claims and damages arising out of improper use of the contractor's work.
- (17) If, after termination for failure of the contractor to fulfill contractual obligations, it is determined that the contractor had not so failed, the termination shall be deemed to have been effected for the convenience of the owner. In such event, adjustment of the price provided for in this agreement shall be made as paragraph (14) provides.
- (18) Except as this agreement otherwise provides, all claims, counter-claims, disputes, and other matters in question between the owner and the contractor arising out of or relating to this agreement or the breach of it will be decided by arbitration if the parties hereto mutually agree, or in a court of competent jurisdiction pursuant to the laws of Massachusetts.

- (19) The Contractor shall maintain books, records, documents, and other evidence directly pertinent to performance on eligible work under this agreement in accordance with generally accepted accounting principles and practices consistently applied. The contractor shall also maintain the financial information and data used by the contractor in the preparation or support of the cost submission and a copy of the cost summary submitted to the owner. The Governor, the Secretary of Administration and Finance, MassDEP and State Auditor's Office or any of their duly authorized representatives, shall have access to such books, records, documents, and other evidence for inspection, audit, and copying. The contractor will provide proper facilities for such access and inspection.
- (20) The contractor agrees to include paragraphs (19)-(23) in all his contracts and all subcontracts directly related to project performance that are in excess of \$25,000.
- (21) Audits conducted under this provision shall be in accordance with generally accepted auditing standards and established procedures and guidelines of the reviewing or audit agency(ies).
- (22) The contractor agrees to the disclosure of all information and reports resulting from access to records under paragraphs (19) or (20), to any of the agencies referred to in paragraph (19), provided that the contractor is afforded the opportunity for an audit exit conference and an opportunity to comment and submit any supporting documentation on the pertinent portions of the draft audit report and that the final audit report will include written comments of reasonable length, if any, of the contractor.
- (23) The contractor shall maintain and make available records under paragraph (19) and (20) during performance on eligible work under this agreement and until 7 years from the date of final payment for the project. In addition, those records which relate to any "Dispute", appeal under an assistance agreement, to litigation, to the settlement of claims arising out of such performance, or to costs or items to which an audit exception has been taken, shall be maintained and made available until 3 years after the date of resolution of such appeal, litigation, claim, or exception if such date is later than seven years from the date of final payment.
- (24) (This clause is applicable if the amount of this agreement exceeds \$100,000). If the owner or MassDEP determine that any price, including fee, negotiated in connection with this agreement or any cost reimbursable under this agreement was increased by any sums because the contractor or any subcontractor furnished incomplete or inaccurate cost or pricing data or data not current as certified in his certification of current cost or pricing data, then such price, cost, or fee shall be reduced accordingly and the agreement shall be modified in writing to reflect such reduction.
- (25) Any subcontractors and outside associates or consultants required by the contractor in connection with services under this agreement will be limited to such individuals or firms as were specifically identified and agreed to during negotiations, or as the owner specifically authorizes in writing during the performance of this agreement. The owner must give prior approval for any substitutions in or additions to such subcontractors, associates, or consultants.
- (26) In connection with the performance of work under this contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, sexual orientation, genetic information, military service, age, ancestry or disability, shall not discriminate in the selection or retention of subcontractors, and shall not discriminate in the procurement of materials and rentals of equipment.
- (27) The contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty the owner shall have the right to annul this agreement without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

