

TOWN COUNCIL MEETING

Monday, July 28, 2025 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>

Or One tap mobile: +13017158592, 86495385600#

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. Approval of Joint Workshop Meeting of the Randolph Town Council and Randolph School Committee Minutes June 11, 2025

D. Announcements from the President

E. Presentations

1. Review of Financial Reports and Presentation from Outside Auditor: CBIZ

F. Public Hearings

1. 6:15 PM - Council Order 2025-057: FY2026 Randolph Community Preservation Committee Projects

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 2025-058: Correction Of Error In Language Contained in Council Order 2025-021 Concerning Transfer of General Fund Free Cash for Real Estate Interim Update of Values; Amendment To Same.
2. Council Order 2025-059: Authorization By The Randolph Town Council To Petition The General Court To Enact Special Legislation To Amend The Charter Of The Town Of Randolph To Make Various Updates

M. Correspondence

1. Massachusetts Department of Transportation (MassDOT) - Electric Vehicle Charging Infrastructure

N. Committee Reports

O. Open Council Comments

P. Adjournment

Notification of Upcoming Meeting Dates

August 11 and 25
September 8 and 22
October 20
November 3 and 24
December 8



Joint Workshop Meeting of the Town Council and School Committee

Meeting Minutes

Meeting Date: Wednesday, June 11, 2025 at 7:07 p.m.

This is an in-person meeting. The Public is invited to attend this meeting in person at the Washington Room, Randolph Town Hall, 41 South Main Street, Randolph, MA 02368.

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

Roll Call – Council Members Present: Chris Alexopoulos, Richard Brewer, James F. Burgess, Jr., Jesse Gordon, Katrina Huff-Larmond, Kevin O’Connell.

Roll Call - School Committee Members Present: Jaime Ackles, Beverly Coles-Roby, Kirby Christian, Ida Gordon, Lisa Millwood and Kevin O’Connell.

Kevin O’Connell is a member of both the Town Council and the School Committee.

Town Attorney Christine Griffin listed the ground rules: 1. The Town Council President will act as the Chair of the joint body, and each Chair will manage matters that affect only their individual boards. 2. Each person can speak for three minutes at a time on a topic, and back and forth engagement is discouraged. 3. The Council Clerk will keep the three minute timer for each speaker and will take minutes. It was noted that the Clerk to the School Committee is also taking minutes.

The Town Council and School Committee agreed to the ground rules set forth.

New Business:

I. MySchoolBucks

1. Chairwoman Millwood - Over the past year, the relationship between the School Finance Department and Town Finance Department has been extremely strained. We are very thankful for this meeting today and the opportunity to come before the Town Council and talk about some of the concerns we have. What we would like to do and propose is improvement on communication on policies and procedures. We have a list of items we are hoping to discuss tonight.
 - a. The first item is regarding MySchoolBucks. The district has to collect thousands of dollars in cash for student fees and the district has been asking for years to establish MySchoolBucks. The time is running out for us to establish this system, train staff and set up families before the start of the next school year. At this time, we understand that another system has been proposed and it's not operationally feasible for our finance department. We are asking the Town Council to set up MySchoolBucks as soon as possible.
 - i. Council President Alexopoulos: Tell us more about MySchoolBucks.

Chairwoman Millwood: MySchoolBucks is an app that allows families to pay fees they have to pay for in the school department. Students are registered for the app through our Family Resource Center. It is seamless, and works seamlessly with power school. We have thousands of families and students that we need to work with so to have apps that integrate together is essential. We can also adjust settings based on grade. It is all seamless and unburdensome. Our families are already acquainted with the system for lunch. It will reduce schools' need to have to sit there and collect cash

- ii. Councillor Brewer: I looked into the app a little bit and see you can use it for paying sports fees, so you can use it for a lot.
Chairwoman Millwood: You can use it for anything. Most school districts in Massachusetts are using MySchoolBucks.
- iii. Councillor Huff-Larmond: I appreciate you talking about what it will reduce and having a more reliable system to allow for more accurate and instant reporting.
- iv. Councillor Gordon: Why does the Town Council have any authority over this and why isn't this decision up to the School Department?
Town Attorney Christine Griffin: Typically, the Town Finance Director sets the financial policies town-wide. Anything that affects any financial activities on the Town side applies to all the departments, including the Schools. The School Department has independent authority over anything within their individual budget but they still have to comply with town-wide policies. In order for the Schools to implement MySchoolBucks, it requires a tremendous amount of work by the financial officers on the Town side. The Town Treasurer is the only person who can open a bank account. The money would have to be reconciled with all the town books on our side of the house. My understanding is that there are different opinions about whether or not this should be implemented. Ultimately, the Town Council directs those of us who are on the Town side.
Councillor Gordon: Under what authority is the School Department using MySchoolBucks for lunch? How has the school department been utilizing the app for lunch fees?
Chairwoman Millwood: That decision was made years ago.
Councillor Gordon: So, under which jurisdiction do you feel this falls: Town or School jurisdiction?
Chairwoman Millwood: This is part of the reason why we are here- to figure out what authority we have.
Superintendent Thea Stovell: We need a bank account setup. We can't open a bank account without the Town's authority.
- v. Councillor Burgess: On the Treasurer side, what account do we have to set up?
Town Attorney Griffin: Unless there is a specific statute stating otherwise, every Town bank account has to be set up by the Town's Treasurer/Collector.
Councillor Burgess: If MySchoolBucks can actually do reporting. Some reports aren't available.
Superintendent Stovell: MySchoolBucks has reporting capabilities. Our families already have to deal with one app so to deal with another app now seems burdensome for our families.
Councillor Burgess: I don't think there is an ability for municipalities to refuse cash.
Chairwoman Millwood: If there is a burden on a family to use MySchoolBucks then we would figure out a solution so that other types of payments can be made.

- vi. Councillor O'Connell: So, no checks?

Superintendent Stovell: We can accept money orders or cash.

Councillor O'Connell: My wife is a school teacher and she brought up a good point. You struggle to get teachers who are willing to deal with cash, versus just relying on the app. I know when my child goes to school I'll want the ability to do things electronically. I think we should support these systems across the board in Town.

Motion: Motion to approve the ability for the Schools to use MySchoolBucks and get it in service by July 1st, made by Councillor O'Connell, seconded by Councillor Gordon.

Town Manager Howard: I'm concerned about the July 1st date. The end of the school year is a very busy time for both the Finance Director and Treasurer/Collector so I'm not sure if the deadline is feasible. There may be many accounts or sub accounts to set up. The district sets up sub bank accounts under the main account so it's easier to track the yearbook money for example.

Chairwoman Millwood: What we're looking to do is to request that the Town, through its Town Council, set up appropriate bank accounts to set up MySchoolBucks.

Council President Alexopoulos: Because it's already in use, it's just expanding on that use.

Town Manager Howard: Correct. How money is tracked, matters.

Council President Alexopoulos: Is there an easier way to clean that verbiage up?

Town Attorney Griffin: I believe that there are two options. I would suggest that the Council choose to either express their support for the implementation of MySchoolBucks generally, or that the Council request or direct Town staff, that is supervised by the Town Council, to do something.

Town Manager Howard: I have no preference. It's not a question of the software per se but the ability of setting up bank accounts and how many are needed. We don't know how many bank accounts are needed right now.

Motion: Motion for the Town Council to direct the Town Manager and Town Accountant/Finance Director to implement "MySchoolBucks," with a target implementation date of July 1, 2025, subject to appropriation and to all requirements of law, made by Councillor O'Connell, seconded by Councillor Gordon.

Roll Call Vote of the Town Council: 6-0-0 (Absent: Clerger, Egan and Thompson)

Motion passes.

II. Original Invoices

- b. Chairwoman Lisa Millwood: At this time, the Town Finance Department is still requiring mailed paper invoices unless they receive confirmation from the vendor that they only issue electronic invoices. The requirement creates an undue burden on vendors. There are over 200 outstanding invoices and more than \$1,000,000 in bills that have not been paid. I do want to acknowledge there is no public comments option on the agenda at this meeting because we have vendors here wanting to express their concern. The School Department is showing a \$28,000 surplus so there is no reason these invoices are not being paid. What I want to make clear is the delay or denial of paying bills is causing the Schools to be denied services: water delivery service is suspended and our teachers do not have boxes to pack up their classrooms. This approach has become burdensome on our vendors and reflects poorly on how Randolph conducts its business. We are requesting an end to requiring paper invoices effective immediately.

- i. Town Manager Howard: I appreciate the spin. A live versus non-live bill has nothing to do with the reason bills are not being paid.

Chairwoman Lisa Millwood: Invoices being rejected are 60 days past due.

Town Manager Howard: You're telling vendors that there is a policy you don't like and that is why they're not being paid. Giving vendors the narrative that we are not paying their bills for that reason is not proper and not right.

Chairwoman Lisa Millwood: It has created a massive burden on the School

Town Manager Howard: I had a conversation with you and Carlos Colley and the Superintendent and you couldn't even tell me what the deficit is.

Chairwoman Lisa Millwood: The School Department received a notice on May 28, 2025 that the School Department is in a deficit and all invoices are going to stop being paid effective immediately. Right now, the School Department and School Committee is requesting there is an antiquated practice required by the Town's Accounting Department that needs to end.

- ii. Councillor Burgess: It's not an accurate statement, which is sad, because we should be paying for our special needs students that need to be transported.

Chairwoman Millwood asked Carlos Colley, Acting Director of the School's Finance Department, for clarification.

Mr. Colley: I don't know who sent what email about electronic invoices. We have received statements from vendors stating they don't mail invoices, they only provide invoices electronically, and we have provided that email to the Town's Accounting Department, and those vendors still will not receive payment.

- iii. Chairwoman Millwood: We have two requests on the table right now. 1. A more streamlined process for processing invoices, and 2. coming up with an overall streamlined process to pay bills and get our end-of-year transfers done. The Town Council had a recent meeting where they were able to make necessary financial transfers for Town Departments and we want a similar, simplified, streamlined process to move funds from grants to the Schools' general fund. We've submitted multiple requests to the Town Accounting Department to do this, which have not been processed, and we want to reduce the amount of paperwork that needs to be submitted. There was a recent Paper Elimination Act, so there is a way for us to do this electronically.

