

**VILLAGE OF ESSEX JUNCTION
CITY MANAGER HIRING
PLANNING COMMITTEE
DRAFT MINUTES OF MEETING
JUNE 6, 2022**

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

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

OTHERS PRESENT: None

1. CALL TO ORDER

Ms. Papadopoulos called the meeting to order at 5:40 PM.

2. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

3. MINUTES APPROVAL

a. Consider approval of May 23, 2022 meeting minutes

JOHN WERMER made a motion, seconded by CHRISTINA PAPADOPOULOS, to approve the minutes from May 23. All in favor, motion passed.

4. BUSINESS ITEMS

a. Finalize a plan for Citizen Engagement

Ms. Dwyer said that Essex Junction has received fifteen applications for the manager position so far. The committee discussed the characteristics that they would like members of the public to rank candidates on. Candidates will be ranked on a 1-3 scale, with 1 representing not meeting expectations, 2 as meeting expectations, and 3 as exceeding expectations. There will also be an opportunity to detail any other comments.

The committee decided on the following:

- Approachability
- Presentation
- Engagement
- Public speaking
- Experience
- Candor
- Do you think they'll be successful in addressing our challenges?

- Does this candidate provide specific examples OR do you think that the candidate will be capable of:
 - Demonstrating a thorough knowledge of municipal finance, budgets, personnel policies and practices, collective bargaining, state and federal agencies.

- Provides the strategic vision, leadership, judgement, and positive energy to help the employees of the City of Essex Junction succeed.
- Enthusiastically embraces the role of being the face and voice of our community.
- Being approachable, open-minded, intellectually curious and emotionally intelligent.

The public engagement will consist of one evening, with each candidate being allowed fifteen minutes to speak, ten minutes for questions, and five minutes for members of the public to complete feedback forms. Candidates will be given the rubric and asked to include all of these in their presentation. All questions will be sent to Ms. Dwyer, who will choose which questions to include.

b. Review next steps

The Committee has completed all of their responsibilities at this point. Ms. Thibeault thanked the rest of the Committee on behalf of the Trustees, and encouraged them to get involved with other opportunities in the Village.

c. Set Next Meeting Date & Time

N/A

5. ADJOURNMENT

CHRISTINA PAPADOPOULOS made a motion, seconded by JOHN WERMER to adjourn and conclude the work of the City Manager Hiring Planning Committee. All in favor, meeting adjourned at 6:30 PM.

Respectfully submitted,
Darby Mayville