

**VILLAGE OF ESSEX JUNCTION  
CITY MANAGER HIRING PLANNING COMMITTEE  
DRAFT MINUTES OF MEETING  
MAY 23, 2022**

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

**ADMINISTRATION:** Colleen Dwyer, HR Director; Brad Luck, Recreation Director/Interim Village Co-Manager

**OTHERS PRESENT:** Mike Plageman

**1. CALL TO ORDER**

Ms. Thibeault 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 MAY 9**

**JOHN WERMER made a motion, seconded by JEETAN KHADKA, to approve the minutes from May 9. All in favor.**

**4. BUSINESS ITEMS**

**a. Recruiting Committee will provide an overview of their work**

Mr. Plageman outlined the work of the committee in obtaining input from the public, staff, and Trustees, as well as the results of such. He noted the similarities in the responses from the three groups. The Committee also prepared a description of the City of Essex Junction and an ideal candidate profile.

**b. Develop a plan for Citizen Engagement**

Ms. Thibeault said that the Trustees had discussed candidate confidentiality at their last meeting, and noted that two Trustees and staff would be responsible for reviewing applications, not the Hiring Committee. The Trustees will also be responsible for making the determination as to which candidates will be moving forward from the top five to the top three. The Hiring Committee's role will be for designing the process, not reviewing the candidates.

The Committee discussed the citizen forum, and said that there will only be one for all of the finalists to attend. It will most likely be either fully remote or hybrid. Mr. Khadka suggested a more casual meet and greet, as well as an opportunity for members of the community to provide some kind of rating to candidates. Ms. Dwyer said that the questions would need to be filtered to ensure questions are appropriate and legal. The committee discussed whether or not the candidates should be able to hear one another's answers in a group interview setting, and if breakout rooms should be utilized. The potential need for interpreters or other translation was discussed.

The Committee discussed how best to measure the candidate's performance at the community forum, and the best way to obtain input from members of the public at this event. The amount of information that would be shared about each candidate prior to the forum was discussed.

**c. Review next steps**

For the next meeting, the committee will come up with three big picture questions they would like to be included at the citizen's forum.

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

The City Manager Hiring Planning Committee will be meeting on Monday, June 6 at 5:30 PM.

**5. ADJOURNMENT**

**JEETAN KHADKA made a motion, seconded by JOHN WERMER to adjourn. All in favor, meeting adjourned at 6:45 PM.**

Respectfully submitted,  
Darby Mayville