Council President Alexopoulos: The real question here is modernizing. How we do things and reduce the amount of paper being used.

Councillor O'Connell: I'm in agreement with what Lisa said. We need to fix this.

Motion: Councillor Gordon made a motion which states:

Whereas, a payment policy exists requiring vendors to submit paper invoices; and whereas some vendors only use electronic invoicing; now, therefore, the Randolph Town Council instructs the Town Accountant/Finance Director to remove the requirement for paper invoices, and to allow electronic or paper invoices, at the preference of each vendor and contractor, subject to all requirements of law.

The motion was seconded by Councillor Huff-Larmond.

Roll Call Vote of the Town Council: 6-0-0 (Absent: Clerger, Egan, and Thompson)

Motion passes.

- c. Chairwoman Millwood: The current process for moving expenses from the Schools' general fund to grant accounts requires submission of grant paper work, signature pages and invoices. What should take us hours to complete is taking us weeks. The Town Accountant is stating that the Schools are in a \$4.3 million deficit and we are reporting a \$28,000 surplus in our records. We need a more streamlined process. We are telling you that we need help. We hired Carlos Colley to do this, who was the finance director previously, and he states it was an easier process when he was here before. It is more complicated now. We need to work as a more cohesive unit to get vendors paid. Based on our reporting, we believe there will be a surplus this year.

Chairwoman Millwood handed out a printed excel sheet with budget reporting information.

Chairwoman Millwood: We just finished gathering this information today. We were it out on our own.

Town Manager Howard: I'm disappointed I'm getting this document now, at this meeting. The votes the Council took on Monday are not the same. The votes the Council took were simply transfers to move funds from one set of salary accounts to other salary accounts. The state law allows that. Grants are different. Grants have a specific purpose. With grants, the transfer process needs to show that the expenses are qualified to be paid by that grant.

Councillor Huff-Larmond: If the School Department had the same privileges regarding transfers, then we would be in a better state.

Council President Alexopoulos: It's reasonable to be cautious and we are not disputing that at all. The only reasonable thing to do is to compare and contrast the information.

Councillor Gordon: There are a lot of tentacles here. I respectfully acknowledge that all people need to discuss this further at a future meeting. The core of what you're asking for is asking for electronic versus paper.

Councillor Burgess: The Town is being asked to change their year-end policies on how they close out their books.

Chairwoman Millwood: We do have several other items we'd like to bring to the Council's attention. We'd like to request a future Joint Town Council and School Committee meeting and do them quarterly, with the next one in September. Maybe I can draft some of these other concerns and send them to the Council so you can review them ahead of time? We are looking for ways on how we can be productive together.

Councillor O'Connell: Can we make an agreement to have a meeting every three months? It's good that we keep this bridge because communication is important.

Council President Alexopoulos: The more we meet the better it is for everyone.

Adjournment:

Motion to adjourn the School Committee portion of the meeting made by Chairwoman Lisa Millwood, seconded by Jamie Ackles.

All School Committee members present voted in favor to adjourn.

The Joint Workshop of the Town Council and School Committee portion of the meeting is adjourned at 8:20 PM.

The Town Council Meeting session continued.

Executive Session

The Town Council or the School Committee or the Town Council and the School Committee Jointly may vote to go into executive session pursuant to M.G.L. ch. 30A, section 21(a)(3) relative to potential litigation strategy concerning anticipated litigation. M.G.L. ch. 30A, section 21(a)(3) permits a public body to go into executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

The Chair so declared.

The Town Council members present voted unanimously in favor to enter executive session for this purpose.

The Council President announced that the Council would enter the Executive Session and would not be returning to public session after the Executive Session.



Town of **RANDOLPH MA**

Phase 2 - Bank and Fee Review

James H. Low, Jr.
Managing Director

June 11, 2025

Table of Contents

Titles	Page #
Executive Summary	3
Project Overview	4
Summary of Testing Observations	7
Findings – RAH My School Bucks Account	14
Findings – Tech Fees	15
Findings – Instrument Rental Fees	17
Findings – EV Charging Revenue	18
Appendix A: Department interviews	19
Appendix B: Supporting Documentation	20

Executive Summary

The Town of Randolph (the “Town”) engaged CBIZ, Inc. (“CBIZ”) to perform certain procedures related to the 2024 – 2025 school year. The scope included, a review of the RAH My School Bucks Account (the “Account”) opened at the RAH Federal Credit Union – Randolph and the subsequent activity, reconciliation and investigation into tech and instrument rental fees, verification of funds turned over to the Town related to fees and EV charging revenue, and identification of EV Charging revenue. The request for this project came from the Town’s discovery of the ‘My School Bucks’ checking account that the Randolph Public Schools (“School” or “RPS”) Finance Director opened **without proper approval or authorization from the Town**. This account was **not disclosed** and the discovery of it called into question the Schools’ handling of cash.

Our review noted the following:

- Potential **violation of Massachusetts General Law** associated with the opening of the Account,
- Inaccurate, altered or misleading documentation on cash turnover forms specifically around dates of cash collections,
- **Segregation of duties did not exist** associated with the setup and access to the Account,
- **Variances** between fees available for collection, collected, and turned over to the Town,
- Written policies for RPS cash handling do not exist, and
- **Violations of the Town’s cash turnover policy.**

Relating to the variances, our testing noted an **approximate \$30,000 shortfall** from what the Schools may have been entitled to collect in tech fees and what was apparently collected and an **approximate \$2,000 shortfall** from what was recorded as collected for tech fees and what was turned over. It must be noted that our scope did not cover all cash turnovers.

Project Overview

Our procedures were performed over the period of April 7, 2025, through May 25, 2025, with a look back of activity that occurred between June of 2024 and January of 2025. Our scope of services included:

- Obtaining and reviewing existing written policies and procedures
- Conducting walkthrough meetings to understand the current workflow process and identify existing controls, potential control gaps, and areas for additional training
- Documenting the existing internal controls and observations.
- Reviewing for proper segregation of duties
- Reconciliations of bank accounts and fees received
- Investigative testing of fee schedules and School reports

Project Overview, continued

The following steps were deployed in completing the scope of requested services:

- RAH My School Bucks Account:
 - Obtained and reviewed the account statements from opening to closing of the Account;
 - Identified the source of the funds in this account;
 - Reconciled deposits and withdrawals to verify all funds were turned over to the Town; and
 - Identified who had access to the funds in the Account.
- Tech Fees:
 - Documented the process the School followed to identify students who would be required to pay the technology fee;
 - Obtained information on how the families were notified about the fee;
 - Determined how the fees collection was done, including when and where;
 - Verified how collected fees were accounted for;
 - Verified if and how families were assured payment was recorded;
 - Identified where funds were maintained from date of collection to eventual turnover to the Town; and
 - Reconciled tech fees turned over to the Town versus tech fees collected by the School.

Project Overview, continued

- Instrument Rental Fees:
 - Performed the above tech fee test steps on the fees associated with instrument rental fees.
- EV Charging Revenue:
 - Obtained documentation and verify how EV charging revenue was collected;
 - Identified where funds were maintained until turned over to the Town;
 - Verified how and if they were turned over to the Town; and
 - Reperformed and reconciled amount of revenue turned over to the Town versus revenue received by the School.

Our report details these issues over the following pages. **Appendix A** provides a list of those employees interviewed.

Summary of Testing Observations

RAH My School Bucks Account:

- The Account was opened by the School Finance Director, Annya M. Haughton, in July of 2024. The School Finance Director gave herself and Patricia A. Davis, Executive Assistant to the Finance Director, signatory authority to this account.
- We obtained and reviewed the Account's statements from August of 2024 through January of 2025. In our review we noted 6 total deposit were made. The first deposit was \$10 of the School Finance Director's own money as initial funding to open the account. The subsequent deposits were as follows: \$16,920 on 9/19/24, \$34,329 on 9/26/24, \$2,386.91 on 11/15/24, \$1,933.86 on 1/2/25, and \$829.07 on 1/29/25.
- The source of the funds for the \$16,920 and \$34,329 deposits was not identified at the time of deposit. The source of the funds for the \$2,386.91, \$1,933.86, and \$829.07 deposits was recorded as EV Charging revenue received from ChargePoint.

Summary of Testing Observations, continued

RAH My School Bucks Account, continued:

- The deposits of \$16,920 and \$34,329 were withdrawn on 10/23/25 and turned over to the Town, by the School, on the same day with an additional \$21,525 in cash for a total of \$72,774. These funds were noted as tech fees on the turnover form.
- The deposits of \$2,386.91 and \$1,933.86 were withdrawn on 1/16/25 and turned over to the Town, by the School, the same day. The turnover form noted these funds were from the 'Level Up' program and not EV Charging Revenue. Also, funds were noted as collected on 1/16/25, which again is in direct contradiction with bank statements and EV revenue statements.
- The remaining deposit of \$829.07 was obtained by the Town at closure of the Account. The source of the funds for this deposit was EV charging revenue received from ChargePoint.

Summary of Testing Observations, continued

Tech Fees:

- The School follows a 1 to 1 technology policy, meaning every child gets their own digital (educational) device and their own personalized instruction. Per the 'Randolph Public Schools Device Loan Agreement,' parents/guardians of all Kindergarten through 12th grade students are to provide the district with a non-refundable \$50 maintenance technology fee to cover the cost of accidental damage.
- Per the draft 'Device Collections SOP,' it is the IT departments responsibility to provide a device check-in roster to each school with classroom names and a check off box for device, charger, case, and place to indicate cart number and slot. CBIZ observed no evidence of this process. Instead, the School provided its own accounting from each school with the student names and amount collected.
- Families are notified about the fee when they receive a copy of the RPS Laptop Loan Agreement, which needs to be signed by the student and the parent/guardian. The signed agreement is provided to the School with the required payment of the fee. The fee is paid either by cash, money order, or bank check. No personal checks were accepted.

