



TRUSTEES MEETING NOTICE & AGENDA
THURSDAY, AUGUST 24, 2017 AT 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
5. **JOINT MEETING WITH THE ESSEX SELECTBOARD**
 - a. Interviews with Executive Recruitment Firms :
 1. Don Jutton, Municipal Resources, Inc. [6:35-7:35 PM]
 2. Heidi Voorhees, GovHR USA (via Skype) [7:40-8:40 PM]
 3. Steve Egan, Mercer Group [8:45-9:45 PM]
 - b. Possible Selection of a Firm
6. **EXECUTIVE SESSION**
 - a. Contracts
7. **ADJOURN**

Meetings of the Trustees are accessible to people with disabilities. For information on accessibility or this agenda, call the Village Manager's office at 878-6944.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES/ESSEX SELECTBOARD
SPECIAL JOINT MEETING
MINUTES OF MEETING
August 24, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown. Lori Houghton.
ESSEX SELECTBOARD: Max Levy (Chair); Michael Plageman, Andy Watts, Sue Cook, Irene Wrenner.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrissette, Village Finance Director/Assistant Manager; Greg Duggan, Deputy Town Manager.
OTHERS PRESENT: Don Jutton, Heidi Voorhees (via Skype), Steve Egan.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the Board of Trustees meeting to order at 6:30 PM.

Selectboard Chair, Max Levy, called the Essex Selectboard meeting to order at 6:30 PM.

The assemblage recited the Pledge of Allegiance.

2. AGENDA ADDITIONS/CHANGES

Additions to the agenda include:

- Copies of suggested questions for the consultant interviews.
- Resolution of Recognition for Essex Junction Little League.
- Copies of the consultant presentations and sample contracts.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.

MOTION by Mike Plageman, SECOND by Sue Cook, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. GUESTS, PRESENTATIONS, AND PUBLIC HEARINGS

1. Comments from the Public on Items Not on Agenda
None.

4. JOINT MEETING: BOARD OF TRUSTEES & SELECTBOARD

1. Interviews with executive recruitment firms

Don Jutton – Municipal Resources, Inc.

Don Jutton, founder of Municipal Resources, Inc., highlighted the following about his company, himself, and the recruitment process:

- The company was founded in 1989 and has done work in 550 towns and cities, the vast majority in New England. The company has 17 full time and 25 part-time

employees and specializes in small local government, custom fitting the recruitment to the municipality.

- Mr. Jutton was a town manager himself for 16 years.
- The company has a 75% placement record with town managers remaining beyond five years (five years is the average stay for a town manager).
- The recruitment process begins with getting to know the community on the front end by forming focus groups, meeting with department heads one-on-one, doing a community survey, engaging groups already in existence in the community, such as Heart & Soul. The community will be engaged through the entire process including interview panels. A cross-section of the community will be involved.
- The position will be advertised nationally and through ICMA. Municipal Resources has a good handle on who is looking to move and who is suited for the position. A database of resumes is maintained and the company will reach out to people of interest. The right candidate may not be found with the first round because the situation with the village and town is unique and there are not many managers who have experience with the situation. (Municipal Resources has worked with five or six similar situations though.) Also, Vermont has a cultural mindset that is different from the rest of the country and parts of New England, but all places have idiosyncrasies and all are special.
- Three to four person panels will be formed to screen the candidates for the ideal person. Background, skills, and abilities will be looked at with each candidate and then attitude, management style. Five to six essay questions on public administration and community will be drafted to give to the top tier candidates. The responses will be ranked and telephone interviews will be conducted. A public information scan will be run and a police background check will be done. The boards will be informed of the results.
- The goal is to bring six candidates for on-ground interviews and then community engagement and preliminary interviews with a citizen panel, employee panel, and professional panel. The results will be homogenized and the top three candidates will be brought forward for further interviews until one candidate is identified. A conditional offer will be made and an in-depth background investigation will be done. There will be conversation with both boards about appropriate behavior with candidates during the interview process.

Mr. Jutton said he noticed the report by Morris/Carr was not implemented and the current municipal manager contract is short and ends June 2018, which is a concern. George Tyler stated the contract can be extended for three years if needed. Mr. Jutton asked if the blueprint for consolidation is done. Max Levy said consolidation is still in process. A number of departments have been consolidated and there are a few more to go.

