



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

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Town Manager**

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**To:** Members of the Board of Selectmen  
**From:** Adam Chapdelaine, Town Manager  
**RE:** Town Manager Performance Evaluation  
**Date:** January 7, 2016

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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 fourth year. For the past three 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 8, 2016** –Town Manager provides Board with Narrative Self Evaluation, updated goals document, and a copy of the evaluation instrument.

**February 8, 2016 – March 7, 2016** – Board members complete evaluation

instrument.

**March 7, 2016** – Completed evaluation instruments are transmitted to the Chair of the Board.

**March 7, 2016 – March 16, 2016** – Chair of the Board works with HR Director to compile scores from evaluation instrument and create one comprehensive evaluation document.

**March 21, 2016** – 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.