

COMPILED

SELECT BOARD EVALUATIONS OF TOWN MANAGER

Evaluation Period – Fiscal Year 2022 (7/1/21-6/30/22)

Town Manager Lyn Simmons

Evaluation Instructions:

Each Select Board member will complete an individual evaluation of the incumbent Town Manager. For each of the 10 performance criteria, please circle the appropriate rating. If you rate the Manager as "Exceeds Expectations" or "Not Meeting Expectations," please provide a few sentences in the "Justifications/Comments" section. If you rate the administrator as "Meets Expectations," you are not required to justify your rating although you may still offer helpful feedback. The bullet statements under each criterion are meant to serve as examples of factors to be considered and not an exhaustive list of job responsibilities or duties. Specific performance goals are listed where shown. Please return individual evaluations to the Chair by June 1, 2022.

RATING STANDARDS

5 Exceeds Expectations: Outstanding and superior performance can be clearly seen by anyone who observed this person's work.

4 Between exceeds expectations and meets expectations.

3 Meets Expectations: Performance fully meets the principal accountabilities and their associated goals and expectations.

2 Between meets expectations and not meeting expectations.

1 Not Meeting Expectations: Performance is noticeably poorer than what the principal accountabilities and their associated goals and expectations. Area deserves attention and calls for noticeable improvement.

Select Board: Steven Marantz, Joshua Levine, Mark Gold, Thomas Lachiusa.

1. SERVICE AND SUPPORT TO THE SELECT BOARD

- Responsiveness to and interaction with the Select Board
- Quality of agenda information
- Quality of research and analysis work
- Quality of response to Select Board's needs and concerns, both collectively and individually.
- Regularly keeps Select Board informed of important and upcoming issues
- Town Meeting preparation
- Timeliness and accuracy of information

Steven Marantz Rating: 5

EXCEEDS		MEETS		DOES NOT MEET
5	4	3	2	1

Steven Marantz Comments: Lyn responds exceedingly well to the concerns of the Board and her work quality is excellent.

Joshua Levine Rating: 4

EXCEEDS		MEETS		DOES NOT MEET
5	4	3	2	1

Joshua Levine Comments: As the newest member of the Select Board, I have so far found Lyn to be a knowledgeable and helpful Town Manager. At meetings, Lyn is ready to answer questions on agenda items and, on the rare occasions when she has less than full knowledge, she promises to

5 4 3 2 1

Joshua Levine Comments: I believe budget preparation with the tax cap in mind to be Lyn’s most important job in town. She has done an admirable job and has fully kept the goal of 1.75% increase per year in hand. The most recent budget session, my first on the board, seems to have been an outlier because of extra cash we received from the state, which may have allowed us to avoid cuts. I will be interested to see what cuts Lyn suggests in the future.

Mark Gold Rating: 4

EXCEEDS **MEETS** **DOES NOT MEET**
5 4 3 2 1

Mark Gold Comments: Lyn did a great job in preparing the FY 2023 budget. For the second year in a row she was able to develop a budget that met the Finance Committee’s request of raising taxes by 1.75%. Again, she adjusted the School Committee’s requested budget to reflect constraints of the overall budget. The FY2023 budget, completed with a new Director of Finance on board, was completed with no significant issues.

Thomas Lachiusa Rating: 5

EXCEEDS **MEETS** **DOES NOT MEET**
5 4 3 2 1

Thomas Lachiusa Comments: The Town Manager was able to find agreement from the parties involved to maintain a policy of having the lowest level of budget increase possible. The budget involved cuts from all departments including the School Department without complaints reaching the Select Board.

3. MANAGERIAL SKILLS

- Maintains effective leadership of and confidence from department heads.
- Ability to responsibly address in a timely fashion varied and diverse work assignments.
- Maintains an effective and professional organizational climate and makes improvements when necessary.
- Ability to perform appropriate research and analysis.
- Ability to develop and present alternative public policy and courses of action.
- Creativity and innovation in managing services.
- Decisiveness in making decisions and managing organization.

Steven Marantz Rating: 4

EXCEEDS **MEETS** **DOES NOT MEET**
5 4 3 2 1

Steven Marantz Comments: Lyn appears to be able to maintain the managerial integrity of the town.

Joshua Levine Rating: 4

EXCEEDS **MEETS** **DOES NOT MEET**
5 4 3 2 1

Joshua Levine Comments: I do not have direct knowledge of Lyn’s day to day work management or her relationship with department heads, other than the Finance Director and Collector who appear at our meetings. I get the general sense that Lyn is well respected in the town government.

Mark Gold Rating: 5

EXCEEDS **MEETS** **DOES NOT MEET**
5 4 3 2 1

- Attains goals and objectives within established timeframes and allocated resources.

Steven Marantz Rating: 4

EXCEEDS		MEETS		DOES NOT MEET
5	4	3	2	1

Steven Marantz Comments: I believe the Board should spend more time discussing goals with Lyn.

