

**VILLAGE OF ESSEX JUNCTION  
CITY MANAGER HIRING PLANNING COMMITTEE  
DRAFT MINUTES OF MEETING  
APRIL 11, 2022**

**MEMBERS PRESENT:** Christina Papadopoulos (Chair), Jeetan Khadka, Jacob Law, Jeb Spaulding, Amber Thibeault, John Wermer

**ADMINISTRATION:** Colleen Dwyer, HR Director

**OTHERS PRESENT:** None

**1. CALL TO ORDER**

Ms. Papadopoulos called the meeting to order at 5:30 PM.

**2. PUBLIC TO BE HEARD**

**a. Comments from Public on Items Not on Agenda**

None.

**3. REVIEW AND APPROVE MINUTES FROM MARCH 28**

**JEETAN KHADKA made a motion, seconded by CHRISTINA PAPADOPOULOS seconded, to approve the minutes from March 28. All in favor.**

**4. BUSINESS ITEMS**

**a. Discuss Committee Deliverables and Identify Action Steps**

Ms. Papadopoulos encouraged other members of the committee to consider Chairing or Co-Chairing the Committee, as she has a new professional obligation that would make it difficult to attend the meeting on time.

Ms. Papadopoulos suggested that the Committee begin by creating a hiring timeline. Ms. Thibeault said that the Trustees hope to have a manager in place by September 6. Therefore, the Trustees should approve the final candidate at their July 26 meeting, the position be offered on July 28, and a response provided by August 1. The position will open on May 3, and applications will be accepted until June 4. During this timeframe, the Committee will screen applicants.

The Committee discussed proposed questions for applicants to answer. These include the following:

- What makes you an ideal candidate for this position?
- How would you use diversity and inclusion to enhance our community?
- What is your vision for Essex Junction in the next ten years?

The committee discussed the commitment to diversity, and a desire to ensure that this was detailed in the application process. Mr. Khadka asked how candidate salary/benefit negotiations would be handled, and Ms. Dwyer suggested including the salary range in the application to minimize this. Ms. Thibeault said that the length of the interview process should help to

minimize the amount of time that the applicant would take to accept. Mr. Wermer asked if there were concerns about finding candidates for this position, and noted the high cost of living in the area. Mr. Khadka and Ms. Dwyer said that the cities of Barre and Winooski had numerous candidates for their City manager position. The committee discussed the process in both of those communities.

**b. Set Next Meeting Date & Time**

The City Manager Hiring Planning Committee will be meeting on Monday, April 25 at 5:30 PM.

**5. ADJOURNMENT**

The City Manager Recruitment Committee adjourned at 6:30 PM.

Respectfully submitted,  
Darby Mayville