Summary of Testing Observations, continued

Tech Fees, continued:

- In the 2024-2025 school year most of the technology fees were collected at each of the Schools' open houses. The rest of the collected fees were received during the regular school hours with the student providing the fee and agreement to their teacher or the guardian dropping the fee and agreement at the School's main office.
- Fee collections are tracked by each school via an excel spreadsheet. The spreadsheets has the grades, student names, and amounts collected. Spreadsheets noted when fees were waived or reduced for hardship. These spreadsheets are maintained in the office of each of the schools.
- Per conversations with the Interim School Finance Director and documentation obtained, there is no evidence that the families receive any receipt or acknowledgement of tech fees collected by the School.

Summary of Testing Observations, continued

Tech Fees, continued:

- Fees collected are held at the front office of each school until they are provided to the RPS Finance department for turnover to the Town. Per discussions, with previous School Finance Director and current Interim Finance Director, there are no School policies in place around cash collections and storage. Each School has a safe, **but no further details were available from the School around who has access to these safes** and any cash safety protocols in place.
- Per schedules obtained from the School, CBIZ reperformed the tech fees collection calculation and noted total population of amount that **could have been collected was \$117,745. The amount that was collected per these schedules was \$87,745. There is no explanation for this \$30K difference.**
- CBIZ reviewed Town turnover forms and additional information provided by the School and verified that the School turned over a total of \$85,049 in tech fees. **There is a \$2,696 unexplained variance** between the schedules provided by the School of what was collected and how much was turned over to the Town.

Summary of Testing Observations, continued

Instrument Rental Fees:

- When a student enrolls in band, they receive the 'Instrument Distribution' letter, which notes that the student can rent the instrument from a specific vendor (Needham) directly or pay the School a one-time \$50 cash fee and rent from the School. The letter has a hyperlink to the 'Instrument Loan Agreement' for the students looking to rent from the School. This agreement tracks the students name, grade, and school. The cash is collected by the Music department at pick up of the rented instrument.
- Per the instrument fee schedules submitted to the Town on 10/18/24, the School collected a total of \$7,230 in cash. Though the turnover form noted cash was collected on 10/11/24 and 9/11/24, supporting schedules showed cash was collected as far back as June of 2024.
- Our recalculation of the fees collected shows a variance of \$20 (greater) between what was collected and turned over to the Town. The variance is deemed immaterial.

Summary of Testing Observations, continued

EV Charging Revenue:

- In December of 2023, the School received an invoice in the amount of \$24,402.20 to install 4 dual port electric charging stations. After payment of this invoice, the charging stations were installed in the School parking lot.
- Revenue was collected from the vendor ChargePoint starting in August of 2024. Total charging revenue received by the School from August of 2024 through February of 2025 was \$5,743.17.
- CBIZ performed a review of the January 2025 Town turnover sheets and verified that on 1/16/25 \$4,320.77 was turned over to the Town under the description 'Level Up' Program and for 'Building Use.' These funds were not from that program and should have not been for Building Use. These funds were revenue from EV charging.
- CBIZ confirmed the remaining \$1,423 in charging revenue was received by the Town.

Findings - RAH My School Bucks Account

- Massachusetts General Laws (M.G.L.) specifically authorize municipal treasurers or collectors to enter into agreements with financial institutions for banking services, at M.G.L. Chapter 44 §53F. Per the above, Annya M. Haughton, School Finance Director, appears to have opened an unauthorized account at the RAH Credit Union for the Town of Randolph with the opening of the ‘Town of Randolph Student Activity – My School Bucks’ account.
- On July 29, 2024, the School Finance Director submitted a letter (please refer to **Appendix B**) to RAH Credit Union on her own behalf stating she had the authorization to open a new business checking account for the RPS and that she should be an authorized signor on the account. Per the above law the Finance Director would not have the authority to open this account. Additionally, there is no evidence that she had the authorization or authority to add herself as an authorized signer to any bank account.
- This account was never disclosed to the Town for tracking in the general ledger. This account would be covered under public record and would need to be disclosed to the Town and the public if a request for information was ever made. In addition, the existence of this account was not disclosed to CBIZ during the execution of our initial review of the Schools cash handling protocols (CBIZ report “Review of the Cash Turnover Process for the Randolph Public School District” dated April 4, 2025).

Findings – Tech Fees

- Per our testing, an approximate \$30 thousand variance was found between what could have been collected and what was collected. There is no discernable explanation for this difference. We were unable to determine if any of these funds, noted as the variance, were collected. What we were able to determine was that the process around collection and follow up regarding tech fees needs improvement. In addition, there are no cash handling policies in place at the School where accountability can be assigned. Finally, the collection records are not well maintained to allow for verification of the accuracy and completeness of actual collections from the students.
- The School submitted a total of \$85,049 in tech fees spread out through 11 turnover forms. Testing performed on these turnover forms and supporting documentation noted:
 - 7 of the 11 turnover forms did not have detailed student breakdowns included when the forms were submitted to the Town. This is a violation of Town turnover policy as detailed records are expected to verify source of funds; and
 - None of the dates on the receipts submitted to the Town agreed to the dates of the actual cash collections from the students. (Please reference to **Appendix B** for an example).

Findings – Tech Fees, continued

- Further testing performed on the \$72,774 turned over to the Town, on 10/23/24, showed evidence of the School apparently misrepresenting collection dates on receipts turned over to the Town. Specifically, the testing shows the School created new receipts for the turnover forms and did not use the actual cash collection receipts.
- CBIZ noted that cash turnover of tech fees was not done timely, which is in violation of the Town's turnover policy.
- Testing performed noted an unexplained variance of \$2,696 between what was collected per the School's records (\$87K) and what was submitted to the Town (\$85K). Per discussion with the Interim School Finance Director, the amount turned over to the Town was the amount submitted to the Schools Finance Department.

Findings – Instrument Rental Fees

- Testing performed showed an immaterial variance (\$20) between what was collected and what was turned over to the Town.
- Testing performed showed that cash collected was not timely turned over to the Town for deposit. The schedules provided for the instruments fee collections shows cash collected as far back as June of 2024, but cash was not turned over until October of 2024. This practice is a violation of the Town's turnover policy (please refer to **Appendix B**).
- In addition to the lack of timely turnover, the amount of cash turned over on 10/18/24 was \$7,230, this amount is also in violation of the Town's turnover policy as it should not exceed \$1k cash & checks or \$100 for cash alone.

Findings – EV Charging Revenue

- EV Charging revenue was not accurately turned over to the Town but initially deposited into the RAH Credit Union account.
- When funds were turned over to the Town they were disclosed as ‘Level Up’ for deposit into the Building Account. The proper disclosure would call for these funds to be deposited into General Funds Account per State requirements.
- The incorrectly identified turnover form also did not provide detailed support or accurately show when the revenue was received from ChargePoint by the School (please refer to **Appendix B**).

Appendix A – Department Interviews

Name	Title
Janine Smith	Director of Finance/Town Accountant
Ellie Perez-Baczkowski	Town Treasurer/Collector
Dr. Thea Stovell	Superintendent
Dr Carlos Colley	Interim School Finance Director
Annya Haughton	School Finance Director

Appendix B – Supporting Documentation

On July 29, 2024, the School Finance Director submitted a letter to RAH Credit Union on her own behalf stating she had the authorization to open a new business checking account for the RPS and that she should be an authorized signor on the account.

RPS District CORE Values: We C.A.R.E.
Continuous Reflection and Improvement • Academic Excellence and Innovation • Respectful and Responsible Relationships • Engaged and Equitable Community

**Randolph Public
Schools**
"Building Tomorrow, Today"



Finance Department
Annya Haughton-Washburn
Interim Director of Finance

40 Highland Avenue
Randolph, MA 02368
(781) 961.6207
(781) 961.6290 Fax
Website: www.randolph.k12.ma.us

Ms. Theo R. Stovell, Superintendent of Schools

Ms. Robyn Bates, Finance Coordinator
Ms. Patti Davis, Executive Assistant to the Finance Department

9521.0

July 29, 2024

RAH Federal Credit Union
45 Diauto Drive
Randolph, MA.

RE: Student Activities MySchoolBucks

To Whom It May Concern,

Please be advised that Annya Haughton employed as the Director of Finance for the Randolph Public Schools is authorized to open a new business checking account for the Randolph Public School District..

Type of Account: Ordinary Business Checking
In the name of: Student Activity- MySchoolBucks

Annya Haughton should be an authorized signer as well as Patricia Davis.

If you have any questions of concerns please reach out.

Thank you


Annya Haughton
Director of Finance & Operations



Appendix B – Supporting Documentation

The schedules provided for the instruments fee collections shows cash collected as far back as June of 2024, but cash was not turned over until October of 2024. This practice is a violation of the Town's turnover policy.

The attached receipt is dated 9/11/2024, however the cash was being collected starting in June of 2024 and not turned over until 10/16/2024.

