

**Town of Saguache
Board of Trustees
Special Session
April 4, 2011**

The Town of Saguache Board of Trustees met for a Special Session on April 4, 2011, with Trustees being present as follow:

Mayor Milton Jones	Present
Mayor Pro-Tem Dario Archuleta	Present
Ruth Horn, Trustee	Present
Lynn Miles, Trustee	Present
Tina Serna, Trustee	Absent (Excused)
Carla Quintana, Trustee	Present
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 6:31 p.m.

Moment of Silence and Pledge of Allegiance: was led by Mayor Jones.

Clarification on Contracts, RFP's, Bids, and Quotes Process: Trustee Horn had asked for this to be on the agenda. She asked that this item be removed from this agenda as it is an item that Town Attorney Eugene Farish could clarify for her. Clerk Garcia will direct this item to Attorney Farish for April 18th. Trustee Horn had questions about the process in general and the community solar garden project specifically. A copy of the Monte Vista bidding and purchasing process will be part of the April 18, 2011 board packet.

Convene into Executive Session for Deputy Clerk Position:

MOTION by Trustee Vasha; Second by Trustee Miles

Trustee Vasha moved to go into Executive Session to discuss the Deputy Clerk position.

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

VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

My name is Milton Jones. I am the Mayor of the Town of Saguache. It is Monday, April 4, 2011. The time is approximately 6:35 p.m. As required by the Open Meetings Law, this executive session is being electronically recorded. Also present at the executive

session are the following persons: besides myself, Mayor Jones; Mayor Pro-tem Dario Archuleta; Trustee Carla Quintana; Trustee Lyn Miles; Trustee Ruth Horn; Trustee Kate Vasha; and Town Clerk, Rese Garcia. This is an executive session for the following purposes. 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.

The Special Session tape was stopped at 6:37 p.m. and the second tape for Executive Session was placed in the tape recorder.

RETURN TO SPECIAL SESSION – Open Session at 7:04 p.m.

I am Mayor Jones and we are returning from the executive portion of this meeting to the open portion of this meeting. The time is now 7:05 p.m. The Executive Session has concluded. The participants in the executive session were: myself, Mayor Milton Jones; Mayor Pro-tem Dario Archuleta; Trustee Carla Quintana; Trustee Lyn Miles; Trustee Ruth Horn; Trustee Kate Vasha; and Town Clerk, Rese Garcia.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matter was not included in the motion to go into executive session occurred during executive session or that any improper action occurred during executive session in violation of the open meetings law, I would ask you to state your concerns for the record.

Seeing none, we have resumed the special session as per discussion in executive session. Are there any motions to be made or action to be taken?

Trustee Horn provided a recap of the hiring process for the Deputy Clerk position. The hiring occurred with four board members as a committee of the larger Board of Trustees. Applications were reviewed. Names and identifying information were removed. Applicants were then assigned an alphabetical letter.

The top four candidates were selected; one candidate declined. The committee agreed to continue with the top three candidates. No names were known.

Written test was given and then interviews were done. A candidate was chosen.

MOTION by Trustee Horn; Second by Trustee Miles

Trustee Horn moved to set the pay scale, based on experience and qualifications, at \$10.50 an hour.

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

VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Mayor Jones asked if the probationary period has been discussed with the candidates.

Trustee Horn said yes that it had been discussed.

Mayor Jones asked if the Deputy Clerk position has been offered.

Trustee Horn answered that the offer had been given.

Mayor Jones asked when the successful candidate could start.

Clerk Garcia answered that the candidate was available to start either the week of April 4th or week of April 11th.

Mayor Jones suggested April 11th being a start date as that provides her with a week prior to the Board Meeting; sit in on the April 18th meeting.

References will be done by Trustee Horn. Town Clerk Garcia will submit the background check.

Adjourn: There being no further business; the meeting was adjourned by Mayor Jones at 7:10 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO

Milton Jones, Mayor

ATTEST:

Therese Garcia, Town Clerk