- (28) If it is found, after notice and hearing, by the owner that the contractor, or any of the contractor's agents or representatives, offered or gave gratuities (in form of entertainment, gifts, or otherwise), to any official, employee or agent of the owner, or of the state, in an attempt to secure a contract or favorable treatment in awarding, amending, or making any determination related to the performance of this agreement, the owner may, by written notice to the contractor, terminate the right of the contractor to proceed under this agreement. The owner may also pursue other rights and remedies that the law or this agreement provides. However, the existence of the facts upon which the owner bases such findings shall be in issue and may be reviewed in proceedings under the remedies clause of this agreement.
- (29) In the event this agreement is terminated as provided in paragraph (28), the owner shall be entitled: (1) To pursue the same remedies against the contractor as it could pursue in the event of a breach of the contract by the contractor, and (2) as penalty, in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount (as determined by the owner) which shall be not less than three nor more than ten times the costs the contractor incurs in providing any such gratuities to any such officer or employee.
- (30) MassDEP has the right to use, duplicate, and disclose, in whole or in part, in any manner for any purpose whatsoever, any plans, drawings, designs, specifications, computer programs (which are substantially paid for with Trust funds), technical reports, operating manuals, and other work submitted with an application or which are specified to be delivered under this agreement or which are developed or produced and paid for under this agreement. The owner and the MassDEP reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and use such materials, in whole or in part, and to authorize others to do so. The contractor shall include appropriate provisions to achieve the purpose of this condition in all subcontracts expected to produce copyrightable subject data.
- (31) All such subject data furnished by the contractor pursuant to this agreement are instruments of his services in respect of the project. It is understood that the contractor does not represent such subject data to be suitable for reuse on any other project or for any other purpose. If the owner reuses the subject data without the contractor's specific written verification or adaptation, such reuse will be at the sole risk of the owner, without liability to the contractor. Any such verification or adaptation will entitle the contractor to further compensation at rates agreed upon by the owner and the contractor.

Appendix C

D/MBE and D/WBE Forms Professional Services Contracts

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION FOR PROFESSIONAL SERVICES CONTRACTS

I. Purpose

The purpose of this guidance document is to assist local governmental units (LGUs) and their Prime Consultant in demonstrating compliance with the United States Environmental Protection Agency (EPA) requirements for disadvantaged business enterprise (DBE) participation in professional services contracts.

II. Requirements

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM BACKGROUND

In May 2008 an EPA rule became effective that changed the Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) Program to a Disadvantaged Business Enterprise (DBE) Program.

For firms to qualify under the old MBE/WBE program they needed to be socially disadvantaged and had to be certified by the Supplier Diversity Office (SDO). Under the DBE rule, the firms must be both **socially** and **economically** disadvantaged, **citizens of the United States**, and certified as a DBE either by the state or the federal government. Women and certain minorities are presumed to be socially disadvantaged. The economic disadvantage is measured by the owner's initial and continuing personal net worth of less than \$1,320,000.

Because the Clean Water Act requires the use of MBEs and WBEs, these firms will still be utilized in the State Revolving Fund (SRF) Loan/Grant Program, but they must also be certified as DBEs.

SDO will continue to be the certifying agency for the SRF program. SDO certifies firms under the federal Department of Transportation program, which is acceptable for use in the SRF program. An additional form has been added to the DBE package to verify that DBEs are owned or controlled by United States citizens.

The following are the current DBE goals:

Disadvantaged MBEs 4.2% Disadvantaged WBEs 4.5%.

III. Procedures

1. In cases where the professional services contracts achieve the goal of 4.2% D/MBE and 4.5% D/WBE participation, the LGU and/or its Prime Consultant is required to submit Form EEO-DEP- 190E (Schedule of Participation for Professional Services) and Form EEO-DEP-191E (Letter of Intent) to MassDEP. Form EEO-DEP-190E identifies the proposed DBE subcontractors, the type of services to be provided by each subcontractor (e.g., Architecture, preparation of O&M manuals, laboratory analysis, etc.), and the respective dollar value of their participation. Form EEO-DEP- 191E must be completed for each D/M/WBE subcontractor identified on Form EEO-DEP-190E. Each DBE must also sign the Certification of United States Citizenship form to verify that the firm is owned or controlled by a United States citizen.
2. In the event that a professional services contract does not achieve the goal of 4.2% D/MBE and 4.5% D/WBE participation, MassDEP may request that the LGU's Prime Consultant provide additional documentation demonstrating what positive efforts were made to achieve the participation goal. In cases where the LGU's Prime Consultant fails to demonstrate the 4.2% D/MBE and 4.5% D/WBE participation in the professional services contract, the Prime Consultant must submit Form EEO-DEP-490E (Request for Waiver), together with the supporting documentation identified therein, to MassDEP.
3. MassDEP's project approval certificate shall contain a condition requiring the LGU's Prime Consultant to submit all executed consultant contracts, including contracts with D/M/WBE subcontractor(s) if in excess of \$25,000, to MassDEP within sixty (60) days from the date of the award of financial assistance to the LGU by the Clean Water Trust (the Trust).
4. In order for MassDEP to monitor compliance with its above stated D/M/WBE provisions for professional services contracts, any LGU who does not file monthly or bi-monthly Payment Requisitions on Form 3000 (Consultant Engineer's Request and Certification) to document D/M/WBE activity, will be required at a minimum to submit Form EEO-DEP-390E (Quarterly D/M/WBE Activity Report) on a quarterly basis. The Form EEO-DEP-390E is not attached to this package but will be made available to those that need to use it when the Form 3000 reporting is not an option.

