



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*

Chaz Sexton-Diranian, *Vice Chairman*

Theresa A. Morse, *Clerk*

Annual Performance Evaluation Summary of Town Administrator, R. Eric Slagle

Performance Evaluation Window: June 2022 – April 2023

EXECUTIVE SUMMARY

During the stated performance evaluation window, Town Administrator, R. Eric Slagle prevailed beyond just meeting expectations in every performance review category. Additionally, Eric had already addressed multiple matters on the Board of Selectmen's longer-term wish list.

THE EVALUATION PROCESS

All three Board of Selectmen Members were tasked with independently evaluating the Town Administrator's performance on an individual basis. Together, they presented their individual evaluations to the Town Administrator after which their three evaluations were combined to calculate the average score of each category within his evaluation.

Five pinnacle criteria were outlined on which to evaluate the Town Administrator's performance:

1. Financial Health of the Town
2. Contract Negotiations
3. Staff Development, Growth, and Recruitment
4. Personal and Professional Growth
5. Town Building Infrastructure

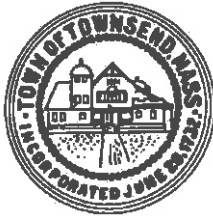
The rating scale used to evaluate the Town Administrator follows:

Note: The Selectman may also exercise the right to score the Town Administrator's performance in $\frac{1}{2}$ point increments as they deem applicable (for example, "3.5").

- 1 – Unsatisfactory
- 2 – Below Expectations
- 3 – Meets Expectations
- 4 – Exceeds Expectations
- 5 – Outstanding

PERFORMANCE EVALUATION RESULTS

- | | |
|--|-------------------|
| 1. Financial Health of the Town..... | Eric's Score: 4 |
| 2. Contract Negotiations..... | Eric's Score: 4.5 |
| 3. Staff Development, Growth, and Recruitment..... | Eric's Score: 4 |
| 4. Personal and Professional Growth..... | Eric's Score: 3.5 |
| 5. Town Building Infrastructure..... | Eric's Score: 3.5 |



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SUPPORTING COMMENTS FROM THE BOARD OF SELECTMEN

Chairman of the Board of Selectmen, Veronica Kell, stated:

“Accomplishments include acquiring ClearGOV SW through the Community Compact Grant that will hopefully make a difference in planning for the next fiscal year. Also, working with the Finance Committee and all Departments to produce a workable budget on the municipal side of the operating budget.”

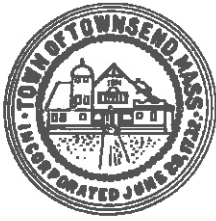
“Great job organizing, scheduling, and actually holding negotiations with all AFSCME Unions. The format of the meetings and the tone in the meetings should produce contracts that are beneficial to all.”

“Staffing is a tough one because good hires keep resigning for more lucrative positions with more advancement potential. Still, Eric’s tenacity has led to recently hiring a Land Use Coordinator and a new Community Services Coordinator, filling two key positions which otherwise, would be quite a loss to the Town.”

“Eric presented a creative solution to promote from within, in alignment with our Townsend First Policy, to home grow our new Assistant Town Accountant by developing an employment contract to include mandatory training with gradual advancement into the Town Accountant’s role over a three-year period. This clever approach will surely prove to solve an ongoing problem we had previously attempted to resolve for over two years.”

“Eric has been a top-down supporter of all Wellness Programs offered via MIA and hosted/promoted by the Town, resulting in the Town of Townsend receiving the prestigious “Excellence in Wellness” Award at the MMA Conference in January of 2023.”

“The three RFPs for the unused town buildings are posted. The Shared Streets and Spaces work Eric helped with, and the RFP for that wasn’t part of the plan, but got done. Same with the work on the MassTrails Grant. Also, meeting with Anne Gagnon regarding the properties that the Town can sell to MA Fish and Game wasn’t part of the plan, but happened.”



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"Eric's knowledge of Massachusetts General Law and his overall understanding of municipal government has been an asset to the Town of Townsend. He has learned the ways of Townsend quickly and has done an admirable job of getting the Town up and running after not having a full-time Town Administrator for a year. Both the employees and the townspeople find him approachable which is so refreshing. I am looking forward to watching the Town settle in, under his guidance."

Member of the Board of Selectmen, Chaz Sexton-Diranian, stated:

"For only being here a year, Eric far exceeds the expectations of the Board of Selectmen."

"There is no need to micro-manage, as Eric does have the Town's best interests in mind during all contract negotiations."

"With all of the duties Eric has to handle, he is doing well with what he walked into. I believe he will be able to settle in even more this coming year."

"I believe Eric will grow more in his position here. His positive attitude and ability to work with difficult people prove to me that we did make the right choice in hiring Eric for the job."

Member of the Board of Selectmen, Theresa Morse, stated:

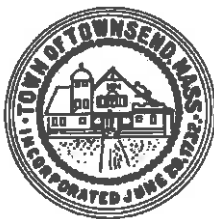
"Eric is detail minded about even the smallest detail of tasks assigned to him."

"Eric maintains a good standard of work aligned with a high level of productivity."

"Eric repeatedly uses his knowledge and experience to improve the policies and procedures for Townsend MA."

"Eric has the trust of the Board of Selectmen because he has proven he will get the job done."

"Eric seeks out diverse perspectives to develop ideas as well as spending time learning about new ideas."



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"Eric always takes initiative in overcoming obstacles to find resolutions that meet everyone's needs."

"Eric ensures that any instance of poor compliance to policy is reported immediately. This is a direct result of his deep knowledge about the content and intent of each policy."

"Eric has found ways in what could be a difficult environment to relate to people and motivate them. He is a charismatic person."

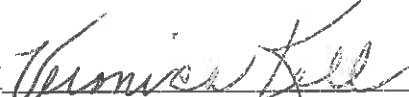
"In his first year, Eric has demonstrated strong skills and leadership abilities. Eric understands how to complete all tasks assigned and lead his team as well as advise the Board of Selectmen with his wisdom."

AREAS FOR CONTINUED GROWTH


- As always, continue to encourage professional development of Department Heads and their Staff
- Schedule Routine Department Head meetings and collect Department Head Summary Reports
- Attend additional training and/or conferences as related to the Town Administrator's role
- In addition to recently hiring a consultant, further develop an internal support team toward the completion of an overall 5-year plan to determine the building use of town owned properties

X 
R. Eric Slagle, Town Administrator

Date: 4/21/2023

X 
Veronica Kell, Chairman of the Board of Selectmen

Date: 4/21/2023

X 
Chaz Sexton-Diranian, Member of the Board of Selectmen

Date: _____

X 
Theresa Morse, Member of the Board of Selectmen

Date: _____