

AWP

TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES
Meeting Date: July 30, 2012

APPROVED

The Board of Selectmen met and held a public meeting on Wednesday, July 30, 2012 5:00p.m. at the Thornton Town Hall.

Board Members present: A.W. (Butch) Burbank, Vice Chairman Roy Sabourn, and Marianne Peabody

Absent: Brad Benton, Steve Morton

Staff present: Tammie Beaulieu, Administrator; Jessi Fleury, Secretary.

Agenda Items: (no public input unless approved by the Chairman)

5:00 p.m. HEB- RFQ scope of work & negotiations for Millbrook Covered Bridge engineering services.

The board met with Chris Fournier, project manager to discuss the town's needs relative to the Millbrook Bridge as well as funding options. The board also reviewed a draft scope of services provided by Chris Fournier, project manager.

****Motion****

5:43 p.m. Vice Chairman Sabourn motioned to employ HEB engineering for phase 2 of the scope of service in the amount of \$5,305.00 to be expended from the capital reserve fund. Seconded by Selectwoman Peabody. Motion passed 3-0.

****Motion****

5:43 p.m. Vice Chairman Sabourn motioned to fund in the amount of \$1000, for the phase 1 benefit cost analysis performed by HEB, to be expended from the capital reserve fund. Seconded by Selectwoman Peabody. Motion passed 3-0.

Work session – (no public input)

Job Descriptions and Town Positions

The board discussed job descriptions for town positions. After lengthy discussion, the board agreed to authorize the Town Administrator to create an updated job description for a full time administrative assistant position to assist the planning board, zoning board, board of selectmen and town administrator. They board also agreed to consider a contract for the minute taking for the planning board and zoning board with the current secretary pending negotiation. The board discussed the details needed for the enforcement officer position as well. The town administrator was asked by the board to provide a new draft of the job descriptions that adheres to their needs as discussed for the board to review at their next meeting.

****Motion****

7:32 p.m. Vice Chairman Sabourn motioned to enter non-public session pursuant to RSA 91-A: 3, II (a, personnel). Seconded by Selectwoman Peabody. Roll call –

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Selectwoman Peabody – yes, Selectmen Sabourn-yes, Chairman Burbank – yes.
Motion passed 3-0.

****Motion****

7:58 p.m. Selectman Sabourn motioned to exit non-public session. Seconded by Selectwoman Peabody. Motion passed 3-0.

****Motion****

7:59 p.m. Selectmen Sabourn motioned to adjourn. Seconded by Selectwoman Peabody seconded. Roll call, motion passed, all in favor 3-0.

Respectfully submitted,



Jessi Fleury
Board Secretary
Draft Posted