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION
 MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION
 DIVISION OF MUNICIPAL SERVICES

SCHEDULE OF PARTICIPATION FOR PROFESSIONAL SERVICES

Project Title: Drinking Water Lead Service Line Inventory **Project Location:** Randolph, Massachusetts

Disadvantaged Minority Business Enterprise Participation in the SRF Loan/Grant Work

Name & Address of D/MBE	Nature of Participation	Dollar Value of Participation
1.		
2.		
3.		

Total D/MBE Commitment: \$ _____

Percentage D/MBE Participation = (Total D/MBE Commitment) / (Total Engineering Cost) = _____ %

Disadvantaged Women Business Enterprise Participation in the SRF Loan/Grant Work

Name & Address of D/WBE	Nature of Participation	Dollar Value of Participation
1. Capital Strategic Solutions 11 Apex Dr., Suite 300A, Marlborough, MA 01752	Subconsultant for grant writing, administration and reporting	55,000.00
2.		
3.		

Total D/WBE Commitment: \$ 55,000.00

Percentage D/WBE Participation = (Total D/WBE Commitment) / (Total Engineering Cost) = 4.5 %

The Prime Consultant agrees to furnish implementation reports as required by the Awarding Authority to indicate the D/MBE(s) and D/WBE(s) which it has used or intends to use. Breach of this commitment constitutes a breach of the contract.

Name of Prime Consultant: BETA Group, Inc.

Date: _____ By: _____
Signature

NOTE: Participation of a DBE may be counted in only their certified category; the same dollar participation cannot be used in computing the percentage of D/MBE participation and again of D/WBE participation.

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION
 MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION
 DIVISION OF MUNICIPAL SERVICES

LETTER OF INTENT FOR PROFESSIONAL SERVICES

This form is to be completed by the disadvantaged MBE and WBE and must be submitted by the Prime Consultant as part of the proposal. A separate form must be completed for each D/MBE and D/WBE involved in the project.

Project Title: Drinking Water Lead Service Line Project Location: Randolph, Massachusetts

TO: BETA Group, Inc.
 (Prime Consultant)

FROM: Capital Strategic Solutions, LLC
 (Please Indicate Status D/MBE or D/WBE)

° I/we intend to perform work in connection with the above project as (check one):

- An individual
- A corporation
- Other (explain): _____
- A partnership
- A joint venture with: _____

° It is understood that if you are awarded the contract, you intend to enter into an agreement to perform the activity described below for the prices indicated.

DBE PARTICIPATION

Description of Activity	Date of Project Commencement	\$ Commitment	% Total Engineering Cost
Consulting Services: Grant Administration & Reporting	04/01/2024	\$ 55,000.00	19.08 %

° The undersigned certify that they will enter into a formal agreement upon execution of the contract for the above referenced project.

