

**TOWN OF FAIR HAVEN, VERMONT
SELECT BOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS--CEMETERY COMMISSIONERS**

**SPECIAL SELECT BOARD MEETING
DECEMBER 6, 2010**

Members Present: Ron Adams, Ray Bunker, Julie Ellis, Jeff Sheldon, Claire Stanley

Others Present: Fred Capron, John Lulek, Ceil Hunt, Jane Ellis, Peg Manley, Larry Hughes, David Ward, Ray Phillips, Don Howard, Jr., Ann Pelkey, Debi Bailey, Mary McNeil, Greg Parke, Joyce Roberts, Chris Cole, Rod Holzworth, II, Rick Wilson, Bob Richards, Lucia Suarez (Rutland Herald)

CALL TO ORDER

Chair Ron Adams called the December 6, 2010 Special Meeting of the Fair Haven Select Board to order at 7 p.m.

BUSINESS

Appoint Town Manager's Search Committee

The Chair explained a ten member Search Committee would review all applications and select five to be interviewed by the Select Board. Prior to interviewing the five, the Board and Search Committee will hold an Executive Session to talk about why "that" person was selected. The Chair emphasized the need for all information to remain confidential. The meetings will take place in the Police Department conference room and none of the material will be taken from that room. Applications will be received by Police Chief Bill Humphries who will make them available to the Search Committee members. The Chair said the selection of persons for the Search Committee was a combined effort of the Board members. The committee is to remain in place until the contract is signed. The Chair read the committee names as follows: Fred Capron, Jim Aubin, Joyce Roberts, Carl Ruby, Fran LaPlaca, Jay Brown, Sharon Richards, Alan Way, Cecelia Hunt, Robin Young. Ray Bunker made a motion to accept the Committee as named and their assignment. Second by Claire Stanley. Motion carried with a 5-0 vote.

Approve Time Schedule for Hiring Town Manager

The time line is as follows: December 7, 2010, begin advertising; January 7, 2011, 4 p.m., deadline for receiving applications; January 10, 2011, 7 p.m., Search Committee meeting; January 25, 2011, 7 p.m., Search Committee turns over all applications to Select Board with their recommendation of the five for the Select Board to interview; January 26, 2011, 7 p.m., Special Select Board meeting/Executive Session, review the information on the five selected applicants and schedule interviews; February 8, 2011, 7 p.m., Select Board meeting/Executive Session-Personnel/Town Manager candidate; February 9, 2011, 7 p.m. Special Select Board meeting with Search Committee, offer contract to Town Manager candidate; March 1, 2011, earliest starting date for new Town Manager. The Search Committee will appoint their Chair at their first meeting. The Search Committee is to schedule other meetings as necessary. Julie Ellis made a motion to accept the time line for hiring as presented. Second by Jeff Sheldon. Motion carried with a 5-0 vote.

Approve Town Manager's Position Advertising

The position will be advertised on the local Web site and on the VLCT Web site. The advertisement will be in the Rutland Herald , Time Argus, and on monster.com A copy of the advertisement is attached to the minutes. Claire Stanley made a motion approving the advertising plan. Second by Julie Ellis. Motion carried with a 5-0 vote.

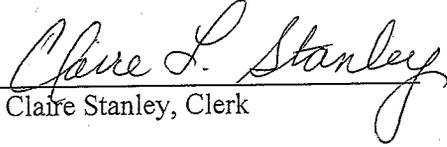
Executive Session/Interim Town Manager

Julie Ellis made a motion to go into Executive Session with the Town Manager and candidate for Interim Town Manager at 7:50 p.m. Second by Jeff Sheldon. Motion carried with a 5-0 vote. At 8:20 p.m. Jeff Sheldon made a motion to return to regular session. Second by Ray Bunker. The motion carried with a 5-0 vote. Claire Stanley made a motion to hire Rod Holzworth,II as the Interim Town Manager, \$35 an hour, a 40 hour week, no benefits. Second by Ray Bunker. Motion carried with a 5-0 vote. The term of employment is to be from December 15, 2010 to March 15, 2011, with the understanding there may need to be a two week overlap when the new Town Manager begins work.

ADJOURNMENT

Jeff Sheldon made a motion to adjourn at 8:30 p.m. Second by Julie Ellis. Meeting adjourned.

Respectfully Submitted,
Wilma B. DeSpain


Claire Stanley, Clerk