

**Town of Saguache
Board of Trustees
Special Session
March 21, 2011**

The Town of Saguache Board of Trustees met for a Special Session on March 21, 2011, with Trustees being present as follow:

Mayor Milton Jones	Present (Excused at 6:19 p.m.)
Mayor Pro-tem Dario Archuleta	Present
Ruth Horn, Trustee	Present
Lynn Miles, Trustee	Present
Tina Serna, Trustee	Absent (Excused)
Carla Quintana, Trustee	Absent (Excused)
Kate Vasha, Trustee	Present

Town of Saguache employees present as follow:

Therese Garcia, Town Clerk	Present
Caroline W. Irwin, Deputy Clerk	Absent
Dan Pacheco, Public Works	Absent

Town of Saguache Attorney present as follow:

Eugene Farish, Attorney	Absent
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Citizens in Attendance: There were none.

Call to Order: by Mayor Jones at 6:14 p.m.

Moment of Silence and Pledge of Allegiance: was led by Mayor Jones. He asked that during the Moment of Silence we remember the nation of Japan at this time.

Personnel Discussion: This Special Session is to set up the procedures for the hiring of the Deputy Town Clerk. Because of conflict of interest due to immediate family relationships several members of the Board, Carla Quintana, Tina Serna, and Mayor Milton Jones has asked to be excused from the hiring process so we need to set up the four member panel.

MOTION by Trustee Horn; Second by Trustee Vasha

Trustee Horn moved to set up the four member panel of the remaining board members: Ruth Horn, Kate Vasha, Dario Archuleta, and Lyn Miles.

Vote as follows: Trustee Miles – aye; Trustee Horn – aye; Trustee Vasha – aye; Mayor Pro-tem Archuleta – aye; Mayor Jones – aye

VOTE: 5 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Executive Session:

MOTION by Trustee Horn; Second by Trustee Miles

Trustee Horn moved to go into Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402(2) (f) and not involving: any specific employees who

have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees;

Vote as follows: Trustee Miles – aye; Trustee Horn – aye; Trustee Vasha – aye; Mayor Pro-tem Archuleta – aye; Mayor Jones – aye

Vote: 5 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

It's Monday, March 21, 2011 and the time is about 6:17 p.m. For the record, I am the presiding officer of the meeting, Mayor Milton Jones. Mayor Pro-tem Dario Archuleta will be presiding over the Executive Session as I am excusing myself due to personal conflict of interest. As the law has required by the Open Meetings Law, this executive session is being electronically recorded.

Also present at this executive session are the following persons: Trustee Lyn Miles, Trustee Ruth Horn, Trustee Kate Vasha.

This is an executive session for the following purposes: Personnel Matter

The motion being for discussion of a personnel matter under C.R.S. Section 24-6-402(2) (f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

I caution each participant to confine all discussion to the stated purpose of the executive session, and that no formal action may occur in the executive session.

If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the executive session, please interrupt the discussion and make an objection.

Mayor Jones continued: Stop. Change to second tape. The time is now 6:19 p.m. Second tape was inserted during executive session.

The Board came out of Executive Session at 6:55 p.m.

Tape 1 (one) of Special Session was placed back into machine at approximately 6:56 p.m.

Mayor Pro-tem Archuleta read announcement no. 4: As presiding officer returning back to the open meeting; the time is now 6:56 p.m. and the executive session has been concluded. The participants in the executive session were: Trustee Lyn Miles, Trustee Ruth Horn, and Trustee Kate Vasha. For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask you to state your concerns for the records.

The Executive session tape will be kept in the possession of the Town Hall for a 90-day period.

Seeing none, we have resumed the Special Session asking for motions or actions to be taken at this time.

MOTION by Trustee Horn; Second by Trustee Miles

Trustee Horn made the motion that based on the discussion in the executive session we have picked four applicants to be interviewed. They are applicants no. B, F, A, and J.

Vote as follows: Trustee Miles – aye; Trustee Horn – aye; Trustee Vasha – aye; Mayor Pro-tem Archuleta – aye

VOTE: 4 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

MOTION by Trustee Horn; Second by Trustee Vasha

Trustee Horn made the motion that the pay range for the Deputy Clerk position would be between \$8.50 to \$11.75 an hour depending on qualifications.

Vote as follows: Trustee Miles – aye; Trustee Horn – aye; Trustee Vasha – aye; Mayor Pro-tem Archuleta – aye

VOTE: 4 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

MOTION by Trustee Horn; Second by Trustee Miles

Trustee Horn made the motion that the position would have a six month probation period not tied to the benefit package which has a 90 day waiting period.

Vote as follows: Trustee Miles – aye; Trustee Horn – aye; Trustee Vasha – aye; Mayor Pro-tem Archuleta – aye

VOTE: 4 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

MOTION by Trustee Horn; Second by Trustee

Trustee Horn made the motion that in addition to the interview questions which will be selected by the end day on March 22nd, Trustee Vasha is approved to develop a written skills test, in conjunction with the Town Clerk.

Vote as follows: Trustee Miles – aye; Trustee Horn – aye; Trustee Vasha – aye; Mayor Pro-tem Archuleta – aye

VOTE: 4 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Adjourn: There being no further business the meeting adjourned at 7:00 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO

Dario Archuleta, Mayor Pro-tem

ATTEST:

Therese Garcia, Town Clerk