

Dear Mr. Town Manager,

As follow-up to regarding the Assistant Town Manager position discussion during the Finance Committee meeting-- could an Assistant Town Manager (ATM) be allocated in the current budget? This matter was discussed at the June 7 Joint Meeting between the Town Council and Finance Subcommittee, and I seek clarity on the standing of the ATM role for 2021 and FY22. Several roles were discussed and are suggested for the ATM:

1. Acknowledging that the town staff leadership have been overworked, and accordingly relieving the Town Manager and Department heads of numerous duties, to allow a return to post-pandemic working schedules.
2. Acting as the Town's procurement officer, to relieve the Town Manager and Department heads of that duty.
3. Assisting the Town Manager in developing and implementing a Town-wide Reopening Plan to include the above items, as well as keeping track of where the Town can use COVID relief funds from the CARES, ARPA, and JOBS Act, and organizing supplemental budgets as each tranche of funding arrives.
4. Human Resources duties would include seeking new Town staff according to the DEI recommendations (see DEI below), for positions specified in the FY22 budget and in the future.
5. Coordinating with the Town's newly-forming Diversity, Equity, and Inclusion Committee to apply DEI recommendations to Town departments and activities.
6. Assisting each department in applying for federal and state COVID relief funds, in conjunction with the Master Plan Implementation Steering Committee proposed in Council order 2021-023, and other appropriate boards and department grantwriters.
7. Acting as "business liaison" to the Chambers of Commerce (Connect 24 and Haitian Chamber of Commerce) and to other business-promotion groups, to facilitate re-opening of businesses post-pandemic and to encourage businesses to open in Randolph and/or relocate to Randolph.

I recommend funding line item 512000, "ASSIST TOWN MANAGER STIPEND," in budget section 122, "Town manager", currently funded at \$0 (zero), with a sufficient stipend to attract qualified applicants for this position. To balance the budget, those funds would be transferred from free cash or other available sources, with the intent that the free cash be replenished when COVID relief funds arrive.

Sincerely,

Jesse Gordon