Mr. Jutton said the depth and breadth of pools of candidates is declining. Current managers are getting older and moving out of the profession. There is not much infill. It is predicted there will be 75 applicants due to the location and benefits of the Essex community.

Q&A

Board members posed the following questions to Mr. Jutton:

1. What is the percentage of females placed as town managers?
 - Mr. Jutton said Municipal Resources has placed the longest serving female manager in New England. Until the late 1980s town manager was a man's business, but now over 15% of the managers are female. Though there are professional associations for various professions (police, firefighters, and such) there is no association for female public administrators.
2. What happened with failed recruitments by your firm?
 - Mr. Jutton said the first failed recruitment was due to an alcoholic Selectboard Chair who took the candidate to dinner and told him who he wanted not to be employed by the end of the year. The second failed recruitment involved a transitional form of government and one selectboard member told the press the candidate had no chance.
3. Has your firm done recruitment for this type of situation (one municipal manager for a village and town)?
 - Mr. Jutton said he did a consolidation plan for two towns in Maine and the consolidation failed because the community did not understand one person cannot operate two towns as separate entities, only as one municipality.
4. Will the candidates being recruited be open to recruitment from other places?
 - ICMA has an ethics standard that says if a position is accepted the individual stays for a minimum of 24 months. ICMA will censure people.
5. How deep are the investigations into the candidates' background and how are nondisclosure settlements handled?
 - Mr. Jutton said his firm drills down and runs a rigid background check. Any nondisclosure agreements must be released or the candidate will not be considered.
6. What happens if the selection committee is not in harmony with the candidate selection?
 - Mr. Jutton said he has not experienced two town boards voting to select a candidate. With the selection committee it is important to understand the points of view of the members and any issues or concerns. It is rare not to get to unanimity. All input is shared. Municipal Resources knows all the players (people looking for placement) and is good at ensuring who is the best candidate and the challenges the person will be facing. What the village and town are doing is not unique in New England, just to Essex. No one can afford duplication and redundancy. The challenge is to find the right person to facilitate the process of working smarter, not harder, and to work together without losing identity. Municipal Resources has always found a final candidate. Managers want to know if there are conflicts. Housing costs will be an issue and spousal employment is a consideration, too. A family visit will be coordinated to schools, employers, and realtors with the final candidate.
7. How will the people for the panels that winnow down the candidate pool from six to three candidates be determined and when will the panels see information on the candidates?

- Mr. Jutton said the information will be available whenever the boards want it, but the advertisement will be confidential and a moral commitment is needed to not broadcast the information until the candidate has accepted the position. Municipal Resources maintains a spreadsheet of key elements on candidates. After the first cut and the resumes are received there will be a conference call with board members to review the spreadsheet. The panels are selected with direction from the boards. Mr. Jutton will be one of the panelists to screen applicants. Preferably an ad for the panels will be placed in the local newspaper and interested persons will forward their name and a brief bio. Having citizens involved in the process goes a long way to ensure success. Having a citizen/community panel helps the family integrate into the community.
8. Why do you want to be involved in this process?
- Mr. Jutton said he wants to learn how the consolidation happens and share the lessons learned. There are six places that started with a similar process, but the wheels fell off because the consolidation was not memorialized or institutionalized due to conflicting personalities.
9. How are the challenges of housing, two communities consolidating, and other challenges overcome to attract a top candidate?
- Mr. Jutton advised he would learn more and present ideas once problems are identified and assure the candidate of the relationship between the two communities and that the employment agreement can be extended or the rationale if it is not. Regarding housing, networking can be done to help find housing. The boards need to state a number at which the community is willing to let the candidate walk away. The boards are urged to allow Municipal Resources to be the negotiator and try to overcome the obstacles. There are not many obstacles that are money related. Essex is an interesting place being a semi-urban environment in a pucker brush, which is the reverse of the rest of New England.
10. Is it realistic that the village and town are expecting to find the right candidate on the first pass?
- Mr. Jutton said yes, but cautioned to be prepared if not. There is competition. For every manager there are three job offers, plus Vermont is known for high taxes.
11. Is the timeline to wrap everything up by the end of the year with a contract signed realistic?
- Mr. Jutton said yes.
12. The selected candidate is not required to reside in either the village or town. Is this a concern?
- Mr. Jutton said there are managers who want to live in the community they manage. More information is needed on the commute area and schools in those areas. Many of the quality candidates have school-age children. (George Tyler noted in Chittenden County the housing is expensive and the school districts are consolidated.)