Music Instrument Fee 2024

Times	Student Name	Student Name	Stud Student S Parent Name	Parent Phone N Parent Email	Student Email	Instrument	Serial Num	There is a \$50 cash only no	Payment/Loss	Payment Amc
6/24/24						back clarinet	71875	6/24/24	\$50	
6/20/24						euphonium	131814	6/24/24	\$50	
6/15/24						flute	1305174	6/24/24	\$50	
6/10/24						horn	553815	6/24/24	\$50	
6/12/24						baritone horn	3411	6/25/24	\$50	
6/24/24						bass clarinet	8399	6/25/24	\$50	
8/17/24						bass clarinet	8182	8/28/24	\$50	
6/25/24						clarinet	20050130	6/25/24	\$50	
6/24/24						percussion		6/25/24	\$50	
08/27/24						baritone saxophone	EC30073	08/27/24	\$50	
						bass clarinet	86128	6/27/24	\$50	
6/27/24						euphonium	305932	6/27/24	\$50	
8/27/24						flute	122070	8/17/24	\$50	
6/27/24						flute	122068	6/27/24	\$50	
						tenor saxophone	55121	6/27/24	\$50	
8/18/24						baritone saxophone	1102067	8/17/24	\$50	
8/1/24						baritone saxophone	1102067	8/1/24	\$50	
7/24/24						clarinet	80063 New	8/1/24	\$50	
7/10/24						clarinet	90594	8/1/24	\$50	
6/25/24						clarinet	581475	8/1/24	\$50	
7/24/24						flute	9464	8/1/24	\$50	
6/23/24						flute	25750	8/1/24	\$50	
8/1/24						percussion		8/1/24	\$50	
6/20/24						trumpet	704896	8/1/24	\$50	
8/23/24						trumpet	561858	8/1/24	\$50	
8/17/24						alto saxophone	702100	8/22	\$50	
8/20/24						alto saxophone	16788311	8/22	\$50	
8/15/24						baritone saxophone	1102067	8/22	\$50	
8/20/24						bass clarinet	83731	8/22	\$50	
8/22/24						clarinet	220402	8/22	\$50	
8/22/24						clarinet	7111229	8/22	\$50	
8/15/24						clarinet	702911	8/22	\$50	
8/16/24						clarinet	702860	8/22	\$50	
8/20/24						flute	6138891	8/22	\$50	
8/20/24						flute	2648	8/22	\$50	
8/23/24						flute	319537	8/22	\$50	
8/15/24						flute	122067	8/22	\$50	
8/20/24						flute	404715	8/22	\$50	
8/17/24						flute	676847	8/22/24	\$50	
8/20/24						flute	94284	8/22	\$50	
8/20/24						percussion		8/22	\$50	
7/30/24						percussion		8/22	\$50	
8/18/24						percussion		8/22	\$50	
8/13/24						percussion		0/22	\$50	
8/20/24						percussion		8/22	\$50	
8/15/24						percussion		8/22	\$50	
8/20/24						percussion		8/22	\$50	

Times	Student Name	Student Name	Stud Student S Parent Name	Parent Phone N Parent Email	Student Email	Instrument	Serial Num	There is a \$50 cash only no	Payment/Loss	Payment Amc
8/21/24						trumpet	70105			0
						trumpet	3301			
						trumpet	702082			
						trumpet	3376			

\$3820 9/11/24

RECEIPT		No. 505618	
DATE <u>9/11/2024</u>			
FROM <u>Tracy D. Inst. Dist.</u>		TO <u>\$3820</u>	
FOR <u>three thousand eight hundred</u>		DOLLARS	
FOR <u>Instrument Rentals</u>		all grades	
ACCT.	<input checked="" type="radio"/> CASH	FROM	TO
PAID	<input type="radio"/> CHECK	BY	
DUE	<input type="radio"/> MONEY ORDER		
	<input type="radio"/> CREDIT CARD		



Thank You



Town of **RANDOLPH MA**

Review of the Cash Turnover Process for the Randolph Public School District

James H. Low, Jr.
Managing Director

April 4, 2025

Table of Contents

Titles	Page #
Project Overview	3
Executive Summary	4
Findings & Recommendations: Unplanned Cash Delivery	7
Findings & Recommendations: Lack of Access to Electronic Payment Options	8
Findings & Recommendations: Lack of Fee/Collections Transparency	9
Findings & Recommendations: Lack of Physical Safety and Security at Town Building where Cash is Received	10
Appendix A: Department interviews	11
Appendix B: Risk Rating Chart	12

Project Overview

The Town of Randolph (the “Town”) engaged CBIZ, Inc. (“CBIZ”) to perform internal audit services over the cash turnover process between the Town and the Public School District (the “School”). The objectives included (i) understanding the current turnover process, (ii) performing a gap analysis, and (iii) developing recommendations for improvement. Our internal audit procedures were performed over the period of January 12, 2025, through January 31, 2025, with a look back of activity that occurred between June and October 2024. Specific procedures included:

- Obtaining and reviewing existing written policies and procedures.
- Conducting walkthrough meetings to understand the current workflow process and identify existing controls, potential control gaps, and areas for additional training.
- Documenting the existing internal controls and observations.
- Reviewing for proper segregation of duties.

Executive Summary

The School follows a 1 to 1 technology policy, meaning every child gets their own digital (educational) device and their own personalized instruction. For the 2024 (fiscal year 25) school year, fees for the digital devices (“Tech fee”) were to be collected from each family either via cash or bank check (no personal checks were to be accepted). Families were notified and these collections were made in October 2024.

On October 23, 2024, two School finance representatives brought a backpack containing approximately \$80,000 in cash and checks (henceforth “cash”) to the Town’s Treasurer/Collectors office. The amount of cash presented was in violation of the Town’s turnover policy which states that Departments are to prepare a turnover and deliver it to the Treasure/Collector’s office at least weekly or when total cash & checks exceed \$1,000 or cash alone exceeds \$100.

The Town and School are commencing communication efforts to address aspects of this report.

Executive Summary - continued

Per our review, we noted the following as root causes for the event described above. These are significant process weaknesses that if left unattended, can either lead to future cash handling concerns or potential errors/ fraud:

- **Unplanned cash delivery** – The School did not take action to alert the Town of:
 - The likelihood of a large sums of cash being collected
 - The planned delivery of the approximate \$80,000 that had been collected
 - Consideration for involving the Town's police to aid in the delivery of the large sum of cash
- **No consideration of electronic payment options** – The Tech fee is a reoccurring annual fee that all families are required to pay. The inability of these fees to be paid online.

Executive Summary - continued

In addition, we noted the following issues associated with the collection and delivery of cash to the Town:

- Lack of fee/collections transparency – There is lack of transparency on the part of the School to the Town of who cash is collected from, how cash is handled, what different fees are or may be collected.
- Lack of physical safety and security – The Town's Treasury Office collects cash daily. The office is a public space, but the location is not equipped with video cameras or panic buttons to alert the Police in the event of an emergency.

It is also noted that within a few days of the cash turnover, the Town's Treasurer/Collector contacted the School to have the individual schools bring future funds and turnovers directly to the Treasurer/Collector's office to eliminate the unnecessary movement of monies within the school system. There has been no acknowledgment of this being accepted for future cash events.

Our report addresses these issues over the following pages. **Appendix A** provides a list of those employees interviewed and **Appendix B** provide insight into the risk rating methods applied to each issue which follows.

Findings & Recommendations

Unplanned Cash Delivery – Risk Rating High

Issue:

The Town has a policy in place over cash and equivalents turnover and the policy is shared with the School. The Town Treasurer/Collector sends out reminders of the turnover over policy. This policy has set requirements around the frequency and amount of cash, and equivalents, that can be turned over to the Town. The Town was unaware that a large sum of cash was being collected by the School which was subsequently turned over for deposit. The amount of cash turned over to the Town violated the dollar thresholds and frequency of deposits set by the policy and was delivered in an unsecured backpack. The police department was not contacted to evaluate options for this type of large-sum cash delivery.

Risk:

A lack of communication regarding expected policy violations increases the risk of loss, theft or fraud regarding cash handling and transfer. In addition, utilizing unsecured cash transmittal methods also increases these risks.

Recommendation:

The School should communicate with the Town when the School has a large sum of cash to be delivered. The Town currently coordinates with the Police Department to protect cash movements to the bank and the School should work to determine if this could also be done between the School and the Town offices. Other common practices for cash movement between locations call for locked transport bags or sealed bank security bags. The senders courier would not have keys to the transport bags; only a designated persons would would have keys. . Finally, a periodic meeting with the Treasury Office and the School finance personnel would ensure open channels of communication where future cash events may be discussed and coordinated.

Findings & Recommendations - continued

Section E, Item 1.

Lack of Access to Electronic Payment Options – Risk Rating High

Issue:

The Town and School did not have an electronic payment option in place for the technology fee. On July 1, 2024, the School notified parents and families of the \$50 technology fee that cash or bank check would be needed to cover this fee. The collections took place in October 2024. Consideration of the amount of cash that would likely be collected and that the collection event would violate the cash handling policy did not result in two-way communication between the School and Town.

Risk:

Not considering options or planning for known events can lead to policy violations, process inefficiencies and increase, in the case of cash transfer, opportunities for loss, theft or fraud.

Recommendation:

The school should meet with the Treasurer/Collector to discuss online payment options. The Town and School should work together to reach a conclusion on what online payment option to use and how to track remittance of what families have provided the payment.

Findings & Recommendations - continued

Section E, Item 1.

Lack of Fee/Collections Transparency – Risk Rating High

Issue:

The Town reported that it was unaware of the methods the School was going to use for the technology fee cash collection, including the means of reconciliation of families to payments received. In addition, the School does not currently have a cash collection policy, or associated procedures, in place to address cash collection and handling (including safeguarding of cash on School premises).

Risk:

A lack of transparency into the cash collection processes between the Town and School can lead to confusion and inefficiencies, uncertainty as to accuracy, and is susceptible to fraud.

Recommendation:

The School should move to standardize and document a fee/cash collection policy and procedures that includes how they safeguard the cash. The School should create a list of employees that are authorized to collect and handle cash at each of the schools. These policies and procedures would be provided to the Town for review and discussion to arrive at consensus. To confirm understanding of the policy the Town should have all applicable employees sign an attestation indicating they have read the policies and procedures and understand their responsibilities. Additionally, the School should provide fee collection breakdowns/reconciliations to the Town for transparency. When cash is turned over, the School should provide a copy of the turnover sheet that demonstrates the sources of the funds and accuracy.

Lack of Physical Safety and Security at Town Building where Cash is Received – Risk Rating High

Issue:

Randolph Town Hall lacks baseline safety and security controls/considerations. For example, the Treasury Office, which is a public space handling cash at times, does not have cameras or a panic button.

Risk:

Without proper security, employees concerns over safety are escalated and in the event of an incident or robbery, actions taken to remediate may be delayed or hampered.

Recommendation:

The Town should consider the following physical security enhancements: Install CCTV cameras in key areas to monitor and record activities; Implement alarm systems that alert authorities in case of unauthorized access or emergencies; and Control access to the building with locked doors, security personnel, and visitor logs. In addition to physical security enhancements, the Town should consider the following employee training and policies; Control access to the building with locked doors, security personnel, and visitor logs; and establish and enforce clear policies regarding cash handling and security procedures.

