

**VILLAGE OF ESSEX JUNCTION  
CITY MANAGER RECRUITMENT PLANNING COMMITTEE  
DRAFT MINUTES OF MEETING  
MAY 2, 2022**

**MEMBERS PRESENT:** Maggie Massey, Bridget Meyer, Mary Moyer, Mike Plageman, Gabrielle Stevenson, George Tyler

**ADMINISTRATION:** Brad Luck, Essex Junction Recreation & Parks Director/Interim Co-Manager

**OTHERS PRESENT:** None

**1. CALL TO ORDER**

Mr. Plageman called the meeting to order at 5:34 PM.

**2. PUBLIC TO BE HEARD**

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

None.

**3. MINUTES APPROVAL**

**a. Consider approval of the April 25 meeting minutes**

**MOTION by BRIDGET MEYER, seconded by GEORGE TYLER to approve the minutes of April 25. All in favor, motion passed.**

**4. BUSINESS ITEMS**

**a. Discuss City Manager survey & interview results to develop “ideal candidate profile”**

The Committee reviewed the qualitative and quantitative results of the survey. The survey results will be further reviewed at next week’s meeting. The committee will be focusing on the top three responses in each category to determine what the community, staff and Trustees feel is most important. Ms. Massey created a word cloud to show the most critical terms used by respondents. The Committee discussed the value of breaking up staff responses based on department, and looked at multiple similarities between the responses of the Trustees, staff, and community members.

**b. Discuss community profile content and format**

Mr. Tyler presented the draft, and the committee made minor edits. Mr. Tyler will be utilizing the survey and interview data to create a narrative of the ideal candidate, which will be sent out to the committee by this coming Friday.

**c. Discuss advertising locations plan**

The initial ad will be published for thirty days. The Committee also discussed the possibility of utilizing an executive recruiter, and the fact that it would be done only if the first advertising attempt is unsuccessful. The Committee decided to utilize as many forms of outreach as possible for the job posting. They also discussed how governing in New England is unique to the rest of the country, and that a candidate with this familiarity would be preferable. Mr. Plageman will research to determine the major publications in the New England states. While staff will take

care of submitting the advertisement to paid sources, members of the Committee will sign up to send the advertisement to the free sources.

**d. Discuss drafting of “typical” job ad**

The committee discussed potential limitations/specifications for publication. The full advertisement will be on the website, and shorter versions will be included in paid publications. Ms. Massey will draft the full job advertisement and present it to the committee at their next meeting.

**e. Set next meeting date & time**

The committee plans to meet on Monday, May 9 at 5:30 PM. They also discussed the potential of a joint meeting with the Hiring Planning Committee in the future. Mr. Luck detailed the work that the Hiring Committee has done and explained the hiring timeline that they have created.

**5. ADJOURNMENT**

The City Manager Recruitment Committee adjourned at 6:43 PM.

Respectfully submitted,  
Darby Mayville