



**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 Select Board

From: Adam Chapdelaine, Town Manager

RE: Town Manager Performance Evaluation

Date: January 7, 2019

I am writing to the Board today to prompt the beginning of the Town Manager evaluation process for what will now be the sixth year. For the past five years, we have used an evaluation instrument agreed to by the Board to go along with a Narrative Self Evaluation and an update on Town Manager goals provided by me. I have provided a copy of the evaluation instrument along with this memorandum for your review. I would like to suggest a timeline for the Board to accept at Monday's meeting, and also hear feedback from Board members regarding the process that has been in place. The proposed timeline is as follows:

February 11, 2019 –Town Manager provides Board with Narrative Self Evaluation, updated goals document, and a copy of the evaluation instrument.

February 11, 2019 – March 11, 2019 – Board members complete evaluation instrument.

March 11, 2019 – Completed evaluation instruments are transmitted to the Chair of the Board.

March 11, 2019 – March 25, 2019 – Chair of the Board works with HR Director to compile scores from evaluation instrument and create one comprehensive evaluation document.

April 2019– Evaluations are discussed by the Board in public session at a regularly scheduled Board meeting.

I look forward to the beginning of the evaluation process and working with the Board to continually enhance my performance as Town Manager.