

**VILLAGE OF ESSEX JUNCTION
CITY MANAGER RECRUITMENT PLANNING COMMITTEE
DRAFT MINUTES OF MEETING
MAY 9, 2022**

MEMBERS PRESENT: Maggie Massey, Bridget Meyer, Mary Moyer, Mike Plageman, Gabrielle Stevenson, Mike Thorne, 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 5:35 PM.

2. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

3. MINUTES APPROVAL

a. Consider approval of the May 2 meeting minutes

MOTION by GEORGE TYLER, seconded by BRIDGET MEYER, to approve the minutes of May 2 as written. Approved 4-0-1, with Gabrielle Stevenson abstaining.

4. BUSINESS ITEMS

a. Discuss and adopt ideal candidate profile

Mr. Luck presented the most recent draft of the candidate profile for the Committee's review. Minor edits and revisions were made. The Committee also discussed how to include details regarding the interaction between the City Council and the City Manager in the document.

MOTION by BRIDGET MEYER, seconded by GEORGE TYLER to accept the Ideal Candidate Profile for the new City of Essex Junction Manager, as amended. All in favor, motion passed.

b. Discuss and adopt community profile

Mr. Luck presented the final draft of the community profile to the Committee. No changes were made. Mr. Tyler said that staff should have the opportunity to change the design of the document for the website, and to alter the headline if necessary. All agreed.

MOTION by BRIDGET MEYER, seconded by GEORGE TYLER, to approve the Community Profile for the new City of Essex Junction, Vermont. All in favor, motion passed.

c. Discuss and adopt job ad

Ms. Massey presented a draft of the job advertisement for the Committee's review. They discussed the importance of having a candidate who has knowledge of municipal government, but the openness to candidates who have not previously served as a municipal administrator. Mr.

Luck said that this is detailed in the job description that was approved by the Village Trustees. He will research to determine that all of the figures and specifications listed in the advertisement are correct. Mr. Thorne asked if the City would be providing relocation expenses, Mr. Tyler said that this could be discussed during candidate negotiations. Other minor edits were made to the document. The ad will be edited as needed based on the publication it is advertised in, however the full description will be available on the website. The Committee also discussed the response questions that were provided by the City Manager Hiring Planning Committee, and suggested some edits. The questions now read:

- What excites you about being the first manager of the new City of Essex Junction?
- What steps have you taken at your current (or last) employer to create an inclusive work environment? How did you navigate this opportunity?

MOTION by GEORGE TYLER, seconded by MAGGIE MASSEY, to approve the document as amended. All in favor, motion passed.

d. Discuss and adopt advertising & outreach plan

Mr. Plageman provided a list of the top ten newspapers in all of the New England states, as well as New York. The Committee selected a few of the top newspapers from each state to post the advertisement. Mr. Luck presented a list of all of the paid advertising options that the City plans to post in, and how best utilize advertising funds.

MOTION by GEORGE TYLER, seconded by MAGGIE MASSEY, to approve the advertising plan as discussed and revised. All in favor, motion passed.

e. Determine if another meeting is needed, if so – discuss next meeting date & time

Mr. Luck will send the advertising list to Committee members so that they can sign up for advertising options. Mr. Tyler suggested that the Committee report to the Trustees on their work, which will serve to help inform the community. Ms. Meyer and Mr. Plageman will plan to attend the May 11 meeting to present the work of the Committee to the Trustees. The Committee did not schedule their next meeting, however they will plan another meeting if needed.

5. ADJOURNMENT

The City Manager Recruitment Committee adjourned at 7:20 PM.

Respectfully submitted,
Darby Mayville