

## **MEMORANDUM**

To: Essex Selectboard/Village Trustees

From: Patrick C. Scheidel, Municipal Manager 

Date: November 17, 2016

Re: Consolidation of Clerk's office

### **Issue**

The issue is to inform the Selectboard and Trustees about the consolidated clerk services for the Town and Village.

### **Discussion**

Since 2013, consolidated services delivery has been at the center for our plans for the departments involved. Due to a fortuitous combination of retirements in the Town Clerk's office, the focus of consolidation has been expanded from what was initially thought would be our focus this year.

To accommodate the delivery of clerk services, I have proposed to Susan McNamara-Hill the job of consolidated Town and Village Clerk, which she accepted. At this point, Susan remains a Village employee performing consolidated duties until such time as a final municipal consolidation occurs.

### **Cost**

Consolidation of two functions into one results in an effective delivery of services with ultimate ongoing efficiencies.

### **Recommendation**

This memorandum is for information only.