Heidi Voorhees – GovHR USA (via skype)

Heidi Voorhees, co-owner of GovHR USA, highlighted the following:

- Ms. Voorhees is a former village manager for a community similar in size to Essex Junction. Ms. Voorhees will bring her 19 years of experience in local government to the table.
- GovHR USA is a national firm doing recruiting for 16 years (250 recruitments) in 26 states since its inception in 2009. The firm has worked in the Northeast, but not in Vermont specifically. The company is active in professional associations and other national forums.
- Ryan Cotton who has experience in Vermont will assist with the recruitment. Ms. Voorhees will be the lead consultant.
- GovHR USA uses a tailored approach and has a process, but is open to nuances. The firm believes in partnership and transparency. The boards can see all the resumes. A log will be kept and a matrix done or all the information on the candidates can be provided. The consultants will meet with the boards onsite for a couple of days and do individual and group interviews to better understand the community, the culture, and the consolidation. A position announcement and advertisement will be done. A recruitment brochure will be created. Recruitment is done nationally. Social media, websites, telephone contact, and the ICMA annual conference will all be used to communicate information on the position. GovHR USA website gets 5,000 views per month.
- The process will be coordinated. Every resume and cover letter is reviewed for fit and to decide who will have an interview by skype or face to face. A list of 15-20 candidates will be compiled. Background searches will be done. References will be called.
- The number of candidates will be winnowed down and ranked based on skill set or other information, such as negative media. The boards will decide who to interview. The firm will draft suggested questions. The boards can decide to involve others in the interviews (panels).
- Background checks will be done on the candidates. Education will be verified. The firm will work with the boards on the final selection. The final decision will be by the boards. The firm will provide information so an informed decision can be made. There will be no surprises. Candidates are asked current and expected salary level.
- If the boards do not like any of the candidates or cannot make a decision then the recruitment will continue until the boards are satisfied. The process is a partnership that is transparent and honest with the consultants providing professional judgement on each candidate.
- Appointment of a candidate should occur 90 days from when the recruitment contract is signed. The candidate must also sever ties with the current employer. The recruitment will look at internal candidates as well.

Q&A

Board members posed the following questions to Ms. Voorhees:

1. How deep does the investigation of candidates go in terms of management style issues?

- Ms. Voorhees said management style is part of the interview process. Candidates will be asked how they will handle situations. Calls to references will be made. A

personality assessment tool that is geared toward leaders in local government and corporate America may be used to drill down into management style and how ambiguity and conflict are handled.

2. How will confidentiality agreements be handled?

- Ms. Voorhees said there are ways to make discreet inquiries on what happened at previous employment without violating the agreement. The firm has deep tentacles in the local government profession.

3. How will the consultants communicate with the boards?

- Ms. Voorhees said she keeps in touch with clients via email and telephone. The office has a full staff so email is read and answered. Ms. Voorhees mentioned she is out of the country on a personal trip from September 1-15, 2017, but the other co-owner will be completely available during her absence.

4. Will there be help in recruiting and developing the community panels in the selection process, where in the process does this occur, and are there any downsides?

- Ms. Voorhees said it is ideal to involve the community at the beginning of the process and incorporate this into the brochure. The community panel is part of the interview process. The boards will shape the panel because the board members know the people in the community. The consultants will work with the panel, draft suggested question, and sit with the panel during the interviews to keep on focus and provide feedback and observations on the candidates. The downside is the boards may not agree with the recommendation of the panel. The employee panel has a different perspective on the manager. The panels will be handled carefully and thoughtfully.

5. Who will be conducting the interviews?

- Ms. Voorhees said she will.

6. Is recruitment harder at this time of year?

- Ms. Voorhees said recruiting during the ICMA conference in October is a benefit. The announcement should be out for four or five weeks prior. It is tricky interviewing around the holidays (Thanksgiving, Christmas). A calendar will be created with dates on when resumes are due, when the presentation on the candidates will be given, and when the interviews will be held.

7. How will the consultants get to know the “fit with the community” to be able to screen out candidates?

- Ms. Voorhees said the meetings with the boards at the start of the process are to gather information on what the community is looking for and the challenges that are there. Whether there is a “fit” will not be known until the candidate is onsite to interview and the boards continue to probe.

