



Town of Townsend

**BOARD OF SELECTMEN
DEPARTMENT SUPERVISOR PERFORMANCE EVALUATION**

Name: James M. Kreidler, Jr.

Title: Town Administrator

Person Performing Evaluation:

Date: _____

RATING SCALE

1 / 2 / 3 / 4 / 5

1 – Unsatisfactory

2 – Below Expectations

3 – Meets Expectations

4 – Exceeds Expectations

5 – Outstanding

N/A – Not Applicable

PERFORMANCE EVALUATION CRITERIA

1. Board Relations:

1 / 2 / 3 / 4 / 5

- a) Maintains a shared calendar - by June 1, each Selectman can view the TA's daily outlook calendar including days not in office (scheduled vacation, appointments, etc.)
- b) Maintains a shared correspondence folder for each BOS meeting- meeting files, mail, employee documents, etc., accessible in Sharepoint.

Comments:

2. Public Relations/Communications :

1 / 2 / 3 / 4 / 5

- a) Place in Sharepoint the agendas and action items from monthly staff meetings re: communication with Town departments relative to town operations including but not limited to state and federal regulations, local general bylaws and Town charter.

Comments:

3. Budget Preparation and Administration:

1 / 2 / 3 / 4 / 5

- a) Monitoring of budget administration during the year – evidenced by quarterly expenditure reports made available by request of the Town Accountant to and reviewed with the BOS (and the Finance Committee)
- b) Follows the Budget Policy and budget guidelines specified in the Charter –
 - i. Sees that Financial Staff updates the Town's 5-year financial forecast by the end of October.
 - ii. Holds Financial Summit with BOS, Finance Committee, and NMRSD School Committee in early November.
 - iii. Sees that BOS sets policy priorities and other directives for town, develops budgetary guidelines for dept heads and sends budget forms with guidelines to all departments, boards and committees by early December.

Comments:

4. Managerial Skills: 1 / 2 / 3 / 4 / 5
- a) Creates annual town operational calendar to include, at a minimum:
1. Appointment deadlines with position description/committee charge and appointing authority,
 2. License deadlines with date for renewal letters, review and vote.
 3. Budget Process
 4. Capital Planning
 5. Annual policy review
 6. Quarterly training opportunities, to include Boards and Commissions each June in OML, Public Records, Ethics.
 7. Union and personal service contracts dates and deadlines
 8. Monthly department head meetings
 9. Standing monthly department/commissions invitation to Board of Selectmen meetings dictated by work cycle.
 10. Grant opportunity cycles
- b) Organizing the completion of town-wide documents – provide the BOS with bi-monthly reports beginning June 2021 on completion status of Master Plan, Open Space and Recreation Plan, ADA Plan, Energy Master Plan, Water Master Plan, and anything required from the BOS to support the completion of these documents.
- c) Evidence of the meetings required for union negotiations for all contracts for all unions (Clerical, Supervisors, Highway-Water, Fire, Police) in accordance with each contract negotiation timeline.

Comments:

5. Direction/Supervision of Town Organizations: 1 / 2 / 3 / 4 / 5
- a) Leadership provided to employees who he/she directs supervision over – evidenced by quarterly meetings of each Department & its Board/Commission (scheduled on a rotating basis so 1-2 departments are at each BOS meeting) beginning June 2021.
- b) Staff development, growth and recruitment:
- i. evidenced by a recommended uniform practice for hiring provided to the BOS by September 1.
 - ii. a schedule for anticipated staff and boards development trainings (e.g. OML, Ethics, Leadership, etc.) shown on the Operational Calendar.

Comments:

6. Personal and Prof. Growth of the Administrator 1 / 2 / 3 / 4 / 5
- a) Attendance at job specific professional meetings, seminars, and conferences

Comments:

7. Productivity and Reliability 1 / 2 / 3 / 4 / 5
- a) The extent to which the Supervisor can complete required tasks by proscribed deadlines.

Comments:

1

2

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Addendum: Goals and Objectives

The extent to which the Supervisor was able to meet the established goals and objectives.

- Support Town Employees
- Complete the Senior Center Expansion
- Harmony of town moving forward. All departments work together with each other.
- Personnel Policies and Procedures reviewed.
- Open and Transparent communication. The BOS should always know what the Town Administrator is working on.
- Communication Center – consolidating with Ashby, Townsend, and Pepperell
- Grant Administrator position – funded and staffed
- Cash Operations in town – review
- Minutes available on time
- All volunteer committees/commissions “staffed”, i.e., Strategic Planning Committee, Disability Commission, Agricultural Commission, Capital Planning, etc.
- Scope out the needs and costs for Office 365/Outlook to share documents, files, agendas and calendars implemented at Town Hall (for all departments and boards/commissions), including providing all elected board members townsendma.gov email address.
- Retiree health insurance