

TOWN OF WHATELY
Performance Evaluation

Employee Name: Brian Domina
Employee Position: Town Administrator
Evaluated By: Self Evaluation
Date of Evaluation: May 16, 2022
Period of Evaluation: July 2019 to May 2022

- 1. QUALITY/QUANTITY OF WORK:** Ability of employee to accomplish the appropriate amount of work free of errors and in a timely manner.

_____ Exceeds Expectations X Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

- 2. INTERPERSONAL SKILLS:** Works effectively as a team member. Is able to handle minor conflicts or disagreements without the intervention of a supervisor. Interacts appropriately with fellow employees and members of the public.

 X Exceeds Expectations _____ Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS: I'm very proud of the collaborative work environment that we have created here. I've built great relationships with town officials, fellow employees and members of the public.

- 3. JOB KNOWLEDGE AND INITIATIVE:** Possesses the skills and knowledge to fulfill the responsibilities of the job description. Understands how their job fits into departmental operations and the operations of the Town. Willingness to learn new skills and undertake additional job responsibilities when appropriate.

 X Exceeds Expectations Meets Expectations Needs Improvement

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS: After nearly six years on the job as the Town Administrator I have a thorough understanding of what it takes to complete the work. I'm always looking to learn new and innovative ways to improve services to residents. The COVID19 pandemic certainly forced me to learn new job skills as we shifted to a remote work and remote meeting environment because we really had no other choice.

- 4. ATTENDANCE/PUNCTUALITY:** Arrives on time for work and meetings. Maintains work schedule and uses leave responsibly.

 Exceeds Expectations X Meets Expectations Needs Improvement

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS: The COVID19 pandemic changed my personal needs as I can no longer rely on my older parents for before school and after school childcare, especially when my kids are showing the first signs of illness. This has necessitated that I occasionally come in later to work after dropping off the kids at school or leaving earlier to pick them up from school. Its also meant that I need to take more remote working days or sick days because there really is no other place for them to go. I will look to continue this flexibility into the foreseeable future. When my schedule has to be adjusted, I make sure to communicate to my co-workers.

- 5. ADMINISTRATION:** Completes reports and forms in an accurate and timely manner. Works and communicates well with other Department Heads and the Town Administrator.

_____ Exceeds Expectations X Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS: I believe that I have good working relationships with all department heads, and I can certainly fill out a form in a timely manner 😊.

- 6. SUPERVISION & LEADERSHIP:** Regularly evaluates employees and provides praise and corrections when appropriate. Treats employees in a fair, consistent and respectful manner. Promotes a productive work environment. Leads by example and motivates employees.

_____ Exceeds Expectations X Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS: As mentioned above, I'm very proud of the work done by the employees here over the past three years and I like to think that I played a part in that success by leading by example and helping to lead the switch over from in-person to a fully remote form of local government and now back to some type of hybrid system. The past three years have been the most difficult in my professional life and have certainly taken a toll on everyone, me included, but I'm very proud that we moved through the most difficult parts.

- 7. PROFESSIONALISM:** Exhibits an appropriate level of professional behavior and sound judgement on routine work as well as difficult situations.

 X Exceeds Expectations Meets Expectations Needs Improvement

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS: I have high expectations for myself to act appropriately and professionally (even in situations where I may not agree or feel wrongfully accused). I exercise sound judgment based on data and information to help the administer the town's affairs in the best interests of the town.

8. AREAS FOR IMPROVEMENT

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS: I would like to become less deadline driven when completing work. With the hiring of the Community Development position, I think this will be possible as that position will take over many of the grant deadline driven tasks. I'm hopeful this will allow me to focus more time and energy into important longer-term projects (Center School, Highway Garage) and improving core operational policies (e.g., personnel policy).

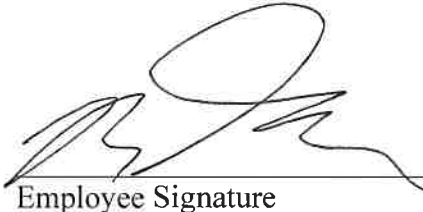
9. OVERALL COMMENTS:

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS: The past three years have been the most challenging time in my professional life. We learned how to operate the town remotely in a matter of weeks and did so very successfully. I led the effort to track, order and stockpile PPE and other limited supplies. I made sure that employees had laptop computers for remote work and ordered laptops for those who needed them. I drafted numerous COVID19 operating

policies for the Selectboard and recommended changes to these policies as our understanding of COVID19 evolved. I managed a number of different COVID funds, purchased equipment, made sure that upgrades to the ventilation systems were made to our key buildings, stayed on top of key legislative changes, planned, and organized outdoor Special and Annual Town Meetings and many other things to keep the town running. I'm proud to say that not only did we just keep the town running, but I think we ran the town very well considering the unprecedented public health crisis.

