



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Warrant Article 19 – Appointed Town Treasurer/Collector

Date: February 23, 2017

I am writing to provide the Board with a proposed organizational structure for a Town Finance Department, and also for a potential future Consolidated Finance Department, should the Board choose to move forward with pursuing the change of the Town's Treasurer/Collector from an elected to an appointed position.

Attached to the memorandum are two organizational charts, labeled Exhibit A and Exhibit B. Exhibit A demonstrates a proposed organizational structure for a Town Finance Department, including the following details:

- The Town Treasurer/Collector appointed by the Town Manager and reporting to the Deputy Town Manager.
- The Director of Assessing appointed by the Town Manager, reporting to the Deputy Town Manager and working with the Board of Assessors as is the current practice.
- The Town Comptroller appointed by the Board of Selectmen, but reporting on a day to day basis to the Deputy Town Manager. This is not the current practice, but would be recommended when implementing a Finance Department.

Exhibit B demonstrates an initial framework for creating a Consolidated Town/School Finance Department. Though this topic is not part of the matter before the Board tonight, I felt it important to highlight this potential structure based on prior conversations of this Board. As you can see, this structure includes an Assistant Finance Director serving as the School Business Manager. Should this

conversation proceed, we would eventually add existing School Business Office staff to this organizational chart.

I look forward to discussing this matter with the Board at Monday's meeting.

Exhibit A

Proposed Organizational Structure of Finance Department

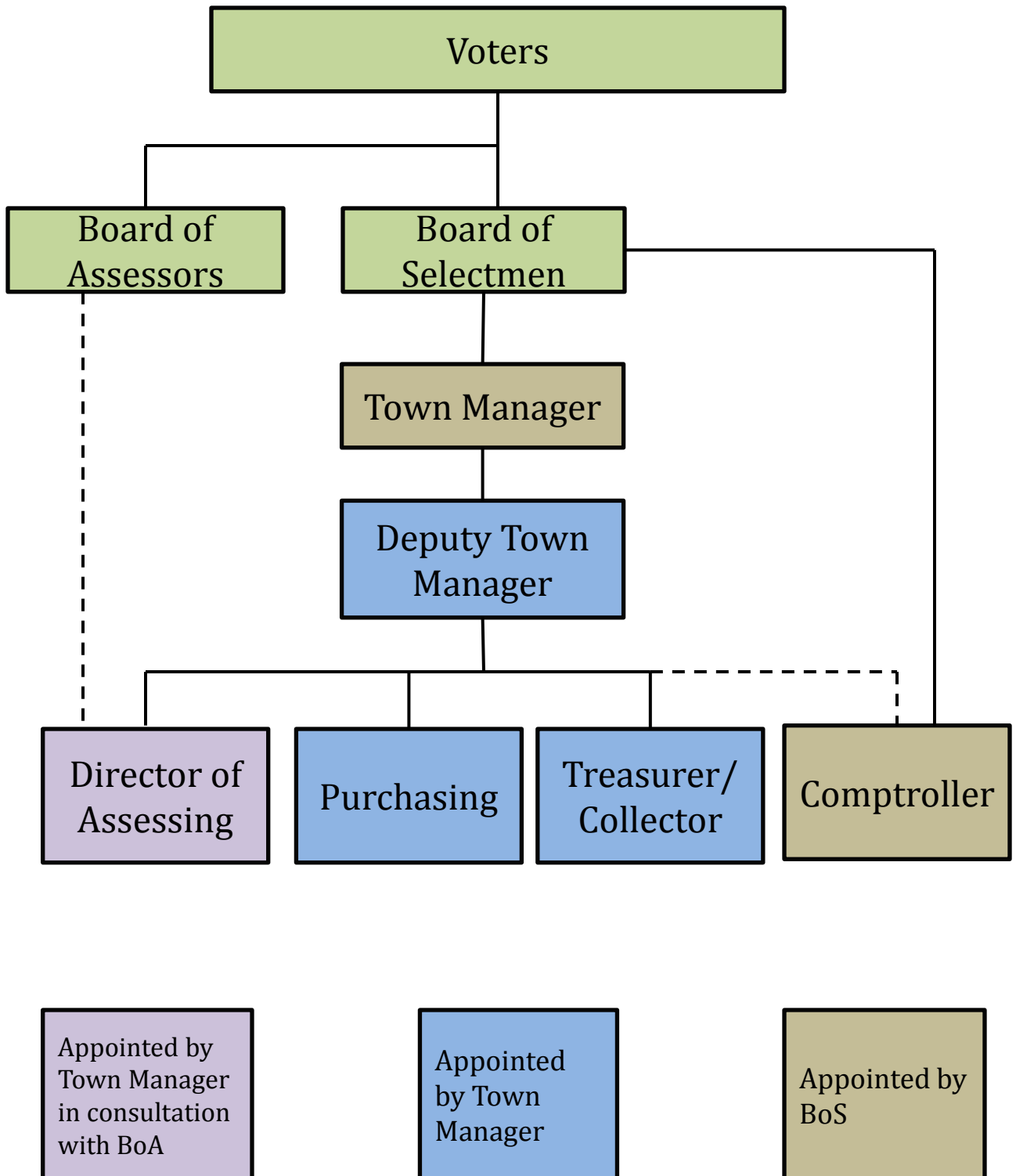
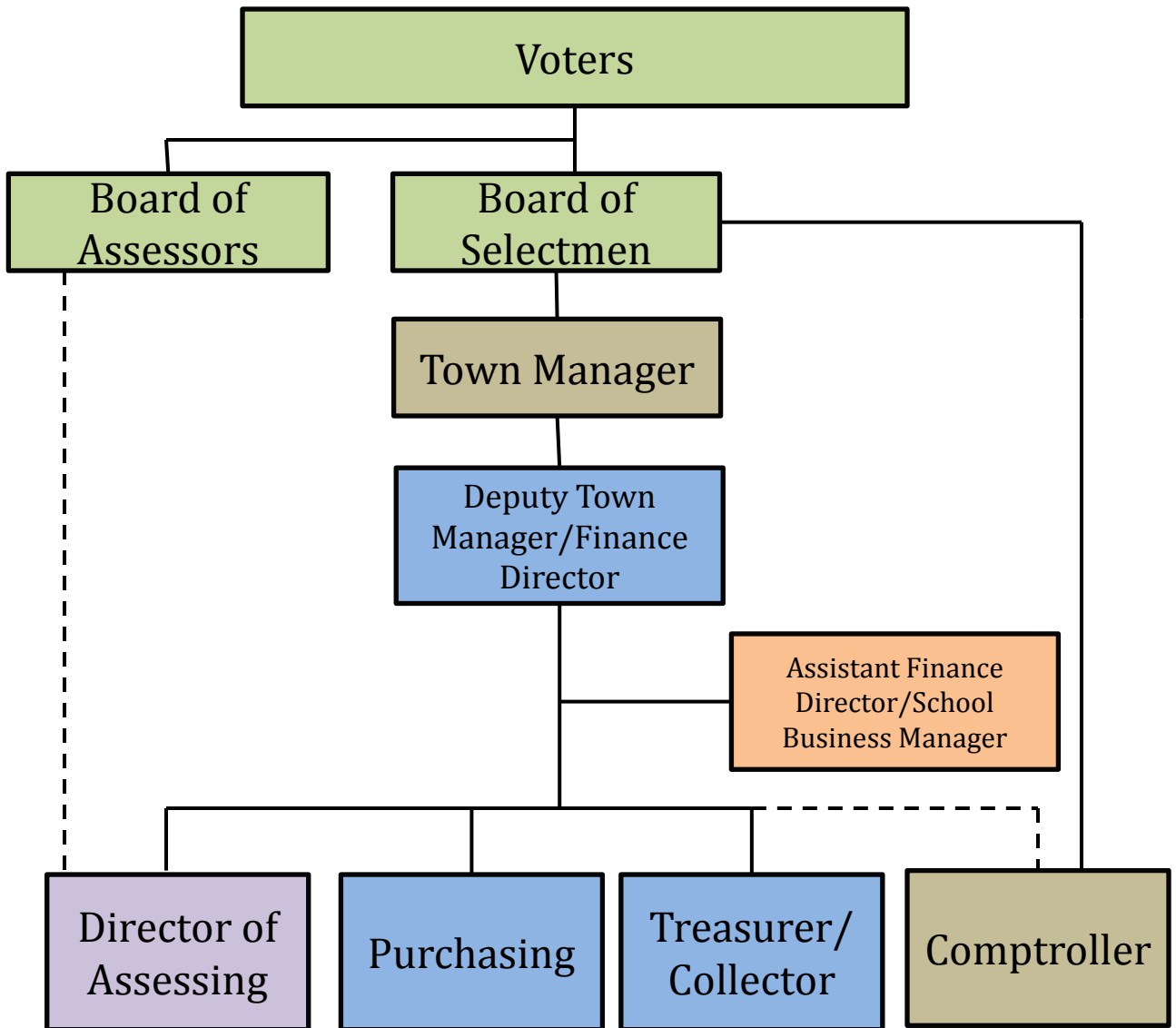


Exhibit B

Proposed Organizational Structure of Finance Department – Consolidated with Schools



Appointed by
Town Manager
in consultation
with BoA

Appointed
by Town
Manager

Appointed by
BoS

Appointed by
Town Manager
in consultation
with School
Committee