8. How will the unique challenges or obstacles with the village and town consolidation be handled?

- Ms. Voorhees said the firm has worked with search committees with representatives from throughout a community with multiple perspectives, but the focus was on the same community so this is the first time dealing with two consolidating communities. More understanding about the situation is needed. It is very unique and needs to be explained to candidates on how it works and the challenges. The consolidation situation is not seen as a problem for candidates.

9. What happens if the search committee is divided between candidates and at a stalemate?

- Ms. Voorhees said there were two occurrences she experienced where the selection committee was divided on a candidate. Additional candidates were found and there was a successful hire. The consultants will work through any impasse to get to an agreement. More often consensus happens if the right candidate is found.

10. What happens if the recruitment does not work and the selected person only stays in the job a short time?

- Ms. Voorhees said this situation does not happen often and it is tracked. The firm has a two year guarantee and will recruit again for just expenses and advertising costs, not the consulting fee. The guarantee is invoked less than 2% of the time.

11. From a global perspective how does the community rank with candidates (i.e. coming to New England, high tax region, unique state to the rest of the country)?

- Ms. Voorhees said most recruitments are regional unless someone wants to “come home”. It is more about what the candidate feels is a fit for them and what they want. The village and town are doing local government a bit differently and are being more creative and innovative. Many candidates are looking at quality of life, staying for a longer time, raising a family, good schools, all of which is being offered. Candidates also look to see if the elected officials get along so there is political and administrative stability.

12. Is a three to five month recruitment process reasonable?

- Ms. Voorhees said the recruitment firm needs 90 days plus the time the candidate needs so the timeframe is reasonable.

13. Should board members attend the ICMA conference?

- Ms. Voorhees said the firm will represent the community and provide information and answer questions.

14. A different approach was mentioned that was used with some recruitments. Please explain further.

- Ms. Voorhees said the structured forum approach has been used successfully in a couple of places. One was Cambridge where there was a public forum with 150 people and questions and comments cards on the candidates. The comments were thoughtful and all were published online. The process was interesting. The candidate who got the job was a finance director previously and a lifelong resident of the community. A similar process was followed in Ferguson and the candidates answered questions then mingled and informally spoke with the people at the public forum. The comments on the comment cards were given to the city council. Local administrators are very interested in challenges and are not afraid of challenges. It is the politics in a community that are worrisome.

15. What is the search load now for GovHR USA?

- Ms. Voorhees said the firm is doing work in Michigan, Maryland, Connecticut, Texas and wrapping up in Illinois, Wisconsin, and Pennsylvania. Ms. Voorhees said her schedule is in a good place now to take on another recruitment.

Heidi Voorhees asked how long the combined manager arrangement has worked. George Tyler said the arrangement has been in place for a while, works well and has been very

good for the village and town. Some services have been consolidated (Administration, Finance, Public Works) and more will follow.

Steve Egan – Mercer Group

Steve Egan, Senior Vice President of Mercer Group Consulting, highlighted the following:

- Mr. Egan said his practice sits with the firm. Mercer Group oversees all the searches. Between himself and the company owner, Jim Mercer, there is over 35 years of experience in local government or consulting with local government. The firm is public sector people doing searches for decades. Over 2000 searches have been done. Nearly 70 searches for municipal manager types are done each year. Department head and county manager searches are also done. In addition, Mercer Group does management studies where a city or department is looked at comprehensively and recommendations are made to improve performance.
- Most people in the public sector know Jim Mercer who founded Mercer Group in 1990. Jim Mercer does the searches and did 250 management studies. He is certified by the Institute for Management Consultants. The firm does a lot of work in the southeast, but reacts to proposal. Studies have been done from California to Maine and down to Florida. In other words the firm goes to where the work is. The firm works with large communities (Phoenix, Arizona) and small communities (town in New Mexico with population of 688 people), and just finished a search for a city manager in a suburb of Atlanta.
- Mr. Egan said he has worked in three public sector agencies (one was with the State of Vermont), and has lived in cities, townships, boroughs, and districts with populations ranging from 700,000 people to 750 people.
- Mercer Group is a team with Jim Mercer involved in every search. Jim Mercer's wife is the administrator and coordinator of searches. There is a recruitment brochure creator on staff and an individual who does the background checks and reports. All members of the well-practiced group have a role.
- The search process includes a recruitment brochure that is developed to communicate to the candidate about the community and challenges as well as the attributes wanted in a new manager. To create the brochure a series of interviews will be done with board members, department heads, and community stakeholders. The focus of the interviews will be on the challenges facing the community and the attributes of the person to be hired.
- Ads will be placed with a variety of sources (VLCT, NHLCT, ICMA) and Mercer Group will reach out to people about the position.
- Applicants will be pre-screened by Mercer Group and a dozen semi-finalists will be advanced. A quick internet search will be done on this group and then an iterative process will be done with the boards to get to the finalists. Background checks, interviews, and questionnaires will be conducted with the finalists. The interviews will be done onsite. Mercer Group will provide standard questions and help the boards with the interviews. There may be second interviews with a candidate or two before a decision is made. Mercer Group will advise on the contract with the selected candidate.