Appendix A – Department Interviews

Name	Title
Janine Smith	Director of Finance/Town Accountant
Ellie Perez-Baczkowski	Town Treasurer/Collector
Chloe Madden	Town Assistant Treasurer/Collector
Annya Haughton	School Finance Director
Dr. Thea Stovell	Superintendent
Anthony Marag	Police Chief

Appendix B: Risk Rating Chart

Risk Level	Risk Rating
High	<p>Issue represents a control weakness which could have, or is having, a significant adverse effect on the ability to achieve process objectives.</p> <p>Requires prompt management action.</p>
Moderate	<p>Issue represents a control weakness which could have, or is having, an adverse effect on the ability to achieve process objectives.</p> <p>Requires short-term management action.</p>
Low	<p>Issue represents a minor control weakness, with minimal but reportable impact on the ability to achieve process objectives.</p> <p>Requires management action within a reasonable and defined time-period.</p>



Thank You

Council Order: 2025-057**Introduced By: Town Manager Brian Howard
July 14, 2025****FY25 Randolph Community Preservation Projects**

To see if the Town Council will vote to appropriate the projects recommended by the Community Preservation Committee for the amounts shown below and from the reserves identified:

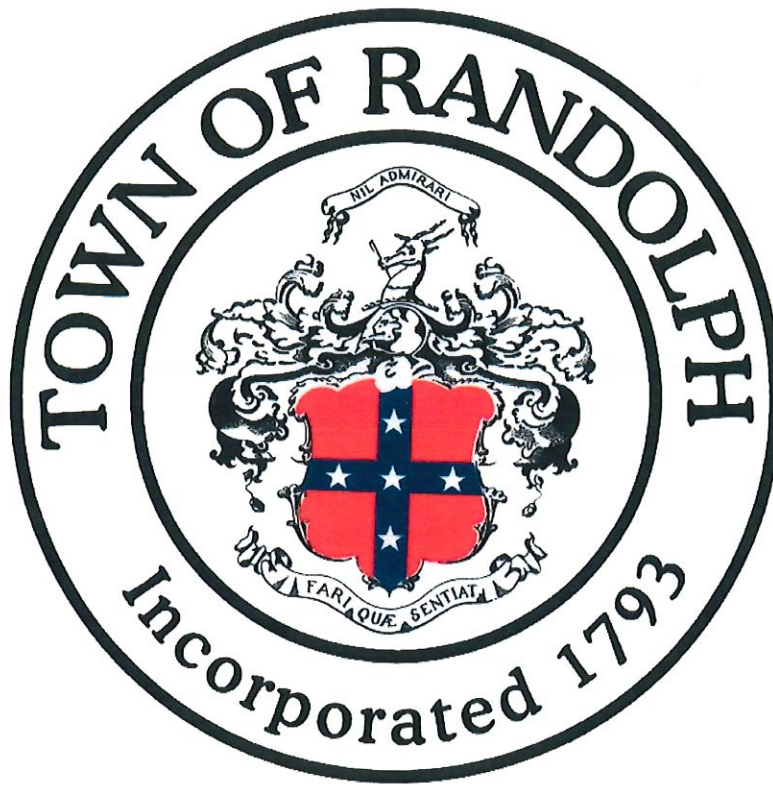
Project	Amount	Reserve
Housing Coordinator	\$ 62,268.00	Housing
Steston Hall Interior Painting	\$ 40,000.00	Historic

Town of Randolph

Report to the Town Council

FY 2026 Randolph Community Preservation Committee

July 14, 2025



Town of Randolph FY 2026 CPC Report to the Town Council

Table of Contents

CPA Report

- I. Overview of CPA
- II. Summary of CPA in Randolph
- III. Activities of Community Preservation Committee
- IV. Applications Received
 - A. Housing Coordinator- \$62,268
 - B. Stetson Hall Interior Painting- \$40,000
- V. Financial Overview
- VI. Forward Looking Statement

I. Overview of CPA

The Community Preservation Act (hereafter referred to as “CPA”), M.G.L. c. 44B, allows Massachusetts cities and towns to raise monies through a surcharge of up to 3% of the real estate tax levy on real property. In November 2004, Town Meeting voted a 2% annual real estate levy against real property. This was ratified at the Annual Town Election held on April 5, 2005. Town Meeting did accept two exemptions from this surcharge as permitted by law: an exemption of \$100,000 of the value of each taxable parcel of residential real property and an exemption for low income. Exemptions for low-income applications are available in the Assessor’s Office.

These CPA funds are to be used for four core purposes: to acquire, create and preserve open space; to acquire, rehabilitate, restore and preserve historic resources; to create, preserve and support community housing; and to acquire, preserve and utilize land for recreational use. The Act also provides significant State matching funds.

A minimum of 10% of the annual revenues of the fund must be appropriated for each of the three core community concerns. The remaining 70% can be allocated for any combination of the allowed uses, or for land for recreational use.

Property taxes traditionally fund the day-to-day operating needs of safety, health, schools, roads, maintenance, and more. Until the CPA, there was no steady funding source for preserving and improving a community’s infrastructure. The Community Preservation Act gives a community the funds needed to control its future.

II. Summary of CPA in Randolph

Randolph’s fiscal year 2026 CPA revenue of approximately \$1,216,869 is expected to be matched by the State in November 2025 at 15%.

Consistent with the terms of the CPA and with the Community Preservation Committee (hereafter referred to as “CPC”) bylaw adopted at the November 2004 Town Meeting, the Randolph Community Preservation Committee was appointed in July 2005 to administer the CPA.

Randolph Community Preservation Committee
(as of May 1, 2025)

- Housing Authority Member.....Ronald Lum, Chairman
- Recreation Committee Member.....Vacant
- Town Council Member.....Kevin O’Connell
- Community Member-Business.....Bruce Fleischmann
- Community Member- Resident.....Thomas Fisher
- Community Member- Resident.....Marcell Robateau
- Conservation Commission Member.....Vacant
- Historical Commission Member.....Mary West
- Planning Board Member.....Alexandra Alexopoulos

III. Activities of the Community Preservation Committee and Town Council

The Community Preservation Committee met two times this fiscal year to discuss Randolph’s CPA plan, accept proposals, study the proposals, seek additional information, deliberate, and make the recommendations included in this document.

The CPA Statute and the DOR Guidelines dictate that Town Council may only appropriate funds for a project pursuant to a recommendation of the CPC. The Statute and DOR Guidelines make clear that Town Council cannot approve an appropriation for a project on its own initiative. Consequently, the Statute and Guidelines dictate that Town Council cannot alter the scope of a project recommended by the CPC, as doing so would result in approval of a project that is different from that recommended by the Committee.

IV. Applications Accepted by the Committee

Table 1 Applications Accepted

<i>Applicant Name</i>	<i>Project Type</i>	<i>Project Cost</i>	<i>Purpose</i>
Town Planner	Housing Coordinator	\$62,268	Housing
Historic Commission Chaiman	Stetson Hall Interior Painting	\$40,000	Historic

Table 2 2026 CPA Expenditures Approved by Category/Type

Housing	
Housing Coordinator	\$62,268
Historic	
Stetson Hall Interior Painting	\$40,000
Administrative	
FY2026 Administrative Costs	\$69,970
Payments	
Bond Payment	\$35,106

A. Housing Coordinator (\$62, 268- Housing)

This project will cover the salary of a Housing Coordinator who will oversee all aspects of affordable housing requirements (except those of the Randolph Housing Authority) including: Administration of Local Initiative Program (LIP) and Local Action Unit (LAU), Affirmative Fair Housing Marketing Plan (AFHMP), resident selection and lotteries, including preparing closing documents as required. Monitoring LIP, 40B, HOME and locally restricted rental and ownership units as required including processing owner self-certifications, monitoring resales and other transactions, and reviewing and approving rent increase requests and interfacing with subsidizing and monitoring agents. Administration of local programs, including: Rental Assistance Programs, Small Grant Programs, HOME and others as they become available. Maintaining the Subsidized Housing Inventory (SHI) including adding new units. Supporting Town boards and committees and local housing strategies, including assisting with a Housing Production Plan (HPP). Serving as a resource for current and future residents of affordable housing, assisting with queries and promoting affirmative fair housing marketing plans; developing housing related public educational programs, events, and resource guides. Participation in statewide affordable housing initiatives. Develop relationships with local developers, realtors, service providers, lenders, and community-, regional-, and state-based housing agencies including but not limited to the Executive Office of Housing and Livable Communities and MassHousing. Respond to inquiries regarding development of affordable housing and related municipal services.

Committee’s Comments:

Whereas one of the Community Preservation Act’s Core purposes is to support and contribute to providing 10% affordable housing, the abovementioned responsibilities are not currently assigned to any member of Randolph’s municipal staff and require knowledge and experience with affordable housing programs (local, state, and federal), permitting, regulations and legislation, including M.G.L. Chapter 40B, HOME, Fair Housing laws and practices, resident selection and eligibility determination, subsidized housing inventory practices, condominium structures and local options for housing creation and the CPC had previously felt it important to fund a position to oversee the Town’s affordable housing, the CPC feels this project meets the guidelines of the CPA, and therefore supports the funding of this project.

B. Stetson Hall Interior Painting (\$40,000- Historic)

This project is to repair and repaint the first-floor hallway and stairways, and the second-floor great hall and balcony at Stetson Hall, including walls, doors, and all wood trims. The project

will use the historic colors previously approved for use by the Mass. Historical Commission. The Trustees have addressed some of the areas in a piecemeal fashion in recent years as funding and circumstances have allowed, but have seen the need to refresh the interior spaces as a necessary step in the reopening of Stetson Hall for business offices and possible future use of the great hall for community, business, and occasional private functions.

Committee's Comments:

Whereas one of the Community Preservation Act's core purposes is to preserve history and this project continues the work of previously approved restoration projects at Stetson Hall and the CPC feels this is a great use of CPA funding and a worthwhile project that will help preserve this historic building, the CPC feels this project meets the guidelines of the CPA, and therefore supports the funding of this project.

Bond Payment

(\$35,106)

The Finance Director has determined a bond payment of \$35,106 this year. After the payment is made the remaining debt will be \$258,053; Powers Farm Phases I and II and the Grove Street Trail project with scheduled payoffs in 13-years.

Committee's Comments:

Whereas the Committee must pay the obligated amount on any CPC related bonding, and the Finance Director has determined the payment, the committee recommends this year's bond payment of \$35,106.

