MEMORANDUM

TO: Board of Selectmen, Town of Medfield
Kristine Trierweiler, Town Administrator, Town of Medfield
FROM: Richard Massina, Labor Counsel, Clifford & Kenny, LLP
RE: Town Administrator Review – Board Consensus Summary
DATE: September 21, 2022

The purpose of this memorandum is to provide the Medfield Board of Selectmen ("Board") and Kristine Trierweiler, the Town of Medfield's ("Town") Town Administrator, with a consensus summary of the Board's individual member's ratings that shall comprise the Town Administrator's annual review for Fiscal Year 2022-2023. Upon receipt and review of the same, the Board intends to discuss this consensus summary at a forthcoming Board meeting in Open Session.

The Board's review included a rubric containing seven (7) categories comprised of twenty (20) individual goals that were graded on a scale to measure each goal's level of completion. The instrument was agreed to by the Board and the Town Administrator and the scale used to grade is included below:

Grade	Completion Level
1	Complete (100%)
2	Almost Complete (85%)
3	In-Process (50%)
4	Started (20%)
5	On Hold (0%)

Medfield Board of Selectmen's Consensus Review Summary

OVERALL SCORE: 82.50%

1. Goal – Civic Engagement
    a. Average Score: 32.83%
    b. Consensus Score: Started

2. Goal - Inter/Intra Governmental Operations
    a. Average Score: 95%
    b. Consensus Score: Almost Complete

3. Goal – Grounds and Open Space Maintenance and Improvement Plan Proposal
    a. Average Score: 60.33%
    b. Consensus Score: In-Process

4. Goal – Long Term Financial Planning
    a. Average Score: 94.33%
    b. Consensus Score: Almost Complete

5. Goal – Communications
    a. Average Score: 100%
    b. Consensus Score: Complete

6. Goal – Board of Selectmen Policy Updates
    a. Average Score: 95%
    b. Consensus Score: Almost Complete

7. Goal – Labor Relations
    a. Average Score: 100%
    b. Consensus Score: Complete

In addition to the general scores, certain members of the Board included additional commentary to be considered when voting to determine the bonus, if any, to be presented to the Town Administrator, as stated in Section XIV – Performance Review of the Town Administrator's employment agreement. A general consensus of those comments follows:

More than one member of the Board noted the Town Administrator's ability to successfully schedule and complete Special and Annual Town Meetings throughout the COVID-19 pandemic. The Town Administrator led the Town and its staff through sometimes difficult and contentious issues, coordinating with all of the Town departments to ensure work was completed. Special mention was made of projects relating to the State Hospital, the Dale Street building project, information requests received by the Town, maintaining good financial standing and the implementation of a new Town department – Land Use. More than one member of the Board championed the Town Administrator's handling of prospective litigation and avoiding the same through negotiations, while still ensuring the Town's high standard of performance for employees.

Conclusion

With a total average score of 82.50%, it is the Board's consensus opinion that the Town Administrator has "almost completed" all of her goals for this review period. As such, the Board should use this summary, in reference to the goals contained in the agreed-upon review instrument, to determine the amount of the Town Administrator annual salary bonus, if any.

If you have any questions regarding the foregoing, please do not hesitate to contact my office directly.