

Townshend Select Board

Special Meeting Minutes

August 27, 2009

Present:

Select Board - Alene Evans, chair; Bruce Bills; Michael Charles; Steve Ovenden; Hedy Harris

Town Personnel: Craig Hunt, Select Board secretary

Call To Order: At 6:00 p.m., Evans called the Special Meeting to order and offered her resignation as chair of the Townshend Select Board to the other members. By general consent, and with regret, her resignation as chair was accepted. Evans then made a motion: **To elect Steve Ovenden as chair of the Townshend Select Board**, seconded by Harris. Following brief discussion, the motion was carried by those present. Evans then informed members of the Board that she would submit her signed resignation from the Select Board, but allow the Board to date and accept it at their discretion.

Harris spoke of the Bookkeeper Screening Committee's process of reviewing applications and interviewing candidates for the position, and conveyed to the Board that it was the unanimous recommendation of the Committee to hire Kim Ellison as Townshend's bookkeeper. Discussion ensued regarding the selection criteria and the qualifications of the various candidates, following which Charles made a motion: **To hire Kim Ellison as Townshend's bookkeeper**, seconded by Ovenden, and carried by those present. Harris then made a motion: **To employ Ms. Ellison for approximately 15 hours per week at a starting pay rate of \$14.00 per hour during the probationary period**, seconded by Evans, and carried by those present.

Hunt was asked to draft letters to the other candidates for the chair to sign as soon as available, expressing the Town's appreciation for their interest and informing them of the Board's decision.

Ovenden then asked if there was other business to come before the Board at this time, and seeing none, Charles made a motion: **To adjourn the meeting at 6:24 p.m.**, seconded by Ovenden, and carried by those present.

Respectfully submitted,

Craig K. Hunt, secretary