- The cost proposal for the recruitment by Mercer Group includes a set amount on time and not-to-exceed amount on expenses. Mercer Group is local government people with a sense of small villages to large cities.

Q&A

Board members posed the following questions to Steve Egan:

1. What is your firm's experience in Vermont and New England?
 - Mr. Egan said 30 searches and 20 studies across Massachusetts, Vermont, New Hampshire, and Maine have been done. A study was done in Barre, Vermont on consolidation of police, fire, and ambulance service. The firm has done work across the country.
2. Are others involved in the screening process to select the dozen candidates?
 - Mr. Egan said he is the receiver and when there are 20 candidates Jim Mercer and another team member, likely Allen Reddish, will review them and provide pros and cons. The list is then whittled down and the candidates contacted. Mercer Group tries to have several people with different perspectives look at the resumes.
3. Is there public engagement in the selection process?
 - Mr. Egan explained searches are tricky. The candidate may not have informed their current employer that they are looking for another job so privacy needs to be protected in the search process. The process needs to stay within the group until the appropriate time under Vermont law to release names. In the initial interviews the stakeholders and the boards will decide who will be on the selection committee. When the number of candidates is down to one or two then the candidates can be exposed to the community. There can be social gatherings where people can meet the candidate.
4. How would a stalemate or significant dissent on the decision be handled?
 - Mr. Egan said there have been situations where there are multiple stakeholders on a selection committee. Jim Mercer can provide specific information. Any disagreements will be handled upfront in the interviews with the boards so it is clear what everyone is seeking in the candidate and what the challenges are and that this is the person to meet those challenges. The group needs to come together with one mind. Candidates are looking for a reasonable level of consensus or they will pull out.
5. How is the process of background checks handled to get the information needed to make a decision on a candidate?
 - Mr. Egan said a pre-review is done when potential candidates apply (Mercer Group has a general knowledge of many of the applicants). An internet scan six to eight pages deep will be done and other sources will be used. When the list is down to six or seven candidates then background checks several layers deep will be done (finance, criminal, education, internet) and references will be checked. After all that it is very rare to have anything untoward happen. The process is 99.8% successful in catching things.
6. Describe the "fit" analysis.
 - Mr. Egan stated the recruiting brochure has key criteria and challenges. When the resumes are reviewed key criteria or challenges on each candidate are noted. As the list of candidates winnows down to six the analysis for 'fit' will go deeper.

The boards will be told through the initial interviews the ‘fit’ the candidates must match. A compilation report on each candidate will be given to the boards before the interviews and suggested interview questions will be provided.

