

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
9:00 a.m., Saturday, May 16, 2015**

Selectboard: Clifford Peterson, David Rogers and Rick Heh

Town Staff: none

Public: Daryl Benoit and Tim Searles

9:00 a.m. Call to Order - Meeting called to order by the Chair. By consensus, addition to agenda to consider revisions to the recruitment section of the Town Personnel Policy.

9:01 a.m. Public Comment – None

9:02 a.m. Interviews - Interviews of Daryl Benoit and Tim Searles for position of interim Town Administrator conducted.

9:45 a.m. Executive Session - Motion made and seconded to go into Executive Session to deliberate on candidates for Interim Town Administrator. Motion passed 3-0.

Motion made and seconded to exit Executive Session. Motion passed 3-0 at 9:58.

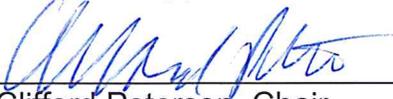
Motion made and seconded to make offer of employment to Tim Searles as Interim Town Administrator passed 3-0. Reasons for selection read into the record by the Chair and agreed to by consensus of other members of Selectboard.

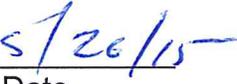
10:00 a.m. Personnel Policy Revision - Discussion was had on proposed revisions to recruitment provisions of personnel policy. Motion made and seconded to adopt revisions, passed 3-0. See copy of revisions attached.

10:17 a.m. Adjournment - Motion to adjourn made and seconded, passed 3-0.

Submitted by Clifford Peterson, Chair

Read and Approved as submitted/amended.


Clifford Peterson, Chair


Date

B. Recruitment

The selectboard shall post a notice of every municipal vacancy in all municipal buildings for a period of at least five business days. Notices of vacancies may also be posted in newspapers, on the municipal web site, and in such other appropriate media. Notices may also be placed in professional or trade journals. The town also uses the services of VLCT for recruitment.

Notice shall specify the vacant position, ~~salary range~~, nature of the work to be performed, required ~~or preferred~~ qualifications of the applicants, ~~closing date for receiving applications~~ and other such information as ~~required~~ may be considered desirable. Notice shall include verification that the municipality does promote Equal Employment Opportunity.

All applications for employment shall be in the form as prescribed by the selectboard. Said form shall include information concerning the applicant's identity, work experience, ~~references~~ and any other matter deemed relevant by the selectboard. Any materially false statement shall be grounds for rejection of any application or dismissal from the Town's service.

As part of the pre-employment procedure, former supervisors, employers, and references provided by applicants ~~shall~~ may be contacted to confirm application information. Reference checks may be personal or telephone contact and shall be documented. These reference checks shall be completed prior to an offer of employment and the information shall be made part of the application file. Motor vehicle, criminal background and/or credit checks may be included and will be completed after a conditional offer of employment has been conveyed and accepted by the applicant. All such information is to be handled as privileged and confidential.

*Amended
Guttor
5/16/15
10:15 am*