



Town of Bridgewater

Town Council

September 18, 2023

7:00 PM

Town Council Review Committee

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/84718774812>

To attend via phone, dial: 1(646) 876-9923

Meeting ID: 847 1877 4812

MEETING AGENDA

Disclosure: Pursuant to Section 20 of Chapter 20 of the Acts of 2020, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, and the March 31, 2025, extension granted by Chapter 22 of the Acts of 2022, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. No in-person attendance is permitted. Citizens who wish to tune in to the meeting may do so via Zoom.

- A. Call to Order**
- B. Approval of Meeting Minutes**
 - a) August 3, 2023 Meeting Minutes
- C. Public Comment**
- D. New Business**
 - a) Review of the Town Manager Evaluation Form
- E. Old Business**
- F. Adjournment of Meeting**



Town of Bridgewater
Town Council

August 3, 2023
7:00 PM

Town Council Review Committee

MEETING MINUTES

Disclosure: Pursuant to Section 20 of Chapter 20 of the Acts of 2020, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, and the March 31, 2025, extension granted by Chapter 22 of the Acts of 2022, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. No in-person attendance is permitted. Citizens who wish to tune in to the meeting may do so via Zoom.

CALL TO ORDER

Councilor George called the Town Council Review Committee meeting to order at 7:00pm. The meeting took place via Zoom.

Council Members Present:

- Councilor George
- Councilor Murphy
- Councilor Robinson

APPROVAL OF MEETING MINUTES – None

PUBLIC COMMENT – None

NEW BUSINESS

a) Review of the Town Manager Evaluation Form

Councilor George noted that the Town Manager’s last evaluation was in 2020. Wants to get the evaluation form in front of the full council for comments/edits. Once evaluation form is finalized it will be sent to the councilors for feedback. They have 30 days to return to evaluation to the Assistant Town Manager and Town Council Clerk. The Council President then sets up a meeting with the Town Manager and once both sign off on the evaluation, it goes into the Town Manager’s employment file.

Councilor Robinson asked why an evaluation has not taken place since 2020. Councilor George noted that he was not sure, just looking forward at this point.

Councilor George asked if evaluation should be done within a calendar year or fiscal year. Noted that the evaluation is done with a sliding scale, 1 = bad, 5 = good, blank defaults to 3.

Councilor Murphy asked what if new councilor, may not have had enough time on council to evaluate

appropriately. Should have option to answer N/A if no interaction.

Councilor George that at the end there is strengths and improvements. Overall evaluation – how to handle milestones within goals. Some goals take more than one year.

- b) Discussion of the possibility of adjusting the timing of the Town Manager Review due to the change in the expiration of his contract

Councilor George noted that the February expiration date was because that is when the contract expired. 90 days before that is the November 9th date. Town Manager’s contract recently changed. Noted that he will send out the evaluation form to the council for feedback.

ADJOURNMENT OF MEETING

Councilor Robinson made a motion to adjourn. The motion was seconded by Councilor Murphy.

A roll-call vote was taken and the results were recorded as follows: George – Yea; Murphy – Yea; Robinson – Yea. Motion passed 3-0.

Meeting adjourned at 7:35pm.

Meeting minutes being submitted in draft form by Debbie Ward.

2020 Town Manager Evaluation – Final Steps/Communication

1. Council President meets with Town Manager to review results of evaluation
2. Council President and Town Manager agree on a reasonable date for the Town Manger to submit written responses to evaluation.
3. Once the agreed upon date has passed and any responses have been submitted, the Council President may:
 - a. At a Council meeting, the Council President makes a general announcement (under President's Announcements):
EXAMPLE: The Town Manager and I have sat together to go over the results of the 2020 evaluation. There were some areas of achievement and some areas for improvement. We'll look forward to establishing goals for 2021 for a productive year.

Town Manager Performance Evaluation

Town of Bridgewater

Evaluation period: January 1, 20 - December 31, 20

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to the Town Council Clerk. The deadline for submitting this performance evaluation is **November 9, 2020**. Evaluations will be summarized and discussed with the Review Committee Chair or Council President.

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Town Manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the Town Manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- Diligent and thorough in the discharge of duties, "self-starter"
- Exercises good judgment
- Displays enthusiasm, cooperation, and will to adapt
- Mental and physical stamina appropriate for the position
- Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal i• 5 = score for this category

2. PROFESSIONAL SKILLS AND STATUS

- ____ Maintains knowledge of current developments affecting the practice of local government management
- ____ Demonstrates a capacity for innovation and creativity
- ____ Anticipates and analyzes problems to develop effective approaches for solving them
- ____ Willing to try new ideas proposed by governing body members and/or staff
- ____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal ____ + 5 = ____ score for this category

1. RELATIONS WITH ELECTED MEMBERS OF THE TOWN COUNCIL

- ____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- ____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- ____ Disseminates complete and accurate information equally to all members in a timely manner
- ____ Assists by facilitating decision making without usurping authority
- ____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 6 = _____ score for this category

2. POLICY EXECUTION

- ____ Implements governing body actions in accordance with the intent of council
- ____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- ____ Understands, supports, and enforces local government's laws, policies, and ordinances
- ____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- ____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal ____ + 5 = ____ score for this category

5. REPORTING

- Provides regular information and reports to the governing body concerning matters of importance to the local government, using the Town Charter as guide
- Responds in a timely manner to requests from the governing body for special reports
- Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal + 5 = score for this category

1. CITIZEN RELATIONS

- Responsive to requests from citizens
- Demonstrates a dedication to service to the community and its citizens
 - Maintains a nonpartisan approach in dealing with the news media
- Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- Gives an appropriate effort to maintain citizen satisfaction with Town services

Add the values from above and enter the subtotal + 5 = score for this category

2. STAFFING

- Recruits and retains competent personnel for staff positions
- Applies an appropriate level of supervision to improve any areas of substandard performance
- Stays accurately informed and appropriately concerned about employee relations
- Professionally manages the compensation and benefits plan
- Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal ÷ 5 = score for this category

8. SUPERVISION

Encourages heads of departments to make decisions within their jurisdictions with minimal Town Manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff

- Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the Town Manager's office
- Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ + 5 = _____ score for this category

1. FISCAL MANAGEMENT

- Prepares a balanced budget to provide services at a level directed by council
- Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- Prepares a budget and budgetary recommendations in an intelligent and accessible format
- Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ + 5 = _____ score for this category

10. COMMUNITY

- Shares responsibility for addressing the difficult issues facing the Town
- Avoids unnecessary controversy
 - Cooperates with neighboring communities and the county
- Helps the council address future needs and develop adequate plans to address long term trends
- Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal ____ + 5 = ____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? _____

What performance area(s) would you identify as most critical for improvement? _____