PRIME CONSULTANT		MBE/WBE	
(Authorized Original Signature)	Date	(Authorized Original Signature)	Date
ADDRESS: 315 Norwood Park South Norwood, MA 02062		ADDRESS: 11 Apex Dr Suite 300A Marlborough, MA	
TELEPHONE #: 781-255-1982		TELEPHONE #: 508-690-0046	
FEIN:		FEIN: 83-3329983	
EMAIL: BMackie@BETA-Inc.com		EMAIL: jthompson@capital-strategic-soluti	

ORIGINALS:

- ° Compliance Mgr. City/Town Project Location
- ° MassDEP Program Manager for MassDEP's CRU Director

* Attach a copy of current (within 2 years) DBE Certification

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION
MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF MUNICIPAL SERVICES

DBE CERTIFICATION OF UNITED STATES CITIZENSHIP

For the SRF program, under the EPA Disadvantage Business Enterprise (DBE) Rule, a DBE must be owned or controlled by a socially and economically disadvantaged person that is also a **citizen of the United States** (See 40 CFR 33.202). "Ownership" is defined at 13 CFR 124.105 and "control" is defined at 13 CFR 124.106.

DBEs are certified for the SRF program through the Supplier Diversity Office using the federal Department of Transportation (DOT) DBE rules. EPA allows the use of DBEs certified under the DOT rules as long as they are also United States citizens. To ensure compliance with the EPA rule, MassDEP must verify United States citizenship through the completion of the following form for each DBE used on the project.

SRF Project Number _____

Contract Number _____

Contract Title _____

DBE Subcontractor _____

The undersigned, on behalf of the above named DBE subcontractor, hereby certifies that the DBE firm is either owned or controlled by a person or persons that are citizens of the United States.

Printed Name and Title of DBE Signatory

DBE Signature

Date

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION
MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF MUNICIPAL SERVICES

REQUEST FOR WAIVER FOR PROFESSIONAL SERVICES

Upon exhausting all known sources and making every possible effort to meet the minimum requirements for DBE participation, the Prime Consultant seeks relief from these requirements by filing this form. Failure to comply with this process shall be cause to reject the eligibility of engineering costs.

General Information

Project Title: Drinking Water Lead Service Line Survey Project Location: Randolph, MA
Prime Consultant: BETA Group, Inc.
Mailing Address: 315 Norwood Park South, Norwood, MA 02062
Contact Person: Robert Mackie Telephone No. 781-961-0940

Minimum Requirements

The Prime Consultant must show that good faith efforts were undertaken to comply with the percentage goals as specified. The firm seeking relief must show that such efforts were taken appropriately in advance of the time set for approval of the application by submitting the following:

- A. A detailed record of the effort made to contact and negotiate with minority and/or woman owned businesses, including:
 - 1. names, addresses, telephone numbers and contact dates of all such companies contacted;
 - 2. copies of dated written notice(s) which were sent to DBE potential subcontractors prior to application deadlines;
 - 3. copies of dated advertisements as appearing in general publications, trade-oriented publications, and applicable minority/women-focused media detailing the opportunities for participation;
 - 4. a detailed statement as to why each subcontractor contacted (i) was not willing to do the job or (ii) was not qualified to perform the work as solicited; and
 - 5. in the case(s) where a negotiated price could not be reached the Prime Consultant should detail what efforts were made to reach an agreement on a competitive price.
- B. MassDEP may require the Prime Consultant to produce such additional information as it deems appropriate.

- C. No later than fifteen (15) days after receipt of all required information and documentation, MassDEP shall make a determination, in writing, whether the waiver request is granted and shall provide that determination to the Prime Consultant and Awarding Authority. If the waiver request is denied, the facts upon which a denial is based will be set forth in writing.

Special Note

If at any time, MassDEP determines that one or more of the DBE contractors as submitted by the Prime Consultant on form EEO-DEP-190C is not certified, the bidder shall have 10 working days, following notification to MassDEP, to either find a certified DBE contractor to perform work equal to or greater than that of the uncertified contractor or submit a waiver request.

CERTIFICATION

The undersigned herewith certifies that the above information and appropriate attachments are true and accurate to the best of my knowledge and that I have been authorized to act on behalf of the Prime Consultant in this matter.

