

TOWN ATTORNEY Evaluation

OVERVIEW: The Town of Brunswick ("Town") Charter provides that the town council appoint a town attorney. The Town Council appointed the firm of Preti Flaherty ("Preti") to provide it with legal services under an agreement that is renewable. Under the agreement Stephen Langsdorf is the lead attorney, effectively the town attorney. This review focuses on the legal services and relationship management provided by Stephen Langsdorf ("Town Attorney"), as well as the services provided by others under his direction. The review is focused on five areas, each with a set of evaluation criteria.

I. PROFESSIONAL EXPERTISE

Evaluation Criteria:

- Demonstrates an understanding of the Town's charter, ordinances, regulations and policies.
- Demonstrates a command of the law as evidenced by expertise in general law, federal law, state law, and regulations relating to municipal entities and governmental affairs.

Area of Expertise:

Assessing/Tax Collection

Codes Enforcement/Life Safety

Civil Rights

Economic Development

Employment/Personnel/Labor

Environmental

Freedom of Access Act

General Contracts

Procurement

Real Estate

School Law

Voter Registration and Elections

Zoning and Land Use

Comments:

II. PROFESSIONALISM AND CHARACTER:

Evaluation Criteria:

- Adheres to the ethical standards for behavior and follows professional rules of conduct. Acts with honesty and integrity.
- Recognizes conflicts or potential conflicts and discloses them as required or appropriate.
- Has the confidence of the Town Council and staff when advising them of the legal rights, responsibilities, and risks.
- Respects the Town Council's role in developing Town policy and endeavors to provide advice that is free from personal views or political bias.
- Advises Town Council, Town Manager, and staff of key changes in laws and regulations as they pertain to the Town's activities.
- Demonstrates respect, civility, flexibility, patience, and emotional control when interacting with others.

Comments:

III. ACCESSIBILITY, RESPONSIVENESS, AND COMMUNICATION:

Evaluation Criteria:

- Readily accessible when assistance is requested from the Town Council, Town Manager, or staff. Responds to inquiries in a timely manner.
- Accurately interprets directives from the Town Council and Town Manager. Carries out directives of the Town Council as a whole rather than those of any one Town Council member.

- Demonstrates understanding of the Town's goals and objectives as well as its duties, obligations, and responsibilities.
- Effectively listens, seeks feedback, and works collaboratively with others.
- Effectively communicates findings or opinions in a clear and concise manner. Speaks with conviction when explaining or conveying information. Is comfortable in adverse situations.
- Keeps the Town Council appropriately informed of the Town's legal affairs, including present and potential litigation.

Comments:

IV. WORK PRODUCT:

Evaluation Criteria:

- Demonstrates thorough and thoughtful preparation for consultations with the Town Council, Town Manager and staff.
- Provides appropriate legal references and attribution on written opinions and advice.
- Demonstrates a thorough understanding of the legal and factual elements of each assignment or request.
- Includes the elements of strategy, prioritization, and creativity in developing recommendations and solutions.
- Provides options for implementing policy objectives, rather than focusing on legal impediments.
- Demonstrates ability to persuade, respond, and adapt when advocating the Town's positions before various groups and tribunals.

Comments:

V. MANAGEMENT AND FISCAL ACCOUNTABILITY:

Evaluation Criteria:

- Demonstrates the ability and knowledge to research issues efficiently, effectively, and economically.
- Appropriately delegates, manages and coordinates with colleagues so that the work produced accurately responds to issues presented in a timely, efficient, and cost effective manner.
- Accurately estimates, and advises of, the potential costs associated with advice, advocacy, and litigation. Proactively manages costs and advises when the project costs are expected to exceed estimates.
- Advises when the costs of litigation or adjudication are likely to exceed the financial benefits of prevailing.
- Invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control.

Comments:

SUMMARY AND GOALS:

Areas of strength:

Areas for improvement:

Goals: