



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Select Board
Cc: Adam Chapdelaine, Town Manager
Date: February 4, 2021
Re: Town Manager Contract Renewal Provision

Members of the Board, I write to in reference to Section 13 of the Town Manager's Contract, which expires on February 10, 2022. Per section 13 of the Manager's contract, one-year's written notice may be given if the Board does not intend to renew the Manager. More specifically, if the Board knows at this juncture that it does not intend to renew the Manager's contract, voting to so notify him in writing him before February 10, 2021 would preclude the Manager from claiming certain severance pay provisions to which he would otherwise be entitled. The contract clause is set forth as follows:

13. Non-Renewal of Employment Contract.

The Board agrees to give Mr. Chapdelaine one year prior written notice that the Board does not intend to reappoint Mr. Chapdelaine to a successor term as Town Manager. If the Board fails to give such prior written notice, the severance pay provisions in Paragraph 12. C shall apply. The provisions of this paragraph 13 shall survive the termination of this Agreement.

Please contact me should you have any further questions on this matter.