Joshua Levine Rating: 4

EXCEEDS		MEETS		DOES NOT MEET
5	4	3	2	1

Joshua Levine Comments: Lyn worked with the SB in setting goals in 2021 and has completed quite a few of them. The status sheet that has been shared with us is well done. My only suggestion would be that some of the goals may benefit from a projected end date or dates for progress checks.

Mark Gold Rating: 4

EXCEEDS		MEETS		DOES NOT MEET
5	4	3	2	1

Mark Gold Comments: Lyn made excellent progress on the goals and specific projects agreed to with the Select Board at the beginning of the year. More importantly, she used the goals document to track and communicate progress on those items. Not all the goals were fully completed, but all were addressed and many unexpected complexities were resolved.

Thomas Lachiusa Rating: 5

EXCEEDS		MEETS		DOES NOT MEET
5	4	3	2	1

Thomas Lachiusa Comments: The Town Manager has worked on the goals that were discussed and reviewed with the Select Board.

7. RELATIONS WITH FEDERAL, STATE, OTHER GOVERNMENTAL UNITS

- Reviews, analyzes, represents and presents the position of the Town and Select Board relative to implemented and proposed legislation and governmental policies and regulations.
- Pursues funding opportunities in support of Board priorities and policy goals.
- Stays abreast of and performs research involving governmental legislation, policies and regulations.
- Works with state and other agencies in matters relating to implementing policies and programs.

Steven Marantz Rating: 4

EXCEEDS		MEETS		DOES NOT MEET
5	4	3	2	1

Steven Marantz Comments: With the addition of the assistant TM, this is an area I am expecting Lyn to excel.

Joshua Levine Rating: 5

EXCEEDS		MEETS		DOES NOT MEET
5	4	3	2	1

Joshua Levine Comments: The biggest positive here is hiring an Assistant Town Manager – we have already seen the financial benefits of this decision in the form of grants. Lyn and Corinne are on top of financial opportunities and legislation and I have been impressed. Now that Eversource has filed, I will be curious to see Lyn’s interaction with the various state boards re the pipeline.

Mark Gold Rating: 5

Steven Marantz Rating: 5

EXCEEDS 5 4 **MEETS** 3 2 **DOES NOT MEET** 1

Steven Marantz Comments: I believe Lyn and her position as Town Manager are evolving exceptionally well.

Joshua Levine Rating: 3

EXCEEDS 5 4 **MEETS** 3 2 **DOES NOT MEET** 1

Joshua Levine Comments: I do not have any prior knowledge to be able to assess Lyn's growth this year, but I know she has attended conferences and keeps up with professional growth.

Mark Gold Rating: 5

EXCEEDS 5 4 **MEETS** 3 2 **DOES NOT MEET** 1

Mark Gold Comments: Lyn has grown, and continues to grow into the Town Manager position. In FY 2022 Lyn brought into her team two new department heads (DPW & Finance) and an assistant Town Manager. These changes should provide a springboard for improvements to the degree to which town management reflects Lyn's goals and capabilities.

Thomas Lachiusa Rating: 4

EXCEEDS 5 4 **MEETS** 3 2 **DOES NOT MEET** 1

Thomas Lachiusa Comments: With all the additional demands due to COVID -19, the Town Manager had almost no opportunity to show their strengths and interest in this area.

Overall Ratings

Steven Marantz - OVERALL RATING (divide total by 10)

1	2	3	4	5	6	7	8	9	10	TOTAL
5	5	4	4	5	4	4	5	4	5	4.5

Comments: I believe Lyn and the Town of Longmeadow are doing quite well together. I expect that as time goes on town government will only become more efficient and responsive to Longmeadow residents. I like the way the Lyn is grasping the role of Town Manager and believe she will only grow in the position.

Joshua Levine - OVERALL RATING (divide total by 10)

1	2	3	4	5	6	7	8	9	10	TOTAL
4	4	4	3	5	4	5	4	3	3	4.0

Comments: I have been very impressed with Lyn's knowledge, professionalism, patience, and overall aptitude in her role as Town Manager. We have seen in other communities what can happen when a TM disconnects with a governing body, and I think we have the opposite in Longmeadow.

Mark Gold - OVERALL RATING (divide total by 10)

1	2	3	4	5	6	7	8	9	10	TOTAL
5	4	5	5	5	4	5	5	3	5	4.6

Comments: Lyn has done a great job balancing the things that needed to be done (COVID-19, Armata's fire response) with the things that the Select Board wanted to have done (quarterly water billing, shared health services) and the things that were not anticipated but needed her attention (personnel changes, trash contract renegotiations). This balance, along with her consensus building style and understanding of the roles other town officials and residents have in assuring the success of these initiatives, has this past year a success for Lyn and the Town of Longmeadow,

Thomas Lachiusa - OVERALL RATING (divide total by 10)

1	2	3	4	5	6	7	8	9	10	TOTAL
5	5	5	5	5	5	5	5	5	4	4.9

The Town Manager has played a significant role in identifying inconsistent policy statements that needed correction. She has also identified areas where policy development was needed to avoid future conflicts. The Town is going to benefit from all the work she does behind the scenes to improve how the Town operates and serves residents.