

One Town Status Report

July 24, 2017

Victor Mercurio, Superintendent

Gayle Corrigan, Acting Town Manager

One Town Consolidation Timeline

7/1/2017-12/31/2017

- Finance Director/Business Manager consolidated position
- Finance Department consolidation (including human resource/benefits coordination)
- IT Department analysis and consolidation plan
- In-depth spending analysis

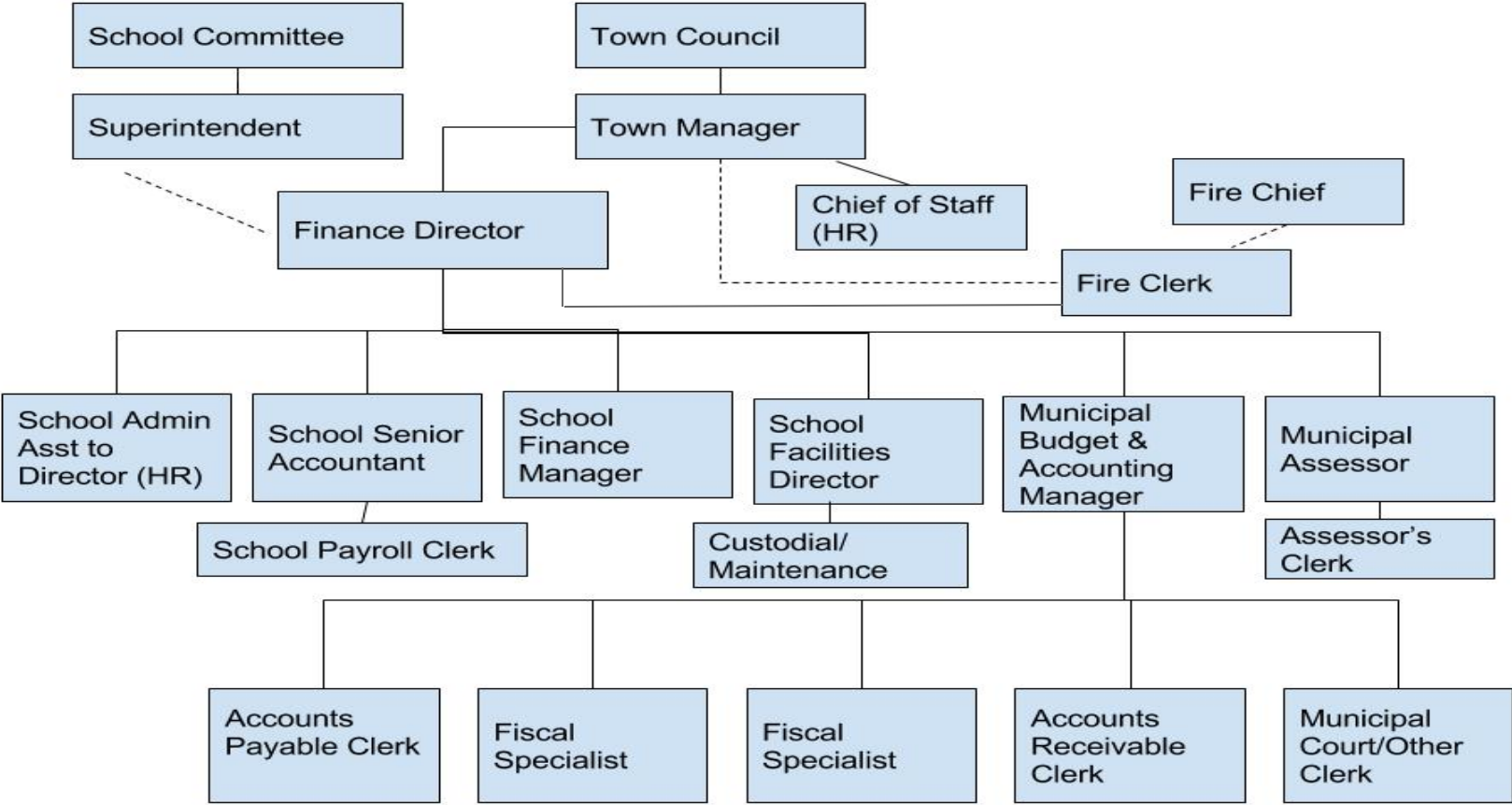
1/1/2018-6/30/2018

- IT Department consolidation plan implementation
- Facilities/Maintenance analysis and consolidation plan (to be effective 7/1/2018)
- Purchasing analysis and consolidation plan

Finance Director/Business Manager Consolidated Position

- Joint appointment – School Committee (5/26/2017) and Town Council (6/26/2017)
- Supervision: direct report to Town Manager; dotted-line report to Superintendent
- Evaluation: Town Manager and Superintendent
- Salary - \$127,500
- FY18 **Savings** (elimination 1 FTE) - \$133,779
- Draft Job Description completed

Finance Department Organizational Chart as of 7-24-2017



Next Steps

- **Finance Department consolidation**
 - ❑ Desk audit – analysis of current processes to determine consolidated job titles, duties and responsibilities
 - ❑ HR coordination activities (on-boarding, benefits admin, employee file maintenance, etc.) included
 - ❑ Union and legal counsel input
- **IT Department analysis and consolidation plan**
 - ❑ Joint RFQ for outside consultant to analyze both IT Departments and needs August, 2017
 - ❑ Report from consultant October/November, 2017
 - ❑ Implementation effective 1/1/2018
- **In-depth spending analysis (municipal and school)**