

**Town of Sullivan, NH**  
**Board of Selectmen**  
**Approved Meeting Minutes June 19, 2023**  
**Sullivan Town Hall**

Board members present: Dave Jakway, Chair; Paul Bolduc, Virginia DeAngelis

Staff: Kathleen Rowe, Administrative Assistant

Department Heads: Todd Smith, Highway; Wendy Pelletier, Conservation Commission; Gaynelle Pratt, Welfare Officer

Public: Trish Yarosz, Adam Cullis

A. CALL TO ORDER: Dave called the meeting to order at 6:30 pm.

On a motion by Paul, seconded by Ginger, the Board voted unanimously to accept and approve the minutes of the June 5, 2023 public meeting as written, all aye.

On a motion by Paul, seconded by Ginger, the Board voted unanimously to accept and approve the minutes of the June 5, 2023 non-public meetings for legal purposes, as written, all aye.

B. PUBLIC

Adam Cullis, recently contacted by Dave to do repair work at the Town Hall, presented the idea of creating a Building Maintenance Committee, much like the Highway Major Equipment Committee previously convened in 2022. In addition to the work needing immediate attention, e.g., the columns at the front steps, door replacements for the lower level and general painting, Adam has found additional areas that will need attention in coming years. He would like to see all Town buildings involved in order to fund the Capital Reserve at levels that will support necessary maintenance. The work of the Committee would be to identify necessary maintenance issues, establish projected scheduling and assign estimated costs for the work. The Selectmen accepted the idea for consideration.

Adam also suggested a similar committee to address perceived concerns regarding communications in Town for meetings and events, suggesting that in addition to the Town newsletter and website, the Town consider a social media (Facebook, etc.) page for more immediate information. Paul noted legal concerns/issues regarding municipal use of social media. The Board will look for examples of other municipal social media pages and research the legal issues regarding their use.

Trish Yarosz mentioned that the Town website navigation seems confusing in researching Town records e.g., NH HOP grant, building permits, etc. AA noted that there are records that are not digitized but may be accessed by request at the Town Offices. Selectmen noted that the NHHOP grant document is available at the Town office as a physical document that can be reviewed.

### C. SELECTMEN'S BUSINESS

1. Todd Smith presented project plans for the latter part of 2023 and summer 2024, noting that paving costs at the time of budgeting had made planning difficult, noting the 11 miles of pavement in Sullivan require an estimated .75/miles per year of repair/replacement in order to maintain the entire system in a cost-effective cycle.

He suggested that the Town use additional funds received in 2022 from the State for road construction and reconstruction to begin work on Valley Road. Grinding, graveling and tree work for approximately 3100 feet of Valley Road would be done in Fall of 2023 at an approximate cost of \$25,000; paving would be done in late summer 2024, the cost dependent on prevailing rates at that time. Paving costs have come down from the 2022 high, allowing the Town to use special project funds to complete Church Street this year.

Dave questioned the effect of the logging project going on at Boulder Road sites; Todd has spoken with the owner and the logger and does not feel this should impact this project.

To Dave's question regarding the asphalt base depth, Todd explained that the project will finish the road with 4" of asphalt; it would not be possible to do an overlay on this road. There is only one culvert in the project area, currently a cement culvert to be replaced with a properly-sized plastic culvert.

Selectmen asked Todd to request three bids on the road-grinding, to be done before mid-October.

2. Todd asked about the status of the watershed analysis done for Hubbard Road. The current 5' culvert is too small for the flow and will need to be replaced. However, the culvert size requires an engineering analysis to be done by an outside firm; Todd recommends that this be done as soon as possible in order to change out the culvert. Selectmen will revisit the proposal and look at funding sources.

3. Wendy Pelletier presented a plat for property merged into a single lot in 1996, but sold in 2022 as a separate lot. In lieu of creating a new subdivision, Wendy has been advised by her counsel that, as the lot is bound by its own conservation easement, the Selectmen might write, sign and have recorded an affidavit stating the lot should not have been merged and should exist as a separate piece. The Board referred Wendy to Avitar for final determination.

4. Signed: Intent to Cut – Hoffman Map 2 Lot 11, Boulder Road

5. Signed: Yield Tax – Belliveau 03-43-1,7,8 Centre Street

6. Signed: Property Tax – Supplemental Warrant – R Willard Map 1 Lot 5 Gilsum Road

7. Signed: Treasurer's Report to the Selectmen May 2023

8. Signed: Payroll, Vendor Payments and Purchase Order Approvals

On a motion by Paul, seconded by Ginger, the Board voted unanimously to move into non-public meeting/legal at 7:35PM.

On a motion by Paul, seconded by Ginger, the Board voted unanimously to adjourn the meeting and seal the minutes at 8:13PM

D. MISCELLANEOUS

- Acknowledged: Response from ZBA Chair to Nathan Levesque regarding septic plans for Map 05 Lot 42-002.
- Acknowledged: Correspondence and proposed two-year contract from Rescue Inc. regarding ambulance service for the Town of Sullivan. On a motion by Paul, seconded by Ginger and pending the outcome of the county-wide meeting in Swanzey on June 21, 2023, the Board authorized Dave to sign the contract with Rescue Inc.

On a motion by Paul, seconded by Dave, the Board voted unanimously to move into non-public meeting/legal at 8:40 PM.

On a motion by Dave, seconded by Ginger, the Board voted unanimously to adjourn the meeting and seal the minutes at 9:22 PM

D. MISCELLANEOUS (cont.)

- The Board will contact abutters of the Old Apple Hill Road (Route 9 portion) regarding discontinuation of that portion of the road at Town Meeting 2024.
- The next meeting of the Board of Selectmen will be Wednesday, July 6, 2023 at 6:30 PM

E. ADJOURNMENT

On a motion by Paul, seconded by Ginger and unanimously approved, the meeting was adjourned at 9:43 PM.

Respectfully submitted,

  
Kathleen Rowe, Administrative Assistant