Supervisor signature

Date
Employee Signature

Date

05/17/22

TOWN OF WHATELY

Performance Evaluation

Employee Name: Brian Domina Employee Position: Town Administrator Evaluated By: Fred Baron Date of Evaluation: 5/12/22 Period of Evaluation: 2021-2022

- 1. QUALITY/QUANTITY OF WORK:** Ability of employee to accomplish the appropriate amount of work free of errors and in a timely manner.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

SUPERVISOR COMMENTS:

Brian attends, participates in, and very frequently runs a wide variety of board and committee meetings outside of usual business hours. Even with COVID complications, he has continued to do this very effectively, whether working from the office or home.

EMPLOYEE COMMENTS:

- 2. INTERPERSONAL SKILLS:** Works effectively as a team member. Is able to handle minor conflicts or disagreements without the intervention of a supervisor. Interacts appropriately with fellow employees and members of the public.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Needs Improvement

SUPERVISOR COMMENTS:

I have not had enough experience observing Brian in his function as supervisor to comment extensively. He appears to have the respect personally and for his position among his staff which would be expected in his job.

EMPLOYEE COMMENTS:

- 3. JOB KNOWLEDGE AND INITIATIVE:** Possesses the skills and knowledge to fulfill the responsibilities of the job description. Understands how their job fits into departmental operations and the operations of the Town. Willingness to learn new skills and undertake additional job responsibilities when appropriate.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

SUPERVISOR COMMENTS:

Brian is always on top of all of the information necessary, whether to answer questions at public meetings or individual conversation. If he doesn't have answers immediately, he always gets them promptly. He recognizes that in a very small town like Whately, the Administrator is often the default person for dealing with any problem which does not clearly fall into a particular department's jurisdiction.

EMPLOYEE COMMENTS:

- 4. ATTENDANCE/PUNCTUALITY:** Arrives on time for work and meetings. Maintains work schedule and uses leave responsibly.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Needs Improvement

Health issues have required Brian to work from home more than anticipated over the past year. Not being in the office, however, does not appear to have caused any operational problems. I am unaware of Brian missing or being late for any meetings.

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

- 5. ADMINISTRATION:** Completes reports and forms in an accurate and timely manner. Works and communicates well with other Department Heads and the Town Administrator.

_____ Exceeds Expectations X Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

I am aware of no major issues between Brian and any department heads.

EMPLOYEE COMMENTS:

- 6. SUPERVISION & LEADERSHIP:** Regularly evaluates employees and provides praise and corrections when appropriate. Treats employees in a fair, consistent and respectful manner. Promotes a productive work environment. Leads by example and motivates employees.

_____ Exceeds Expectations X Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

I have heard no complaints or negative comments about Brian's role as a supervisor.

EMPLOYEE COMMENTS:

- 7. PROFESSIONALISM:** Exhibits an appropriate level of professional behavior and sound judgement on routine work as well as difficult situations.

 X Exceeds Expectations _____ Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

I have never seen Brian behave in an unprofessional manner or do anything which would be detrimental to the Town.

EMPLOYEE COMMENTS:

8. AREAS FOR IMPROVEMENT

SUPERVISOR COMMENTS:

Brian does an excellent job as administrator. I only see Brian once or twice a week for short periods, and thus do not see much of his interactions with staff or daily routine, I do not see, and have not heard about, any areas where Brian's performance would need to be improved significantly.

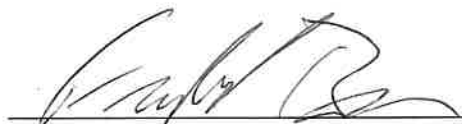
EMPLOYEE COMMENTS:

9. OVERALL COMMENTS:

SUPERVISOR COMMENTS:

Whately is very lucky to have Brian Domina as its administrator. Running a small town like this on a day-to-day basis with a small staff can be very tricky, and Brian does it extremely well. I can't think of anything which I would hope that Brian would do which he does not already do.

