

**Town of Sullivan, NH**  
**Board of Selectmen**  
**Approved Meeting Minutes, January 4, 2021**  
**Sullivan Town Hall**

Board members present: Marsha Cook, Paul Bolduc, Joe Lewandowski

Department and Committee Heads/Officers:

Staff: Kathleen Rowe, Administrative Assistant

Public: None

A. CALL TO ORDER: Marsha Cook called the meeting to order at 6:30pm. On a motion by Marsha, seconded by Joe, the regular meeting minutes of December 28, 2020 were unanimously approved as amended.

B. PUBLIC COMMENT (Non-agenda):

C. SELECTMEN'S BUSINESS (Agenda):

1. Marsha attended a Zoom meeting regarding the broadband bond issue, with Renelle L'huiller, our bond lawyer, Mike Brooks, Tom Scherpa and Jim Casey. Renelle is currently reviewing the hearing, meeting and posting timeline prior to Town Meeting to ensure that all target dates and meeting requirements are met.

The Town received a thank-you from FiberCast for awarding the project to them. They are working on the contract and will shortly provide a draft and details for the Selectmen and for Attorney Kinyon's review.

2. Forms:

a. The Building Permit has been revised to provide a more cohesive package; it is now divided into three clear steps for the applicant: 1) Application 2) Building Permit Checklist and 3) Certificate of Occupancy.

Marsha distributed copies to the Selectmen and requested that they bring any suggestions or concerns to the meeting of 1/11/2021 at which time a vote will be taken to accept these forms for use beginning 2021.

b. The Septic System Application has been redone with appropriate spacing and formatting.

3. Parking Policy: After researching, Marsha has determined that the Town does not need a parking policy as there is only one area that is problematic. In the case of parking that obstructs highway and emergency vehicles, Marsha will write a letter to the property owner outlining the problems and the remedies to be used if necessary (e.g., ticketing, towing). On a motion by Marsha, seconded by Paul the Selectmen unanimously approve this process.

4. Marsha requests authorization to write a letter to John Belliveau regarding work being done on Centre Street property. On a motion by Marsha, seconded by Paul, the Selectmen unanimously approve.

3. Signed: Treasurer's Monthly Financial Report to the Selectmen

4. Signed: Payroll, vendor payments, and purchase orders (2)

D. MISCELLANEOUS:

- Paul, as Selectmen's representative to the Budget Committee, asked for more detail on his part; Marsha will provide this.
- Marsha spoke to the current work on the bond issue: The goal this week is to put together a trial run of the warrant including the bond article. Changes will be made as the Budget Committee works through the recommendation process.
- Broadband financing: If the Town passes the bond at Town Meeting, the bond will be sold in July with a closing in August at which time funds will be disbursed. In the case where the contractor wants to begin work before the bond closing, most towns issue Bond Anticipation Notes, short-term notes

that are repaid when the bond has closed. This process involves lawyer costs and bank fees to be paid by the town. Marsha spoke with MRI (town accountants) and determined that our fund balance may be used, rather than taking Bond Anticipation notes, to be repaid to the fund balance when the bond closes. This process would incur no additional costs for the Town.

Paul asked if using this fund balance money would have to be a separate warrant article for vote by the Town. Marsha will follow up on this.

F. ADJOURNMENT

MOTION: Marsha moved to adjourn the meeting at 7:05pm.

SECOND: Paul seconded the motion

Unanimously approved

Respectfully submitted,



Kathleen N. Rowe  
Administrative Assistant