(authorized original signature)

DATE

Appendix D
Statement of Tax Compliance

STATEMENT OF TAX COMPLIANCE

Under the laws of the Commonwealth of Massachusetts, Chapter 233; Section 35, Acts of 1983, the LGU Consultant Engineer is required to complete the following:

I, _____, as _____ of
(Title) (Position)
_____, whose principal place of business is located at
(Business)
_____, do hereby certify that the above named
_____ has complied with all laws of the
Commonwealth of Massachusetts relating to taxes, in accordance with the provisions of
Massachusetts General Laws, Chapter 62C, 49A, as amended.

Signed under the penalties of perjury this _____ day of _____, 20_____.

DATED: _____

(Authorized Signature)

Appendix E
Loan/Grant
Reimbursements

Loan/Grant Reimbursement Forms

Once a financial assistance agreement/loan has been executed with the Trust, the community may seek reimbursement for costs incurred on the project. The community or its consultant engineer will complete the requisition forms, gather the appropriate backup documentation and submit the payment reimbursement request package in PDF form to MassDEP via email at DMSDEP.General@mass.gov. MassDEP perform a complete review of the reimbursement packet, recommends payment upon approval and then forwards the signed Form 1000 to the Trust. The Trust will then electronically transfer (wire) the funds to the community.

The required forms needed to seek reimbursement are: Form 1000 Form 3000. The Form 1000 form states the following: the approved amount of the loan/grant, the previous requests made by the community and the current requested amount. This form must be signed by the Authorized Representative of the community.

The Form 3000 is known as the consultant engineer's form, and maintains a running balance of the contract. The D/M/WBE information must be updated with each reimbursement request. The Form 3000 form requires the signature of the consulting engineer.

When the community signs a final loan/grant agreement with the Trust either the community or the consulting engineer should contact MassDEP to receive a copy of these forms. Please refer to [State Revolving Fund Contact list](#) for the accountant for your [community](#).

Samples of these forms follow this page.

DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER RESOURCES

PAYMENT REQUISITION

LOAN NO.: _____ DMS PROJECT NO.: _____		REQUEST NO.: _____ SERVICE DATES: _____ TO _____	
LEGAL NAME AND ADDRESS OF BORROWER: _____ _____ _____			
EXPENDITURE TYPE	APPROVED AMOUNT \$	PREVIOUS REQUESTS \$	THIS REQUEST \$
Construction		\$0.00	\$0.00
Construction Services		\$0.00	\$0.00
Construction Contingency			
Other:		\$0.00	\$0.00
<h1>Sample</h1>			
Totals	\$ -	\$ -	\$ -
<p>CERTIFICATION OF THE BORROWER: <i>The Authorized Representative of the Borrower identified below certifies the following:</i> (i) This payment is for Project Costs and the obligations specified herein have not been the basis for a prior requisition that has been paid; (ii) there has been no Default, as defined in the Regulatory Agreement herewider or no Event of Default as defined in the Loan Agreement, and no event or condition exists which after notice or lapse of time or both, would become a Default under the Regulatory Agreement or an Event of Default under the Loan Agreement exists; and (iii) the payment requested by this requisition is due for work actually performed or materials or property actually supplied prior to the date of of this requisition less retainage.</p>			
<p>Signature: _____ Date: _____ Print Name: _____ Title: _____</p>			
(To be completed by the DEP Division of Municipal Services)			
<p>Amount Requested: _____ Amount Approved: _____ Signature: _____ Date: _____ Print Name: Maria E. Pinsud Title: Division Director</p>			

FORM BMF-1000 [Feb-20]

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER RESOURCES**

**PAYMENT REQUISITION
(Consultant Engineer's Request and Certification)**

LOAN NO. : 0		DESCRIPTION OF PROJECT: 0					
DMS PROJECT NO. : 0							
CONTRACT No. _____							
LEGAL NAME OF BORROWER: _____		REQUEST No. <u>0</u>					
CONSULTANT NAME & ADDRESS: _____		PAYMENT PERIOD: _____ From _____ To _____					
_____		CONTRACT SERVICE DATES: From _____ To _____					