EMPLOYEE COMMENTS:



Supervisor signature

5-14-22

Date

Employee Signature

Date

TOWN OF WHATELY
Performance Evaluation

Employee Name: Brian Domina
Employee Position: Town Administrator
Evaluated By: Joyce Palmer Fortune
Date of Evaluation: May 17 2022
Period of Evaluation: July 2019 - May 2022

- 1. QUALITY/QUANTITY OF WORK:** Ability of employee to accomplish the appropriate amount of work free of errors and in a timely manner.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

SUPERVISOR COMMENTS:

Errors are few and far between, usually quickly discovered and corrected, and seldom of great consequence.

EMPLOYEE COMMENTS:

- 2. INTERPERSONAL SKILLS:** Works effectively as a team member. Is able to handle minor conflicts or disagreements without the intervention of a supervisor. Interacts appropriately with fellow employees and members of the public.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

SUPERVISOR COMMENTS:

I value Brian's ability to work extremely well with employees and members of the public in a thoughtful and appropriate way

EMPLOYEE COMMENTS:

- 3. JOB KNOWLEDGE AND INITIATIVE:** Possesses the skills and knowledge to fulfill the responsibilities of the job description. Understands how their job fits into departmental operations and the operations of the Town. Willingness to learn new skills and undertake additional job responsibilities when appropriate.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

SUPERVISOR COMMENTS:

We rely on Brian's skills and knowledge and we benefit from it quite a lot. I especially appreciate that Brian will check thoroughly before advising us on things, which I think of as an important skill for this job. I appreciate it a lot when he says something like "I think that the way it works is..., but I need to check on this or that aspect". There are often adverse consequences to getting details wrong! I also appreciate his flexibility in taking on many miscellaneous roles as the town administrator in a small town.

EMPLOYEE COMMENTS:

- 4. ATTENDANCE/PUNCTUALITY:** Arrives on time for work and meetings. Maintains work schedule and uses leave responsibly.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

SUPERVISOR COMMENTS:

This past 3 years has been quite a trial for everyone in every role, as the definition of "attendance" became less of a cut and dry concept. I think Brian was very thoughtful and practical in implementing the work-from-home policy in response to the pandemic. I never felt like his excellent work for the town suffered, whether he worked from home or from the office. I like to think that we as supervisors have been generous whenever flexibility was needed on Brian's end, but I note that whenever such flexibility was requested, getting the job done for the town was always an integral part of any request.

EMPLOYEE COMMENTS:

5. **ADMINISTRATION:** Completes reports and forms in an accurate and timely manner. Works and communicates well with other Department Heads ~~and the Town Administrator.~~

 X Exceeds Expectations Meets Expectations Needs Improvement

SUPERVISOR COMMENTS:

I have found Brian to be 'on top of it' when it comes to required paperwork. Whenever I have asked, he has been knowledgeable about that's going on in the various town departments.

EMPLOYEE COMMENTS:

6. **SUPERVISION & LEADERSHIP:** Regularly evaluates employees and provides praise and corrections when appropriate. Treats employees in a fair, consistent and respectful manner. Promotes a productive work environment. Leads by example and motivates employees.

 X Exceeds Expectations Meets Expectations Needs Improvement

SUPERVISOR COMMENTS:

This one is hard to put the X in a correct box, because I don't have any direct experience of his evaluations of employees, nor do I have direct knowledge of the kinds of feedback he gives employees whom he evaluates. But I have not heard complaints from

employees, so assuming the evaluations did not fall by the wayside during the pandemic, I base my “exceeds expectations” rating on that. If they fell by the wayside, I would change to “meets expectations” because that is the kind of thing I would expect to fall by the wayside in the pandemic. The other indicator that the very most positive response is warranted is that the work environment seems to be quite productive, which is probably a credit to both Brian and the employees.

EMPLOYEE COMMENTS:

7. **PROFESSIONALISM:** Exhibits an appropriate level of professional behavior and sound judgement on routine work as well as difficult situations.

 X Exceeds Expectations Meets Expectations Needs Improvement

SUPERVISOR COMMENTS:

I hardly know anyone who act more professionally than Brian in his role as Town Administrator. I appreciate his thoughtful advice on both routine and difficult situations that we face as a town and as decision makers.

EMPLOYEE COMMENTS:**8. AREAS FOR IMPROVEMENT****SUPERVISOR COMMENTS:**

I can't think of any specific area for improvement at the moment. I would say, keep up the good work of improving how things work in our town government.

EMPLOYEE COMMENTS:

9. OVERALL COMMENTS:

SUPERVISOR COMMENTS:

I think Brian has been a very effective and well-liked town administrator, and I would like to see him stay on.