7. Is this an ideal time of year to be recruiting?
 - Mr. Egan said people come and go all year long. It is good to have the same board members from the start to finish of the hiring. Managers with young children have considerations of school, but managers in general are used to moving and do it all the time.
8. Who receives the brochures?
 - Mr. Egan said the boards decide how to run the search and manage the consultants. There should be a panel with two members from each board and an at-large member. When the recruitment process starts the information is posted on the Mercer Group website. People in the market look at the website. Ads are also placed with ICMA, VLCT, NHLCT, and perhaps in Maine. The boards decide what states are ideal and reasonable. Other general websites for job postings are also utilized (government jobs, Hispanic, black public officials) and direct outreach by email and telephone is done. ICMA has a database of members that can be searched for candidates in states in a reasonable area. The leagues (of cities and towns) can also provide assistance. Mercer Group will have a booth at the ICMA convention in October and will speak to people searching for a position.
9. What is the greatest challenge in this situation to attract the top candidate and how is this overcome?
 - Mr. Egan said the village and town is in the process of deciding what to do together and separately, and the consultants need to understand the situation thoroughly to explain why this is a great place to work. Work left to do is an attractor to people. There is collegiality across the two boards which is good. Candidates want to know the village and town are good at working through things together. There is a type of “wooing” between the village/town and the candidate and the consultants need to know if there is anything that gets in the way of that.
10. Is the consolidation looked at as a benefit to attract candidates?
 - Mr. Egan said higher quality candidates go to places where there are “meaty” things to work on and to make a contribution.
11. Is wrap up by the end of the year realistic?
 - Mr. Egan said having the search open at the ICMA conference is nice, but not mandatory. There are other resources. People in management of local government look at the Mercer Group website. There is danger in going too fast with the process. Four weeks of recruitment and outreach is good. Interviews have to be scheduled before candidates are lost. The goal is to have 40 to 50 solid applicants then whittle down the list from there.
12. Who do the boards confer with? Steve Egan? Jim Mercer? Others?
 - Mr. Egan said the team will be himself, Jim Mercer, Allen Reddish, and one other person. All will have a good understanding of what is going on.
13. Has the Mercer Group process ever not worked?
 - Mr. Egan said Mercer Group provides a guarantee if the candidate does not stay for two years to do a search with no fee, just advertising and expenses, and the company will not raid the manager that was recruited. Once the candidate is on

board Mercer Group is happy to help set up goals and expectations. There was one placement that threatened the candidate's marriage (spouse did not want to move) so now the spouse is involved in the second interview.

14. How are background checks and confidentiality agreements handled?

- Mr. Egan said the candidate is asked to formally authorize Mercer Group with a signed and notarized letter to do a background check. If the candidate will not agree to this then they likely will not be in the pool. If Mercer Group has any doubts that will be communicated to the boards.

Steve Egan said he looked at the history of consolidation attempts by the town and village and believe this time it is seriously being done. The boards are agreeing on the challenges and attributes.

2. Little League Resolution

Irene Wrenner suggested the word "athleticism" be added to the resolution to recognize the fitness, strength, and ability of the players. Ms. Wrenner also suggested the word "competition" be removed from the resolution, but this suggestion was not supported.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to amend the resolution in recognition of the 2017 Essex Junction Little League All Star Team by inserting the word "athleticism" after the word "experience" in the first Whereas clause and to place the resolution as amended on the agenda of the next joint meeting. VOTING: unanimous (5-0); motion carried.

MOTION by Irene Wrenner, SECOND by Sue Cook, to accept the resolution in recognition of the 2017 Essex Junction Little League All Star Team as amended and place the revised resolution on the agenda of the next joint meeting. VOTING: unanimous (5-0); motion carried.

5. EXECUTIVE SESSION

1. Contracts

MOTION by George Tyler, SECOND by Elaine Sopchak, to find that premature general public knowledge of positions concerning proposed contract discussion would place the village and town at a disadvantage. VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Dan Kerin, to go into Executive Session to discuss a potential contract pursuant to 1VSA313(a)(1)(a) and to include the Essex Selectboard and relevant staff. VOTING: unanimous (5-0); motion carried.

MOTION by Andy Watts, SECOND by Irene Wrenner, to find that premature general public knowledge of positions concerning proposed contract discussion would place the town and village at a disadvantage. VOTING: unanimous (5-0); motion carried.

MOTION by Andy Watts, SECOND by Mike Plageman, to go into Executive Session to discuss a potential contract pursuant to 1VSA313(a)(1)(a) and to include the Essex Junction Board of Trustees and relevant staff. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 10:02 PM.

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.

MOTION by Max Levy, SECOND by Sue Cook, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 10:44 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to authorize the Village President to negotiate and execute a contract with Municipal Resources, Inc. to search for a municipal manager. VOTING: unanimous (5-0); motion carried.

MOTION by Mike Plageman, SECOND by Irene Wrenner, to authorize the Selectboard Chair to negotiate and execute a contract with Municipal Resources, Inc. to search for a municipal manager. VOTING: unanimous (5-0); motion carried.

6. ADJOURNMENT

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn the Board of Trustees meeting. VOTING: unanimous (5-0); motion carried.

MOTION by Irene Wrenner, SECOND by Mike Plageman, to adjourn the Selectboard meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 10:48 PM.

RScty: M.E.Riordan