V. Randolph CPC Financial Overview

See attached FY2026 recommendation spreadsheet.

VI. Acknowledgements

The Community Preservation Committee appreciates the extremely hard work this year's applicants devoted to their applications, answering CPC members' questions, and the support the Committee has received from every department in Town; specifically, the Finance Director, Town Clerk/Registrar's Office, Town Planner, Historical Commission, Town Counsel and Town Manager.

FY 2026 Community Preservation Committee Recommendations

	Received	2026 Appropriation	Section F, Item1.
001 CPA General Fund Account			
FY24 local receipts	\$1,202,556		
FY26 estimated abatements/exemptions	-\$15,367		
2.5% Tax	\$29,680		
State Match	\$182,530		
To Community Housing Account		\$139,940	
To Open Space/Rec. Account		\$139,940	
To Historic Preservation Account		\$139,940	
To Budgeted Reserve Account		\$874,503	
To Administrative Account		\$69,970	
To FY 26 Bond Payment		\$35,106	
		\$1,399,399	
Total Estimated Revenues for FY 2026	\$1,399,399		
002 Community Housing Account			
FY25 Balance	\$528,963		
Community Housing account 10% Set Aside	\$139,940		
Total Account Balance	\$668,903		
To: Town- Housing Coordinator		-\$62,268	
Balance after 2026 appropriations			\$606,635
003 Open Space and Recreation Account			
FY25 Balance	\$222,055		
Open Space & Recreation account 10% Set Aside	\$139,940		
Total Account Balance	\$361,995		
Balance after 2026 appropriations			\$361,995
004 Historic Preservation Account			
FY25 Balance	\$276,140		
Historic Preservation account 10% Set Aside	\$139,940		
Total Account Balance	\$416,080		
To Stetson Trustees-Stetson Hall Interior Painting		-\$40,000	
Balance after 2026 appropriations			\$376,080
005 Administrative Account			
CPA Admin Account from 5% of FY26 CPA Estimated Revenue	\$69,970		
Balance after 2026 appropriations			\$0
006 CPA Budgeted Reserve Account			
Budgeted Reserve account from FY26 Estimated Reserves	\$874,503		
Total Account Balance	\$874,503		
Balance after 2026 appropriations			\$874,503
Total CPA Estimated Accounts Balance**			\$2,219,213
Outstanding Debt- \$258,053			

**The Admin. Acct. remaining balance gets turned back into the CPA Undesignated Fund Balance at the end of the Fiscal Year.

CPA Fund Financial Update

FY25

Janine Smith
Director of Municipal Finance

FY26 Estimated Revenues

Estimated Revenues:

Gross Surcharge for FY24	\$ 1,202,556
Estimated abatements/exemptions	\$ (15,367)
2.5% Tax Increase	\$ 29,680
Estimated Surcharge for FY25	\$ 1,216,869
Estimated State Match (15%)	\$ 182,530
Total Estimated FY26 Revenue	\$ 1,399,399

Appropriations & Set Asides

Appropriations & Set Asides:

5% Administrative Budget	\$	69,970
10% Open Space Reserve	\$	139,940
10% Historic Preservation Reserve	\$	139,940
10% Affordable Housing Reserve	\$	139,940

FY26 Debt Obligations:

Amount

9/27/18 Powers Farm	\$	7,788
9/27/18 Powers Farm II	\$	14,569
9/27/18 Grove Street Trail	\$	12,750
	\$	35,106

Budgeted Reserve \$ 874,503

Total Appropriations & Set Asides \$ 1,399,399

Additional Debt Information

FY26 Debt Obligations:

	<i>Amount</i>
9/27/18 Powers Farm	\$ 7,788
9/27/18 Powers Farm II	\$ 14,569
9/27/18 Grove Street Trail	\$ 12,750
	<u>\$ 35,106</u>

<i>Outstanding after FY26 Payment</i>	<i>Last Payment Date</i>
\$ 80,644	9/15/2038
\$ 121,159	9/15/2038
\$ 56,250	9/15/2030
<u>\$ 258,053</u>	

Available Funding Sources

Required Reserves:

Reserve	FY24 6/30/24	FY25 Set Aside	FY25 Appropriations	Current Balance	FY26 Set Aside	Available for Projects
Community Housing	\$ 390,636	\$ 138,327	\$ -	\$ 528,963	\$ 139,940	\$ 668,903
Open Space	\$ 83,728	\$ 138,327	\$ -	\$ 222,055	\$ 139,940	\$ 361,995
Historic	\$ 227,813	\$ 138,327	\$ 90,000	\$ 276,140	\$ 139,940	\$ 416,080
FY25 Approved Projects						
Open Space: No Projects				Housing: No Projects		
				Historic:		
				Vital Records & Historic Documents	\$	75,000
				Oakland Cemetery Gravestone Restoration	\$	15,000

Available Fund Sources

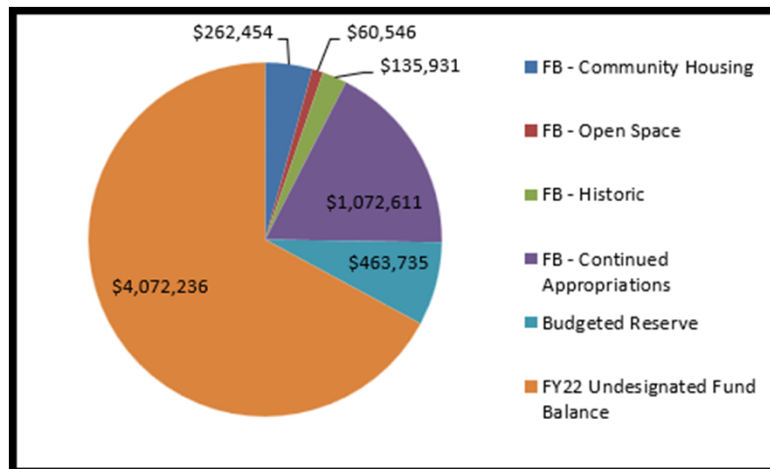
FY26 Budgeted Reserve	\$874,503
Undesignated Fund Balance	\$3,915,673

The budgeted reserve may be used any time during the fiscal year for any legal Community Preservation purpose. (July 1- June 30th)

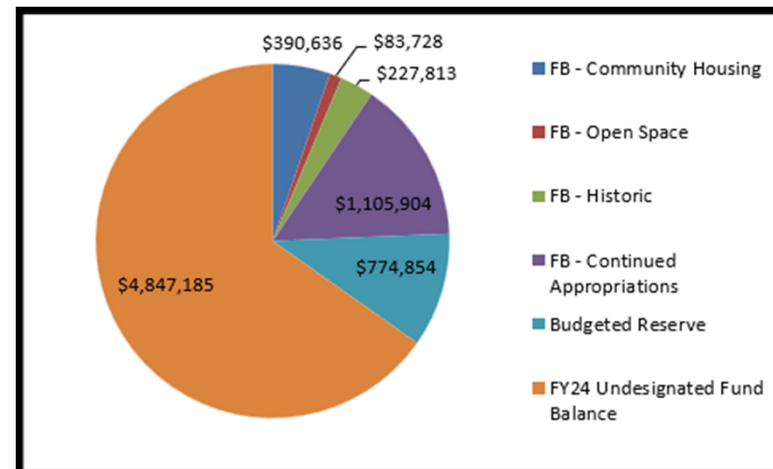
The undesignated fund balance may also be used after the Department of Revenue has reviewed the balance sheets from the prior year. This is done after the close of each fiscal year.

Fund Balance

FY23



FY24



Open Projects

Bylaw Archiving	\$ 3,299	2023 Historic Prop Survey	\$ 36,300
Stetson Hall Entrance	\$ 12,957	391 South St. Purchase **	\$ 4,245
Records Preservation	\$ 6,363	Interperive Wayside markers **	\$ 3,588
Park N. Randolph**	\$ 20,000	Playground Upgrades	\$ 2,795
Town Hall Rehab	\$ 162,895	Powers Farm Pond Hydro-raking **	\$ 2,000
Historic Lighting **	\$ 3,410	Fin, Fur & Feather	\$ 16,363
Reservoir Walk**	\$ 8,500	Forestry Preservation**	\$ 4,000
Noroway Pond Restoration**	\$ 46,400	RICC Pickleball	\$ 8,367
War Memorials Lighting **	\$ 7,090	Open Space Preservation Plan	\$ 46,795
Belcher Park Pond Restoration**	\$ 2,413	Archival Storage Items**	\$ 1,113
Rope Course Belcher Park	\$ 11,943	Glovers Brook Rehab**	\$ 3,178
DJ Simmonds Playground**	\$ 3,899	Dog Park Improvements**	\$ 17,750
Young Tennis Court Replacement**	\$ 140,000	Pickleball Courts Area	\$ 105,000
Belcher House ADA Rehab	\$ 161,000	Shared Housing Services	\$ 3,925
Stetson Hall Insulation	\$ 20,000	Luddington Park II	\$ 19,761
Stetson Roof & Wood	\$ 63,384	Girl Scout House Rehab	\$ 17,000
Stetson Hall HVAC Reno	\$ 69,937	Open Space & Rec Plan	\$ 15,000
Stetson Hall Gutter Install	\$ 40,000	Vital & Historic Records Preserve	\$ 75,000
Bicycle Master Plan **	\$ 40,465	Oakland Cemetery Restoration	\$ 15,000
		Signage	\$ 2,020
Total Project Balances		\$ 1,223,154	
** Indicates projects that have had NO activity in FY19, FY20, FY21, FY22, FY23, FY24 or to date in FY25.			



REJOIN THE CONVERSATION THIS SUMMER!

Hear better. Feel closer. Celebrate louder.

Are you struggling to hear loved ones? Missing out on the joy of conversation and connection. Call today for your free hearing consultation* to help you get back to what matters most.

Here's what to expect at your appointment:

- 1

Free Video Otoscope Exam*

In order to determine if it's hearing loss or just earwax causing your issues.
- 2

Free Comprehensive Hearing Consultation*

We'll test your range of hearing and overall auditory health.
- 3

Free In-Office Demonstrations

If you could benefit from hearing aids, try out our latest technology.
- 4

Free \$20 Target or Walmart Gift Card!*

Upon completion of your hearing evaluation and otoscope exam.



Call **(617) 272-2563** Today
Schedule your **FREE Hearing Consultation***
and let's make this summer one to remember.

FREE GIFT CARD**

\$20

Walmart or Target Gift Card

After your FREE Hearing Evaluation*

**This gift card is an eGift Card. Once you complete your hearing evaluation, you will receive your eGift Card via email from our third-party supplier. Limit one eGift Card per customer. Must be 18 or older. Must not have been tested or made a purchase in the last 6 months. Value not redeemable for cash. Cannot be combined with other promotions. Some restrictions apply. See store for details. Hearing evaluation must be performed. Valid at participating Miracle-Ear locations only. Offer expires 07/31/2025.

LIMITED TIME OFFER

The MESELECT™ is only

\$595

Save on a Custom Hearing Aid!

Offer valid on one entry level, MESELECT™ hearing model only, at participating Miracle-Ear locations. MESELECT™ comes with a 1-year limited warranty. Limit one request per person at promotional price. Not valid with any other discounts or offers. See store for details. Offer expires 07/31/2025.



Flexible Financing Available
Most Insurance Plans Accepted

*Hearing evaluations are always free. Hearing evaluation is an audiometric evaluation to determine proper amplification needs only. These are not medical exams or diagnoses.

CODE: DB566252

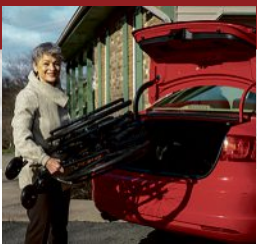
THE WORLD'S LIGHTEST WHEELCHAIR

Meet the World's Lightest Wheelchair. The Featherweight Wheelchair.

If walking has become harder for you or someone you love, there's a new wheelchair that could make life easier. The Featherweight Wheelchair weighs just 13.5 pounds—less than half the weight of most wheelchairs. That means it's easy to lift into a car, take on trips, or use around the house.

It's not just light—it's strong, easy to push, and looks great too. With a sleek design and color choices, it's a chair you'll feel proud to use every day.

Stay active. Stay independent.
Try the Featherweight Wheelchair and feel the difference.



Why take our word for it?

CALL NOW, and receive **\$50 OFF** when you purchase a Matte Black Featherweight Wheelchair! **Only \$599!**

Mention **CODE 50FEATHER** to start your journey towards effortless mobility.

855-520-6122

*13.5 lbs. with the rear wheels removed. Overall weight, with rear wheels, is 19 lbs.

1800 WHEELCHAIR.COM
Since 1997



Scan Me



Only 13.5 lbs!*

Protect What Matters Most

Stop crime before it starts with a custom-built Vivint system



FREE Professional Installation
One Connected System



\$200 OFF a Vivint System + Free Installation*

Smarter Security. Professionally Installed

Use Promo Code: **SECURITY200**

Vivint.com/200off

HURRY & CALL NOW! EXPIRES SEPTEMBER 30, 2025

888-347-7149



*Qualifying system purchase requires minimum \$599.99 equipment purchase, professional installation and applicable services agreement. DIY system purchases and reactivations of previously-installed systems not eligible for offer. Offer not available in all states or provinces. Equipment purchase may be financed separately subject to an agreement with one of Vivint's third-party financing partners. Monthly \$14.98 cellular network maintenance fee applies. Taxes and local permit fees may apply. New Vivint Customers only. Financing eligibility and terms subject to credit approval by one of Vivint's third-party financing partners. Qualified customers may finance equipment purchase at 0% APR for up to 60 months. Month-to-month service agreement available when equipment is purchased upfront. System supports up to six cameras subject to sufficient Wi-Fi speeds. Without a Vivint services plan, product and system functionality is limited (including loss of remote connectivity). Speak to a Vivint representative at the phone number in this offer for complete equipment, services, and package details, including pricing and financing details. Products and services in Louisiana provided by Vivint Louisiana Commercial Certificate #50280. See comprehensive Vivint license numbers on Vivint.com.

KOHLER® Walk-In Bath



THIS MONTH ONLY

\$1,000 OFF

Your KOHLER® Walk-In Bath

+ NO INTEREST FOR 12 MONTHS*



Scan for more information

Call today for your **FREE** in-home quote!

(617) 249-6751

KohlerWalkInBath.com/performance

*Offer ends July 31, 2025. Participating dealers only. Not available in AK; HI; Nassau Cty, Suffolk Cty, Westchester Cty, or City of Buffalo, NY. \$1,000 off average price of KOHLER walk-in bath. Dealer sets all prices and is responsible for full amount of discount. Cannot be combined with any other advertised offer. Contact local dealer for financing details.

Public Notices

Council Order 2025-057
LEGAL NOTICE
PUBLIC HEARING
NOTICE
Town of Randolph, MA
Council Order 2025-057

The Randolph Town Council will conduct a public hearing on Monday, July 28, 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: 2024-057 FY 2026 Randolph Community Preservation Projects to see if the Town Council will vote to appropriate funding for the projects recommended by the Community Preservation Committee in the amounts shown below and from the reserves identified next to each project: Housing Coordinator/\$62,268.00/Housing; Stetson Hall Interior Painting/\$40,000.00/Historic.

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

Date of Publication: 7/22/2025

#11502565
PL 7/22/25

DIBONA
LEGAL NOTICE
Commonwealth of Massachusetts
The Trial Court
Probate and Family Court
Norfolk Probate and Family Court
35 Shawmut Road
Canton, MA 02021
(781) 830-1200
Docket No. NO198266

CITATION ON PETITION FOR FORMAL ADJUDICATION

Estate of: Nicoletta Dibona

Date of Death: 06/03/1973

To all interested persons:

A Petition for Formal Probate of Will with Appointment of Personal Representative has been filed by Allan L. Knowles of Andover MA requesting that the Court enter a formal Decree and Order and for such other relief as requested in the Petition.

The Petitioner requests that: Allan L. Knowles of Andover MA be appointed as Personal Representative of said estate to serve Without Surety on the bond in unsupervised administration.

Public Notices

IMPORTANT NOTICE

You have the right to obtain a copy of the Petition from the Petitioner or at the Court. You have a right to object to this proceeding. To do so, you or your attorney must file a written appearance and objection at this Court before: 10:00 a.m. on the return day of 08/05/2025.

This is NOT a hearing date, but a deadline by which you must file a written appearance and objection if you object to this proceeding. If you fail to file a timely written appearance and objection followed by an affidavit of objections within thirty (30) days of the return day, action may be taken without further notice to you.

UNSUPERVISED ADMINISTRATION UNDER THE MASSACHUSETTS UNIFORM PROBATE CODE (MUPC)

A Personal Representative appointed under the MUPC in an unsupervised administration is not required to file an inventory or annual accounts with the Court. Persons interested in the estate are entitled to notice regarding the administration directly from the Personal Representative and may petition the Court in any matter relating to the estate, including the distribution of assets and expenses of administration.

WITNESS, Hon. Lee M. Peterson, First Justice of this Court.

Date: July 16, 2025

Colleen M Brierley
Register of Probate

#11503074
PL 7/22/25

9-11 Union Place AKA 1 Union Place
LEGAL NOTICE
TOWN OF BRAINTREE
HISTORICAL COMMISSION
PUBLIC HEARINGS

Notice is given by the Braintree Historical Commission under the provisions of M.G.L. Chapter 40C, Sections 6, 8 and 9 and the Braintree General Bylaw Chapter 2.755 (former Chapter 12.12 of the Town Bylaws) that a public hearing for a "Certificate of Appropriateness" will be held IN PERSON on Tuesday July 29th, 2025, at 5:00 PM in Fletcher Conference Room, located on the lower level of Braintree Town Hall. The Braintree Historical Commission will consider an application from The Town of Braintree/Braintree Fire Department. The proposed work will include: the replacement of the existing roof to the Building and

Public Notices

Property.

The property is located at 9-11 Union Place AKA 1 Union Place (BFD Headquarters), within the Braintree Center Historic District shown on Assessors' Map 1005 Plots 29 & 7A, in the Open Space and Conservancy Zoning District. To Review the Application: Department of Planning and Community Development in Town Hall at 1 J.F.K. Memorial Drive on Mon., Wed. and Thurs. from 8:30 AM to 4:30 PM, Tues. from 8:30 AM to 7:00 PM and Fri. from 8:30 AM to 1:00 PM.

AD# 11485912
PL 07/15 & 07/22/2025

WILKINS ESTATE
LEGAL NOTICE
Commonwealth of Massachusetts
The Trial Court
Norfolk Probate and Family Court
35 Shawmut Road
Canton, MA 02021
(781) 830-1200
Docket No. NO 25P1613EA
INFORMAL PROBATE PUBLICATION NOTICE

Estate of: Joseph Edward Wilkins

Date of Death: February 19, 2025

To all persons interested in the above-captioned estate, by Petition of Petitioner Bonnie K Andrews of Weymouth MA.

Bonnie K Andrews of Weymouth MA has been informally appointed as the Personal Representative of the estate to serve without surety on the bond.

The estate is being administered under informal procedure by the Personal Representative under the Massachusetts Uniform Probate Code without supervision by the Court. Inventory and accounts are not required to be filed with the Court, but interested parties are entitled to notice regarding the administration from the Personal Representative and can petition the Court in any matter relating to the estate, including distribution of assets and expenses of administration. Interested parties are entitled to petition the Court to institute formal proceedings and to obtain orders terminating or restricting the powers of Personal Representatives appointed under informal procedure. A copy of the Petition and Will, if any, can be obtained from the Petitioner.

AD#11496826
PL 7/22/2025

Council Order 2025-058

**Introduced By: Town Manager Brian Howard
July 28, 2025**

**Correction Of Error In Language Contained in Council Order 2025-021
Concerning Transfer of General Fund Free Cash for Real Estate
Interim Update of Values; Amendment To Same.**

To see if the Randolph Town Council will authorize a correction to the language of Council Order 2025-021, which was approved by the Town Council on April 28, 2025, Concerning Transfer of General Fund Free Cash for Real Estate Interim Update of Values.

