

Evaluation & Goals for Eliot Town Manager 2023-2024

Communication/Community relations

1. Begin rebuilding of Town website.
2. Begin build out of Cable Access Channel.
3. Continue Update through TM Reports
4. Create 236 Project Page and dissemination list.
5. Continue responding and coordinating Citizen complaints/requests/inquiries.

Rating:

4/5 5 [Always exceeds goals] **1/5** 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets]

Comments:

As Town Manager you have met all expectations and, in some instances, you have exceeded expectations. Your ability to be forthright and honest even when placed in uncomfortable / difficult circumstances is remarkable.

Mr. Sullivan has been extremely communicative regarding town issues this past year. I feel he has created many avenues for citizens to obtain any information they seek.

We have had an unprecedented amount of community relations information available.

Select Board meeting minutes have been persistently in arrears and should be a high priority. A solution in the near term to ensure that the meeting minutes are current will enhance Communication/Community relations.

Professional Development/Training

1. Continue providing training opportunities for all departments.
2. Participate in appropriate and available training.
3. Continue monthly staff meetings and review training offerings regularly

Rating:

4/5 5 [Always exceeds goals] **1/5** 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets]

Comments:

Town employees appear to be very happy with your management style. It is noticeable that staff turnover has been significantly reduced

There has been unprecedented amount of training and development.

Policy Development/Acceptance

1. Continue to review and suggest changes to policy.
2. Continue to review Charter and Ordinances for possible changes.
3. Engage departments in policy and process changes.
4. Develop messaging for the public on changes developed and put in place

Rating:

5/5 5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets]

Comments

Charter amendments or substantial revisions to the Charter can be expected to consume a good portion of your time in the next year.

Mr. Sullivan has Eliot's best interest at the heart of all his decisions. As a busy manager he may not always have a perfect track record of sharing content with the public quickly. But he always shares necessary information when needed.

Innovations, Efficiencies

1. Explore new approaches.
2. Reach-out regionally for solutions.
3. Promote innovations to staff and departments.
4. Seek new ideas from other municipalities (plagiarize or amend).

Rating:

3/5 5 [Always exceeds goals] **2/5** 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets]

Comments:

Many new ideas are coming in, and I believe we are striving to accomplish some the ideas. Not all are getting completed, understandably, but many are.

Fiscal management

1. Continue work on financial processing.
2. Implement procedure consistent with best practices.
3. Update investment policy for Eliot
4. Work with Budget Committee on streamlining
5. Review all spending a receipt activity with departments.
6. Work to standardize processes.

Rating:

4/5 5 [Always exceeds goals] 4 [Often exceeds] **1/5** 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

Mr. Sullivan is an asset to the Town of Eliot. He has put many best practices in place and is juggling a large number of projects effectively and with an eye towards the future. We are extremely lucky to have such a dedicated employee for our town.

Squaring away our financials and our investments has been an essential task. That's been done very well.

With current staffing, a significant task to accomplish this fiscal year (FYE 06/30/2024) is to have our external independent audit for FYE 06/30/2023 finished as soon as possible and the FYE 06/30/2024 audit scheduled for September / October 2024 to be in process.

**Compiled and submitted by
Richard Donhauser, Select Board Chairman
01/25/2024**

NOTE: This evaluation compilation represents 4 of the 5 select board members reporting. When the 5th Select Board member submits his/her evaluation form this summary evaluation will be updated