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### Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item: Executive Session – Staff Reviews  
**Date:** 10/7/2025

**Purpose:**

The purpose of this Executive Session is to conduct the annual performance reviews for the Finance Director, Town Clerk, and Town Administrator. In prior years, Town Council carried out the review process as an independent board. For 2025, Town Council has directed that a peer review be conducted, with the results reported back to Town Council. This new approach is intended to provide both Town Council and staff with a broader perspective on performance, offering greater insight into strengths as well as opportunities for improvement.