The original Council Order read as follows: To see if the Randolph Town Council will vote to approve a transfer of \$3,500 from the certified General Fund free cash for the services related to the real estate interim update of values.

The Assessor's Office has multiple contracts for work related to real estate interim values and sales analysis. In order to fund the proper contract, Council Order 2025-021 should have read as follows: To see if the Randolph Town Council will vote to approve a transfer of \$3,500 from the certified General Fund free cash for the services related to the real estate sales analysis tasks.

The Town Manager requests that the Town Council authorize the correction of this language by virtue of this Council Order 2025-058.

Council Order: 2025-059

**Introduced By: Council President Christos Alexopoulos
July 28, 2025**

**Authorization By The Randolph Town Council To Petition The General Court
To Enact Special Legislation To Amend The Charter Of The Town Of Randolph
To Make Various Updates**

The Randolph Town Council hereby authorizes a petition to the General Court to enact special legislation to amend the Charter of the Town of Randolph, said special legislation to be in a form that is substantially as presented below, and authorizes the Town Manager to take any action necessary in connection with the submission of said petition, and further authorizes the General Court to make clerical or editorial changes of form to the proposed special legislation:

AN ACT RELATIVE TO THE CHARTER OF THE CITY KNOWN AS THE TOWN OF RANDOLPH.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. The charter of the city known as the town of Randolph, which is on file in the office of the archivist of the commonwealth, as provided in section 12 of chapter 43B of the General Laws, is hereby amended by deleting the words “shall serve without” from Section 2-4(a) and replacing those words with the following: “may receive”. Said Section 2-4(a) is further amended by adding the words “as provided by ordinance” at the end of subsection (a).

SECTION 2. Said charter is hereby further amended by adding the words “, and may receive compensation as provided by ordinance” after the word “duties” in Section 4-1(e).

SECTION 3. Said charter is hereby further amended by deleting the second paragraph of Section 2-9(b) and replacing it with the following:

On the first occasion that the question of adopting any measure is put to the town council for a vote, except an emergency measure as defined in subsection (a), if a single member objects to the taking of a vote, the vote shall be postponed until the next regular or special meeting of the town council. If, when the matter is next taken up for a vote, 4 or more members object to the taking of the vote, the matter shall be further postponed for at least 4 additional days. This procedure shall not be used more than once for any measure, notwithstanding any amendment made to the original measure.

SECTION 4. Said charter is hereby further amended by deleting Section 2-6(c)(ii) and replacing it with the following:

Special meetings of the town council shall be held at the call of the council president upon 48 hours' notice to all members. Special meetings of the town council may also be held upon the call of any 3 or more members, upon 48 hours' notice delivered in hand or to the place of residence of each member. Notice of a special meeting shall contain a listing of the items to be acted upon. A copy of the notice to members shall, forthwith, be posted upon the town bulletin board. In the case of emergency, notice of a special meeting shall be given as far in advance of the meeting as possible under the circumstances.

SECTION 5. Said charter is hereby further amended by deleting Section 8-6(a) and replacing it with the following:

Meetings - All multiple-member bodies of the town shall meet regularly at such times and places as they may, by their own rules, prescribe, unless some other provision is made by ordinance. Special meetings of any multiple-member body shall be held at the call of the chair upon 48 hours' notice to all members. Special meetings may also be held upon the call of one-third of the members of the body, upon 48 hours' notice delivered in hand or to the place of residence of each member. Notice of a special meeting shall contain a listing of the items to be acted upon. A copy of the notice to members shall, forthwith, be posted upon the town bulletin board. In the case of emergency, notice of a special meeting shall be given as far in advance of the meeting as possible under the circumstances.

SECTION 6. The town attorney shall cause the following question to be placed on the official ballot to be used in the city known as the town of Randolph at the next town election that is more than 35 days after the effective date of this act, or on such other official town ballot, before or after the effective date of this act, as may be authorized by the Town Council:

“Question 1: Shall the town amend the town charter to provide that elected town council members and school committee members may be compensated in an amount to be provided by ordinance, to clarify the rules for voting on town council measures when one councilor objects to the measure, and to clarify the notice requirements for special meetings of the town council and other multiple-member town boards?

Yes _____ No _____”.

The town attorney for the city known as the town of Randolph shall prepare a summary of the ballot question which shall appear on the ballot along with the question provided in this section.

SECTION 7. (a) If the voters in the city known as the town of Randolph approve question 1 in section 6, then sections 1 through 5 shall take effect.

(b) If the voters in the city known as the town of Randolph do not approve question 1 in section 6, then sections 1 through 5 shall not take effect.

SECTION 8. Sections 1 through 5 of this act shall take effect on January 1, 2026 or upon the passage of the act, whichever is later. Sections 6-8 of this act shall take effect upon the passage of the act.

Council Order Section 1:

Legislative Branch

Section 2-4 Compensation, Expenses

- (a) Salary - The town council ~~may receive~~~~shall serve without~~ compensation as provided by ordinance.
- (b) Expenses - Subject to appropriation, the council members shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.

Council Order Section 2:

Section 4-1 School Committee

...

- (e) Expenses – Subject to school department appropriation, members of the school committee shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties, and may receive compensation as provided by ordinance.

Council Order Section 3:

Section 2-9 Ordinances and Other Measures

...

- (b) Measures, In General - Excepting only proposed ordinances, appropriation orders and loan authorizations, the town council may pass any other measure through all of its stages at any 1 meeting, unless a member of the town council objects; but, if a single member objects, a vote on the measure shall be postponed to the next meeting of the town council.
- On the first occasion that the question of adopting any measure is put to the town council for a vote, except an emergency measure as defined in subsection (a), if a single member objects to the taking of a vote, the vote shall be postponed until the next regular or special meeting of the town council ~~regular or special meeting~~. If, when the matter is next taken up for a vote, 4 or more members object to the taking of the vote, the matter shall be further postponed for at least 4 additional days~~not less than an additional 5 days~~. This procedure shall not be used more than once for any measure, notwithstanding any amendment made to the original measure.

Council Order Section 4:**Legislative Branch****Section 2-6 Exercise Of Powers; Quorum; Rules**

...

(c)...

- ii. Special meetings of the town council shall be held at the call of the council president upon 48 hours' notice to all members. Special meetings of the town council may also be held upon, or, on the call of any 3 or more members, upon 48 hours' notice by written notice delivered in hand or to the place of residence of each member. Notice of a special meeting shall and which contains a listing of the items to be acted upon. A copy of the notice to members shall, forthwith, be posted upon the town bulletin board. In the case of emergency, notice of a special meeting shall be given as far in advance of the meeting as possible under the circumstances.

Council Order Section 5:**Section 8-6 Uniform Procedures Applicable to Multiple Member Bodies**

(a) Meetings - All multiple-member bodies of the town shall meet regularly at such times and places as they may, by their own rules, prescribe, unless some other provision is made by ordinance ~~or by law~~. Special meetings of any multiple-member body shall be held ~~at subject to~~ the call of the chair upon 48 hours' notice to all members. Special meetings may also be held upon the call of or by one-third of the members of the body, upon 48 hours' thereof, by written notice delivered in hand or to the place of residence of each member. Notice of a special meeting shall and which contains a listing of the ~~item or~~ items to be acted upon. ~~Except in case of an emergency, such notice shall be delivered at least 48 hours in advance of the time set for such meeting.~~ A copy of ~~the such~~ notice to members shall, forthwith, be posted upon the town bulletin board. In the case of emergency, notice of a special meeting shall be given as far in advance of the meeting as possible under the circumstances.



1 Federal Street, 8th Floor
Boston, MA 02110
T:617.723.2050
F:617.227.3451
Aecom.com

July 21, 2025

Re: MassDOT NEVI, 45 Mazzeo Drive, Randolph, MA 02368

Town of Randolph Town Council Clerk
Ms. Natalie Oliveras
41 South Main Street
Randolph, MA 02368

Dear Ms. Oliveras,

The Massachusetts Department of Transportation (MassDOT) is planning the subject project to make significant investments in electric vehicle (EV) charging infrastructure along specified highway corridors in Massachusetts that will provide a convenient, reliable, and equitable Direct-Current Fast Charging (DCFC) experience for all users through the federally funded National Electric Vehicle Infrastructure (NEVI) program. Currently, MassDOT is in the process of siting, designing, and permitting the first phase of locations. The implementation of NEVI within Massachusetts also includes contracting with private entities to accomplish the deployment.

A location in Randolph, specifically the parking lot of the Shops at Randolph at 45 Mazzeo Drive has been chosen for its compliance with the site requirements. In selecting each location, MassDOT evaluated potential site vulnerabilities, such as flooding and sea level rise but also ensured that the site met applicable federal and state NEVI program requirements. Those specific requirements include the minimization or elimination of gaps greater than fifty miles on selected routes of the EV Alternative Fuel Corridor (AFC) network in Massachusetts and compliance with the maximum site distance of one mile from the applicable EV AFC.

A locus map showing the proposed location is enclosed. MassDOT Environmental, with assistance from AECOM, is in the process of evaluating the potential environmental impacts associated with the project. To assist in this evaluation, I am asking that you notify me of any concerns relative to the project's potential impacts on environmental, social, economic, or cultural resources, such as wetlands, waterbodies, endangered species, and natural heritage.

Deployment is ongoing but the construction of the first phase is anticipated to begin once all approvals are in place, likely in late 2025. Please feel free to contact me at piper.cole@aecom.com,

if you have any questions or require further information regarding the project. This letter has been sent to the following Randolph government employees for coordination.

<u>Position</u>	<u>Name</u>
Town Manager	Brian P. Howard
Director of Planning	Michelle Tyler
Conservation Commission	Joe Dunn
Historic Commission	Henry Cooke, Chair
Police Chief	Anthony Marag
Fire Chief	Ronald Cassford
Director of Public Works	Neil McCole, DPW Superintendent

Thank you for your assistance.

Sincerely,

AECOM

Piper Cole

Piper Cole

Planner

Enclosure – 45 Mazzeo Drive, Randolph, MA 02368 – Locus Map

CC: Jeffrey Shrimpton – MassDOT Environmental



Locus Map
45 Mazzeo Dr, Randolph, MA 02368