EXPENDITURE TYPE	APPROVED COST \$	PREVIOUS REQUESTS		THIS REQUEST \$	%	CUMMULATIVE REQUESTS \$	REMAINING BALANCE \$
		%	\$				
Construction Services	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -
D/MBE/WBE Subcontractors							
	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Sample

The Borrower's Consultant Engineer identified herein certifies as follows: 1) the attached invoices and supporting documentation are for project costs for work actually performed or material or property actually supplied prior to the date of this requisition in conformity with the plans and specifications approved by the Department, or in the case of substantial deviations from the approved plans and specifications, the attached documentation demonstrates that all such deviations have been authorized and certified to by the Borrower or its Consultant Engineer in accordance with M.C.L. § 30, 22-91 and are project costs.

BY THE CONSULTING ENGINEER

Certified by: _____ Date Signed _____

Type Name and Title: _____ Telephone _____

FORM BMF-3000



**TOWN OF RANDOLPH
DEPARTMENT OF PUBLIC WORKS**

41 South Main Street • Randolph, MA 02368

Telephone (781) 961-0940 • Fax (781) 961-0945

Section L, Item 3.

APPLICATION FOR FINANCIAL ASSISTANCE

STATE REVOLVING FUND

LEAD SERVICE LINE SURVEY GRANT PROGRAM

AUTHORITY TO FILE

Whereas, the Town of Randolph, after thorough investigation, has determined that the work activity consisting of: conducting a drinking water lead service line survey is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

Whereas, the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust (the Trust) of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth (Chapter 21 and Chapter 29C) are authorized to make loans and grants to municipalities for the purpose of funding planning and construction activities relative to Water Pollution Abatement Projects and Drinking Water Projects; and

Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan or grant application. NOW, THEREFORE, BE IT RESOLVED by the Randolph Town Council as follows:

1. That the Town Manager is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
2. That the purpose of said loan(s)/grant(s), if awarded, shall be to fund planning activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

Signed: _____

Date: _____



**TOWN OF RANDOLPH
DEPARTMENT OF PUBLIC WORKS**

41 South Main Street • Randolph, MA 02368
Telephone (781) 961-0940 • Fax (781) 961-0945

Section L, Item 3.

CERTIFYING STATEMENT

LEAD SERVICE LINE SURVEY GRANT PROGRAM

I hereby certify that the of Town Council of the Town of Randolph (hereinafter referred to as the "Applicant"), at a meeting noticed and conducted in accordance with all applicable legal requirements, duly voted to authorize the Town Manager to act on behalf of the Applicant, as its agent, in filing applications for, executing agreements regarding, and performing any and all other actions necessary to secure for the Applicant such as grant(s) and/or loan(s) for planning or construction of Water Pollution Abatement Projects or Drinking Water Projects as may be made available to the Applicant pursuant to the provisions of the Massachusetts Clean Waters Act (M.G.L. c.21, section 27-33E, inclusive, as amended) and the Water Pollution Abatement Revolving Loan Program (M.G.L. c.29C) for the following project:

Drinking Water Lead Service Line Survey Grant

I hereby certify that Brian Howard is the present incumbent of the position referenced above, and do hereby certify:

1. That the attached resolution is a true and correct copy of the resolution as finally adopted at a meeting of the governing body held on the 4th of March, 2024, and duly recorded in my office:
2. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting, and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution, including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate:
3. That if an impression of a seal has been affixed below, it constitutes the official seal of the Applicant and this certificate is hereby executed under such official seal; but if no seal has been affixed, the Applicant does not have an official seal:

IN WITNESS WHEREOF, I have hereunto set my hand this day of ____ day of March, 2024.

Signature: _____ Title: _____
(Certifying Signatory)

Printed name: _____ AFFIX SEAL