



# TOWN OF TRURO

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## POLICY MEMORANDUM #69

Subject: Select Board – Town Manager Performance Evaluation

Date: Adopted October 28, 2025

### I. POLICY AND PURPOSE

The Truro Select Board shall conduct an annual performance evaluation of the Town Manager in accordance with the terms outlined in the Town Manager's contract or as otherwise mutually agreed upon by the Select Board and the Town Manager.

The purpose of this policy is to establish a formal, transparent, and consistent process for evaluating the Town Manager's performance. The evaluation process enables the Select Board to assess performance in key competency areas, review progress toward established goals, and provide constructive feedback. It also promotes accountability, recognizes accomplishments, and identifies opportunities for professional development and continuous improvement.

### II. DOCUMENTS

Individual performance evaluations forms completed by members of the Select Board and the Town Manager's written self-evaluation are considered confidential personnel documents and shall not be publicly released.

A single consensus evaluation summary – compiling the collective ratings and representative comments – shall be the only document released publicly. This summary will be prepared by the Chair, who serves as the Reviewer. In the absence of the Chair, the Vice Chair or another designee of the Select Board shall serve as Reviewer.

### III. PROCEDURE

**Evaluation Period** – The annual evaluation period shall cover the fiscal year from July 1 through June 30.

**Town Manager's Self-Evaluation** – The Town Manager shall submit a written self-evaluation that includes a narrative summary of accomplishments, progress toward established goals, and discussion of challenges or opportunities encountered. A copy of the self-evaluation and a blank evaluation form shall be distributed to each Select Board member.

**Individual Discussions** – Each Select Board member shall meet individually with the Town Manager to discuss the evaluations. These meetings are intended to encourage open communication and shared understanding regarding performance, achievements, challenges, and future goals. The emphasis shall be on dialogue and constructive feedback rather than ratings.

**Submission of Individual Evaluations** – Following the individual discussions, each Select Board member shall complete and submit their evaluation form to the Chair by the deadline agreed upon by the Board.

**Recordkeeping** – The Chair shall forward all individual evaluation and consensus evaluation forms, including the Town Manager's self-evaluation, to the Human Resources Coordinator (or other appropriate designated personnel officer), who shall maintain them in the Town Manager's official personnel file.

**Consensus Evaluation** – The Chair (or designated Reviewer) shall prepare a written consensus overview summarizing the collective feedback and overall performance assessment. This document shall be provided to the Town Manager and the rest of the Board members at least one week prior to the public discussion of the evaluation. No discussion shall occur outside of the public meeting.

**Public Discussion and Release** – The consensus evaluation summary shall be included in the meeting materials or agenda packet that is publicly posted, in accordance with the Open Meeting Law.

## **IV. APPENDICES**

**Appendix A:** Town Manager's Self-Evaluation Form

**Appendix B:** Select Board's Individual Evaluation Form

**Appendix C:** Consensus Evaluation Summary Form

*Susan Areson*

Susan Areson, Chair

*Nancy Medoff*

Nancy Medoff, Clerk

*Susan Girard-Irwin*

Susan Girard-Irwin, Vice Chair

*Stephanie Rein*

Stephanie Rein

*John Dundas*

John Dundas

Truro Select Board