EMPLOYEE COMMENTS:

Joyce Palmer Fortune 5/18/22
Supervisor signature Date

Employee Signature Date

TOWN OF WHATELY

Performance Evaluation

Employee Name: Brian Domina
Employee Position: Town Administrator
Evaluated By: Jonathan Edwards
Date of Evaluation: 17 May 2022
Period of Evaluation: 1 July 2021 – 30 June 2022

- 1. QUALITY/QUANTITY OF WORK:** Ability of employee to accomplish the appropriate amount of work free of errors and in a timely manner.

XX Exceeds Expectations _____ Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

Brian thinks for all of us and anticipates what needs to be done and how it is best accomplished. He is thorough and gets all tasks done well.

EMPLOYEE COMMENTS:

- 2. INTERPERSONAL SKILLS:** Works effectively as a team member. Is able to handle minor conflicts or disagreements without the intervention of a supervisor. Interacts appropriately with fellow employees and members of the public.

_____ Exceeds Expectations XXX Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

I do not have a lens into his day-to-day interaction with staff or the general public. I know that he brings staff issues to the board that need to be addressed and that he seems to handle external communication well. This was especially challenging during the Covid-19 pandemic. I don't know that he exceeds expectations as I don't know the specificity of what he deals with, but I do know that we don't hear criticism and no news is usually good news.

EMPLOYEE COMMENTS:

- 3. JOB KNOWLEDGE AND INITIATIVE:** Possesses the skills and knowledge to fulfill the responsibilities of the job description. Understands how their job fits into departmental operations and the operations of the Town. Willingness to learn new skills and undertake additional job responsibilities when appropriate.

XXX Exceeds Expectations _____ Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

Brian knows his job and he knows it well. He takes initiative and is not afraid to suggest how he would deal with an issue, while simultaneously understanding that it is the selectboard decision at the end of the day. He has also anticipated how we can do more by hiring new staff, while understanding the budget limits available to the town to solve issues or be more proactive simply by adding staff hours/talents.

EMPLOYEE COMMENTS:

- 4. ATTENDANCE/PUNCTUALITY:** Arrives on time for work and meetings. Maintains work schedule and uses leave responsibly.

_____ Exceeds Expectations XXX Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

The theme is that Brian does his job. He stays within the limits of his contract but also puts in the hours necessary to do the job. Whately has a worker-friendly remote work policy as appropriate and Brian uses that well to do his job while maintaining a healthy and appropriate work/life balance. However, this is a “meets expectations” as I am not convinced you can exceed in this category.

EMPLOYEE COMMENTS:

- 5. ADMINISTRATION:** Completes reports and forms in an accurate and timely manner. Works and communicates well with other Department Heads and the Town Administrator.

XXX Exceeds Expectations _____ Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

Brian is also timely with the submission of work. What is best is that he delivers an appropriate assessment of what is possible in a given period of time by not committing to something that is not realistic. However, he understands the importance of quick turnarounds so has found a good balance. And he always delivers. I assume that is communication with department heads is strong as they are also timely and effective with their respective work and reports.

EMPLOYEE COMMENTS:

- 6. SUPERVISION & LEADERSHIP:** Regularly evaluates employees and provides praise and corrections when appropriate. Treats employees in a fair, consistent and respectful manner. Promotes a productive work environment. Leads by example and motivates employees.

_____ Exceeds Expectations XXX Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

I don't feel I am in a place to critique this area I don't see the work product or how he manages on a day-to-day basis. I do know that I never hear complains and that staff enjoys working with him.

EMPLOYEE COMMENTS:

7. PROFESSIONALISM: Exhibits an appropriate level of professional behavior and sound judgement on routine work as well as difficult situations.

XXX Exceeds Expectations _____ Meets Expectations _____ Needs Improvement

SUPERVISOR COMMENTS:

Brian is the consummate professional and always uses sound judgement and gives outstanding advice. He makes each of the selectboard members smarter on a regular basis both in times of crisis and with routine matters. I rely on his judgement regularly and am able to let him run the town on a day-to-day basis because of his judgement, without fear of things going terribly wrong.

EMPLOYEE COMMENTS:

8. AREAS FOR IMPROVEMENT

SUPERVISOR COMMENTS:

Everyone can always improve and should try, but I don't see any that are important to list here.

EMPLOYEE COMMENTS:

9. OVERALL COMMENTS:

SUPERVISOR COMMENTS:

Brian is arguably the best Town Administrator in the area. Running a small town is complex and he does it very well. He has made my experience as a selectboard member as enjoyable and successful as I can imagine.

EMPLOYEE COMMENTS:



Supervisor signature

Date

Employee Signature

Date