



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

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**To:** Members of the Select Board

**From:** Adam Chapdelaine, Town Manager

**RE:** Town Manager Performance Evaluation

**Date:** October 1, 2020

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I am writing to the Board today to prompt the beginning of the Town Manager evaluation process for what will now be the seventh year. For the past six 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:

**October 19, 2020** –Town Manager provides Board with Narrative Self Evaluation, updated goals document, and a copy of the evaluation instrument.

**October 19, 2020 – November 20, 2020** – Board members complete evaluation

instrument.

**November 20, 2020** – Completed evaluation instruments are transmitted to the Chair

of the Board.

**November 20, 2020 – December 4, 2020** – Chair of the Board works with HR

Director to compile scores from evaluation instrument and create one comprehensive

evaluation document.

**December 7, 2020**– Evaluations are discussed by the Board in public session at the

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.

I'd also like to note that Section 13 of my current employment requires the Board to provide me with one year prior written notice if it does not intend to renew my contract and if such notice is not provided, the severance pay provisions of the agreement are enforced.

Given that the current agreement expires February 10, 2022, the one year window is approaching. I am informing the Board of this matter as a reminder. I'd be happy to answer any questions about this matter.