



## Town of Bridgewater

### Town Council

November 20, 2023

7:00 PM

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/89237094314>

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

**Meeting ID:** 892 3709 4314

### 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) October 18, 2023 Meeting Minutes
- C. Public Comment**
- D. Items for Discussion**
  - a) Review of the Town Manager Evaluation Form
- E. Adjournment of Meeting**



**Town of Bridgewater**

**Town Council**

October 18, 2023

7:00 PM

**Town Council Review Committee**

**MEETING MINUTES**

**CALL TO ORDER**

Councilor George called the meeting of the Review Committee to order at 7:30pm. In attendance was Councilor George and Councilor Robinson. Absent was Councilor Murphy. The meeting was conducted via Zoom.

**APPROVAL OF MEETING MINUTES**

- a) September 18, 2023 Meeting Minutes

*Councilor Robinson made a motion to approve the meeting minutes of September 18, 2023 which was duly seconded by Councilor George.*

A roll-call vote was taken with the results as follows: George – Yea; Murphy – Absent; Robinson – Yea. Motion passed 2-0

**PUBLIC COMMENT** – None

**NEW BUSINESS**

- a) Review of the Town Manager Evaluation Form

Councilor George noted that he looked on-line at many forms. ICMA form is what the Towns is like. Noted review should be delivered to Town Manager on March 30<sup>th</sup>. The Review Form would go to the Councilors on January 30<sup>th</sup> with a return date of February 28<sup>th</sup> to the Council Clerk. The review would then be compiled and delivered to the Town Manager on March 31<sup>st</sup>.

*Councilor Robinson made a motion to recommend the dates, which was duly seconded by Councilor George.*

A roll-call vote was taken with the results as follows: George – Yea; Murphy – Absent; Robinson – Yea. Motion passed 2-0

**OLD BUSINESS** -None

**ADJOURNMENT OF MEETING**

*Councilor Robinson made a motion to adjourn, which was duly seconded by Councilor George.*

A roll-call vote was taken with the results as follows: George – Yea; Murphy – Absent; Robinson – Yea.  
Motion passed 2-0.

Meeting adjourned at 7:10pm

## 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

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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.

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Governing Body Member's Signature

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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? \_\_\_\_\_

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

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