



Town of Arlington
Office of the Town Manager

James R. Feeney
Town Manager

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To: Members of the Select Board
From: James Feeney, Town Manager
RE: Town Manager's Performance Evaluation
Date: October 17, 2024

I am writing to the Board to document our prior discussion in open session regarding the Town Manager evaluation process. I am proposing to use the evaluation instrument agreed to by the Board previously to go along with a Narrative Self-Evaluation. I have provided a copy of the evaluation instrument along with this memo for your review. I would like to suggest a timeline to the Board. The proposed timeline is as follows:

October 21, 2024 –Town Manager provides Board with Narrative Self-Evaluation

October 21, 2024 – November 15, 2024 – Board members complete evaluation instrument that accompanies this memo and transmit to the Chair.

November 18, 2024 – December 2, 2024 – Chair of the Board works with HR Director to compile scores from evaluation instrument and create one comprehensive evaluation document.

December 4, 2020– Evaluation is 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.