



TOWN OF ESSEX VERMONT

Joint Resolution of Essex Town Selectboard and Village Board of Trustees Re: Establishment of Town Administrative Services Director and Related Personnel Changes.

Resolved by the Essex Town Selectboard and Village Board of Trustees, as follows:

WHEREAS, the Town of Essex ("Town") and Village of Essex Junction ("Village") have been working cooperatively on a shared services model to improve the delivery of services for the mutual benefit of the residents of the Town and Village; and

WHEREAS, pursuant to this model, a shared "municipal" Manager is in place, and tax billing and collections for the Town and Village have been unified; and

WHEREAS, the Manager is proposing creation of a new position of Administrative Services Director, who would assume day-to-day oversight and supervision of the delivery of central office administrative functions for the Town and Village that presently report directly to the Manager, including finance, human resources, information technology, clerk, treasurer and assessor, thereby freeing the Manager to concentrate more on broader strategic challenges facing the Town and Village; and

WHEREAS, under the Manager's proposal, the current Town Finance Director would assume the position of Administration Services Director and remain a Town employee, and the current Village Assistant Manager/MIS Director/Finance Director would report to the Administrative Services Director and assume some of the day-to-day finance operations in the Town; and

WHEREAS, as part of this proposed reorganization, Town and Village computer systems will be combined and payroll and accounts payable functions consolidated, thereby strengthening the overall finance team in the Town and Village; and

WHEREAS, Village staff presently working in the finance, human resources, clerk and treasurer's offices will remain as Village employees under the Village budget and continue in

their current reporting status, and there would be no exchange of funding between the Village and Town to accomplish this reorganization; and

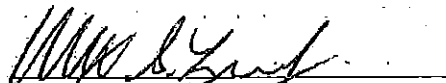
WHEREAS, the reorganization will require the creation of a new accounting position in the Town finance department, but there will be no additional full time equivalent employees because the Town Assistant Manager position will be unfunded and remain vacant, with those duties and responsibilities assigned to the Town Planner position which will be expanded and reclassified to include support services for the Manager,

NOW THEREFORE, BE IT RESOLVED that the Town Selectboard and the Village Board of Trustees accept and agree with the Manager's proposal for the creation of the new position of Administrative Services Director and the related personnel and functional changes outlined above; and


BE IT FURTHER RESOLVED that the Manager is authorized to include these changes in the development of the FYE 2016 budgets for the Town and the Village.


ADOPTED by the Town of Essex Selectboard and Village of Essex Junction Board of Trustees on the 13th day of January 2015.

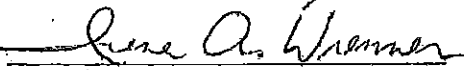
For the Town of Essex Selectboard


Max G. Levy, Chair

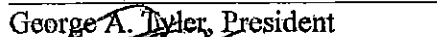

Brad M. Luck, Vice Chair


Andrew J. Watts, Clerk


R. Michael Plageman

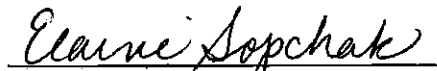

Irene A. Wrenner

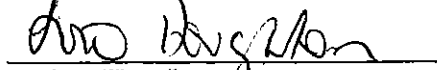
For the Village of Essex Junction Board of Trustees


George A. Tyler, President


Daniel S. Kerin, Vice President


Andrew Brown


Elaine Sopchak


Lori A. Houghton