

Town of Sullivan, NH
Board of Selectmen
Meeting Minutes, July 29, 2019
Sullivan Town Hall

Board members present: Laura Merrifield, Marsha Cook and Joe Lewandowski

Department Heads/Officers: Fire Chief Al Henry

Staff: Barbara Clews, Office Assistant

Public: George Folco, Lisa Souza, John Bolles

- A. CALL TO ORDER: Laura Merrifield called the meeting to order at 6:30pm. Marsha Cook made a motion to approve the minutes of the July 15, 2019 meeting, seconded by Joe Lewandowski. The July 15th minutes were unanimously approved.
- B. PUBLIC COMMENT: (None)
- C. SELECTMEN'S BUSINESS:
1. George Folco, 243 Centre Street RE extension of camper occupancy at his property: The Board approved a 60-day extension beginning August 25, 2019.
Mr. Folco also expressed concern about his taxes in lieu of a recent survey of his property. He paid taxes on 12 acres when in fact, the survey revealed he owns less. He wanted to know how he was refunded for overpayment. Laura Merrifield suggested Mr. Folco provide the town with the survey so that the tax records and maps could be amended. She explained that taxable status date is April 1st of any year, and that it was likely that the changes brought to light by the survey would probably not be recognized until April 1, 2020. If the changes were not made for the coming final 2019 tax bill, Mr. Folco could apply for an abatement with the Selectmen after that bill is received.
 2. John Bolles, 469 South Road (M-5/L-42) RE property line dispute: John Bolles, in reaction to a neighbor's posting notices by the power lines running along both properties, came in to be sure the Town's records matched those of his land survey. Both records matched.
 3. Fire Chief Al Henry stopped by to discuss a variety of issues. He mentioned he was successful in ordering 16 Air Pack Cylinders for the price of 12. This acquisition was funded by a special warrant article in the 2019 budget.
The Chief requested the Board sign a "Memorandum of Agreement" for a Radio Reprogramming Grant from Homeland Security. The "2019 Homeland Grant Program (provides) funding for the purpose of reprogramming all P-25 compliant radios statewide with zone 'D-H' for statewide interoperability". The value of the Grant is around \$500. The Board reviewed the Grant and it was signed by Laura Merrifield.
In closing, the Chief stated a concern about the viability of the ambulance services. He thought the Board should be aware of and plan for other options should the need arise.
 4. 5 Arlen Drive Health & Safety: In response to an email sent by Becky Cummings expressing concern over security, and potential health hazards mentioned by the Sheriff pertaining to the unoccupied residence, Laura Merrifield spoke with the property manager. The property is being cleaned out with work to be completed this week. The building has been re-keyed and secured. No follow up required.
 5. 24 Arlen Drive Update: Laura Merrifield explained to the Board an email received from Barbara Spivey (Bradley & Faulkner) stating that they have sent a letter to the former owners of the property notifying them of the sale and distribution of funds, and actions that need to be taken.

- 6. Website Update: Marsha Cook updated the Board on progress made in uploading documents into the website. She has contacted all town departments requesting summary descriptions of each department. Marsha inquired about the logistics of carrying out the criteria needed to take the website "live." It was agreed by the Board that a separate, critical review work session(s) of the draft website be made by the Board, and then a few other key persons such as Bob Switzer, Leslie Casey, Mary Hull, et al., before going "live". Critical review work session(s) expected to take place mid-August. Marsha will add a caveat for suggested comments from users of the website. Laura Merrifield discussed the Board posting meeting agendas and the Board decided not to post.
- 7. Payroll, vendor payments, and purchase orders: The Manifest and Purchase Orders were reviewed and approved. The check for the school bill will be held and mailed out Thursday, August 8th.
- 8. Acknowledgement of Financial Reports & Adjusting Journal Entries: Laura discussed and reviewed with the Board the June financials. Transaction detail reports will be withheld until Laura has a discussion with Rita (MRI) regarding Capital Expense accounting process.
- 9. Miscellaneous/General Discussion:
 - Cheshire County Sheriffs log for June 2019 was acknowledged.
 - An email from Leslie Casey in response to an inquiry about subdivision of land located at 192 Centre Street was acknowledged.
 - NH Municipal Association is holding a "Right To Know" Workshop on August 6th.
 - Letter from Donna Soucy (NH State Senate) to NH Selectboard members regarding the State Budget was acknowledged.
 - A new address assignment from NH Div. of Emergency Svcs. was acknowledged for the Paquettes, 183 Boulder Road, M-2/L-16-02 as being added to Sullivan's E9-1-1 mapping data.
 - Laura Merrifield discussed exterior painting of certain areas on the town buildings, including the Town Hall portico and window trim; bulletin board; and an outside structural beam on the Library. Further, there are 5 Highway Dept. buildings which also need painting/staining (including the Highway garage east and south walls; wood boiler building east, west and south walls; all walls in the fuel building, salt shed, and the chipper shed. Todd Smith offered to do the work (with Paul Yarawski), if the Town purchases the paint and supplies. Joe Lewandowski asked about the amount and cost of paint/stain. The Board decided to obtain informal quotes for the other work. Laura to follow up.
 - Laura Merrifield reported she has sent out assessment review letters to Town Veterans requesting updated information in order to recertify their Veterans credit for 2019.
 - Marsha Cook mentioned that the Handicapped Parking sign in front of the Town Hall is in need of replacing. Barb to follow up with Todd.
 - Joe mentioned that he would be unable to attend the next Planning Board meeting which had been moved to August 14th. Joe to notify Leslie Casey.

D. Non-Public: (None)

E. Adjournment:

MOTION: Laura Merrifield moved to adjourn the meeting at 8:30pm

SECOND: Marsha Cook

Unanimously approved

Respectfully submitted,

Barbara Clews
Office Assistant